

**City and County of San Francisco
Office of Contract Administration
Purchasing Division
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4685**

Agreement between the City and County of San Francisco and

Richmond Area Multi Services, Inc.

This Agreement is made this 1st day of October, 2010, in the City and County of San Francisco, State of California, by and between: Richmond Area Multi-services, Inc., 3626 Balboa Street, San Francisco, CA 94121, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, the Department of Public Health, Community Behavioral Health Services, ("Department") wishes to provide services for Mental Health and Substance Abuse.

WHEREAS, Request for Proposal was issued on July 31, 2009 and City selected Contractor as the highest qualified scorer pursuant to the RFP; and

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for this Agreement was obtained when the Civil Service Commission approved Contract number 4150-09/10 on June 21, 2010;

Now, THEREFORE, the parties agree as follows:

1. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation. This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from July 1, 2010 through December 31, 2015.
3. **Effective Date of Agreement.** This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing.
4. **Services Contractor Agrees to Perform.** The Contractor agrees to perform the services provided for in Appendix A, "Description of Services," attached hereto and incorporated by reference as though fully set forth herein.
5. **Compensation.** Compensation shall be made in monthly payments on or before the 15th day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of the Department of Public Health**, in his or her sole discretion, concludes has been performed as of the 30th day of the immediately preceding month. In no event shall the amount of this Agreement exceed Sixteen Million Sixty Three Thousand Six Hundred Eighty Four Dollars (\$16,063,684). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **Department of Public Health** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.
6. **Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

7. **Payment; Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number and must conform to Appendix F. All amounts paid by City to Contractor shall be subject to audit by City. Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."

8. **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. **Disallowance.** If Contractor claims or receives payment from City for a service, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other Agreement. By executing this Agreement, Contractor certifies that Contractor is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Contractor acknowledges that this certification of eligibility to receive federal funds is a material terms of the Agreement.

10. **Taxes.** Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and

assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

11. **Payment Does Not Imply Acceptance of Work.** The granting of any payment by City, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory work, equipment, or materials, although the unsatisfactory character of such work, equipment or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

12. **Qualified Personnel.** Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to complete the project within the project schedule specified in this Agreement.

13. **Responsibility for Equipment.** City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

14. **Independent Contractor; Payment of Taxes and Other Expenses**

a. **Independent Contractor.** Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement.

b. **Payment of Taxes and Other Expenses.** Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit

against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in City's financial liability so that City's total expenses under this Agreement are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- 1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- 2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
- 3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- 4) Blanket Fidelity Bond (Commercial Blanket Bond) Limits in the amount of the Initial Payment provided for in the Agreement.
- 5) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

- 1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- 2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

d. All policies shall provide thirty days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section:

e. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

f. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

g. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

h. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

i. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

16. Indemnification Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement.

17. Incidental and Consequential Damages. Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.

18. Liability of City. CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 5 OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

19. Liquidated Damages Left blank by agreement of the parties. (Liquidated damages)

20. Default; Remedies. Each of the following shall constitute an event of default ("Event of Default") under this Agreement:

(1) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

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| 8. Submitting False Claims; Monetary Penalties. | 37. Drug-free workplace policy, |
| 10. Taxes | 53. Compliance with laws |
| 15. Insurance | 55. Supervision of minors |
| 24. Proprietary or confidential information of City | 57. Protection of private information |
| 30. Assignment | 58. Graffiti removal |
- And, item 1 of Appendix D attached to this Agreement

2) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, and such default continues for a period of ten days after written notice thereof from City to Contractor.

3) Contractor (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Contractor or of any substantial part of Contractor's property or (e) takes action for the purpose of any of the foregoing.

4) A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (b) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (c) ordering the dissolution, winding-up or liquidation of Contractor.

b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such Event of Default and any liquidated damages due from Contractor pursuant to the terms of this Agreement or any other agreement.

c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

21. Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.

2) Not placing any further orders or subcontracts for materials, services, equipment or other items.

3) Terminating all existing orders and subcontracts.

4) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.

6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.

7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:

1) The reasonable cost to Contractor, without profit, for all services and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Contractor's direct costs for services or other work. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.

2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

3) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

4) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Contractor under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Contractor's final invoice; (2) any claim which City may have against Contractor in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

22. Rights and Duties upon Termination or Expiration. This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:

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| 8. Submitting false claims | 26. Ownership of Results |
| 9. Disallowance | 27. Works for Hire |
| 10. Taxes | 28. Audit and Inspection of Records |
| 11. Payment does not imply acceptance of work | 48. Modification of Agreement. |
| 13. Responsibility for equipment | 49. Administrative Remedy for Agreement Interpretation. |
| 14. Independent Contractor; Payment of Taxes and Other Expenses | 50. Agreement Made in California; Venue |
| 15. Insurance | 51. Construction |
| 16. Indemnification | 52. Entire Agreement |
| 17. Incidental and Consequential Damages | 56. Severability |
| 18. Liability of City | 57. Protection of private information |
| 24. Proprietary or confidential information of City | And, item 1 of Appendix D attached to this Agreement. |

Subject to the immediately preceding sentence, upon termination of this Agreement prior to expiration of the term specified in Section 2, this Agreement shall terminate and be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

23. Conflict of Interest. Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

24. Proprietary or Confidential Information of City

a. Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

b. Contractor shall maintain the usual and customary records for persons receiving Services under this Agreement. Contractor agrees that all private or confidential information concerning persons receiving Services under this Agreement, whether disclosed by the City or by the individuals themselves, shall be held in the strictest confidence, shall be used only in performance of this Agreement, and shall be disclosed to third parties only as authorized by law. Contractor understands and agrees that this duty of care shall extend to confidential information contained or conveyed in any form, including but not limited to documents, files, patient or client records, facsimiles, recordings, telephone calls, telephone answering machines, voice mail or other telephone voice recording systems, computer files, e-mail or other computer network communications, and computer backup files, including disks and hard copies. The City reserves the right to terminate this Agreement for default if Contractor violates the terms of this section.

c. Contractor shall maintain its books and records in accordance with the generally accepted standards for such books and records for five years after the end of the fiscal year in which Services are furnished under this Agreement. Such access shall include making the books, documents and records available for inspection, examination or copying by the City, the California Department of Health Services or the U.S. Department of Health and Human Services and the Attorney General of the United States at all reasonable times at the Contractor's place of business or at such other mutually agreeable location in California. This provision shall also apply to any subcontract under this Agreement and to any contract between a subcontractor and related organizations of the subcontractor, and to their books, documents and records. The City acknowledges its duties and responsibilities regarding such records under such statutes and regulations.

d. The City owns all records of persons receiving Services and all fiscal records funded by this Agreement if Contractor goes out of business. Contractor shall immediately transfer possession of all these records if Contractor goes out of business. If this Agreement is terminated by either party, or expires, records shall be submitted to the City upon request.

e. All of the reports, information, and other materials prepared or assembled by Contractor under this Agreement shall be submitted to the Department of Public Health Contract Administrator and shall not be divulged by Contractor to any other person or entity without the prior written permission of the Contract Administrator listed in Appendix A.

25. Notices to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To CITY: Office of Contract Management and Compliance
 Department of Public Health

1380 Howard Street, Room 442
San Francisco, California 94103

FAX: (415) 255-3088
e-mail: Junko.Craft@sfdph.org

And: Andrew Williams
1380 Howard Street, 5th Floor
San Francisco, Ca 94103

FAX: (415) 255-3634
e-mail: Andrew.Williams@sfdph.org

To Kavoos Ghane Bassiri
CONTRACTOR:

Richmond Area Multi-Services, Inc.
3626 Balboa Street
San Francisco, CA 94121

FAX: (415) 668-5955
e-mail: kgbassiri@ramsync.org

Any notice of default must be sent by registered mail.

26. Ownership of Results. Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

27. Works for Hire. If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

28. Audit and Inspection of Records

a. Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

b. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report and the associated management letter(s) shall be transmitted to the Director of Public Health or his /her designee within one hundred eighty (180) calendar days following Contractor's fiscal year end date. If Contractor expends \$500,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Said requirements can be found at the following website address: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. If Contractor expends less than \$500,000 a year in Federal awards, Contractor is exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office. Contractor agrees to reimburse the

City any cost adjustments necessitated by this audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to Appendix A and referred to in the Program Budgets of Appendix B as discrete program entities of the Contractor.

c. The Director of Public Health or his / her designee may approve of a waiver of the aforementioned audit requirement if the contractual Services are of a consulting or personal services nature, these Services are paid for through fee for service terms which limit the City's risk with such contracts, and it is determined that the work associated with the audit would produce undue burdens or costs and would provide minimal benefits. A written request for a waiver must be submitted to the DIRECTOR ninety (90) calendar days before the end of the Agreement term or Contractor's fiscal year, whichever comes first.

d. Any financial adjustments necessitated by this audit report shall be made by Contractor to the City. If Contractor is under contract to the City, the adjustment may be made in the next subsequent billing by Contractor to the City, or may be made by another written schedule determined solely by the City. In the event Contractor is not under contract to the City, written arrangements shall be made for audit adjustments.

29. Subcontracting. Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

30. Assignment. The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

31. Non-Waiver of Rights. The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

32. Earned Income Credit (EIC) Forms. Administrative Code section 12O requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which this Agreement becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in which such effective date falls); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement. Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Contractor of the terms of this Agreement. If, within thirty days after Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law. Any Subcontract entered into by Contractor shall require the subcontractor to comply, as to the subcontractor's Eligible Employees, with each of the terms of this section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 12O of the San Francisco Administrative Code.

33. Local Business Enterprise Utilization; Liquidated Damages

a. **The LBE Ordinance.** Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. **Compliance and Enforcement**

If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

34. Nondiscrimination; Penalties

a. **Contractor Shall Not Discriminate.** In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

b. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions.

Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

c. Nondiscrimination in Benefits. Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

d. Condition to Contract. As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.

e. Incorporation of Administrative Code Provisions by Reference. The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

35. MacBride Principles—Northern Ireland. Pursuant to San Francisco Administrative Code §12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Contractor acknowledges and agrees that he or she has read and understood this section.

36. Tropical Hardwood and Virgin Redwood Ban. Pursuant to §804(b) of the San Francisco Environment Code, the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

37. Drug-Free Workplace Policy. Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.

38. Resource Conservation. Chapter 5 of the San Francisco Environment Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

39. Compliance with Americans with Disabilities Act. Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

40. Sunshine Ordinance. In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

41. Public Access to Meetings and Records. If the Contractor receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Contractor shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Contractor agrees to open its meetings and records to the public in the manner set forth in §§12L.4 and 12L.5 of the Administrative Code. Contractor further agrees to make-good faith efforts to promote community membership on its Board of Directors in the manner set forth in §12L.6 of the Administrative Code. The Contractor acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Contractor further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

42. Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six

months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

43. Requiring Minimum Compensation for Covered Employees

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

44. Requiring Health Benefits for Covered Employees. Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission..

b. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set

forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.

e. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

h. Contractor shall keep itself informed of the current requirements of the HCAO.

i. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

j. Contractor shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.

m. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than \$75,000 in the fiscal year.

45. First Source Hiring Program

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

6) Set the term of the requirements.

7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. **Liquidated Damages.** Contractor agrees:

1) To be liable to the City for liquidated damages as provided in this section;

2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

(a) The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

(b) In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

Therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

46. Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

47. Preservative-treated Wood Containing Arsenic. Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

48. **Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

49. **Administrative Remedy for Agreement Interpretation – DELETED BY MUTUAL AGREEMENT OF THE PARTIES**

50. Agreement Made in California; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

51. Construction. All paragraph captions are for reference only and shall not be considered in construing this Agreement.

52. Entire Agreement. This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 48, "Modification of Agreement."

53. Compliance with Laws. Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

54. Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

55. Supervision of Minors Contractor, and any subcontractors, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Contractor, or any subcontractor, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Contractor, or any of its subcontractors, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Contractor shall comply, and cause its subcontractors to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Contractor shall provide, or cause its subcontractors to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Contractor shall expressly require any of its subcontractors with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subcontractor. Contractor acknowledges and agrees that failure by Contractor or any of its subcontractors to comply with any provision of this section of the Agreement shall constitute an Event of Default. Contractor further acknowledges and agrees that such Event of Default shall be grounds for the City to terminate the Agreement, partially or in its entirety, to recover from Contractor any amounts paid under this Agreement, and to withhold any future payments to Contractor. The remedies provided in this Section shall not limited any other remedy available to the City hereunder, or in equity or law for an Event of Default, and each remedy may be exercised individually or in combination with any other available remedy. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

56. Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and

shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

57. Protection of Private Information. Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

58. Graffiti Removal. Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Contractor shall remove all graffiti from any real property owned or leased by Contractor in the City and County of San Francisco within forty eight (48) hours of the earlier of Contractor's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Contractor to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Contractor to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

59. Food Service Waste Reduction Requirements. Effective June 1, 2007 Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

60. Slavery Era Disclosure *DELETED BY MUTUAL AGREEMENT OF THE PARTIES*

61. Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

62. Dispute Resolution Procedure. A Dispute Resolution Procedure is attached under the Appendix G to address issues that have not been resolved administratively by other departmental remedies.

63. Additional Terms. Additional Terms are attached hereto as Appendix D and are incorporated into this Agreement by reference as though fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

CONTRACTOR

Recommended by:

Richmond Area Multi-Services, Inc.



Mitchell H. Katz, M.D.
Director of Health

10/12/10
/ Date

Approved as to Form:

Dennis J. Herrera
City Attorney

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: 

Terence Howzell, Deputy
City Attorney

10/14/10
/ Date



Kavoo's Ghane Bassiri
President/CEO
3626 Balboa Street
San Francisco, CA 94121

10/10/10
Date

Approved:


6. _____
Naomi Kelly
Director of the Office of
Contract Administration and
Purchaser

12/15/10
Date

City vendor number: 15706

Appendices

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: N/A (Insurance Waiver) Reserved
- D: Additional Terms
- E: HIPAA Business Associate Agreement
- F: Invoice
- G: Dispute Resolution
- H: State Funded Children's Mental Health Services
- I: SFDPH Private Policy Compliance Standards
- J: Emergency Response

RECEIVED
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10 DEC 13 PM 1:39

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Appendix A

COMMUNITY BEHAVIORAL HEALTH SERVICES

The following requirements are incorporated into Appendix A, as provided in this Agreement under Section 4. SERVICES.

A. Contract Administrator:

In performing the SERVICES hereunder, CONTRACTOR shall report to Andrew Williams, Contract Administrator for the CITY, or her designee.

B. Reports:

(1) CONTRACTOR shall submit written reports as requested by the CITY. The format for the content of such reports shall be determined by the CITY. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

(2) CONTRACTOR agrees to submit to the Director of Public Health or his designated agent (hereinafter referred to as "DIRECTOR") the following reports: Annual County Plan Data; Utilization Review Data and Quarterly Reports of De-certifications; Peer Review Plan, Quarterly Reports, and relevant Peer Review data; Medication Monitoring Plan and relevant Medication Monitoring data; Charting Requirements, Client Satisfaction Data, Program Outcome Data, and Data necessary for producing bills and/or claims in conformance with the State of California Uniform Method for Determining Ability to Pay (UMDAP; the state's sliding fee scale) procedures.

C. Evaluation:

CONTRACTOR shall participate as requested with the CITY, State and/or Federal government in evaluative studies designed to show the effectiveness of CONTRACTOR'S SERVICES. CONTRACTOR agrees to meet the requirements of and participate in the evaluation program and management information systems of the CITY. The CITY agrees that any final written reports generated through the evaluation program shall be made available to CONTRACTOR within thirty (30) working days. CONTRACTOR may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

CONTRACTOR warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the CITY to provide the SERVICES. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

Space owned, leased or operated by providers, including satellites, and used for SERVICES or staff shall meet local fire codes. Documentation of fire safety inspections and corrections of any deficiencies shall be made available to reviewers upon request.

E. Adequate Resources:

CONTRACTOR agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the SERVICES required under this Agreement, and that all such SERVICES shall be performed by CONTRACTOR, or under CONTRACTOR'S supervision, by persons authorized by law to perform such SERVICES.

F. Admission Policy:

Admission policies for the SERVICES shall be in writing and available to the public. Such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification,

disability, or AIDS/HIV status, except to the extent that the SERVICES are to be rendered to a specific population as described in Appendix A. CONTRACTOR shall adhere to Title XIX of the Social Security Act and shall conform to all applicable Federal and State statutes and regulations. CONTRACTOR shall ensure that all clients will receive the same level of care regardless of client status or source of reimbursement when SERVICES are to be rendered.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

CONTRACTOR agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the SERVICES: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. CONTRACTOR shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct SERVICES will be provided a copy of this procedure upon request.

I. Infection Control, Health and Safety:

(1) CONTRACTOR must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, §5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and record keeping.

(2) CONTRACTOR must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) CONTRACTOR must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) CONTRACTOR is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

(5) CONTRACTOR shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) CONTRACTOR shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) CONTRACTOR assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.

(8) CONTRACTOR shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

CONTRACTOR agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded SERVICES. Such documents or announcements shall contain a credit substantially as follows: "This program/service/ activity/research project was funded through the Department of Public Health, CITY and County of San Francisco."

K. Client Fees and Third Party Revenue:

(1) Fees required by federal, state or CITY laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the SERVICES. Inability to pay shall not be the basis for denial of any SERVICES provided under this Agreement.

(2) CONTRACTOR agrees that revenues or fees received by CONTRACTOR related to SERVICES performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive SERVICES. Accordingly, these revenues and fees shall not be deducted by CONTRACTOR from its billing to the CITY.

(3) CONTRACTOR agrees that funds received by CONTRACTOR from a source other than the CITY to defray any portion of the reimbursable costs allowable under this Agreement shall be reported to the CITY and deducted by CONTRACTOR from its billings to the CITY to ensure that no portion of the CITY'S reimbursement to CONTRACTOR is duplicated.

L. Billing and Information System

CONTRACTOR agrees to participate in the CITY'S Community Mental Health Services (CMHS) and Community Substance Abuse Services (CSAS) Billing and Information System (BIS) and to follow data reporting procedures set forth by the CMHS/CSAS BIS and Quality Improvement Units.

M. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

N. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service for any mode of service hereunder, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

O. Quality Improvement:

CONTRACTOR agrees to develop and implement a Quality Improvement Plan based on internal standards established by CONTRACTOR applicable to the SERVICES as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Improvement Plan.

R. Compliance with Community Mental Health Services and Community Substance Abuse Services Policies and Procedures

In the provision of SERVICES under Community Mental Health Services or Community Substance Abuse Services contracts, CONTRACTOR shall follow all applicable policies and procedures established

for contractors by Community Mental Health Services or Community Substance Abuse Services, as applicable, and shall keep itself duly informed of such policies. Lack of knowledge of such policies and procedures shall not be an allowable reason for noncompliance.

S. Working Trial Balance with Year-End Cost Report

If CONTRACTOR is a Non-Hospital Provider as defined in the State of California Department of Mental Health Cost Reporting Data Collection Manual, it agrees to submit a working trial balance with the year-end cost report.

T. Harm Reduction

The program has a written internal Harm Reduction Policy that includes the guiding principles per Resolution # 10-00 810611 of the San Francisco Department of Public Health Commission.

2. **Description of Services**

Detailed description of services are listed below and are attached hereto

Appendix A-1a & A-1c Outpatient

Appendix A-2 Wellness Center

Appendix A-3 Fu Yau Project

Appendix A-4 Summer Bridge Program

Contractor: Richmond Area Multi-Services, Inc.

Appendix A-1a & A-1c

Program: Children, Youth, Family Outpatient Services
Program and EPSDT Services

Contract Term (MM/DD/YY)

07 / 01 / 2010 through 06 / 30 / 2011

City Fiscal Year (CBHS only): 10-11

1. Program Name: Children, Youth & Family Outpatient Services Program
and EPSDT Services

Program Address: 3626 Balboa Street

City, State, Zip Code: San Francisco, CA 94121

Telephone: (415) 668-5955

Facsimile: (415) 668-0246

2. Nature of Document (check one)

New Renewal Modification

3. Goal Statement

The program goal is to implement a culturally competent, efficient and effective coordinated care model of service, where clients are actively involved and where they learn to build on strengths, alleviate/manage symptoms and develop/make choices that assist them to the maximum extent possible to lead satisfying and productive lives in the least restrictive environments.

Short Term Outcomes include: engagement of at risk and underserved children, youth and families into behavioral health services; identification of strengths and difficulties; engagement of consumers in a comprehensive treatment plan of care; symptom reduction, asset development; education on impact of behavioral; health and substance abuse issue on child and family; coordination of care and linkage to services. Long Term Outcomes include: marked reduction of psychiatric and substance abuse symptoms preventing the need for a higher more intensive level of care; improvement of functioning as evidenced by increased school success, increased family/home stability and support; and maximized Asset Building as evidenced by successful transfer to community and natural supports.

4. Target Population

RAMS Children, Youth & Family (CYF) Outpatient Services Program serves San Francisco children and youth, under the age of 18 who are beneficiaries of public health insurance, such as Medi-Cal and Healthy Families, and their siblings and parents who are in need of psychiatric prevention and/or intervention services. There is a special focus on serving the Asian & Pacific Islander American (APIA) and Russian-speaking communities, both immigrants and US-born – a group that is traditionally underserved. Included are services to LGBTQ youth and families.

Additionally, the RAMS CYF Outpatient Services serves Early and Periodic Screening Diagnosis and Treatment (EPSDT) eligible residents who are not currently served by the SF community mental health system. EPSDT is a required benefit for all "categorically needy" children (e.g. poverty-level income, receiving SSI, or receive federal foster care or adoption assistance). This group reflects the greater health needs of children of low-income and with special health needs qualifying them for assistance. All San Franciscans under the age 21 who are eligible to receive the full scope of Medi-Cal services and meet medical necessity, but who are not currently receiving the same model of mental health services and not receiving services through capitated intensive case management services, i.e. Family Mosaic/TBS, are eligible for EPSDT services. Services are provided at the RAMS Outpatient Clinic and in the community (e.g. on-site at San Francisco Unified School District schools).

5. Modality(ies)/Interventions

See CBHS Appendix B, CRDC pages.

6. Methodology

A. Describe how your program conducts outreach, recruitment, promotion, and advertisement.

RAMS is uniquely well-positioned and has the expertise to outreach, engage, and retain diverse consumers, underrepresented constituents, and community organizations with regards to outpatient services & resources and raising awareness about mental health and physical well-being. As an established community services provider, RAMS comes into contact with significant numbers of consumers & families with each year serving well over 15,000 adults, children, youth & families at over 75 sites, citywide. The CYF Outpatient Program conducts these strategies on an ongoing basis, in the most natural environments as possible, and at sites where targeted children & youth spend a majority of time, through RAMS established school-based and community partnerships – San Francisco Unified School District (SFUSD) high, middle, and elementary schools, after-school programs, over 60 childcare sites, Asian Youth Advocacy Network, and Asian Pacific Islander Family Resource Network. Outreach activities are facilitated by staff, primarily the Behavioral Health Counselors/Workers (including Psychologists, Social Workers, Behavioral/ Mental Health Clinicians/Counselors/Workers), Peer Counselors, and Psychiatrists.

Also, the Peer Counselors provide additional support and may facilitate/co-facilitate workshops, engage & coordinate the Youth Advisory Council, and conduct various outreach activities to provide information about the program and general information on behavioral health matters and community resources. As peers, these individuals are able to address the stigma of mental illness utilizing a variant approach. Various outreach activities include, but are not limited to: organizing cultural events, conducting psycho-educational & informational workshops or activity groups, and providing support in natural environments. The type of activity, topic foci, and location also engage those who may not necessarily self-initiate counseling services. The workshops may use alternative references to behavioral health topics instead of using “loaded” words and language. There may also be targeted outreach activities to ethnic groups including Chinese, Koreans, Japanese, Cambodians, and Vietnamese. Engagement and retention is achieved with an experienced, culturally and linguistically competent multidisciplinary team.

B. Describe your program’s admission, enrollment and/or intake criteria and process.

RAMS accommodates referrals from the CBHS Behavioral Health Access Center and will cooperate with the Interagency Council initiatives. As RAMS provides services in over 30 languages and, in order to support “advanced access,” the agency deploys mechanisms to effectively & make accessible the many dialects fluent amongst staff in a timely manner. The Outpatient Clinic maintains a multi-lingual Intake/Referral & Resource Schedule, which is a weekly calendar with designated time slots of clinical staff (and language capacities) who can consult with the community (clients, family members, other providers) and conduct intake assessments (with linguistic match) of initial request. The clinical intake/initial risk assessments are aimed to determine medical necessity for mental health services and assess the level of functioning & needs, strengths & existing resources, suitability of program services, co-occurring issues/dual diagnosis, medication support needs, vocational readiness/interest (and/or engagement in volunteer activities, school), primary care connection, and other services (e.g. residential, SSI assessment). There is a designated Intake Coordinator for scheduling assessments and processing & maintaining the documentation, thus supporting streamlined coordination; staff (including Program Director) works closely with the referring party. Following the intake, engagement and follow-up is made with the client. RAMS has been acknowledged as a model for its intake practices (“advanced access”) and managing the demand for services, which is a consistent challenge for other clinics.

C. Describe your program’s service delivery model and how each service is delivered, e.g. phases of treatment, hours of operation, length of stay, locations of service delivery, frequency and duration of service, strategies for service delivery, wrap-around services, etc.

To further support accessibility of services, the Outpatient Clinic Program throughout the years has maintained hours of operation that extend past 5:00 pm, beyond “normal” business hours. The Program hours are: Monday (9:00 am – 7:00 pm); Tuesday to Thursday (9:00 am to 9:00 pm); Friday (9:00 am to 5:00 pm).

The RAMS CYF OPS program design includes behavioral health and mental health outpatient & prevention services that include, but are not limited to: individual & group counseling, family collateral counseling; targeted case management services; crisis intervention; substance abuse and risk assessment (e.g. CANS, CRAFFT, and AADIS), psychiatric evaluation & medication management; psychological testing & assessment; psycho-education; information, outreach & referral services; and collaboration/consultation with substance abuse, primary care, and school officials, and participation in SST, IEP and other school-related meetings. Psycho-educational activities have included topics such as holistic & complementary treatment practices, substance use/abuse, and trauma/community violence. Services are primarily provided on-site, at the program, and/or in least restrictive environment in the field including, but is not limited to: clients' home, school, another community center, and/or primary care clinic. The type and frequency of services are tailored to the client's acuity & risk, functional impairments, and clinical needs, with review by the clinical authorization committee and in consultation with SFDPH CBHS.

The Behavioral Health Counselors/Workers provide clients with on-going individual and group integrated behavioral health counseling, case management services, and as needed, conduct and collateral meetings. Having individual counseling and case management services provided by the same care provider streamlines and enhances care coordination. During the treatment planning, the clinician and client discuss how strengths can be used to make changes to their current conditions and to promote & sustain healthy mental health. A plan of care with goals is formally developed (within the first two months) and updated at least annually. This is a collaborative process (between counselor & client) in setting treatment goals and identifying strategies that are attainable & measurable. As needed, other support services are provided by other staff, in collaboration with the Counselor. RAMS conducts home visits and linkages for client support services (e.g. childcare, transportation) to other community agencies and government offices. Predoctoral interns, closely supervised, are also available to conduct comprehensive batteries of psychological testing and evaluation.

Medication management including culturally competent psychiatric evaluation & assessment and on-going monitoring of prescribed medications (e.g. individual meetings, medication management groups) is provided by licensed psychiatrists, nurse practitioners, and registered nurses. The Outpatient Program psychiatry staff capacity & coverage offers daily medication evaluation & assessments during all program hours of operation, in order to increase accessibility.

- D. Describe your program's exit criteria and process, e.g. successful completion, step-down process to less intensive treatment programs, aftercare, discharge planning.

The type and frequency of services are tailored to the client's acuity & risk, functional impairments, and clinical needs, with review by the clinical authorization committee and in consultation with SFDPH CBHS. Because of limited mental health resources, coupled with the need to promptly serve many newly referred acute clients, the program consistently applies utilization review and discharge/exit criteria to alleviate increasing caseload pressure, and to prioritize services to those most in need. Providers consider such factors as: risk of harm, functional status, psychiatric stability and risk of decompensation, medication compliance, progress and status of Care Plan objectives, and the client's overall environment such as culturally and linguistically appropriate services, to determine which clients can be discharged from Behavioral/Mental Health/Case Management Brokerage level of services into medication-only, or be referred to Private Provider Network/Primary Care Physician.

- E. Describe your program's staffing; which staff will be involved in what aspects of the service development and delivery. Indicate if any staff position is not funded by the grant.

See CBHS Appendix B.

Furthermore, direct services are also provided by 16 pre-doctoral interns and practicum trainees. Consistent with the aim to develop and train the next generation of culturally competent clinicians, the Outpatient Clinic also houses a prestigious training center, accredited by the American Psychological Association, which offers an extensive training curriculum. These students are unpaid interns with three paid slots for pre-doctoral interns who are just one year from graduation. The interns are supervised by licensed clinical supervisors, and many graduates from RAMS' training program become

community and academic leaders in the mental & behavioral health field, known both nationally and internationally, further disseminating culturally competent theories and practice.

7. Objectives and Measurements

A: CBHS Performance/Outcome Objectives FY 2010-11. These will be evidenced by Avatar and Program reports and records.

Objective A.1: Reduce Psychiatric Symptoms

A.1.a. The total number of acute inpatient hospital episodes used by clients in Fiscal Year 2010-2011 will be reduced by at least 15% compared to the number of acute inpatient hospital episodes used by these same clients in Fiscal Year 2009-2010. This is applicable only to clients opened to the program no later than July 1, 2010. Data collected for July 2010 – June 2011 will be compared with the data collected in July 2009 – June 2010. Programs will be exempt from meeting this objective if more than 50% of the total number of inpatient episodes was used by 5% or less of the clients hospitalized.

A.1.e. 75% of clients who have been served for two months or more will have met or partially met 50% of their treatment objectives at discharge.

A.1.f. Providers will ensure that all clinicians who provide mental health services are certified in the use of the Child & Adolescent Needs and Strengths (CANS). New employees will have completed the CANS training within 30 days of hire.

A.1.g. Clients with an open episode, for whom two or more contacts had been billed within the first 30 days, should have both the initial CANS assessment and treatment plans completed in the online record within 30 days of episode opening. For the purpose of this program performance objective, an 85% completion rate will be considered a passing score.

A.1.h. CYF agency representatives attend regularly scheduled SuperUser calls. For the purpose of this performance objective, an 80% attendance of all calls will be considered a passing score.

A.1.i. Outpatient clients opened will have a Re-assessment/Outpatient Treatment Report in the online record within 30 days of the 6 month anniversary of their Episode Opening date and every 6 months thereafter. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

A.1.j. Outpatient clients opened will have an updated Treatment Plan in the online record within 30 days of the 6 month anniversary of their Episode Opening. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

Objective A.3: Increase Stable Living Environment

A.3.a. 35% of clients who were homeless when they entered treatment will be in a more stable living situation after 1 year in treatment.

Objective B.2: Treatment Access and Retention

B.2.a. During Fiscal Year 2010-2011, 70% of treatment episodes will show three or more service days of treatment within 30 days of admission for substance abuse treatment and CYF mental health treatment providers, and 60 days of admission for adult mental health treatment providers as measured by BIS indicating clients engaged in the treatment process.

Objective F.1: Health Disparities in African Americans

F.1.a. Metabolic and health screening. Metabolic screening (Height, Weight, & Blood Pressure) will be provided for all behavioral health clients at intake and annually when medically trained staff and equipment are available. Outpatient providers will document screening information in the Avatar Health Monitoring section.

F.1.b. Primary Care provider and health care information. All clients and families at intake and annually will have a review of medical history, verify who the primary care provider is, and when the last primary care appointment occurred.

F.1.c. Active engagement with primary care provider. 75% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Objective G.1: Alcohol Use/Dependency

G.1.a. For all contractors and civil service clinics, information on self-help alcohol and drug addiction Recovery groups (such as Alcoholics Anonymous, Alateen, Alanon, Rational Recovery, and other 12-step or self-help programs) will be kept on prominent display and distributed to clients and families at all program sites.

SFDPH Cultural Competency Unit will compile the informing material on self-help Recovery groups and made it available to all contractors and civil service clinics by September 2010.

G.1.b. All contractors and civil service clinics are encouraged to develop clinically appropriate interventions (either Evidence Based Practice or Practice Based Evidence) to meet the needs of the specific population served, and to inform the SOC Program Managers about the interventions.

Objective H.1: Planning for Performance Objective FY 2011-12

H.1.a. Contractors and Civil Service Clinics will remove any barriers to accessing services by African American individuals and families.

SFDPH System of Care, Program Review, and Quality Improvement unit will provide feedback to contractor/clinic via new client surveys with suggested interventions. The contractor/clinic will establish performance improvement objective for the following year, based on feedback from the survey.

H.1.b. Contractors and Civil Service Clinics will promote engagement and remove barriers to retention by African American individuals and families.

SFDPH Program evaluation unit will evaluate retention of African American clients and provide feedback to contractor/clinic. The contractor/clinic will establish performance improvement objective for the following year, based on their program's client retention data. Use of best practices, culturally appropriate clinical interventions, and on-going review of clinical literature is encouraged.

B. Other Measurable Objectives:

To further support services outcomes, RAMS conducts various strategies (culturally competent services, fostering trusting & safe counselor-client relationships) and maintains the following objectives for FY 2010-11: (1) 100% of clients/families will have a review of medical history, verify who the primary care provider is, and when the last primary care appointment occurred; and (2) 100% of all client plans of care will have a goal focusing maintaining/strengthening stability in the community, including positive community engagement, e.g. social network, vocational training/employment/volunteer activities, cultural centers; and (3) 100% of clients who have completed the program, and provide consent, will have a follow-up assessment (within six months of discharge) regarding services outcomes – if appropriate, program reengagement can take place. These will be evidenced by program and Avatar reports and records (e.g. Assessments, Treatment Plans of Care) documenting such data.

8. Continuous Quality Improvement

CYF Outpatient Services Program's goal is to implement a culturally competent, efficient and effective coordinated care model of service, where clients are actively involved and where they learn to build on strengths, alleviate/manage symptoms and develop/make choices that assist them to the maximum extent possible to lead satisfying and productive lives in the least restrictive environments. Short Term Outcomes include: engagement of at risk and underserved children, youth and families into behavioral health services; identification of strengths and difficulties; engagement of consumers in a comprehensive treatment plan of care; symptom reduction, asset development; education on impact of behavioral; health and substance abuse issue on child and family; coordination of care and linkage to services. Long Term Outcomes include: marked reduction of psychiatric and substance abuse symptoms preventing the need for a higher more intensive level of care; improvement of functioning as evidenced by increased school success, increased family/home stability and support; and maximized Asset Building as evidenced by successful transfer to community and natural supports.

Furthermore, the program aims to meet and exceed the CBHS' care standards and annual performance objectives.

Outcomes are measured/monitored by the following methods:

- Child and Adolescent Needs and Strengths, evidenced-based assessment tool
- Monthly chart audits, conducted by counselor and a report submitted to the Program Director
- Psychiatrist Peer Chart Audits
- Data analysis & review: Database/tracking system for tracking symptoms reductions (e.g. number of impairments at intake vs. annual update/discharge; level of accomplishing treatment goals; service utilization reviews).
- Service Utilization Committee – Committee comprised of the Program Director, Child Psychiatrist, and a licensed counselor; meets twice-monthly to review frequency of treatment and modality/type of services, and the match to client's progress & clinical needs
- Weekly Clinical Supervision & Case Conferences – Supervisors & colleagues provide feedback to counselors in their work resulting in adjusted intervention strategies, as needed
- Review Treatment Goals and Progress – Adjustment of strategies, methods, and models of intervention in order to meet the needs of the client

The CYF Outpatient Program engages in various organizational development and monitoring activities, ensuring accountability in all regards. Such activities include but are not limited to:

- COMPASS and CODECAT (training needs assessment), at least every two years
- Monthly service utilization reports, program-wide
- Monthly program all-staff meetings to discuss administrative issues and matters
- Regular program operations meetings including SFDPH program monitors
- Program retreats & focused discussions on program design and service delivery
- Clinical Supervision Evaluation (by staff to supervisors), at least annually
- Director of Clinical Services holds individual supervision with Program Director (every two weeks) and monthly meetings with all RAMS Program Directors
- Program Director submits a monthly written report to Director of Clinical Services on activities and progress on plans of improvement, if any
- Program Director submits written report to RAMS executive management on status/progress of contract, culturally competency, and integration & compliance goals, at least quarterly
- Director of Clinical Services submits a written report to RAMS CEO on program activities, status/progress on contract, culturally competency, and integration & compliance goals
- Monthly agency-wide all-staff meetings to discuss administrative issues and matters
- RAMS Quality Council (includes staff and consumers)
- Organizational and clinical consultation with field experts
- RAMS executive management (CEO, Chief Financial Officer, Deputy Chief/Director of Clinical Services, Director of Human Resources, and Operations Manager) meet every two weeks to discuss agency-wide matters, including program issues, and management
- Annual program reviews by external entities

Contractor: Richmond Area Multi-Services, Inc.

Appendix A-1a & A-1c

**Program: Children, Youth, Family Outpatient Services
Program and EPSDT Services**

Contract Term (MM/DD/YY)

07 / 01 / 2010 through 06 / 30 / 2011

City Fiscal Year (CBHS only): 10-11

Funding Source (AIDS Office & CHPP only):

- Accreditation Visits (Medi-Cal certification; American Psychological Association)

Quality assurance involves a high level of consumer involvement, as the best informant for the program services is the target population, themselves. RAMS coordinates various opportunities to obtain feedback on program delivery of culturally competent services, identifying strengths of strategies, and recommendations for program design, including group topics, group sessions scheduling, and the physical environment. Such methods include, but are not limited to:

- Meaningful engagement in treatment (counselor & client, with collateral meetings/input), with the client providing suggestions
- Hiring & retaining a Peer/Youth Counselor, an integral member of the outreach & services team
- Anonymous consumer & family member satisfaction surveys (internal & external surveys)
- Anonymous feedback through suggestions boxes in the two client wait areas
- Focus groups with consumers, at least twice yearly
- Client Councils (Youth and Caregiver/Family), with quarterly meetings
- Clients are invited to monthly RAMS Board of Directors meeting to share their experiences and provide feedback (location is rotated to support accessibility)

For all quality assurance activities, the Program Director includes its outcome (narrative, qualitative/quantitative data, including all suggestions) in a written report to executive management; recommendations are explored as is its feasibility with developed plans of action (if any), at least monthly to executive management, Quality Assurance Council, the consumer(s), and/or community-at-large. Also, RAMS has demonstrated history of being fully cooperative with CBHS with all quality improvement activities, as evidenced by the excellent track record of meeting all of the contract objectives.

The CQI activities are aimed to enhance, improve and monitor the quality of services delivered. RAMS will assure that the CQI activities are in compliance with the Health Commission, Local, State, Federal and/or Funding Source policies and requirements including PURQC guidelines, Harm reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction. Additionally, the billing practices and protocols are monitored and evaluated in order to ensure compliance with standards.

Contractor: Richmond Area Multi-Services, Inc.
Program: CYF Outpatient Services (School-Based Partnership)

Contract Term (MM/DD/YY)
7 / 01 / 10 through 6 / 30 / 2011

Appendix A-1b

City Fiscal Year (CBHS only): 10-11

**1. Program Name: Children, Youth & Family Outpatient Services
School-Based Partnership**

Program Address: 3626 Balboa Street
City, State, Zip Code: San Francisco, CA 94121
Telephone: (415) 668-5955
Facsimile: (415) 668-0246

Galileo High School
1150 Francisco, Street
San Francisco, CA 94109
(415) 771-3150

Presidio Middle School
450 30th Avenue
San Francisco, CA 94121
(415) 750-8435

Lowell High School
1101 Eucalyptus Drive
San Francisco, CA 94132
(415) 759-2730

Marina Middle School
3500 Fillmore Street
San Francisco, CA 94123
(415) 749-3495

Mission High School
3750-18th Street
San Francisco, CA 94114
(415) 241-6240

School of the Arts (SOTA)
555 Portola Drive
San Francisco, CA 94131
(415) 695-5700

George Washington High School
600 - 32nd Avenue
San Francisco, CA 94121
(415) 387-0550

2. Nature of Document (check one)

New **Renewal** Modification

3. Goal Statement

The program provides on-site, school-based mental health services for students with an "Emotional Disturbance" (ED) and other special day classrooms. Major goals of School-Based Mental Health Partnership (SBMHP) programs include the prevention or referrals of ED youth to less or more restrictive settings, involvement of parents and caregivers in their children's education and services, and support to teachers/classroom/school environments to increase student engagement in learning and school connection. Partnerships necessarily involve collaboration with school officials, caregivers and youth themselves to promote and increase developmental assets and school engagement.

4. Target Population

The program serves San Francisco Unified School District (SFUSD) Marina and Presidio Middle Schools as well as George Washington, School of the Arts (SOTA), Mission, Lowell and Galileo High Schools (total of 8.5 classrooms). The SBMHP provides vital access to mental health services for emotionally disabled (ED) youth and their families and support to the school personnel who work with them. Services may also include students involved in Special Day Class (SDC) or

Contractor: Richmond Area Multi-Services, Inc.
Program: CYF Outpatient Services (School-Based Partnership)
City Fiscal Year (CBHS only): 10-11

Appendix A-1b
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7 / 01 / 10 through 6 / 30 / 2011
Funding Source (AIDS Office & CHPP only):

other Learning Disabled (LD) programs experiencing mental health difficulties that are impacting their ability to learn, who could potentially be diagnosed ED without intervention.

5. Modality(ies)/Interventions

See CBHS Appendix B, CRDC pages.

6. Methodology

A. Describe how your program conducts outreach, recruitment, promotion, and advertisement.

RAMS Director of CYF Outpatient Services Clinic and Behavioral Health Counselors/Workers (including Psychologists, Social Workers, Behavioral/Mental Health Clinicians/Counselors/Workers) meet with school personnel (principal or designee, special education director, and special education teachers) in the beginning and end of each school year, as needed, and ongoing for outreach to and recruitment of children/youth who qualify for services. This may include but is not limited to active participation/presentation in at least one SPED department meeting.

RAMS Director of CYF Outpatient Services Clinic and/or Behavioral Health Counselors/Workers participate in forums (e.g. Back to School Nights) that students' parents/caregivers attend to discuss services, provide psycho-education, and develop relationships to support student participation in services.

RAMS outreach, engagement and retention strategies include, but are not limited to:

- Relationship Development: Developing rapport with school staff, students & families based on behavioral/mental health training & background including: using active listening skills, awareness of non-verbal communication, empathy; understanding of child development, multifaceted cultural identity, & recognizing clients' unique strengths and needs.
- Classroom Observation: Direct observation of behavior impeding client's ability to learn and teachers' response to these behaviors allows for assessment of the strengths and needs and for development of specific intervention plans with teachers, clients, and families.
- Staff Development/Consultation with Teachers and Paraprofessionals: Educate school staff regarding behavioral/mental health issues and how they impact client's behavior. Provide them with tools to engage students, recognizing their particular strengths and needs.
- Client Consultation/Psycho education: Providing education and/or consultation to clients, families & communities regarding ED/SDC/LD classification & behavior/mental health issues/services to address negative associations, and engage and retain student participation.
- Asset Building: Linkage of students to significant adult and community supports including mentors, community organizations, and participation in meaningful extracurricular activity

B. Describe your program's admission, enrollment and/or intake criteria and process.

Children/youth in ED special day classrooms, with AB3632 status, or other special education classes are referred by school personnel to the on-site RAMS Behavioral Health Counselors/Workers. The process for referral and priority of students for enrollment is agreed upon during the MOU process at the beginning of the school year and is amended as necessary to meet the needs of the students and school sites.

C. Describe your program's service delivery model and how each service is delivered, e.g. phases of treatment, hours of operation, length of stay, locations of service delivery, frequency and duration of service, strategies for service delivery, wrap-around services, etc.

RAMS counselors provide on-site mental health services to the students referred for services. Each counselor dedicates 12 hours per week per partnership, for behavioral/mental health services (at least 8 hr/wk on-site). Each counselor provides at least 8 hours of on-site services at George Washington, Galileo, Lowell and Mission High Schools and Marina Middle

School; 12 hours on-site at Presidio Middle School, and 18 hours on-site at SOTA for a total of 8.5 classrooms, when schools are in operation (including summer school). Students have the option of receiving behavioral/mental health services at RAMS Outpatient Clinic when school is not in operation in an effort to provide continuity of care.

Initial assessment, individual therapy, group therapy, family therapy, case management, collateral and crisis intervention are treatment options, as clinically indicated. Outreach and consultation to the school personnel are provided as indirect services. A child/youth may be referred for medication evaluation & support services at the RAMS Outpatient Clinic, when necessary. Length of stay varies, depending on the review of treatment plan of care and the Individualized Educational Plan. Child/youth may be seen twice a week for high intensity need, and may reduce to once a month for maintenance level need.

Using a Developmental Assets model, RAMS counselors work collaboratively with caregivers, school officials, other service providers, and community groups to help maximize students' internal and external resources and supports. RAMS counselors have also been trained in Second Step for middle school sites. A plan for implementation of these programs is agreed upon at the beginning of the school year with school administration and staff and submitted to CBHS. Second Step curriculum is presented in a group setting for one semester and is amended to meet the needs of the students in the group with regard to grade and developmental level.

- D. Describe your program's exit criteria and process, e.g. successful completion, step-down process to less intensive treatment programs, aftercare, discharge planning.

RAMS Behavioral Health Counselors/Workers, along with school personnel, determine students' exit criteria and process & procedure at the students' Individualized Education Plan (IEP) meetings.

- E. Describe your program's staffing: which staff will be involved in what aspects of the service development and delivery. Indicate if any staff position is not funded by the grant. *Note: For CBHS, Appendix B is sufficient.*

See CBHS Appendix B.

Each staff receives individual supervision from a senior clinician regularly and participates in monthly clinical case conferences & trainings (internal and external) and weekly clinical group supervision.

7. Objectives and Measurements

- A: CBHS Performance/Outcome Objectives FY 2010-11. These will be evidenced by Avatar and Program reports and records.

Objective A.1: Reduce Psychiatric Symptoms

A.1.a. The total number of acute inpatient hospital episodes used by clients in Fiscal Year 2010 - 2011 will be reduced by at least 15% compared to the number of acute inpatient hospital episodes used by these same clients in Fiscal Year 2009 - 2010. This is applicable only to clients opened to the program no later than July 1, 2010. Data collected for July 2010 - June 2011 will be compared with the data collected in July 2009 - June 2010. Programs will be exempt from meeting this objective if more than 50% of the total number of inpatient episodes was used by 5% or less of the clients hospitalized.

A.1.e. 75% of clients who have been served for two months or more will have met or partially met 50% of their treatment objectives at discharge.

A.1.f. Providers will ensure that all clinicians who provide mental health services are certified in the use of the Child & Adolescent Needs and Strengths (CANS). New employees will have completed the CANS training within 30 days of hire.

Contractor: Richmond Area Multi-Services, Inc.
Program: CYF Outpatient Services (School-Based Partnership)
City Fiscal Year (CBHS only): 10-11

Appendix A-1b
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A.1.g. Clients with an open episode, for whom two or more contacts had been billed within the first 30 days, should have both the initial CANS assessment and treatment plans completed in the online record within 30 days of episode opening. For the purpose of this program performance objective, an 85% completion rate will be considered a passing score.

A.1.h. CYF agency representatives attend regularly scheduled SuperUser calls. For the purpose of this performance objective, an 80% attendance of all calls will be considered a passing score.

A.1.i. Outpatient clients opened will have a Re-assessment/Outpatient Treatment Report in the online record within 30 days of the 6 month anniversary of their Episode Opening date and every 6 months thereafter. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

A.1.j. Outpatient clients opened will have an updated Treatment Plan in the online record within 30 days of the 6 month anniversary of their Episode Opening. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

Objective A.3: Increase Stable Living Environment

A.3.a. 35% of clients who were homeless when they entered treatment will be in a more stable living situation after 1 year in treatment.

Objective B.2: Treatment Access and Retention

B.2.a. During Fiscal Year 2010 - 2011, 70% of treatment episodes will show three or more service days of treatment within 30 days of admission for substance abuse treatment and CYF mental health treatment providers, and 60 days of admission for adult mental health treatment providers as measured by BIS indicating clients engaged in the treatment process.

Objective F.1: Health Disparities in African Americans

F.1.a. Metabolic and health screening. Metabolic screening (Height, Weight, & Blood Pressure) will be provided for all behavioral health clients at intake and annually when medically trained staff and equipment are available. Outpatient providers will document screening information in the Avatar Health Monitoring section.

F.1.b. Primary Care provider and health care information. All clients and families at intake and annually will have a review of medical history, verify who the primary care provider is, and when the last primary care appointment occurred.

F.1.c. Active engagement with primary care provider. 75% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Objective G.1: Alcohol Use/Dependency

G.1.a. For all contractors and civil service clinics, information on self-help alcohol and drug addiction Recovery groups (such as Alcoholics Anonymous, Alateen, Alanon, Rational Recovery, and other 12-step or self-help programs) will be kept on prominent display and distributed to clients and families at all program sites.

SFDPH Cultural Competency Unit will compile the informing material on self-help Recovery groups and made it available to all contractors and civil service clinics by September 2010.

G.1.b. All contractors and civil service clinics are encouraged to develop clinically appropriate interventions (either Evidence Based Practice or Practice Based Evidence) to meet the needs of the specific population served, and to inform the SOC Program Managers about the interventions.

Contractor: Richmond Area Multi-Services, Inc.
Program: CYF Outpatient Services (School-Based Partnership)
City Fiscal Year (CBHS only): 10-11

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Funding Source (AIDS Office & CHPP only):

Objective H.1: Planning for Performance Objective FY 2011-12

H.1.a. Contractors and Civil Service Clinics will remove any barriers to accessing services by African American individuals and families.

SFDPH System of Care, Program Review, and Quality Improvement unit will provide feedback to contractor/clinic via new client surveys with suggested interventions. The contractor/clinic will establish performance improvement objective for the following year, based on feedback from the survey.

H.1.b. Contractors and Civil Service Clinics will promote engagement and remove barriers to retention by African American individuals and families.

SFDPH Program evaluation unit will evaluate retention of African American clients and provide feedback to contractor/clinic. The contractor/clinic will establish performance improvement objective for the following year, based on their program's client retention data. Use of best practices, culturally appropriate clinical interventions, and on-going review of clinical literature is encouraged.

8. Continuous Quality Improvement

The RAMS CYF Outpatient Services (SBMHP) CQI activities include:

- Review Partnership Goals and Progress – Site liaisons maintain quarterly contact to review the needs of the school staff and students and discuss the efficacy of strategies to engage and support this target population
- Review Treatment Goals and Progress – Counselors regularly review the treatment goals and progress with students, caregivers and teachers on her/his own, with clinical supervisor, peers (group supervision), and students, caregivers and teachers themselves.
- Teacher's Report on Outcomes – Currently, per request by CBHS, teachers provide student information twice a year (October & May) to Counselors. The report evaluates the student's strengths and difficulties (SDQ) and measures change over time. RAMS, with Partnership providers, will work with CBHS to further develop this comprehensive measurement tools for student's outcomes.
- Parent/Caregiver Version of the SDQ which allows Parents/Caregiver to also rate student's strengths and difficulties. Parents also have an opportunity to participate in the semi-annual State of California "Consumer's Satisfaction Survey".
- Student' Self-Report Version of the SDQ – This report is developed in collaboration with CBHS and is in addition to the semi-annual State of California "Consumer's Satisfaction Survey". The self-reporting may include an assessment on mood, coping strategies, levels of acting out/undesired behaviors, stressors at home/school/community, social relationships, academic performance, and intervention outcomes.
- Ongoing Assessment of Students, with Teachers and Families – Counselors meet with students weekly, teachers weekly or monthly, and families at least monthly or quarterly to continue the assessment of presenting issues, strengths, needs, impact on functioning in personal self-care, home, school, and community, precipitating events and other significant life events such as divorce, immigration, trauma, etc. This assessment is inclusive of risk factors such as previous history of aggression, self-harm tendencies, substance use/abuse, and psychiatric history. Counselors also review intervention methods and monitor effectiveness of the intervention, and adjust strategies when needed.
- IEP and other Special Education Related Meetings – Provide Counselor information regarding student's academic needs and how the system plans to implement the intervention.

Measurement tools and methods include:

- Review Partnership Goals and Program – Feedback from the Site Liaison meeting will be incorporated into strategies to engage and support teachers, students and caregivers
- Weekly Clinical Supervision – Supervisors & colleagues provide feedback & suggestions to Counselors in their work resulting in adjusted intervention strategies, as needed.
- Review Treatment Goals and Progress – Adjustment of strategies, methods, and models of intervention in order to meet the needs of the students.

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Program: CYF Outpatient Services (School-Based Partnership)
City Fiscal Year (CBHS only): 10-11

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- Teacher's Report on Outcomes – Meeting and planning with the teachers to integrate services using the outcome measures.
- Family's Report – Counselors work with families in supporting their assessment of students.
- Student's Self-Report – This is the most useful piece as students are the active role in her/his own self-assessment, treatment planning, and recovery.
- Ongoing Assessment of Students, with Teachers and Families – Counselors work with students, teachers, and families to assess, plan, and implement intervention, and adjust plan and implementation according to the assessment.
- IEP and other Special Education Related Meetings – Utilizing the information and planning at the IEP, Counselors, along with other parties, implement the treatment plan.
- Child and Adolescent Needs and Strengths, evidenced-based assessment tool
- Use of consumer-developed materials (per SFDPH) such as "Choose Your Therapist" and "Do You Feel Me" Forms

On a regularly scheduled basis, all RAMS Program Directors are required to present their program & services and its status/progress to the RAMS Quality Council chaired by the RAMS Operations Manager, which its membership consists of an administrator, a director, clinical supervisor, consumer, and a direct service provider within the agency as-a-whole. The recommendations from the Quality Council are to be implemented and the Program Director is to report back to the Council as to the progress. In addition, although regularly reviewed, every program & its services are presented in its entirety to the RAMS Board of Directors (preferably on-site at the program).

The CQI activities are aimed to enhance, improve and monitor the quality of services delivered. RAMS will assure that the CQI activities are in compliance with the Health Commission, Local, State, Federal and/or Funding Source policies and requirements including PURQC guidelines, Harm reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction. Additionally, the billing practices and protocols are monitored and evaluated in order to ensure compliance with standards.

City Fiscal Year (CBHS only): 10-11

- 1. Program Name: Wellness Centers Program
- Program Address: 3626 Balboa Street
- City, State, Zip Code: San Francisco, CA 94121
- Telephone: (415) 668-5955
- Facsimile: (415) 668-0246

Wellness Centers are located at:

- Phillip and Sala Burton Academic High School
- Downtown High School
- Galileo Academy of Science & Technology High School
- International Studies Academy (ISA)
- June Jordan High School
- Abraham Lincoln High School
- Lowell Alternative High School
- Mission High School
- Thurgood Marshall High School
- John O'Connell Alternative High School
- School of the Arts (SOTA)
- SF International High School
- Raoul Wallenberg High School
- George Washington High School
- Ida B. Wells High School

2. Nature of Document (check one)

New Renewal Modification

3. Goal Statement

To provide integrated behavioral health services to at all the high school-based Wellness Centers. Student outcomes are improved psychological well-being, positive engagement in school & community, awareness & utilization of resources, and school capacity to support student wellness.

4. Target Population

The target population includes all SFUSD high schools (e.g. students & families; administrators & teachers), focusing on students with behavioral health concerns. Many are referred for concerns relating to mood, behavior, and other adverse circumstances. Outreach is also to those who may benefit from intensive case management, who are dealing with trauma/grief & loss, or families with limited resources.

Additionally, RAMS serves Early and Periodic Screening Diagnosis and Treatment (EPSDT) eligible residents who are not currently served by the SF community mental health system. EPSDT is a required benefit for all "categorically needy" children (e.g. poverty-level income, receiving SSI, or receive federal foster care or adoption assistance). This group reflects the greater health needs of children of low-income and with special health needs qualifying them for assistance. All San Franciscans under the age 21 who are eligible to receive the full scope of Medi-Cal services and meet medical necessity, but who are not currently receiving the same model of mental health services and not receiving services through capitated intensive case management services, i.e. Family Mosaic/TBS, are eligible for EPSDT services. Services are provided at the RAMS Outpatient Clinic and in the community (e.g. on-site at San Francisco Unified School District schools).

5. Modality(ies)/Interventions

See CBHS Appendix B, CRDC pages.

6. Methodology

A. Describe how your program conducts outreach, recruitment, promotion, and advertisement.

Facilitated by RAMS staff and interns, outreach & educational activities for students & families and teachers are on various behavioral health issues (e.g. presentations at school meetings, participating in parent meetings, Back to School Nights, and PTSA meetings); and collaborating with Wellness staff in outreaching to students including general population as well as specific/targeted, hard to reach communities (e.g. LGBTQ, Chinese, gang-involved) by conducting various activities such as presentations (student orientation, classrooms, assemblies, and health fairs), contributing articles to the Wellness Newsletter, participating in student clubs & associations (culture/interest-based and student government), and other methods (e.g. connecting with Peer Resource, drop-in hours).

RAMS Wellness Centers Program services are provided by: Behavioral Health Counselors (including Psychologists, Social Workers, Behavioral/ Mental Health Clinicians/Counselors/Workers), Clinical Case Manager, Trauma/Grief & Loss Group Counselor, and seven interns/volunteers. All staff/interns have a Clinical Supervisor and overall program oversight is the responsibility of the Director of Behavioral Health Services/Program Director.

Behavioral health outreach, awareness, promotion, and educational services are provided to the entire student population, as requested by each school site. There is a specific need for increased outreach to the Chinese student population, as Chinese students have historically underutilized behavioral health services when compared to their peers. Furthermore, RAMS conducts at least one presentation on behavioral health issues to school staff or parents for each school site. In doing so, counselors also develop an outline for the presentation which is formatted so that other sites can utilize it.

Engagement & retention is an ongoing dialogue that RAMS has with students & families by communicating respect, fostering curiosity, empathy, and a non-judgmental attitude. This has proven successful, as supported by the increase of RAMS service utilization at each high school site.

B. Describe your program's admission, enrollment and/or intake criteria and process.

Students are referred by teachers, administrators, other Wellness staff members, or are self-referred for services. All students who are referred to a RAMS counselor receive an on-site, face-to-face confidential assessment/evaluation the next available day of the referral. The RAMS school-based assessment assess the student's strengths and interactions between psychological, biological, socio-cultural, and environmental factors that are impacting the youths functioning in school, at home, and in the community. Any student who the RAMS counselor has assessed to be experiencing behavioral health related symptoms after the initial evaluation, are considered appropriate for services. These 'identified students' may receive individual and/or group services on-site, or may be referred to RAMS Outpatient Clinic, another community-based organization, or their medical provider for behavioral health services, as deemed appropriate. RAMS also works closely with the school and family in efforts to provide comprehensive care.

C. Describe your program's service delivery model and how each service is delivered, e.g. phases of treatment, hours of operation, length of stay, locations of service delivery, frequency and duration of service, strategies for service delivery, wrap-around services, etc.

RAMS program models and treatment modalities are based on a client-centered, youth-focused, strength-based model with an inter-relational approach. As students present with a wide scope of issues (e.g. mental health, substance use/abuse, diverse ages, ethnicity, sexuality, socio-economic status), service provision must be comprehensive to assess and respond, while de-stigmatizing therapy and establishing trust. In doing so, RAMS incorporates various culturally relevant evidence-based practices, for in working with adolescents.

To maximize the direct services provided on-site, RAMS coordinates with each school and Wellness Center to determine staff scheduling to align with school structures, to the extent possible. Counselors are on-site from the beginning of the school day to 30 minutes after school. During a crisis, the Counselor may stay longer to assist with care transition (e.g. Child Crisis), in consultation with the RAMS Director of Behavioral Health Services/Program Director and Wellness Center team. As possible, RAMS staff meetings (supervision, etc.), trainings, and time-off (vacations) do not conflict with school schedules. During such unavoidable instances, RAMS assures appropriate staffing coverage. During school breaks, RAMS offers direct services (counseling, case management, crisis intervention) at various locations (e.g., summer school, RAMS Outpatient Clinic, and in the community).

The RAMS model of Wellness services' treatment modalities & strategies include: multi-lingual and multi-cultural behavioral health (mental health & substance abuse) assessment and individual & group intervention (short, medium, & long-term counseling, collateral); crisis intervention; substance use/abuse services (primary and secondary prevention and outpatient services); clinical case management and service coordination & liaison (community providers, emergency support services); consultation; outreach & educational activities for students & parents and teachers; and collaborating with Wellness staff in outreaching to students including general population as well as specific/targeted, hard to reach communities. Furthermore, RAMS provides at least one ongoing behavioral health intervention group at 12 of the 15 high school-based Wellness Centers, at minimum. The RAMS model focuses on short-term behavioral health counseling and case management services, with longer durations to be assessed in consultation with RAMS supervisors and Wellness. RAMS Counselors work within the school-based Wellness team under the direction of the Wellness Coordinator and RAMS supervisors.

During each stage of engagement, RAMS assesses students for appropriateness of services modality, frequency, and accessibility (location, schedule). RAMS provides services on-site at the Wellness Centers as well as off-site by other community program providers (including RAMS Outpatient Clinic). The type, frequency, and location (on- or off-site) of services are tailored to the client's acuity & risk, functional impairments, and clinical needs as well as accessibility to community resources (e.g. family support, insurance coverage, ability to pay if needed). The Counselor determines such need during the assessment, weighing risk factors that can prompt more immediate on-site services with short term counseling (one to five sessions), medium length (six to 11 sessions), or long term counseling (12 or more sessions, requires DSM IV diagnosis and potential decompensation). Assessments are reviewed for quality assurance, by clinical supervisors and the RAMS Director of Behavioral Health Services/Program Director with treatment planning (e.g. length of treatment) being discussed with the Wellness team (as appropriate). On-site services are generally provided to those exhibiting high level of need and whose school attendance is conducive to regular sessions. Treatment frequency is reported & reviewed monthly for medium length cases by clinical supervisors and long-term cases are reviewed by clinical supervisor and Director of Behavioral Health Services/Program Director, at least a quarterly basis. RAMS maintains a system/procedure to ensure that majority of clients receives short-term interventions and that clients receiving medium to long-term interventions are monitored; there is a formal approval process to approve services provided for more than a year.

Referrals to off-site services are indicated when:

- Students/family have private/public insurance that covers behavioral health services
- Students referred for services at the end of the school year and/or about to graduate high school
- Students requiring more than once a week counseling (e.g. high risk with suicidal/homicidal ideation; psychosis, etc) to be linked with a higher levels of care in the community
- Students/families can connect with community services with little or no accessibility barriers

D. Describe your program's exit criteria and process, e.g. successful completion, step-down process to less intensive treatment programs, aftercare, discharge planning.

Disposition of all cases are conducted in accordance to clinical standards of care, in collaboration with the client (and other parties involved), and through providing follow-up and/or referral information/linkage. For clients with ongoing care, termination or step-down process to less intensive treatment services begins when a child/youth has met all or majority of the target goals in the Plan of Care, when his/her target symptoms have decreased or alleviated, and he/she can function at

his/her developmental expectation. Stressors are also considered whether the child/ youth may decompensate if service is terminated or stepped-down.

Students may be referred for other behavioral/mental health or case management services for short-term, early intervention, or assessment only. RAMS counselors take part in ensuring that continuity of care takes place when students transfer or graduate from high school.

- E. Describe your program's staffing: which staff will be involved in what aspects of the service development and delivery. Indicate if any staff position is not funded by the grant.

See CBHS Appendix B.

RAMS Wellness Centers Program maintains a school-based internship program; during FY 2010-11, there are five graduate student interns (counseling, social work), one pre-doctoral psychology intern, and one volunteer Counselor who holds a master's degree in a mental health discipline and is a Marriage & Family Therapist Intern. All interns/volunteers are providing behavioral health services on-site; each intern/volunteer is supported in their learning process, receiving weekly clinical individual and group supervision, and didactic seminars. These internships are unpaid positions.

7. Objectives and Measurements

- A: CBHS Performance/Outcome Objectives FY 2010-11. These will be evidenced by Avatar and Program reports and records.

Only for MHSA PEI-funded Services:

Objective E.1: Prevention

E.1.c. Ensure that all adolescents served by your program have obtained an Adolescent Wellness Check-up within the past twelve months or refer the adolescent for a Wellness Check-up. Promote alcohol, tobacco, and other drug screening for youth in all public health clinics and have available referral sources if needed for Primary Care Physicians.

E.1.f. Prevention and Early Intervention (PEI) and Workforce Development, Education and Training (WDET) providers will work with MHSA and Contract Development and Technical Assistance staff to develop three outcomes objectives for their programs. One of the objectives should address community member/client satisfaction with program services.

Only for EPSDT Services:

Objective A.1: Reduce Psychiatric Symptoms

A.1.a. The total number of acute inpatient hospital episodes used by clients in Fiscal Year 2010-2011 will be reduced by at least 15% compared to the number of acute inpatient hospital episodes used by these same clients in Fiscal Year 2009-2010. This is applicable only to clients opened to the program no later than July 1, 2010. Data collected for July 2010 – June 2011 will be compared with the data collected in July 2009 – June 2010. Programs will be exempt from meeting this objective if more than 50% of the total number of inpatient episodes was used by 5% or less of the clients hospitalized.

A.1.e. 75% of clients who have been served for two months or more will have met or partially met 50% of their treatment objectives at discharge.

A.1.f. Providers will ensure that all clinicians who provide mental health services are certified in the use of the Child & Adolescent Needs and Strengths (CANS). New employees will have completed the CANS training within 30 days of hire.

A.1.g. Clients with an open episode, for whom two or more contacts had been billed within the first 30 days, should have both the initial CANS assessment and treatment plans completed in the online record within 30 days of episode opening. For the purpose of this program performance objective, an 85% completion rate will be considered a passing score.

A.1.h. CYF agency representatives attend regularly scheduled SuperUser calls. For the purpose of this performance objective, an 80% attendance of all calls will be considered a passing score.

A.1.i. Outpatient clients opened will have a Re-assessment/Outpatient Treatment Report in the online record within 30 days of the 6 month anniversary of their Episode Opening date and every 6 months thereafter. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

A.1.j. Outpatient clients opened will have an updated Treatment Plan in the online record within 30 days of the 6 month anniversary of their Episode Opening. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

Objective A.3: Increase Stable Living Environment

A.3.a. 35% of clients who were homeless when they entered treatment will be in a more stable living situation after 1 year in treatment.

Objective B.2: Treatment Access and Retention

B.2.a. During Fiscal Year 2010-2011, 70% of treatment episodes will show three or more service days of treatment within 30 days of admission for substance abuse treatment and CYF mental health treatment providers, and 60 days of admission for adult mental health treatment providers as measured by BIS indicating clients engaged in the treatment process.

For Wellness Centers Program:

Objective F.1: Health Disparities in African Americans

F.1.a. Metabolic and health screening. Metabolic screening (Height, Weight, & Blood Pressure) will be provided for all behavioral health clients at intake and annually when medically trained staff and equipment are available. Outpatient providers will document screening information in the Avatar Health Monitoring section.

F.1.b. Primary Care provider and health care information. All clients and families at intake and annually will have a review of medical history, verify who the primary care provider is, and when the last primary care appointment occurred.

F.1.c. Active engagement with primary care provider. 75% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Objective G.1: Alcohol Use/Dependency

G.1.a. For all contractors and civil service clinics, information on self-help alcohol and drug addiction Recovery groups (such as Alcoholics Anonymous, Alateen, Alanon, Rational Recovery, and other 12-step or self-help programs) will be kept on prominent display and distributed to clients and families at all program sites.

SFDPH Cultural Competency Unit will compile the informing material on self-help Recovery groups and made it available to all contractors and civil service clinics by September 2010.

G.1.b. All contractors and civil service clinics are encouraged to develop clinically appropriate interventions (either Evidence Based Practice or Practice Based Evidence) to meet the needs of the specific population served, and to inform the SOC Program Managers about the interventions.

Objective H.1: Planning for Performance Objective FY 2011-12

H.1.a. Contractors and Civil Service Clinics will remove any barriers to accessing services by African American individuals and families.

SFDPH System of Care, Program Review, and Quality Improvement unit will provide feedback to contractor/clinic via new client surveys with suggested interventions. The contractor/clinic will establish performance improvement objective for the following year, based on feedback from the survey.

H.1.b. Contractors and Civil Service Clinics will promote engagement and remove barriers to retention by African American individuals and families.

SFDPH Program evaluation unit will evaluate retention of African American clients and provide feedback to contractor/clinic. The contractor/clinic will establish performance improvement objective for the following year, based on their program's client retention data. Use of best practices, culturally appropriate clinical interventions, and on-going review of clinical literature is encouraged.

B. Other Measurable Objectives:

To further support services outcomes, RAMS Wellness Centers Program conducts various strategies and maintains the following objectives for FY 2010-11:

1. To help decrease stigma of behavioral health students and increase utilization of services, RAMS will facilitate one workshop for teachers providing education on referrals (e.g. Asian & Pacific Islander students).
2. Create centralized group listserv to assist colleagues' awareness of community services in order to help disseminate info to students & families. This will increase student/family awareness about support & health services available to them in the community.
3. Facilitate one training in trauma intervention to help counselors on most recent effective treatments in area to help students decrease emotional barriers to academics success and increase coping skills

FY 2010-11 MHSA-PEI: School of the Arts (SOTA) Wellness Center Site:

1. At least 80% of students receiving behavioral health services will report feeling better about themselves (e.g. self-esteem, improved quality of life), as measured by an anonymous evaluation survey.
2. At least 75% of students receiving behavioral health services will report improved handling daily life (e.g. coping and independence skills), as measured by an anonymous evaluation survey.
3. At least 80% of students receiving behavioral health services will express overall satisfaction with services, as measured by an anonymous evaluation survey.

FY 2010-11 MHSA-PEI: Enhanced Support Services (Trauma/Grief & Loss Group Counselor, Clinical Case Mgr):

- 1) At least 75% of students receiving services and engaged in groups will report increased coping skills and effective utilization of resources in dealing with issues of grief & loss/trauma, as evidenced by pre- & post-tests
- 2) At least 70% of students receiving services and enrolled in groups will complete the group counseling cycle, as evidenced by attendance records
- 3) Of the 85% of students receiving services and referred to community resources, 85% will be successfully linked to said services, as evidenced by Case Management Log

Data Source:

Program records and reports, student self-reports and surveys.

8. Continuous Quality Improvement

RAMS has a highly collaborative partnership with ETR Associates who conducts outcome evaluations on Wellness Centers, including the integrated behavioral health services. As the Wellness contractor since 2000, RAMS has actively participate in this evaluation through the administration of student surveys, participation in focus groups, and other data collection efforts in order to assess the primary knowledge and changes of students. RAMS and ETR has engaged in various discussions on enhancing program evaluation methods (including strategies on data collection and measurement indicators).

Quality assurance practices and methods include, but are not limited to:

- Weekly Clinical Supervision & Case Conferences – Supervisors & colleagues provide feedback to counselors in their work resulting in adjusted intervention strategies, as needed
- Pre & Post Survey with Grief & Trauma groups
- Annual Consumer Satisfaction Surveys and Focus Groups
- Consumer self-evaluations (satisfaction with services, outcomes)
- Review Treatment Goals and Progress – Adjustment of strategies, methods, and models of intervention in order to meet the needs of the client
- Child and Adolescent Needs and Strengths, assessment tool utilized for clients with Medi-Cal
- Use of consumer-developed materials (per SFDPH) such as “Choose Your Therapist” and “Do You Feel Me” Forms, for clients with Medi-Cal
- Chart audits, by Clinical Supervisors and/or Director of Behavioral Health Services
- Psychiatrist Peer Chart Audits
- Data analysis & review: Database/tracking system for tracking symptoms reductions (e.g. number of impairments at intake vs. annual update/discharge; service utilization reviews).

RAMS Wellness Centers Program engages in various organizational and programmatic development and monitoring activities, ensuring accountability in all regards. Furthermore, the program aims to meet and exceed the CBHS' care standards and annual performance objectives. To further support services outcomes, RAMS engages in various strategies and activities, such as:

- COMPASS and CODECAT (Integration needs assessment), at least every two years
- Monthly program all-staff meetings to discuss administrative issues and matters
- Regular program operations meetings including SFDPH program monitors
- Program retreats & focused discussions on program design and service delivery
- Clinical Supervision Evaluation (by staff of supervisors), at least annually
- Director of Clinical Services holds individual supervision with Director of Behavioral Health Services (every two weeks); monthly meetings with all RAMS Program Directors
- Director of Behavioral Health Services submits a monthly written report to Director of Clinical Services on activities and progress on plans of improvement/development
- Director of Behavioral Health Services submits written report to RAMS executive management on status/progress of contract, culturally competency, and integration & compliance goals, at least quarterly
- Director of Clinical Services submits a written report to RAMS CEO on program activities, status/progress on contract, culturally competency, and integration & compliance goals
- Monthly agency-wide all-staff meetings to discuss administrative issues and matters
- RAMS Quality Council (includes staff and consumers)
- Organizational and clinical consultation with field experts
- RAMS executive management (CEO, Chief Financial Officer, Deputy Chief/Director of Clinical Services, Director of Human Resources, and Operations Manager) meet every two weeks to discuss agency-wide matters, including program issues, and management
- Annual program reviews by external entities
- Accreditation Visits (Medi-Cal certification)

Contractor: Richmond Area Multi-Services, Inc.

Appendix A-2

Program: Wellness Centers Program

Contract Term (MM/DD/YY)

07 / 01 / 2010 through 06 / 30 / 2011

City Fiscal Year (CBHS only): 10-11

Funding Source (AIDS Office & CHPP only):

For all quality assurance activities, the Program Director includes its outcome (narrative, qualitative/quantitative data, including all suggestions) in a written report to executive management; recommendations are explored as is its feasibility with developed plans of action (if any), at least monthly to executive management, Quality Assurance Council, the consumer(s), and/or community-at-large. Also, RAMS has demonstrated history of being fully cooperative with CBHS with all quality improvement activities, as evidenced by the excellent track record of meeting all of the contract objectives.

The CQI activities are aimed to enhance, improve and monitor the quality of services delivered. RAMS will assure that the CQI activities are in compliance with the Health Commission, Local, State, Federal and/or Funding Source policies and requirements including PURQC guidelines, Harm reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction. Additionally, the billing practices and protocols are monitored and evaluated in order to ensure compliance with standards.

(for ECMHCI Contracts Only)

Contractor: Richmond Area Multi-Services, Inc.

Appendix A-3

Program: Fu Yau Project

Contract Term: 07/01/10 to 06/30/11

City Fiscal Year (CBHS only): 2010-2011

- 1. Program Name: Fu Yau Project
 Program Address: 3626 Balboa Street
 City, State, Zip Code: San Francisco, CA 94121
 Telephone: (415) 668-5955
 Fax: (415) 668-0246

Located at:
 Chinatown Child Development Center
 720 Sacramento Street
 San Francisco, CA 94108
 Telephone: (415) 392-4453

- 2. Nature of Document (check one)

New Renewal Modification

- 3. Goal Statement

RAMS Fu Yau Project's goal is to prevent emotional disturbance and provide early intervention for children, prenatal to five years old, in San Francisco. RAMS strives to improve the social and emotional well-being of children by providing them, their families, and their childcare providers, on a weekly or monthly basis, with mental health consultation and early intervention services as delivered by highly skilled and culturally competent professionals.

- 4. Target Population

The Fu Yau Project targets young children from prenatal to five years old, who are from low-income families. These families include TANF and CalWORKs recipients, the working poor, and recent or new immigrants and refugees residing in San Francisco. The geographic locations include all 11 districts in San Francisco. Families who are of low income and have limited or no English-speaking ability tend to have little or no access to culturally appropriate mental health services. Almost 50% of the subsidized childcare population in San Francisco is of Chinese and other Asian descents; more than 10% are of Hispanic descent. Because the links between race, ethnicity, language, and socio-economic status are inextricable, the target populations of the Fu Yau Project are the underserved, low-income families of color in the City. This may include African-American families and immigrants from Asia and Latin America.

4a. Sites Receiving Fu Yau Project Mental Health Consultation Services

HSA/DCYF/SFCFC

<u>Child Care Sites</u>	<u># of Children</u>	<u># of Classrooms</u>	<u># of Staff</u>	<u>Language Capacity</u>	<u>Consultant Name</u>	<u>Consultant Hours/Week</u>
Asian Women Resource Center	39	3	6	English/Chinese	Janny Wong	10
The Family School Mission/Bernal Heights	48	3	12	English	Chiaki Sasaki	6
EOC-OMI	24	1	4	English/Chinese	Chiaki Sasaki	4
EOC-Rainbow	68	3	12	English/Chinese	Stephanie Chen	4
EOC-Chinatown/North beach	24	1	4	English/Chinese	Stephanie Chen	4
EOC Busy Bee	23	1	6	English	TBD	4
EOC Oscaryne Williams	30	2	10	English	TBD	4

Center of Hope						
EOC Cleo Wallace Child Care	50	4	16	English	TBD	4
EOC Martin Luther King Child Care	30	2	10	English	TBD	4
EOC Sojourner Truth	30	2	10	English	TBD	4
EOC Western Addition Child Care	30	1	4	English	TBD	4
EOC Mission	35	1	6	English	Chiaki Sasaki	4
EOC Delta	30	1	6	English	TBD	4
SF Head Start OMI	51	3	12	English/Chinese	Janny Wong	6
SF Head Start West Side	30	2	6	English/Chinese	TBD	6
SF Head Start Ella Hill Hutch	22	2	6	English/Chinese	Colleen Wong	6
True Sunshine	44	2	8	English/Chinese	Colleen Wong	2
SFUSD Excelsior@Guadelupe	60	3	20	English/Chinese	Stephanie Chen	6
SFUSD Grattan	40	2	10	English/Chinese/ Vietnamese	Helen Duong	6
SFUSD Jefferson	52	3	20	English/Chinese	Paul Lee	6
SFUSD Noriega	136	7	30	English/Chinese	William Lee	6
SFUSD Tule Elk Park	96	6	24	English	Chiaki Sasaki	6
Wu Yee Home-based Chinatown	11	1	1	English/Chinese	Peter Chan	2 per mo.
Wu Yee Home-based-Tenderloin	10	1	1	English/Chinese	Peter Chan	2 Per mo
Wu Yee New Generations	64	5	18	English/Chinese	Colleen Wong	6
Wu Yee Early Head Start Infant Center 831 Broadway	26	3	12	English/Chinese	Sarah Mak	6
Wu Yee EHS FCC David Lo	19	10	1	English/Chinese	Rose Sneed	2 per mo.
Wu Yee EHS FCC Selina Chen	4	1	2	English	Chiaki Sasaki	2 per mo.
Wu Yee EHS FCC Siu Kam Cheung	6	1	2	English/Chinese	William Lee	2 per mo.
Wu Yee EHS FCC Tracy Fong	5	1	2	English/Chinese	Stephanie Chen	2 per mo.
Wu Yee EHS FCC Wendy Choi	4	1	2	English/Chinese	Janny Wong	2 per mo.
Wu Yee EHS Xiao Ling Liang	6	1	2	English/Chinese	Sarah Mak	2 per mo.
Wu Yee EHS Xue Lan Kuang	5	1	2	English/Chinese	Peter Chan	2 per mo.
<i>Total</i>	<i>1152</i>	<i>81</i>	<i>287</i>			<i>124.5</i>

SFCFC PFA

<i>Child Care Sites</i>	<i># of Children</i>	<i># of Classrooms</i>	<i># of Staff</i>	<i>Language Capacity</i>	<i>Consultant Name</i>	<i>Consultant Hours/Week</i>
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SFUSD E.R. Taylor	80	4	5	English	Chiaki Sasaki	6
Glide Child Care Center	49	2	12	English/Chinese/ Spanish	TBD	6
Kai Ming Powell	20	1	6	English/Chinese	Janny Wong	6
Kai Ming Broadway	80	4	10	English/Chinese	Sarah Mak	6
Kai Ming Geary	60	2	10	English/Chinese	Colleen Wong	6
Kai Ming Richmond	30	2	8	English/Chinese	Colleen Wong	6
Kai Ming North Beach	40	2	8	English/Chinese	Colleen Wong	6
Kai Ming Sunset	44	2	8	English/Chinese	Helen Duong	6
Wu Yee Tenderloin GoldenGate 177	32	2	6	English/Chinese/ Spanish	William Lee	6
SFUSD Commodore- Stockton	90	5	20	English/Chinese	Stephanie Chen	6
FCC Song Moy	8	1	2	English	Helen Duong	2 hrs/mo.
Wu Yee Lok Yuen	40	2	10	English/Chinese	Sarah Mak	6
SFUSD Argonne	66	3	12	English/Chinese	Helen Duong	6
SF Head Start Cadillac	40	2	6	English/Chinese	TBD	6
SFUSD Sarah B. Cooper	48	2	12	English/Chinese	Helen Duong	6
Wu Yee Generations	36	1	8	English/Chinese	William Lee	6
<i>Total</i>	<i>763</i>	<i>38</i>	<i>143</i>			<i>90.5</i>

MHSA

<u>Child Care Sites</u>	<u># of Children</u>	<u># of Classrooms</u>	<u># of Staff</u>	<u>Language Capacity</u>	<u>Consultant Name</u>	<u>Consultant Hours/Week</u>
Asian Family Support Center-Sunset	24	1	4	English/Chinese	Paul Lee	8

SFCFC SRI

<u>Child Care Sites</u>	<u># of Children</u>	<u># of Classrooms</u>	<u># of Staff</u>	<u>Language Capacity</u>	<u>Consultant Name</u>	<u>Consultant Hours/Week</u>
Asian Family Support Center-Richmond	24	1	6	English/Chinese	Peter Chan	6
Glide	30	1	6	English	TBD	6
Sunset Beacon	30	1	6	English/Chinese	TBD	6
Wu Yee Joy Lok	30	1	15	English/Chinese	Peter Chan	6
Potrero Hill	30	1	5	English	Janny Wong	6
<i>Total</i>	<i>144</i>	<i>5</i>	<i>38</i>			<i>30</i>

5. Modality(ies)/Interventions

Fu Yau Project establishes a Site Agreement with each respective site served (child care, shelter, permanent supportive housing, family resource centers, etc at the beginning of each fiscal or academic year, whichever is most appropriate. Each Site Agreement includes the following information:

- Site information to which the Site Agreement applies
- The term of the Site Agreement
- Number of on-site consultation hours per week
- Agreed upon services that the consultant will provide
- Agreed upon client/site roles and responsibilities
- Agreed upon day and time for regular group consultation meeting
- Schedule of planned review of Site Agreement document
- Signature lines for Consultant, Site Director/Manager, Contractor Program/Project Director

Once the Site Agreement is completed and signed by all parties, a copy of the document is sent to the ECMHCI Program Director, Rhea H. Bailey, at CBHS. The Site Agreement is received by CBHS no later than November 15, 2010.

Modalities:

- **Consultation – Individual:** Discussions with a staff member on an individual basis about a child or a group of children, including possible strategies for intervention. It can also include discussions with a staff member on an individual basis about mental health and child development in general.
- **Consultation – Group:** Talking/working with a group of three or more providers at the same time about their interactions with a particular child, group of children and/or families.
- **Consultation – Class/Child Observation:** Observing a child or group of children within a defined setting.
- **Training/Parent Support Group:** Providing structured, formal in-service training to a group of four or more individuals comprised of staff/teachers, parents, and/or family care providers on a specific topic. Can also include leading a parent support group or conducting a parent training class.
- **Direct Services – Individual:** Activities directed to a child, parent, or caregiver. Activities may include, but are not limited individual child interventions, collaterals with parents/caregivers, developmental assessment, referrals to other agencies. Can also include talking to a parent/caregiver about their child and any concerns they may have about their child’s development.
- **Direct Services – Group:** Conducting therapeutic playgroups/play therapy/socialization groups involving at least three children.

Standards of Practice (SOP) – Fu Yau Project abides by the following standards of practice into its scope of work:

NOTE: The standards of practice for consultation services that are detailed below are only applicable to early care and education, family child care, and shelter programs, and are NOT directly applicable to services provided to permanent supportive housing facilities and family resources centers. In other words, the Standards of Practice do not apply to those settings.

Program Consultation

Center and/or classroom focused (including children’s programming in shelter settings), benefits all children by addressing issues impacting the quality of care.

Frequency of Activities

	Children’s Programs w/in Shelters	Small Child Care Center 12-24 children	Medium Child Care Center 25-50 children	Large Child Care Center > 50 children
Activity				
Program Observation	Initially upon entering the site and 2 to 3 times	Initially upon entering the site and 2 to 3 times	Initially upon entering the site and	Initially upon entering the site and

	a year per classroom equaling 4 to 6 hours per year	a year per classroom equaling 4 to 6 hours per year	2 to 4 times a year per classroom equaling 6 to 10 hours per year	2 to 4 times a year per classroom equaling 10 to 20 hours per year
Meeting with Director	Monthly 1 hour per month	Monthly 1 hour per month	Monthly 1 to 2 hours per month	Monthly 2 to 3 hours per month
Meeting with Staff	Bi-monthly with all staff members (usually by classroom) 2 hours a month	Bi-monthly with all staff members (usually by classroom) 2 hours a month	Bi-monthly with all staff members (usually by classroom) 2 to 4 hours a month	Bi-monthly with all staff members (usually by classroom) 4 to 6 hours a month
Trainings	As needed and as stipulated in the MOU between the site and the service providing agency	As needed and as stipulated in the MOU between the site and the service providing agency	Same as small center	Same as small center

Case Consultation

Child focused, benefits an individual child by addressing developmental, behavioral, socio-emotional questions or concerns with teachers and/or staff.

Frequency of Activities

	Children's Programs w/in Shelters	Small Child Care Center 12-24 children	Medium Child Care Center 25-50 children	Large Child Care Center > 50 children
Activity				
Child Observation	2 to 4 times initially for each child and as needed. Recommended 4 to 10 hours per child per year.	2 to 4 times initially for each child and as needed. Recommended 4 to 10 hours per child per year.	Same as for small center	Same as for small center
Meeting with Director	Once per month per child who is the focus of case consultation.	Once per month per child who is the focus of case consultation.	Same as for small center	Same as for small center
Meeting with Staff	Once per month per child for duration of case consultation.	Once per month per child for duration of case consultation.	Same as for small center.	Same as for small center.
Meeting with Parents	3 to 5 times per child	3 to 5 times per child	Same as for small center.	Same as for small center.

- Direct treatment services occur within the child care center and/or shelter as allowed by the established MOU and are provided as needed to specific children and family members. All services to children are contingent upon written consent from parents or legal guardians.
- Provided by mental health consultants who are licensed or license-eligible.
- All direct treatment service providers, consultants, receive ongoing clinical supervision.
- Assessments for direct treatment service eligibility can include screenings for special needs, domestic violence in the family, possible referral for special education screenings, and alcohol or other substance use in the family.
- All direct treatment providers follow federal HIPAA regulations pertaining to the provisions of services and the maintenance of records.

6. Methodology

A. Describe how your program conducts outreach, recruitment, promotion, and advertisement.

Fu Yau Project currently has MOU's with several large, state and federally funded child-care organizations (e.g. Head Start and San Francisco Unified School District). Fu Yau (FY) also works with community-based, non-profits such as Glide Child Care Center. FY's reputation is well known throughout the city so requests for consultation are often the result of word-of-mouth. Providers also respond to program/project brochures, which are distributed at various community outreach events attended by Fu Yau Consultants. The Project also participate in functions, such as conferences and trainings that allow the team the opportunity to discuss services and the mental health needs of children ages 0-5 with other professionals in the childcare & mental health fields, and the community at large.

B. Describe your program's admission, enrollment and/or intake criteria and process.

The Fu Yau Project exclusively collaborates with assigned childcare centers, family childcare providers, and family resource centers. Fu Yau utilizes the internal referral process of the childcare providers when specific families or children need consultation services. Additionally, as a result of clinical observation by Fu Yau Consultants and in consultation with childcare providers, as indicated, families are approached to discuss the outcome of the observation/consultation and are offered services to address the identified needs. Before intensive consultation about individual cases begins, the program requires that the child's legal guardian complete a *Fu Yau Consent Form*, as well as the in-house consent forms used by the sites.

For Fu Yau Project EPSDT services, children must be eligible for full scope Medi-Cal and not be receiving outpatient mental health services elsewhere in the CBHS CYF System of Care. Children may be referred by the childcare personnel, families, or as a result of observation/ consultation by the Fu Yau Consultant, as clinically indicated. Children may be seen individually or in groups, as clinically appropriate.

C. Describe your program's service delivery model and how each service is delivered, e.g. phases of treatment, hours of operation, length of stay, locations of service delivery, frequency and duration of service, strategies for service delivery, wrap-around services, etc.

Consultation Services for Sites involve:

- Weekly or biweekly on-site observation and consultation to program
- Observation and consultation on specific, individual children as requested and needed
- In-services training to Center staff
- Special events such as staff retreat and/or all day training for Center staff as requested and needed by Centers
- Case consultation, crisis intervention, mental health intervention, referral and case management of specific children and families
- Consultants provide services during the operating hours of childcare sites, usually 4 to 8 hours per week or biweekly between 8 a.m. to 6 p.m., Monday through Friday

Family Involvement – the families are invited to participate in the program through parenting classes. Details are as follows:

- A series of four to six sessions of parenting classes in Chinese, Spanish, and/or English at each site. Topics may include, but are not limited to: child development, discipline, promoting child's self-esteem, stress management, resources for families, child abuse/domestic violence prevention, dealing with extended families, parent/child relationship, and raising bicultural children.
- Parenting classes usually take place in the early evenings so that the working parents may participate after work. Childcare and refreshments are usually provided.
- Parent support groups usually follow the series of parenting classes, as parents develop a trusting relationship with each other and with the consultant. The frequency of the groups may be from once a week to once a month, depending on the parents' needs.

- Parent Advisory Committee meetings to guide us in effectively targeting the concerns and problems of the community. These meetings take place five times a year, on Saturday mornings at Chinatown Child Development Center (CCDC) in Chinatown, which is the most centralized and convenient place for parents to gather. These meetings include one representative from each center and family childcare provider.
- Fu Yau Parenting Group meets bimonthly to discuss parenting issues that relate to the socio-emotional well-being of the parents' children. The group is co-facilitated and serves as a forum for parents who benefit from peer support and education. The facilitators offer parenting information and psycho-education.

Direct Services are also provided, which include, but are not limited to:

- Crisis intervention, mental health intervention, referral & linkage to long-term services at community agencies (SFUSD Special Education, Regional Center, Support Center for Families of Children with Disabilities, health and mental health agencies, etc.) for children and families. Most services are delivered at the childcare sites. However, some linkage services may be delivered in the community, and mental health services may be delivered either on-site, at RAMS or CCDC, depending on the private space available at childcare sites.
- Integrated play therapy groups, with a mixed group of three to 10 children, who have identified mental health issues (e.g., selective mutism, anxiety, under-socialized, etc.), and other "typically" developing children. These groups usually take place in the classroom during small group time or free play time, and last about six to 12 weeks. The size of the group and length of time for the session depends on the issues of the children as well as the program needs.
- Parent/Child play therapy groups, with identified children and their parents, are facilitated by the on-site Fu Yau Consultant and a childcare staff member. This group is a combination of parenting class and children's play therapy group. Parents and children are encouraged to play together with planned activities. Socialization skills and parenting skills are modeled on the spot by the mental health consultant. The size of the group is not more than six to eight pairs in order to maximize the effectiveness of the consultation. This group usually takes place in the late afternoon at the childcare site, to accommodate parents' work schedules.
- Child play treatment groups, with children with identified mental health issues. This group may last for most of the school year duration or be ongoing, involving two to six children who may have behavioral/social emotional concerns/difficulties. This group takes place on-site in the morning or early afternoon, during children's regular playtime.
- Psychiatry services and/or consultation, as needed

Services for Family Childcare Providers include, but are not limited to:

- Weekly, monthly, or as needed visits and consultation with family child care providers
- Monthly support/education meetings for parents/families of children who attend Wu Yee home-based program

D. Describe your program's exit criteria and process

Site providers (staff/administrators), Fu Yau Consultants, and the Director of Fu Yau Project meet at least twice a year to assess/evaluate the mental health consultation needs of each site. In each of these meetings, the site administrators may choose to refocus the services and/or request to change the intensity of consultation activities. For example, at a particular site, an administrator may choose to move from almost exclusively receiving direct individual/group services to more staff/programmatic consultation or to more work with parents in the form of workshops or trainings.

For EPSDT clients receiving direct mental health services, their Plan of Care is evaluated and/or updated bi-annually. Any increase or decrease to intensity of treatment is determined by the clinician, client, and/or client's caregiver(s) using the standard protocol per CBHS administration.

7. Objectives and Measurements

A. Performance/Outcome Objectives (FY 2010/2011)

Objective #1 (Understanding emotional and development needs)

A minimum of 75% of staff at each site receiving consultation services will report that meeting with a consultant increased their understanding of a child's emotional and developmental needs, helping them to more effectively respond to the child's behavior.

Objective #2 (Communication with parents)

A minimum of 75% of staff at each site receiving consultation services will report that consultation helped them learn to communicate more effectively with parents of children where there were concerns about the child's behavior.

Objective #3 (Response to children's behavior)

A minimum of 75% of staff at each site receiving consultation services will report that the consultant helped them to respond more effectively to children's behavior.

Objective #4 (Overall satisfaction)

Of those staff who received consultation and responded to the survey, a minimum of 75% will report that they are satisfied with the services they've received from the consultant.

Objective #5 (Responsiveness to Needs)

Of those parents who themselves or their children received direct services from the early childhood mental health consultant, a minimum of 75% will report that the consultant was attentive and responsive to their needs.

Objective #6 (Linkage to Resources)

Of those parents who themselves or their children received direct services from the early childhood mental health consultant, a minimum of 75% will report that consultant assisted them in linking to needed resources.

Objective #7 (Understanding of Child's Behavior)

Of those parents who themselves or their children received direct services from the early childhood mental health consultant, a minimum of 75% will report that they have a better understanding of their child's behavior.

Objective #8 (Improvement of Child's Behavior)

Of those parents who themselves or their children received direct services from the early childhood mental health consultant, a minimum of 75% will report that their child's behavior has improved.

DATA SOURCE: Early Childhood Mental Health Consultation Initiative provider and parent surveys to be administered by CBHS during the third quarter of Fiscal Year 2010-2011 and will be used in the Program Monitoring Report for 2010-2011.

NOTE: During Fiscal Year 2010-11, 100% of unduplicated clients who received a face-to-face billable service (consultation to staff and direct service to parents) during the survey period will be given and encouraged to complete a Citywide Client Satisfaction Survey.

B. CBHS Compliance Objectives

D.4b. Applicable to: All Early Childhood Mental Health Consultation Initiative Contractors
Early Childhood Mental Health Consultation Initiative contractors shall comply with outcome data collection requirements.

Data source: Program Evaluation Unit Compliance Records and Charting Requirements for the Provision of Direct Services

Program Review Measurement: Objective will be evaluated based on 6-months period from July 1, 2010 to December 31, 2010.

C.6a. Applicable to: All Early Childhood Mental Health Consultation Initiative Contractors
Early Childhood Mental Health Consultation Initiative contractors shall comply with satisfaction data requirements.

Data source: Surveys distributed and submitted to CBHS.

Program Review Measurement: Objective will be evaluated based on 6-month period from July 1, 2010 to December 31, 2010.

C. CBHS Privacy Objectives

- 1) DPH Privacy Policy is integrated in the program's governing policies and procedures regarding patient privacy and confidentiality.
Required Documentation: Program has approved and implemented policies and procedures that abide by the rules outlined in the DPH Privacy Policy. Copies of these policies are available to patients/clients.
- 2) All staff who handles patient health information are trained and annually updated in the program's privacy policies and procedures.
Required Documentation: Program has written documentation that staff members have received appropriate training in patient privacy and confidentiality.
- 3) A Privacy Notice that meets the requirements of the FEDERAL Privacy Rule (HIPAA) is written and provided to all patients/clients in their threshold language. If the document is not available in the patient's/client's relevant language, verbal translation is provided.
Required Documentation: Program has evidence in patients'/clients' charts or electronic files that they were "notified" in their relevant language either in writing or verbally. **(APPLICABLE to DIRECT SERVICES ONLY)**
- 4) A summary of the Privacy Notice is posted and visible in registration and common areas of treatment facility.
Requirement Documentation: Program has the DPH Summary of Privacy Notice posted in the appropriate threshold languages in patient/client common areas.
- 5) Each disclosure of a patient's/client's health information for purposes other than treatment, payment, or operations is documented.
Requirement Documentation: Program has a HIPAA complaint log form that is used by all relevant staff.
(APPLICABLE to DIRECT SERVICES ONLY)
- 6) Authorization for disclosure of patient's/client's health information is obtained prior to release to providers outside the DPH SafetyNet, including early childhood mental health consultants.
Requirement Documentation: Program has evidence that HIPAA-compliant "Authorization to Release Protected Health Information" forms are used. **(APPLICABLE to DIRECT SERVICES ONLY)**

D. Other Objectives

For MHSA-funded services, additional objectives for FY 2010-11 include:

1. At least 75% of parents who participate in workshops will self-report using a survey an increased understanding of effective strategies for parenting their children.
2. At least 75% of Family Resource Center staff will self-report using a survey that they found their mental health consultant's suggestions helpful.
3. The mental health consultant will report using an observational tool that identified children exhibit a 75% decrease in their behavior problems.

** Data collection includes program reports, self-report surveys, and evaluation tools.

CBHS Annual Performance (FY 2010-11) – Objective E.1: Prevention

E.1.f. Prevention and Early Intervention (PEI) and Workforce Development, Education and Training (WDET) providers will work with MHSA and Contract Development and Technical Assistance staff to develop three outcomes objectives for their programs. One of the objectives should address community member/client satisfaction with program services.

E. EPSDT Services Objectives:

Objective A.1: Reduce Psychiatric Symptoms

A.1.a. The total number of acute inpatient hospital episodes used by clients in Fiscal Year 2010 - 2011 will be reduced by at least 15% compared to the number of acute inpatient hospital episodes used by these same clients in Fiscal Year 2009 - 2010. This is applicable only to clients opened to the program no later than July 1, 2010. Data collected for July 2010 – June 2011 will be compared with the data collected in July 2009 – June 2010. Programs will be exempt from meeting this objective if more than 50% of the total number of inpatient episodes was used by 5% or less of the clients hospitalized.

A.1.e. 75% of clients who have been served for two months or more will have met or partially met 50% of their treatment objectives at discharge.

A.1.f. Providers will ensure that all clinicians who provide mental health services are certified in the use of the Child & Adolescent Needs and Strengths (CANS). New employees will have completed the CANS training within 30 days of hire.

A.1.g. Clients with an open episode, for whom two or more contacts had been billed within the first 30 days, should have both the initial CANS assessment and treatment plans completed in the online record within 30 days of episode opening. For the purpose of this program performance objective, an 85% completion rate will be considered a passing score.

A.1.h. CYF agency representatives attend regularly scheduled SuperUser calls. For the purpose of this performance objective, an 80% attendance of all calls will be considered a passing score.

A.1.i. Outpatient clients opened will have a Re-assessment/Outpatient Treatment Report in the online record within 30 days of the 6 month anniversary of their Episode Opening date and every 6 months thereafter. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

A.1.j. Outpatient clients opened will have an updated Treatment Plan in the online record within 30 days of the 6 month anniversary of their Episode Opening. For the purpose of this program performance objective, a 100% completion rate will be considered a passing score.

Objective A.3: Increase Stable Living Environment

A.3.a. 35% of clients who were homeless when they entered treatment will be in a more stable living situation after 1 year in treatment.

Objective B.2: Treatment Access and Retention

B.2.a. During Fiscal Year 2010 - 2011, 70% of treatment episodes will show three or more service days of treatment within 30 days of admission for substance abuse treatment and CYF mental health treatment providers, and 60 days of admission for adult mental health treatment providers as measured by BIS indicating clients engaged in the treatment process.

Objective F.1: Health Disparities in African Americans

F.1.a. Metabolic and health screening. Metabolic screening (Height, Weight, & Blood Pressure) will be provided for all behavioral health clients at intake and annually when medically trained staff and equipment are available. Outpatient providers will document screening information in the Avatar Health Monitoring section.

F.1.b. Primary Care provider and health care information. All clients and families at intake and annually will have a review of medical history, verify who the primary care provider is, and when the last primary care appointment occurred.

F.1.c. Active engagement with primary care provider. 75% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Objective G.1: Alcohol Use/Dependency

G.1.a. For all contractors and civil service clinics, information on self-help alcohol and drug addiction Recovery groups (such as Alcoholics Anonymous, Alateen, Alanon, Rational Recovery, and other 12-step or self-help programs) will be kept on prominent display and distributed to clients and families at all program sites.

SFDPH Cultural Competency Unit will compile the informing material on self-help Recovery groups and made it available to all contractors and civil service clinics by September 2010.

G.1.b. All contractors and civil service clinics are encouraged to develop clinically appropriate interventions (either Evidence Based Practice or Practice Based Evidence) to meet the needs of the specific population served, and to inform the SOC Program Managers about the interventions.

Objective H.1: Planning for Performance Objective FY 2011-12

H.1.a. Contractors and Civil Service Clinics will remove any barriers to accessing services by African American individuals and families.

SFDPH System of Care, Program Review, and Quality Improvement unit will provide feedback to contractor/clinic via new client surveys with suggested interventions. The contractor/clinic will establish performance improvement objective for the following year, based on feedback from the survey.

H.1.b. Contractors and Civil Service Clinics will promote engagement and remove barriers to retention by African American individuals and families.

SFDPH Program evaluation unit will evaluate retention of African American clients and provide feedback to contractor/clinic. The contractor/clinic will establish performance improvement objective for the following year, based on their program's client retention data. Use of best practices, culturally appropriate clinical interventions, and on-going review of clinical literature is encouraged.

8. Continuous Quality Improvement

Each Fu Yau Project Consultant receives supervision from the Director of Fu Yau Project, who is supervised by RAMS Deputy Chief/Director of Clinical Services; overall oversight is by the Chief Executive Officer. Additionally, consultants receive weekly clinical supervision through RAMS and/or CCDC. Fu Yau staff members participate in a weekly meeting during which critical cases and clinical issues are discussed. The Director of Fu Yau Project also meets twice a year, or more frequently as needed, with each childcare site personnel and the assigned Fu Yau Consultant to review site and family needs, service delivery, and the quality of care. Fu Yau Project facilitates Parent Advisory meetings five times a year to solicit feedback and support from parents. Fu Yau also facilitates quarterly Childcare Administrator meetings to maintain connectedness among the childcare community and the mental health consultants, and to review the impact of the mental health consultation among the sites.

Fu Yau Project distributes satisfaction surveys to each parent who participates in parenting classes to solicit feedback. Fu Yau also complies with CBHS-CYF, other funders, and contract evaluators' requirements so to assist in assessing the quality of programs, community needs, and effectiveness of service delivery. The Director of Fu Yau Project participates in the Childcare Mental Health Consultation Network to review quality of care, service delivery, community needs, and resources.

Contractor: Richmond Area Multi-Services, Inc.

Appendix A-3

Program: Fu Yau Project

Contract Term (MM/DD/YY) 07/01/10 to 06/30/11

City Fiscal Year (CBHS only): 2010-2011

Funding Source:

On a regularly scheduled basis, RAMS members of the management team are required to present their program & services and its status/progress to the RAMS Quality Council chaired by the RAMS Operations Manager, which its membership consists of an administrator, a director, clinical supervisor, consumer, and a direct service provider within the agency as-a-whole. The recommendations from the Quality Council are to be implemented and the Program/Project Director is to report back to the Council as to the progress. Also, every program & its services are regularly presented in its entirety to the RAMS Board of Directors (preferably on-site at the program).

The CQI activities are aimed to enhance, improve and monitor the quality of services delivered. RAMS assures that the CQI activities are in compliance with the Health Commission, Local, State, Federal and/or Funding Source policies and requirements including PURQC guidelines, Harm reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction. In addition and in general, the contractor agrees to abide by the most current, State-approved Quality Management Plan as it applies to this Project. The billing practices and protocols are monitored and evaluated in order to ensure compliance with standards.

1. **Program Name: Summer Bridge Program**
Program Address: 3626 Balboa Street
City, State, Zip Code: San Francisco, CA 94121
Telephone: (415) 668-5955
Facsimile: (415) 668-0246

2. **Nature of Document** (check one)

New **Renewal** **Modification**

3. **Goal Statement**

The Summer Bridge Program goals & outcomes are to: (a) promote awareness of psychological well-being and (b) foster interest in health & human services as career options.

July 2010 to June 2011 is the second fiscal year of Summer Bridge: Summer 2010 is the first program year; school year 2010-11 is to continue engaging graduates, recruiting new members, and planning for the second summer program in 2011; Summer 2011 is the second program year.

4. **Target Population**

The target population includes all San Francisco's high school youth of diverse backgrounds. RAMS targets junior & senior grades, as these groups are more cognizant of post-high school/graduation activities.

At least 90% of each cohort will be of underrepresented communities within the healthcare workforce (e.g. behavioral health consumers, African-Americans, Latinos, Native Americans, Asian & Pacific Islander Americans), with a balance between males and females.

5. **Modality(ies)/Interventions**

Summer Bridge is an eight-week summer mentoring program for youth ages 16 to 20, currently enrolled in or recently graduated from SFUSD high schools; the structure day program is the modality/intervention.

RAMS operates this program, in collaboration with Horizons Unlimited, Samoan Community Development Center (SCDC), and Bayview Hunters Point Foundation for Community Improvement (BVHP). This partnership & collaboration truly provides for a "bridge" of knowledge and expertise. RAMS has expertise in culturally competent mental health services, serving disenfranchised communities, and training the next generation of practitioners. SCDC has extensive youth programs (target Samoan and Pacific-Islander communities) that support cultural identity, educational workshops, community outreach, crisis response, counseling, and intensive home-based supervision for probation youth. Horizons Unlimited serves youth (targeting Latino community) through the arts, employment, substance abuse prevention &

treatment, and gender-focused empowerment & counseling services; for over a decade, Horizons has operated a peer leadership & education program and its

current focus is on mentoring young Latinas for peer counseling & human services. BVHP provides community mental health services to children, youth & families (prevalence of African American constituents) at the outpatient clinic and schools, engages at-risk youth in pro-social activities, and substance abuse prevention & treatment services. In this partnership, RAMS is the lead agency to operate and evaluate the program. The other agencies support the program through youth recruitment within underrepresented communities in the healthcare workforce; furthermore, SCDC and Horizons Unlimited also serve as facility sites for the program's operation.

The first Summer Bridge crossed over two fiscal years since SFUSD summer break started in June. The first two weeks of the program is in June, and the next six weeks are in July and August. With the expansion for Fiscal Year 2010-11, RAMS is able to expand the program into the school year by facilitating activities that engage interested Summer Bridge graduates in a deeper, more meaningful and more specific interest in the behavioral health field.

6. Methodology

- A. Describe how your program conducts outreach, recruitment, promotion, and advertisement.

As RAMS currently provides services in over 75 sites throughout San Francisco, the agency is uniquely positioned well and has the expertise to outreach & promote the program to culturally & linguistically diverse consumers, underrepresented constituents, and community organizations. RAMS is able to leverage existing resources towards this effort; the agency is the contract provider of behavioral health services for the high school-based Wellness Center (all 15 public high schools) and provides behavioral/mental health & outreach services at Balboa Teen Health Center and serves the ED Partnership at high & middle schools. RAMS builds upon these existing partnerships with Wellness Centers, schools' administration & student bodies as well as collaborate with SFUSD and partner agencies for program recruitment. Targeted outreach is conducted at schools with the highest prevalence of underrepresented communities (e.g. Balboa, Burton, Galileo, International Studies Academy, Lincoln, Marshall, Mission, O'Connell and Washington High Schools). Furthermore, Summer Bridge 2010 graduates and RAMS Youth Council members are peer recruiters at their respective high schools and communities. As RAMS staff (i.e. Summer Bridge Program Coordinator and Counselors, Behavioral/Mental Health Clinicians/Counselors/Workers) continue to be at the school site throughout the school year, Summer Bridge participants can sustain mentorship & support upon program completion. Furthermore, within this partnership, Horizons Unlimited, SCDC, and BVHP are specifically assisting with outreach and recruitment within their respective constituencies and community groups. This supports the efforts of the Summer Bridge program with having a participant group that reflects underrepresented communities in the healthcare workforce.

Additionally, RAMS actively participates in and are members of various culturally-focused community coalitions and/or committees and shall utilize these networks as well as funder entities for outreach & promotion. Such groups include, but are not limited to: SF Department of Public Health, San Francisco Unified School District, SF Human Services Agency, California State Department of Rehabilitation, Association of SF Mental Health Contractors, Mental Health Association of SF, and SF Human Services Network as well as SF Asian & Pacific Islander Health Parity Coalition, Asian Youth Advocacy Network, Asian Alliance Against Domestic Violence, SF Vietnamese Providers Committee, NICOS Chinese Health Coalition, Chinese Hospital of San Francisco, and Asian Mental Health Task Force. RAMS also consistently engages in various outreach activities, at which the agency promotes the Summer Bridge Program. Such activities include but are not limited to:

- Community workshops at health fairs, schools, and/or community centers
- Community workshops for the professional healthcare community
- Multi-cultural health and neighborhood fairs
- Public policy venues and platforms
- Distributing multi-lingual brochures and materials

RAMS is known to ethnic media & mainstream press and will use these means for marketing and organizing activities to reach the general public. The agency has been featured and included in various media and/or public campaigns with entities, such as KQED, SF Chronicle, Los Angeles Times, Sacramento Bee, Mental Health Weekly, KTSF-26, KMTP-32 (World Channel), Sing Tao (Radio and Newspaper), Ming Pao, World Journal, Philippine News, AsianWeek, and The Richmond ReView.

B. Describe your program's admission, enrollment and/or intake criteria and process.

This program is operated with a high community engagement and input process. During the curriculum and program review/development, Summer Bridge 2010 graduates and RAMS Youth Council and community engagement & feedback is obtained regarding application procedures, curriculum, and program completion/graduation requirements. In general, participants must be enrolled in a San Francisco high school. The target population are the junior & senior grades, as these groups are more cognizant of post-high school/graduation activities. At least 90% of each cohort will be of underrepresented communities within the healthcare workforce (e.g. behavioral health consumers, African-Americans, Latinos, Native Americans, Asians & Pacific Islanders Americans), with a balance between males and females. General application process includes the youth submitting an application to the program, for which RAMS reviews and makes a determination about program acceptance (in consideration of a match between program and student needs).

During the curriculum and program review/development, all organizations involved (RAMS, SCDC, BVHP, and Horizons Unlimited) holds meetings that include those that reflect the diversity of the community to obtain recommended program operations elements. RAMS builds upon the collective expertise & experience of all the partners involved in working with the target

population. RAMS and the Project Coordinator conduct research on community best practices/approaches/models. The best informant for the culturally relevant curriculum & program development is the target population, themselves. Methods for engagement include: focus groups, surveys, community meetings, and facilitated discussions.

RAMS builds upon the experience and lessons learned from Summer 2010 as well as engages Summer Bridge 2010 graduates, RAMS Youth Council members, and stakeholders including: youth and families of diverse backgrounds, the school's student associations & clubs, Wellness Centers' staff (e.g. Coordinator, Peer Advisor), school personnel & faculty and youth & community centers.

- C. Describe your program's service delivery model and how each service is delivered, e.g. phases of treatment, hours of operation, length of stay, locations of service delivery, frequency and duration of service, strategies for service delivery, wrap-around services, etc.

Facilitated by the Summer Bridge Coordinator and Counselor, the eight-week summer program is from June to August. Participants meet three times a week which include meeting at the base site with presentations from community members, community site visits so that students may "see" the various human services work settings, and convening at the end of the week to process and integrate learning for the week. Each meeting day is about four hours, with a weekly total of face-to-face contact for up to 12 hours; other independent, self-study hours may be needed, to work on final project. Additionally, students may have apprenticeships and job shadowing experiences in various settings such as vocational counseling (e.g. RAMS Hire-Ability Vocational Services), residential facility setting (e.g. RAMS Broderick Street Adult Residential), welfare-to-work system of care (e.g. RAMS PAES Counseling & Pre-Vocational Services), and other youth organizations in collaboration with partner agencies and collaborators. To further enhance accessibility of Summer Bridge to underrepresented communities, the program's day-to-day operation/base is at Horizons Unlimited (SF Mission District: 440 Potrero Avenue) and/or SCDC (SF Visitacion Valley District: 2055 Sunnydale Avenue). As many of the target population reside in SF's East and Southeast sectors, they are well familiar with all these "youth-friendly" community centers. All sites are easily accessible by public transportation.

Summer Bridge Program structure:

- Based on weekly theme that reflects areas related in mental health (e.g. psychotherapy, higher education, family issues, addiction and dependence, alternative healing methods)
- Team building activities and team/individual projects
- Motivational speakers representing diverse communities (ethnic, racial, gender, sexual orientation, leadership/behavioral health, college students, college professors)
- Trial and/or actual college application exercises
- Skills building regarding searching for community resources (e.g. mental health/human services, primary care, vocational services)
- Weekly journaling to reflect on learning

- Weekly process group to help participants integrate learning on a weekly basis
- A final project(s) to be presented at the end of the program to the cohort and their families; this project represents a culmination of the youth's experience, learning, and possible career goal/planning.
- Community site visits are the highlight of the program, as this brings the "real world" into the facilitated curriculum; such agencies for site visits may include:
 - Community mental health agencies (adults, children & youth, vocational, holistic)
 - Training programs of mental health fields and discussions with current students
 - Community events and health fairs
 - University and college campuses & tours, including seeing a "live" college course, visiting the academic counseling office
- To support youth & families in addressing barriers of program participation & completion, Summer Bridge connects youth with community services (e.g. case management) such as:
 - Behavioral health services (Wellness Centers, other community agencies)
 - Primary care services (teen health clinics)
 - Academic support and/or mentorship programs
 - Childcare services (Wu Yee Children's Services, Children's Council)
 - Connect youth to local family resource centers and/or youth centers
- Each student that completes the program receives a monetary stipend/incentive

As the curriculum is being delivered (during summer session), there are mid-course focus group/survey and program completion satisfaction surveys that will inform program structure; RAMS shall make adjustments, as appropriate and feasible.

During the School Year, Summer Bridge maintains ongoing engagement with youth in the following activities:

- Ongoing engaging youth via multi-media (e.g. Summer Bridge Facebook)
- Coordinate semi-annual Summer Bridge reunions of graduates (Winter Break 2010 and Spring Break 2011)
- During school breaks, Summer Bridge engages graduates in mini-workshops, sharing of "apprenticeship" and youth council experience, keeping young graduates interested in the behavioral/mental health field
- Coordinate a Spring Focus Group – Engage Summer Bridge 2010 graduates in reviewing curriculum and advise on the development of curriculum for Summer Bridge 2011; participate as "mentors" and "trainers" for Summer Bridge 2011, etc.

RAMS, during the school year, also coordinates the Youth Council. Specifically, the Summer Bridge graduates are invited to join the RAMS Youth Council Description, which aims to engage youth in a deeper understanding of community mental health services, soliciting their input in service delivery, continue to educate youth the importance of mental wellness and destigmatization of seeking mental health service behaviors. Completion of Youth Council responsibilities result in a \$250 stipend.

Youth Council Description and Activities:

- Actively participate in council meetings, which are held once a month during the school year (ending May 2011)
- Learn about the various youth-oriented programs operated by RAMS
- Learn advocacy skills
- Provide feedback on how to improve RAMS programs
- Assist in engagement activities of Summer Bridge graduates
- Participate in trainings related to the mental health profession
- Be an “apprentice” at RAMS and other community organizations/programs, with such opportunities as:
 - “Shadow” the Play Therapy Room Committee – Students develop deeper understanding of non-verbal/interactive psychotherapy through play, meaning of symbols, and use of selected toys and their function, while assisting with room organization & set-up
 - “Shadow” Sand Tray Therapy Committee – Students develop deeper understanding of “Jungian” symbols of sand tray figurines, gain exposure to sand tray therapy, and develop knowledge of the hierarchy of the figurines and symbols, while assisting with room organization & set-up.
 - “Volunteer” at a RAMS partner child care program – Assist with tutoring of elementary school age students, and receive training on child development, how to work with challenging behaviors in the classroom, etc;
 - Students are encouraged to work with Wellness Center staff and becoming a “youth outreach worker”

D. Describe your program’s exit criteria and process, e.g. successful completion, step-down process to less intensive treatment programs, aftercare, discharge planning.

In general, participants must participate in the activities, community site visits, and complete the assigned projects of the eight-week summer program. Upon completion, program graduates receive a monetary incentive/acknowledgement.

E. Describe your program’s staffing: which staff will be involved in what aspects of the service development and delivery. Indicate if any staff position is not funded by the grant.

Please see CBHS Appendix B.

7. Objectives and Measurements

A: CBHS Performance/Outcome Objectives FY 2010-11. These will be evidenced by Program reports and records.

Objective E.1: Prevention

E.1.f. Prevention and Early Intervention (PEI) and Workforce Development, Education and Training (WDET) providers will work with MHSA and Contract Development and Technical Assistance staff to develop three outcomes objectives for their programs. One of the objectives should address community member/client satisfaction with program services.

Objective G.1: Alcohol Use/Dependency

G.1.a. For all contractors and civil service clinics, information on self-help alcohol and drug addiction Recovery groups (such as Alcoholics Anonymous, Alateen, Alanon, Rational Recovery, and other 12-step or self-help programs) will be kept on prominent display and distributed to clients and families at all program sites.

SFDPH Cultural Competency Unit will compile the informing material on self-help Recovery groups and made it available to all contractors and civil service clinics by September 2010.

G.1.b. All contractors and civil service clinics are encouraged to develop clinically appropriate interventions (either Evidence Based Practice or Practice Based Evidence) to meet the needs of the specific population served, and to inform the SOC Program Managers about the interventions.

Objective H.1: Planning for Performance Objective FY 2011-12

H.1.a. Contractors and Civil Service Clinics will remove any barriers to accessing services by African American individuals and families.

SFDPH System of Care, Program Review, and Quality Improvement unit will provide feedback to contractor/clinic via new client surveys with suggested interventions. The contractor/clinic will establish performance improvement objective for the following year, based on feedback from the survey.

H.1.b. Contractors and Civil Service Clinics will promote engagement and remove barriers to retention by African American individuals and families.

SFDPH Program evaluation unit will evaluate retention of African American clients and provide feedback to contractor/clinic. The contractor/clinic will establish performance improvement objective for the following year, based on their program's client retention data. Use of best practices, culturally appropriate clinical interventions, and on-going review of clinical literature is encouraged.

B. Other Measurable Objectives:

The Summer Bridge Program's long-term goal is to mentor youth and foster exposure to career in health and human services (mental health related fields). Other program long term outcomes/goals include:

- Community will be more aware of mental wellness/psychological well-being;
- Community will reduce stigmatization when seeking behavioral health services; and
- Increase in workforce of culturally and linguistically competent mental health professionals.

Program short-term goals are to:

- Promote the awareness of mental wellness/psychological well-being
- De-stigmatize the seeking practice of mental health and community services
- Introduce and foster interest in health & human fields (mental health) as career options
- Stimulate underrepresented youth interest in pursuing higher education
- Provide practical experience for youth in the mental health/health and human services.

To further support program goals, RAMS conducts various strategies and maintains the following objectives for FY 2010-11:

- Research and document evidence- and practice-based practices and models for effective program design structures
- Hold at least two Partnership Committee Meetings, as evidenced by minutes/notes
- Recruit Summer Bridge 2010 graduates and other young people and form RAMS CYF Youth Council as advisory body for RAMS CYF programs and Summer Youth 2011
- RAMS Youth Council will meet monthly between November 2010 to May 2011
- Host two reunions for Summer Bridge 2010 graduates to foster continued interest in mental health field
- Hold at least three Focus Group Meetings (youth, parents, adolescent service providers, etc.) to gain feedback about program curriculum and recruitment strategies, as evidenced by meeting minutes & notes
- Develop and distribute promotional material (e.g. flyers, etc.) and engage in at least four outreach activities/events promoting the program, particularly in outreaching to target population communities
- Revise/review curriculum for Summer Bridge 2011 from experience of Summer Bridge 2010, and feedback from presenters, staff, participants and Youth Council
- Recruit 30 participants for Summer Bridge 2011, with a minimum of 20 youth, as evidenced by program records
- At least 90% of the Summer Bridge 2011 cohort will be of underrepresented communities within the healthcare workforce (e.g. behavioral health consumers, African-Americans, Latinos, Native Americans, Asians & Pacific Islanders), with a balance between males and females

Short-term outcome objectives for FY 2010-11 (as evidenced by self reported pre- and post questionnaire) for youth development, upon program completion, are:

- Youth will have an overall positive experience with Summer Bridge (85% of participants will express overall satisfaction with the program);
- Youth will be more aware of mental wellness/psychological well-being (80% of participants will report increased awareness of mental wellness);
- Youth will have reduced levels of stigma/normalize the utilization of seeking behavioral health services; normalize the utilization of behavioral health services (80% of participants will report they or families will seek mental health services when needed);
- Youth will find role models in the behavioral health/health and human services (80% of participants will indicate that they know how to connect with a career role model such as a staff/mentor/internship supervisor);
- Youth will be motivated to finish high school (90% of participants will plan to complete high school);
- Youth will be more engaged in their own community and families (80% of participants will express a desire to continue to volunteer/intern/work in their community); and
- Youth will apply for college in health and human services fields (50% of graduates of Summer Bridge Project will apply to college or mental health/human service programs upon graduation from high school).

8. Continuous Quality Improvement

RAMS is committed to consumer involvement and community input in all elements of program operations, including planning, implementation, and evaluation. This process ensures quality programming, increases effectiveness, and ensure culturally competency. The best informant for the culturally relevant curriculum & program development is the target population, themselves. Youth (mandatory) and their families (requested) are invited to the orientation of the Summer Bridge in June 2011. Participants are given a pre-and post-questionnaire to assess values and beliefs of mental health services, expectations of the Summer Bridge program, role models in their lives (youth), school and career plans (youth). During the last week of the eight-week program, there is a separate focus groups (for youth and families) to solicit similar information and feedback regarding the curriculum of the program, recruitment process, accessibility, cultural competency and effectiveness. Mid-program focus group/surveys are conducted for feedback on session. All feedback will be reviewed and inform the program design and be incorporate, as appropriate.

RAMS Youth Council meets monthly during school year to provide continuous feedback of RAMS CYF service delivery and Summer Bridge 2011 curriculum, engagement, recruitment. Summer Bridge 2010 graduates also serve as advisors for Summer Bridge 2011 curriculum development, recruitment, trainer, and mentor.

On a regularly scheduled basis, RAMS members of the management team are required to present their program & services and its status/progress to the RAMS Quality Council chaired by the RAMS Operations Manager, which its membership consists of an administrator, a director,

clinical supervisor, consumer, and a direct service provider within the agency as-a-whole. The recommendations from the Quality Council are to be implemented and the Program Director is to report back to the Council as to the progress. In addition, although regularly reviewed, every program & its services are presented in its entirety to the RAMS Board of Directors.

The CQI activities are aimed to enhance, improve and monitor the quality of services delivered. RAMS will assure that the CQI activities are in compliance with the Health Commission, Local, State, Federal and/or Funding Source policies and requirements including PURQC guidelines, Harm reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction. Additionally, the billing practices and protocols are monitored and evaluated in order to ensure compliance with standards.

Appendix B
Calculation of Charges

1. Method of Payment

A. Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to the Contract Administrator and the CONTROLLER and must include the Contract Progress Payment Authorization number or Contract Purchase Number. All amounts paid by CITY to CONTRACTOR shall be subject to audit by CITY. The CITY shall make monthly payments as described below. Such payments shall not exceed those amounts stated in and shall be in accordance with the provisions of Section 5, COMPENSATION, of this Agreement.

Compensation for all SERVICES provided by CONTRACTOR shall be paid in the following manner. For the purposes of this Section, "General Fund" shall mean all those funds which are not Work Order or Grant funds. "General Fund Appendices" shall mean all those appendices which include General Fund monies.

(1) Fee For Service (Monthly Reimbursement by Certified Units at Budgeted Unit Rates)

CONTRACTOR shall submit monthly invoices in the format attached, Appendix F, and in a form acceptable to the Contract Administrator, by the fifteenth (15th) calendar day of each month, based upon the number of units of service that were delivered in the preceding month. All deliverables associated with the SERVICES defined in Appendix A times the unit rate as shown in the appendices cited in this paragraph shall be reported on the invoice(s) each month. All charges incurred under this Agreement shall be due and payable only after SERVICES have been rendered and in no case in advance of such SERVICES.

(2) Cost Reimbursement (Monthly Reimbursement for Actual Expenditures within Budget):

CONTRACTOR shall submit monthly invoices in the format attached, Appendix F, and in a form acceptable to the Contract Administrator, by the fifteenth (15th) calendar day of each month for reimbursement of the actual costs for SERVICES of the preceding month. All costs associated with the SERVICES shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after SERVICES have been rendered and in no case in advance of such SERVICES.

B. Final Closing Invoice

(1) Fee For Service Reimbursement:

A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of each fiscal year of the Agreement, and shall include only those SERVICES rendered during the referenced period of performance. If SERVICES are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to CITY. CITY'S final reimbursement to the CONTRACTOR at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in Appendix B attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

(2) Cost Reimbursement:

A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of each fiscal year of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to CITY.

C. Payment shall be made by the CITY to CONTRACTOR at the address specified in the section entitled "Notices to Parties."

D. Upon the effective date of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health of an invoice or claim submitted by Contractor, and of each year's revised Appendix A (Description of Services) and each year's revised Appendix B (Program Budget and Cost Reporting Data Collection Form), and within each fiscal year, the CITY agrees to make an initial payment to CONTRACTOR not to exceed twenty-five per cent (25%) of the General Fund and Prop 63 portion of the CONTRACTOR'S allocation for the applicable fiscal year.

CONTRACTOR agrees that within that fiscal year, this initial payment shall be recovered by the CITY through a reduction to monthly payments to CONTRACTOR during the period of October 1 through March 31 of the applicable fiscal year, unless and until CONTRACTOR chooses to return to the CITY all or part of the initial payment for that fiscal year. The amount of the initial payment recovered each month shall be calculated by dividing the total initial payment for the fiscal year by the total number of months for recovery. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the initial payment for that fiscal year being due and payable to the CITY within thirty (30) calendar days following written notice of termination from the CITY.

2. Program Budgets and Final Invoice

A. Program Budgets are listed below and are attached hereto.

Budget Summary

Appendix B-1a & A-1c Outpatient

Appendix B-2 Wellness Center

Appendix B-3 Fu Yau Project

Appendix B-4 Summer Bridge Program

B. COMPENSATION

Compensation shall be made in monthly payments on or before the 30th day after the DIRECTOR, in his or her sole discretion, has approved the invoice submitted by CONTRACTOR. The breakdown of costs and sources of revenue associated with this Agreement appears in Appendix B, Cost Reporting/Data Collection (CR/DC) and Program Budget, attached hereto and incorporated by reference as though fully set forth herein. The maximum dollar obligation of the CITY under the terms of this Agreement shall not exceed Sixteen Million Sixty Three Thousand Six Hundred Eighty Four Dollars (\$16,063,684) for the period of July 1, 2010 through June 30, 2015.

CONTRACTOR understands that, of this maximum dollar obligation, \$1,721,109 is included as a contingency amount and is neither to be used in Appendix B, Budget, or available to CONTRACTOR without a modification to this Agreement executed in the same manner as this Agreement or a revision to Appendix B, Budget, which has been approved by the Director of Health.

CONTRACTOR further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable CITY and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by the Controller.

CONTRACTOR agrees to fully comply with these laws, regulations, and policies/procedures.

(1) For each fiscal year of the term of this Agreement, CONTRACTOR shall submit for approval of the CITY'S Department of Public Health a revised Appendix A, Description of Services, and a revised Appendix B, Program Budget and Cost Reporting Data Collection form, based on the CITY'S allocation of funding for SERVICES for the appropriate fiscal year.

CONTRACTOR shall create these Appendices in compliance with the instructions of the Department of Public Health. These Appendices shall apply only to the fiscal year for which they were created. These Appendices shall become part of this Agreement only upon approval by the CITY.

(2) CONTRACTOR understands that, of the maximum dollar obligation stated above, the total amount to be used in Appendix B, Budget and available to CONTRACTOR for the entire term of the contract is as follows, notwithstanding that for each fiscal year, the amount to be used in Appendix B, Budget and available to CONTRACTOR for that fiscal year shall conform with the Appendix A, Description of Services, and a Appendix B, Program Budget and Cost Reporting Data Collection form, as approved by the CITY's Department of Public Health based on the CITY's allocation of funding for SERVICES for that fiscal year.

July 1, 2010 through December 31, 2010(BPHM04000063)	\$1,183,677	}
January 1, 2011 through June 30, 2011	\$1,684,838	
July 1, 2011 through June 30, 2012	\$2,868,515	
July 1, 2012 through June 30, 2013	\$2,868,515	
July 1, 2013 through June 30, 2014	\$2,868,515	
July 1, 2014 through June 30, 2015	\$2,868,515	
June 30, 2015 through December 31, 2015	To be Determined	
January 1, 2011 through December 31, 2015	\$14,342,575	

(3) CONTRACTOR understands that the CITY may need to adjust sources of revenue and agrees that these needed adjustments will become part of this Agreement by written modification to CONTRACTOR. In event that such reimbursement is terminated or reduced, this Agreement shall be terminated or proportionately reduced accordingly. In no event will CONTRACTOR be entitled to compensation in excess of these amounts for these periods without there first being a modification of the Agreement or a revision to Appendix B, Budget, as provided for in this section of this Agreement.

(4) CONTRACTOR further understands that, \$1,183,677 of the period from July 1, 2010 through December 31, 2010 in the Contract Number BPHM04000063 is included with this Agreement. Upon execution of this Agreement, all the terms under this Agreement will supersede the Contract Number BPHM04000063 for the Fiscal Year 2010-11.

C. CONTRACTOR agrees to comply with its Budget as shown in Appendix B in the provision of SERVICES. Changes to the budget that do not increase or reduce the maximum dollar obligation of the CITY are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. CONTRACTOR agrees to comply fully with that policy/procedure.

D. No costs or charges shall be incurred under this Agreement nor shall any payments become due to CONTRACTOR until reports, SERVICES, or both, required under this Agreement are received from CONTRACTOR and approved by the DIRECTOR as being in accordance with this Agreement. CITY may withhold payment to CONTRACTOR in any instance in which CONTRACTOR has failed or refused to satisfy any material obligation provided for under this Agreement.

E. In no event shall the CITY be liable for interest or late charges for any late payments.

F. CONTRACTOR understands and agrees that should the CITY'S maximum dollar obligation under this Agreement include State or Federal Medi-Cal revenues, CONTRACTOR shall expend such revenues in the provision of SERVICES to Medi-Cal eligible clients in accordance with CITY, State, and Federal Medi-Cal regulations. Should CONTRACTOR fail to expend budgeted Medi-Cal revenues herein, the CITY'S maximum dollar obligation to CONTRACTOR shall be proportionally reduced in the amount of such unexpended revenues. In no event shall State/Federal Medi-Cal revenues be used for clients who do not qualify for Medi-Cal reimbursement.

	A	B	C	D	E	F	G	H
1	DPH 1: Department of Public Health Contract Budget Summary							
2	CONTRACT TYPE - This contract is:	New X	Renewal	Modification				
3	If modification, Effective Date of Mod.		# of Mod:		VENDOR ID (DPH USE ONLY):			
4	LEGAL ENTITY NUMBER: 00343							
5	GAL ENTITY/CONTRACTOR NAME: Richmond Area Multi-Services, Inc. (RAMS)							
6	APPENDIX NUMBER	B-1a	B-1b	B-1c				B-1
7	PROVIDER NUMBER	3894	3894	3894				
8	PROVIDER NAME:	Children Outpatient	Children Outpatient SD	EPSDT				SUBTOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11				
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS	228,435	141,284	172,634				542,353
12	OPERATING EXPENSE	33,577	20,767	25,376				79,720
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)							
14	SUBTOTAL DIRECT COSTS	262,012	162,051	198,010				622,073
15	INDIRECT COST AMOUNT	31,442	19,447	23,760				74,649
16	INDIRECT %	12%	12%	12%				
17	TOTAL FUNDING USES:	293,454	181,498	221,770				696,722
18	CBHS MENTAL HEALTH FUNDING SOURCES							
19	FEDERAL REVENUES - click below							
20	SDMC Regular FFP (50%)	84,210	42,458	97,595				224,263
21	ARRA SDMC FFP (11.59)	19,520	9,842	22,623				51,985
22	STATE REVENUES - click below							
23	MHSA		50,000					50,000
24	EPSDT State Match			65,212				65,212
25	GRANTS - click below							
26								
27	Please enter other funding source here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32								
33								
34	Please enter other funding source here if not in pull down							
35	3RD PARTY PAYOR REVENUES - click below							
36								
37	Please enter other funding source here if not in pull down							
38	REALIGNMENT FUNDS	64,690	32,616					97,306
39	COUNTY GENERAL FUND	125,034	46,582	36,340				207,956
40	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES	293,454	181,498	221,770				696,722
41	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
42	FEDERAL REVENUES - click below							
43								
44	STATE REVENUES - click below							
45								
46	GRANTS/PROJECTS - click below							
47								
48	Please enter other funding source here if not in pull down							
49	WORK ORDERS - click below							
50								
51	Please enter other funding source here if not in pull down							
52	3RD PARTY PAYOR REVENUES - click below							
53								
54	Please enter other funding source here if not in pull down							
55	COUNTY GENERAL FUND							
56	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES							
57	TOTAL DPH REVENUES	293,454	181,498	221,770				696,722
58	NON-DPH REVENUES - click below							
59								
60	TOTAL NON-DPH REVENUES							
61	TOTAL REVENUES (DPH AND NON-DPH)	293,454	181,498	221,770				696,722
62	Prepared by/Phone #: Ken Choi/Kavoos Bassiri 415-668-5955							

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR: 10-11			APPENDIX #: B-1a, Page 1				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)			PROVIDER #: 3894				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)							
5	REPORTING UNIT NAME:		Children Outpatient	Children Outpatient	Children Outpatient	Children Outpatient	Children Outpatient	
6	REPORTING UNIT:		38947	38947	38947	38947	38947	
7	MODE OF SVCS / SERVICE FUNCTION CODE		15/01-09	15/10-59	15/60-69	15/70-79	45/10-19	
8	SERVICE DESCRIPTION		Case Mgt Brokerage	MH Svcs	Medication Support	Crisis Intervention-OP	MH Promotion	TOTAL
9	CBHS FUNDING TERM:		7/1/09 - 6/30/11	7/1/10 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS		7,934	205,037	8,323	1,524	5,617	228,435
12	OPERATING EXPENSE		1,166	30,138	1,223	224	826	33,577
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)		0	0	0	0	0	0
14	SUBTOTAL DIRECT COSTS		9,100	235,175	9,546	1,748	6,443	262,012
15	INDIRECT COST AMOUNT		1,092	28,221	1,146	210	773	31,442
16	TOTAL FUNDING USES:		10,192	263,396	10,692	1,958	7,216	293,454
17	CBHS MENTAL HEALTH FUNDING SOURCES							
18	FEDERAL REVENUES - click below							
19	SDMC Regular FFP (50%)		2,925	75,584	3,068	562	2,071	84,210
20	ARRA SDMC FFP (11.59)		678	17,621	711	130	480	19,520
21	STATE REVENUES - click below							
24	GRANTS - click below		CFDA #:					
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS		2,246	58,064	2,357	432	1,591	64,690
37	COUNTY GENERAL FUND		4,343	112,227	4,556	834	3,074	125,034
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES		10,192	263,396	10,692	1,958	7,216	293,454
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below		CFDA #:					
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-	-
55	TOTAL DPH REVENUES		10,192	263,396	10,692	1,958	7,216	293,454
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES		0	0	0	0	0	0
59	TOTAL REVENUES (DPH AND NON-DPH)		10,192	263,396	10,692	1,958	7,216	293,454
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²							
63	COST PER UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES)		5.046	100.918	2,218	506	111	
64	COST PER UNIT -DPH RATE (DPH REVENUES ONLY)		2.02	2.61	4.82	3.88	65.00	
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)		2.02	2.61	4.82	3.88	65.00	
66	UNDUPLICATED CLIENTS		90	Included	Included	Included	Included	

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR: 10-11			APPENDIX #: B-1b, Page 1				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)			PROVIDER #: 3894				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)							
5	REPORTING UNIT NAME:	Children Outpatient SD	Children Outpatient SD	Children Outpatient SD	Children Outpatient SD Outreach	Children Outpatient SD Admin Wk		
6	REPORTING UNIT:	3894SD	3894SD	3894SD	3894SD	3894SD		
7	MODE OF SVCS / SERVICE FUNCTION CODE:	15/01-09	15/10-59	15/60-69	45/10-19	45/10-19		
8	SERVICE DESCRIPTION:	Case Mgt Brokerage	MH Svcs	Medication Support	MH Promotion	MH Promotion		TOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11		
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS	3,074	99,276	12	19,506	19,416		141,284
12	OPERATING EXPENSE	452	14,592	2	2,867	2,854		20,767
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)	0	0	0	0	0		0
14	SUBTOTAL DIRECT COSTS	3,526	113,868	14	22,373	22,270		162,051
15	INDIRECT COST AMOUNT	423	13,665	2	2,685	2,672		19,447
16	TOTAL FUNDING USES:	3,949	127,533	16	25,058	24,942		181,498
17	CBHS MENTAL HEALTH FUNDING SOURCES							
18	FEDERAL REVENUES - click below							
19	SDMC Regular FFP (50%)	1,275	41,178	5				42,458
20	ARRA SDMC FFP (11.5%)	296	9,545	1				9,842
21	STATE REVENUES - click below							
22	MHSA				25,058	24,942		50,000
23								
24	GRANTS - click below	CFDA #:						
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS	979	31,633	4				32,616
37	COUNTY GENERAL FUND	1,399	45,177	6				46,582
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	3,949	127,533	16	25,058	24,942		181,498
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below	CFDA #:						
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
55	TOTAL DPH REVENUES	3,949	127,533	16	25,058	24,942		181,498
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES	0	0	0	0	0		0
59	TOTAL REVENUES (DPH AND NON-DPH)	3,949	127,533	16	25,058	24,942		181,498
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²	1,955	48,863	3	366	624		
63	UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES)	2.02	2.61	4.82	65.00	40.00		
64	COST PER UNIT--DPH RATE (DPH REVENUES ONLY)	2.02	2.61	4.82	65.00	40.00		
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)	2.02	2.61	4.82	65.00	40.00		
66	UNDUPLICATED CLIENTS	90	Included	Included	Included	Included		

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20:25=Hours

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR:	10-11			APPENDIX #: B-1c Page 1			
3	LEGAL ENTITY NAME:	Richmond Area Multi-Services, Inc. (RAMS)			PROVIDER #: 3894			
4	PROVIDER NAME:	Richmond Area Multi-Services, Inc. (RAMS)						
5	REPORTING UNIT NAME:	EPSDT	EPSDT	EPSDT	EPSDT			
6	REPORTING UNIT:	38945	38945	38945	38945			
7	MODE OF SVCS / SERVICE FUNCTION CODE:	15/01-09 Case Mgt	15/10-59 MH Svcs	15/60-89 Medication	15/70-79 Crisis			
8	SERVICE DESCRIPTION:	Brokerage	MH Svcs	Support	Intervention-OP	#N/A		TOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS	5,014	155,473	10,111	2,036			172,634
12	OPERATING EXPENSE	737	22,853	1,486	300			25,376
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)	0	0	0	0			
14	SUBTOTAL DIRECT COSTS	5,751	178,326	11,597	2,336			198,010
15	INDIRECT COST AMOUNT	690	21,398	1,392	280			23,760
16	TOTAL FUNDING USES:	6,441	199,724	12,989	2,616			221,770
17	CBHS MENTAL HEALTH FUNDING SOURCES							
18	FEDERAL REVENUES - click below							
19	SDMC Regular FFP (50%)	2,834	87,892	5,718	1,151			97,595
20	ARRA SDMC FFP (11.59)	657	20,374	1,325	267			22,623
21	STATE REVENUES - click below							
22	EPSDT State Match	1,894	58,730	3,819	769			65,212
23								
24	GRANTS - click below	CFDA #:						
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS							
37	COUNTY GENERAL FUND	1,056	32,728	2,127	429			36,340
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	6,441	199,724	12,989	2,616			221,770
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below	CFDA #:						
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
55	TOTAL DPH REVENUES	6,441	199,724	12,989	2,616			221,770
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES	0	0	0	0	0	0	0
59	TOTAL REVENUES (DPH AND NON-DPH)	6,441	199,724	12,989	2,616			221,770
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²	3,189	76,523	2,695	674			
63	NET-CONTRACT RATE (DPH & NON-DPH REVENUES)	2.02	2.61	4.82	3.88	0.00		
64	COST PER UNIT--DPH RATE (DPH REVENUES ONLY)	2.02	2.61	4.82	3.88	0.00		
65	PUBLISHED RATE (MEDI-CAL PROVIDERS ONLY)	2.02	2.61	4.82	3.88			
66	UNDUPLICATED CLIENTS	75	Included	Included	Included	Included		

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	F	G	H
1	DPH 4: Operating Expenses Detail							
2							APPENDIX #:	B-1, Page 3
3							Document Date:	10/12/10
4	Provider Number (same as line 7 on DPH 1):	3894						
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)						
6								
7								
8								
9								
10								
11	Expenditure Category							
12	Rental of Property	\$	39,978.00	37,109	2,869			
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	8,046.00	7,469	577			
14	Office Supplies, Postage	\$	12,371.00	11,483	888			
15	Building Maintenance Supplies and Repair	\$	4,677.00	4,341	336			
16	Printing and Reproduction	\$	50.00	46	4			
17	Insurance	\$	3,545.00	3,291	254			
18	Staff Training	\$	3,000.00	2,785	215			
19	Staff Travel-(Local & Out of Town)	\$	673.00	625	48			
20	Rental of Equipment	\$	2,136.00	1,983	153			
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)	\$	-					
22		\$	-					
23		\$	-					
24		\$	-					
25		\$	-					
26		\$	-					
27	OTHER	\$	-					
28	Recruitment	\$	2,935.00	2,724	211			
29	Payroll Processing	\$	1,574.00	1,461	113			
30	Client-Related Expenses/Meeting Expenses/Misc.	\$	735.00	682	53			
31		\$	-					
32		\$	-					
33								
34	TOTAL OPERATING EXPENSE		\$79,720	\$73,999	\$5,721			

	A	B	C
1	CBHS BUDGET JUSTIFICATION - Appendix B-1		
2	Provider Number (same as line 7 on DPH 1): 3894		
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)		
4	DATE: 10/12/2010	Fiscal Year: 10-11	
5			
6	Salaries and Benefits	Salaries	FTE
7	<p>Director of CYP Services/Clinic - Provides oversight or program service delivery, evaluation and quality assurance, clinical training coordination, supervision of direct services staff & supervisors, and staff personnel matters.</p> <p>Minimum Qualifications: Master's/Doctorate Degree in mental health or related fields; current licensure as a Clinical Psychologist, LCSW, and/or LMFT; 2+ years of post-licensure experience or 6+ years of experience in a child, youth & family outpatient setting.</p> <p>0.575 FTE x \$70,000 per year = \$40,250</p>	\$40,250	0.58
8	<p>Clinical Supervisor - Provides weekly clinical supervision to direct services staff and ensures compliance to clinical care standards (e.g. RAMS, SFDPH) including documentation & record keeping standards and quality of services delivery.</p> <p>Minimum Qualifications: Licensed as a Clinical Psychologist, LCSW, and/or LMFT; eligibility to provide clinical supervision; 1+ year of experience in a community mental health setting preferred.</p> <p>0.075 FTE x \$82,693 per year = \$6,202</p>	\$6,202	0.08
9	<p>Child Psychiatrist - Assumes medical responsibility for cases and prescribes medications, as necessary, working with clients, families, and the multidisciplinary care providers regarding psychiatric services as well as treatment planning, assessing progress, and reviewing/approving disposition of cases.</p> <p>Minimum Qualifications: Medical Doctorate Degree from an accredited medical school; valid California Medical & DEA licenses; experience working with child, youth and their families; experience in community behavioral health and school settings preferred.</p> <p>0.20 FTE x \$265,200 per year = \$53,040</p>	\$53,040	0.20
10	<p>Behavioral/Mental Health Clinician/Counselor/Worker - Provides case management, individual, group, and/or family counseling &/or psychotherapy, clinical evaluation, and collateral therapy services.</p> <p>Minimum Qualifications: Varies -- from at least a Bachelor's Degree to Doctorate Degree &/or Clinical Licensure; 1+ year of experience providing services to severely mentally ill children, youth, and their families, in a community behavioral health setting &/or urban public school settings (salary dependent on qualifications & experience).</p> <p>7.05 FTE x \$40,023 per year = \$282,162</p>	\$282,162	7.05
11	<p>Peer Counselor - Provides educational support and may facilitate various workshops, engages & coordinates the Youth Advisory Council, and conducts various outreach activities to provide information about the program and general information on behavioral health matters and community resources.</p> <p>Minimum Qualifications: High School Diploma or equivalent degree; 3-5 years experience with the community behavioral health system; and 2 years of peer counseling experience or related experiences.</p> <p>0.20 FTE x 24,960 per year = \$4,992</p>	\$4,992	0.20
12	<p>Intake Coordinator/Office Manager - Coordinates intake process by scheduling assessments, conducting initial screening, and processing & maintaining documentation; Provides oversight & supervision to front office/administrative & facilities/housekeeping staff, maintains vendor files and records as well as office equipment, supplies, and systems.</p> <p>Minimum Qualifications: Bachelor's Degree; at least 1 year of supervisory experience in office setting, preferred.</p> <p>0.25 FTE x \$43,264 per year = \$10,816</p>	\$10,816	0.25
13	<p>BIS Specialist/Admin Analyst/Assistant - Manages client databases and assists in preparing productivity reports; answers phones and performs reception functions.</p> <p>Minimum Qualifications: High School Diploma or equivalent degree; experience with database management & maintenance, database queries & reports, MS Excel, MS Access, and FileMaker Pro, highly preferred.</p> <p>0.915 FTE x \$34,120 per year = \$31,220</p>	\$31,220	0.92
14	<p>Housekeeper/Janitor - Maintains a clean and healthy facility; performs repairs and maintenance; provides janitorial services.</p> <p>Minimum Qualifications: Experience in custodial cleaning for an office environment/setting.</p> <p>0.20 FTE x \$26,000 per year = \$5,200</p>	\$5,200	0.20
15			
16			
17	TOTAL SALARIES	\$433,862	9.47
18			
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO		
20	25% of Salaries	\$108,471	
21			
22			
23	TOTAL BENEFITS	\$108,471	
24			
25			
26	TOTAL SALARIES & BENEFITS	\$542,353	9.47

	A	B	C
27	Operating Expenses		
28	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total amount divided		
29	Occupancy:		
30	Rent:		
31	Rental of building		
32	2,257 sq. ft. x 1.46 per sq. ft. x 12 months	\$39,978	
33			
34	Utilities:		
35	Electricity, gas, telephone, trash removal and water		
36	Based on last year's usage, \$8,046 per year	\$8,046	
37			
38	Building Maintenance:		
39	Building repair and maintenance		
40	Based on last year's usage, \$4,677 per year	\$4,677	
41			
42		Total Occupancy:	\$52,701
43	Materials and Supplies:		
44	Office Supplies:		
45	Stationery, postage, software, and computer equipment for Avatar Sys.		
46	Based on last year's usage, \$6,371 per year + \$6,000 Computer Equip.	\$12,371	
47			
48	Printing/Reproduction:		
49	Copier supplies, business cards, and business related printing/copying		
50	Based on projection, \$50 per year	\$50	
51			
52	Program/Medical Supplies:		
53			
54			
55		Total Materials and Supplies:	\$12,421
56			
57	General Operating:		
58	Insurance:		
59	Property and liability insurance and Malpractice Insurance		
60	Based on quoted premiums, \$3,545 per year	\$3,545	
61			
62	Staff Training:		
63	Training classes, conferences, meetings, and membership		
64	Based on projection, \$3,000 per year	\$3,000	
65			
66	Rental of Equipment:		
67	Copier rental	\$2,136	
68	Based on monthly payment, \$178 per month x 12 months		
69			
70		Total General Operating:	\$8,681
71			
72	Staff Travel (Local & Out of Town):		
73	Staff mileage reimbursement		
74	Based on last year's usage, \$673 per year	\$673	
75			
76		\$673	
77			
78	Consultants/Subcontractors:		
79			
80			
81			
82			
83			
84		Total Consultants/Subcontractors:	\$0
85			
86	Other:		
87	Recruitment	\$2,935	
88	Payroll Processing	\$1,574	
89	Client-Related Expenses/Meeting Expenses/Misc.	\$735	
90	-- Based on projection		
91			
92		Total Other:	\$5,244
93			
94		TOTAL OPERATING COSTS:	\$79,720
95			
96	CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)		\$0
97			
98		TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):	\$22,073
99			
100	INDIRECT COSTS		
101	Administration, Accounting, Human Resources, BIS (12%)	74,649	
102		TOTAL INDIRECT COSTS:	74,649
103			
104		CONTRACT TOTAL:	696,722

	A	B	C	D	E	F	G	H
1	DPH 1: Department of Public Health Contract Budget Summary							
2	CONTRACT TYPE - This contract is:	New <input checked="" type="checkbox"/>	Renewal	Modification				
3	If modification, Effective Date of Mod.:	# of Mod:		VENDOR ID (DPH USE ONLY):				
4	LEGAL ENTITY NUMBER: 00343							
5	LEGAL ENTITY/CONTRACTOR NAME: Richmond Area Multi-Services, Inc. (RAMS)							
6	APPENDIX NUMBER:	B-2a	B-2b	B-2c				B-2
7	PROVIDER NUMBER:	3894	3894	3894				
8	PROVIDER NAME:	Children-Wellness Center-Mental Health	Children-Wellness Center-Substance Abuse	MHSA PEI-School-Based Wellness				SUBTOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11				
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS	864,578	162,983	166,739				1,194,300
12	OPERATING EXPENSE	18,389	3,544	7,368				29,301
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)	0						
14	SUBTOTAL DIRECT COSTS	882,967	166,527	174,107				1,223,601
15	INDIRECT COST AMOUNT	105,956	19,983	20,893				146,832
16	INDIRECT %	12%	12%	12%				
17	TOTAL FUNDING USES:	988,923	186,510	195,000				1,370,433
18	CBHS MENTAL HEALTH FUNDING SOURCES							
19	FEDERAL REVENUES - click below							
20	SDMC Regular FFP (50%)	27,500						27,500
21	ARRA SDMC FFP (11.59)	6,374						6,374
22	STATE REVENUES - click below							
23	MHSA	82,400		150,000				232,400
24	EPSDT State Match	21,126						21,126
25	GRANTS - click below							
26	Please enter other funding source here if not in pull down							
27	PRIOR YEAR ROLL OVER - click below							
28	MHSA			45,000				45,000
29	WORK ORDERS - click below							
30	Dept of Children, Youth & Families	842,230	186,510					1,028,740
31	Please enter other funding source here if not in pull down							
32	3RD PARTY PAYOR REVENUES - click below							
33	Please enter other funding source here if not in pull down							
34	REALIGNMENT FUNDS							
35	COUNTY GENERAL FUND	9,293						9,293
36	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES	988,923	186,510	195,000				1,370,433
37	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
38	FEDERAL REVENUES - click below							
39	STATE REVENUES - click below							
40	GRANTS/PROJECTS - click below							
41	Please enter other funding source here if not in pull down							
42	WORK ORDERS - click below							
43	Please enter other funding source here if not in pull down							
44	3RD PARTY PAYOR REVENUES - click below							
45	Please enter other funding source here if not in pull down							
46	COUNTY GENERAL FUND							
47	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
48	TOTAL DPH REVENUES	988,923	186,510	195,000				1,370,433
49	NON-DPH REVENUES - click below							
50	TOTAL NON-DPH REVENUES							
51	TOTAL REVENUES (DPH AND NON-DPH)	988,923	186,510	195,000				1,370,433
52	Prepared by/Phone #: Ken Choi/Kavoos Bassiri 415-668-5955							

DPH 2: L Department of Public Health Cost Reporting/Data Collection (CR)

FISCAL YEAR:	10-11						APPENDIX #: B-2a, Page 1
LEGAL ENTITY NAME:	Richmond Area Multi-Services, Inc. (RAMS)						PROVIDER #: 3894
PROVIDER NAME:	Richmond Area Multi-Services, Inc. (RAMS)						
REPORTING UNIT NAME:	Wellness Center	Wellness Center	Wellness Center	Wellness Center	Wellness Center	Wellness Center	
REPORTING UNIT:	38946	38946	38946	38946	38946	38946	
MODE OF SVCS / SERVICE FUNCTION CODE:	15/01-09 Case Mgt Brokerage	15/10-59 MH Svcs	15/60-69 Medication Support	15/70-79 Crisis Intervention-CP	45/10-19 MH Promotion	45/10-19 MH Promotion	TOTAL
SERVICE DESCRIPTION:							
CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	
FUNDING USES:							
SALARIES & EMPLOYEE BENEFITS	5,898	45,721	3,049	1,510	72,480	735,920	864,578
OPERATING EXPENSE	129	997	66	33	1,091	16,073	18,389
CAPITAL OUTLAY (COST \$5,000 AND OVER)							
SUBTOTAL DIRECT COSTS	6,027	46,718	3,115	1,543	73,571	751,993	882,967
INDIRECT COST AMOUNT	723	5,607	374	186	8,829	90,237	105,956
TOTAL FUNDING USES:	6,750	52,325	3,489	1,729	82,400	842,230	988,923
CBHS MENTAL HEALTH FUNDING SOURCES:							
FEDERAL REVENUES - click below							
SDMC Regular FFP (50%)	2,887	22,381	1,493	739			27,500
ARRA SDMC FFP (11.59)	669	5,188	346	171			6,374
STATE REVENUES - click below							
MHSA					82,400		82,400
EPSDT State Match	2,218	17,193	1,146	569			21,126
GRANTS - click below							
CFDA #:							
Please enter other here if not in pull down							
PRIOR YEAR ROLL OVER - click below							
WORK ORDERS - click below							
Dept of Children, Youth & Families						842,230	842,230
Please enter other here if not in pull down							
3RD PARTY PAYOR REVENUES - click below							
Please enter other here if not in pull down							
REALIGNMENT FUNDS							
COUNTY GENERAL FUND	976	7,563	504	250			9,293
TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	6,750	52,325	3,489	1,729	82,400	842,230	988,923
CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
FEDERAL REVENUES - click below							
STATE REVENUES - click below							
GRANTS/PROJECTS - click below							
CFDA #:							
Please enter other here if not in pull down							
WORK ORDERS - click below							
Please enter other here if not in pull down							
3RD PARTY PAYOR REVENUES - click below							
Please enter other here if not in pull down							
COUNTY GENERAL FUND							
TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
TOTAL DPH REVENUES	6,750	52,325	3,489	1,729	82,400	842,230	988,923
NON-DPH REVENUES - click below							
TOTAL NON-DPH REVENUES	0	0	0	0	0	0	0
TOTAL REVENUES (DPH AND NON-DPH)	6,750	52,325	3,489	1,729	82,400	842,230	988,923
CBHS UNITS OF SVCS/TIME AND UNIT COST:							
UNITS OF SERVICE ¹							
UNITS OF TIME ²							
NIT-CONTRACT RATE (DPH & NON-DPH REVENUES)	2.02	2.61	4.82	3.88	CR	CR	
COST PER UNIT-DPH RATE (DPH REVENUES ONLY)	2.02	2.61	4.82	3.88	CR	CR	
PUBLISHED RATE (MEDI-CAL PROVIDERS ONLY)	2.02	2.61	4.82	3.88			
UNDUPLICATED CLIENTS	27	Included	Included	Included	126	1,326	

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	G	H	J	K	M	N	P	Q	
1	DPH 3: Salaries & Benefits Detail													
2												APPENDIX #:	B-2a, Page 2	
3	Provider Number (same as line 7 on DPH 1):		3894										Document Date:	10/12/10
4	Provider Name (same as line 8 on DPH 1):		Richmond Area Multi-Services, Inc. (RAMS)											
5														
6														
7		TOTAL		GENERAL FUND & (Agency-generated) OTHER REVENUE		GRANT #1: MHSA (grant title)		GRANT #2: (grant title)		WORK ORDER #1: DCYE (dept. name)		WORK ORDER #2: (dept. name)		
8		Proposed Transaction Term: 7/1/10-6/30/11		Proposed Transaction Term: 7/1/10-6/30/11		Proposed Transaction Term: 7/1/10-6/30/11		Proposed Transaction Term: 7/1/10-6/30/11		Proposed Transaction Term: 7/1/10-6/30/11		Proposed Transaction Term: 7/1/10-6/30/11		
9		FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	
10	POSITION TITLE													
11														
12	Director of Behavioral Health Services	0.60	\$ 41,833.00	0.04	2,470	0.10	7,000			0.46	32,363			
13	Clinical Supervisor	0.73	\$ 47,424.00	0.05	3,254	0.03	1,545			0.66	42,625			
14	Child Psychiatrist	0.07	\$ 17,219.00	0.00	1,055	0.01	2,340			0.06	13,824			
15	Behavioral Health Counselor	12.90	\$ 579,659.00	0.84	37,996	1.00	43,919			11.05	497,744			
16	Office Manager	0.05	\$ 2,301.00	0.00	102	0.02	855			0.03	1,334			
17	BIS Specialist /Admin Analyst/Assistant	0.26	\$ 8,804.00	0.01	427	0.08	2,783			0.17	5,594			
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29	TOTALS	14.62	\$697,240	0.95	\$45,304	1.23	\$58,452			12.44	\$593,484			
30														
31														
32	EMPLOYEE FRINGE BENEFITS	24%	\$167,338	24%	\$10,874	24%	\$14,028			24%	\$142,436			
33														
34														
35	TOTAL SALARIES & BENEFITS		\$864,578		\$56,178		\$72,480				\$735,920			

	A	B	C	D	E	F	G	H	
1	DPH 4: Operating Expenses Detail								
2							APPENDIX #:	B-2a, Page 3	
3							Document Date:	10/12/10	
4	Provider Number (same as line 7 on DPH 1):	3894							
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)							
6									
7									
8									
9									
10									
11	Expenditure Category								
12	Rental of Property	\$ 1,332.00	79	231			1,022		
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,133.00	148	46			1,939		
14	Office Supplies, Postage	\$ 336.00	19	87			230		
15	Building Maintenance Supplies and Repair	\$ 17.00	1	3			13		
16	Printing and Reproduction	\$ -							
17	Insurance	\$ 5,342.00	349	423			4,570		
18	Staff Training	\$ 829.00	58				771		
19	Staff Travel-(Local & Out of Town)	\$ 852.00	54	97			701		
20	Rental of Equipment	\$ 72.00	9	12			51		
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)	\$ -							
22		\$ -							
23		\$ -							
24		\$ -							
25		\$ -							
26		\$ -							
27	OTHER	\$ -							
28	Recruitment	\$ 415.00	30				385		
29	Client-Related Expenses	\$ 3,981.00	282				3,699		
30	Meeting Expenses/Misc.	\$ 644.00	37				607		
31	Payroll Processing Fees	\$ 2,436.00	159	192			2,085		
32		\$ -							
33									
34	TOTAL OPERATING EXPENSE	\$18,389	\$1,225	\$1,091			\$16,073		

	A	B	C	D	E
1	DPH 5: Capital Expenditures Detail				
2					
3	Provider Number (same as line 7 on DPH 1):	3894		APPENDIX #:	B-2a, Page 4
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)		Document Date:	10/12/10
5					
6					
7					
8	1. Equipment				
9	No.	ITEM/DESCRIPTION	FUNDING SOURCE [General Fund, Grant (List Title), or Work Order (List Dept.)]	PURCHASE COST EACH	TOTAL COST
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTAL EQUIPMENT COST				
19					
20	2. Remodeling				
21	Description:				
22					
23					
24					
25					
26					
27	TOTAL REMODELING COST				
28					
29	TOTAL CAPITAL EXPENDITURE				
30	(Equipment plus Remodeling Cost)				

	A	B	C	D
1	CBHS BUDGET JUSTIFICATION - Appendix B-2a			
2	Provider Number (same as line 7 on DPH 1): 3894			
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)			
4	DATE: 10/12/2010		Fiscal Year: 10-11	
5				
6	Salaries and Benefits	Salaries	FTE	
7	<p>Director of Behavioral Health Services - Provides oversight or program service delivery, evaluation and quality assurance, clinical training coordination, supervision of direct services staff & supervisors, and staff personnel matters.</p> <p>Minimum Qualifications: Master's/Doctorate Degree in Psychology, Counseling, Social Work, or related fields; current licensure as a Clinical Psychologist, LCSW, and/or LMFT; 2+ years of experience providing direct services in a community behavioral health/school-based setting.</p> <p>0.5976 FTE x \$70,000 per year = \$41,833</p>	\$41,833	0.60	
8	<p>Clinical Supervisor - Provides clinical supervision to direct services staff and ensures compliance to clinical care standards including documentation & record keeping standards and quality of services delivery.</p> <p>Minimum Qualifications: Licensed as a Clinical Psychologist, LCSW, and/or LMFT and 2+ years of experience post-licensure providing behavioral health services in a community behavioral health/school based setting.</p> <p>0.734 FTE x \$64,610 per year = \$47,424</p>	\$47,424	0.73	
9	<p>Child Psychiatrist - Assumes medical responsibility for cases and prescribes medications, as necessary, working with clients, families, and the multidisciplinary care providers regarding psychiatric services as well as treatment planning, assessing progress, and reviewing/approving disposition of cases.</p> <p>Minimum Qualifications: Medical Doctorate Degree from an accredited medical school; valid California Medical & DEA licenses; experience working with child, youth and their families; experience in community behavioral health and school settings preferred.</p> <p>0.072 FTE x \$239,153 per year = \$17,219</p>	\$17,219	0.07	
10	<p>Behavioral Health Counselors - Provide school-based mental health and substance abuse services in the forms of individual, group, and family treatment, clinical case management, intake assessment, clinical evaluation, and consultation services.</p> <p>Minimum Qualifications: Master's Degree in Psychology, Social Work, Counseling, or a related field; 1+ year of experience providing mental health and substance abuse services in a school based setting and 1+ year of experience providing mental health services in a community mental health setting.</p> <p>12.901 FTE x \$44,931 per year = \$579,659</p>	\$579,659	12.90	
11	<p>Office Manager - Provides oversight & supervision to front office/administrative & facilities/housekeeping staff, maintains vendor files and records as well as office equipment, supplies, and systems.</p> <p>Minimum Qualifications: Bachelor's Degree; at least 1 year of supervisory experience in office setting, preferred.</p> <p>0.053 FTE x \$43,415 per year = \$2,301</p>	\$2,301	0.05	
12	<p>BIS Specialist/Admin Analyst/Assistant - Manages client databases and assists in preparing productivity reports.</p> <p>Minimum Qualifications: High School Diploma or equivalent degree; experience with database management & maintenance, database queries & reports, MS Excel, MS Access, and FileMaker Pro, highly preferred.</p> <p>0.262 FTE x \$33,603 per year = \$8,804</p>	\$8,804	0.26	
13				
14				
15				
16				
17	TOTAL SALARIES	\$697,240	14.62	
18				
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO			
20	24% of Salaries	\$167,338		
21				
22				
23	TOTAL BENEFITS	\$167,338		
24				
25				
26	TOTAL SALARIES & BENEFITS	864,578	14.62	

	A	B	C	D
27	Operating Expenses			
28	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total -			
29	Occupancy:			
30	Rent			
31	Rental of building			
32	75 sq. ft. x 1.48 per sq. ft. x 12 months		\$1,332	
33				
34	Utilities:			
35	Electricity, gas, telephone, trash removal and water			
36	Based on last year's usage, \$2,133 per year		\$2,133	
37				
38	Building Maintenance:			
39	Building repair and maintenance			
40	Based on experience, \$17 per year		\$17	
41				
42		Total Occupancy:	\$3,482	
43	Materials and Supplies:			
44	Office Supplies:			
45	Stationary, postage, software, or minor equipment			
46	Based on experience, \$28 a month x 12 months		\$336	
47				
48	Printing/Reproduction:			
49				
50				
51				
52	Program/Medical Supplies:			
53				
54				
55		Total Materials and Supplies:	\$336	
56				
57	General Operating:			
58	Insurance:			
59	Property and liability insurance and Malpractice insurance			
60	Based on quoted premiums, \$5,342 per year		\$5,342	
61				
62	Staff Training:			
63	Training classes, conferences, meetings, and membership			
64	Based on last year's costs, \$829 per year		\$829	
65				
66	Rental of Equipment:			
67	Copier rental			
68	Based on monthly payment, \$6 per month x 12 months		\$72	
69				
70		Total General Operating:	\$6,243	
71				
72	Staff Travel (Local & Out of Town):			
73	Staff mileage reimbursement			
74	Based on experience, \$852 per year		\$852	
75				
76			\$852	
77				
78	Consultants/Subcontractors:			
79				
80				
81				
82				
83				
84		Total Consultants/Subcontractors:	\$0	
85				
86	Other:			
87	Recruitment		\$415	
88	Client-Related Expenses		\$3,981	
89	Meeting Expenses/Misc.		\$644	
90	Payroll Processing Fees		\$2,436	
91				
92		Total Other:	\$7,476	
93				
94		TOTAL OPERATING COSTS:	\$18,389	
95				
96	CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)		\$0	
97				
98		TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):	882,967	
99				
100	INDIRECT COSTS			
101	Administration, Accounting, Human Resources, BIS (12%)		105,956	
102		TOTAL INDIRECT COSTS:	105,956	
103				
104		CONTRACT TOTAL:	988,923	

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR:		10-11	APPENDIX #: B-2b, Page 1				
3	LEGAL ENTITY NAME:		Richmond Area Multi-Services, Inc. (RAMS)		PROVIDER #: 3894			
4	PROVIDER NAME:		Richmond Area Multi-Services, Inc. (RAMS)					
5	REPORTING UNIT NAME:		Wellness					
6	REPORTING UNIT:		SA					
7	MODE OF SVCS / SERVICE FUNCTION CODE:		38946					
8	SERVICE DESCRIPTION:		45/10-19					
9	SERVICE DESCRIPTION:		MH Promotion	#N/A	#N/A	#N/A	#N/A	TOTAL
9	CBHS FUNDING TERM:		7/1/06 - 6/30/11	7/1/10 - 6/30/11				
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS:		162,983					162,983
12	OPERATING EXPENSE:		3,544					3,544
13	CAPITAL OUTLAY (COST \$5,000 AND OVER):							
14	SUBTOTAL DIRECT COSTS:		166,527					166,527
15	INDIRECT COST AMOUNT:		19,983					19,983
16	TOTAL FUNDING USES:		186,510					186,510
17	CBHS MENTAL HEALTH FUNDING SOURCES:							
18	FEDERAL REVENUES - click below							
19								
20								
21	STATE REVENUES - click below							
24	GRANTS - click below		CFDA #:					
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31	Dept of Children, Youth & Families		186,510					186,510
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS							
37	COUNTY GENERAL FUND							
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:		186,510					186,510
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below		CFDA #:					
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
55	TOTAL DPH REVENUES		186,510					186,510
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES							
59	TOTAL REVENUES (DPH AND NON-DPH)		186,510					186,510
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²		16,468					
63	NIT-CONTRACT RATE (DPH & NON-DPH REVENUES)		CR					
64	COST PER UNIT-DPH RATE (DPH REVENUES ONLY)		CR					
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)							
66	UNDUPLICATED CLIENTS		337					

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	F	G	H
1	DPH 4: Operating Expenses Detail							
2							APPENDIX #:	B-2b, Page 3
3							Document Date:	10/12/10
4	Provider Number (same as line 7 on DPH 1):	3894						
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)						
6								
7								
8								
9								
10								
11	Expenditure Category							
12	Rental of Property	\$	213.00				213	
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	429.00				429	
14	Office Supplies, Postage	\$	51.00				51	
15	Building Maintenance Supplies and Repair	\$	3.00				3	
16	Printing and Reproduction	\$	-					
17	Insurance	\$	1,012.00				1,012	
18	Staff Training	\$	171.00				171	
19	Staff Travel-(Local & Out of Town)	\$	155.00				155	
20	Rental of Equipment	\$	12.00				12	
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)	\$	-					
22		\$	-					
23		\$	-					
24		\$	-					
25		\$	-					
26		\$	-					
27	OTHER	\$	-					
28	Recruitment	\$	85.00				85	
29	Client-Related Expenses	\$	819.00				819	
30	Meeting Expenses/Misc.	\$	132.00				132	
31	Payroll Processing Fees	\$	462.00				462	
32		\$	-					
33								
34	TOTAL OPERATING EXPENSE		\$3,544				\$3,544	

TOTAL	GENERAL FUND & (Agency-generated) OTHER REVENUE	GRANT #1: (grant title)	GRANT #2: (grant title)	WORK ORDER #1: DCYF (dept. name)	WORK ORDER #2: (dept. name)
PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION
7/1/10-6/30/11	Term: _____	Term: _____	Term: _____	7/1/10-6/30/11	Term: _____

	A	B	C	D	E	G	H	J	K	M	N	P	Q	
1	DPH 3: Salaries & Benefits Detail													
2												APPENDIX #:	B-2b, Page 2	
3	Provider Number (same as line 7 on DPH 1):		3894										Document Date:	10/12/10
4	Provider Name (same as line 8 on DPH 1):		Richmond Area Multi-Services, Inc. (RAMS)											
5														
6														
7		TOTAL		GENERAL FUND & (Agency-generated) OTHER REVENUE		GRANT #1: _____ (grant title)		GRANT #2: _____ (grant title)		WORK ORDER #1: DCYF _____ (dept. name)		WORK ORDER #2: _____ (dept. name)		
8		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		
9		Term: 7/1/10-6/30/11		Term: _____		Term: _____		Term: _____		Term: 7/1/10-6/30/11		Term: _____		
10		FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	
11	POSITION TITLE													
12	Director of Behavioral Health Services	0.10	\$ 7,167.00							0.10	7,167			
13	Clinical Supervisor	0.15	\$ 9,439.00							0.15	9,439			
14	Child Psychiatrist	0.01	\$ 3,061.00							0.01	3,061			
15	Behavioral Health Counselor	2.45	\$ 110,224.00							2.45	110,224			
16	Office Manager	0.01	\$ 304.00							0.01	304			
17	BIS Specialist (Admin Analyst/Assistant)	0.04	\$ 1,243.00							0.04	1,243			
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29	TOTALS	2.75	\$131,438							2.75	\$131,438			
30														
31														
32	EMPLOYEE FRINGE BENEFITS	24%	\$31,545							24%	\$31,545			
33														
34														
35	TOTAL SALARIES & BENEFITS		\$162,983								\$162,983			

	A	B	C	D	E
1	DPH 5: Capital Expenditures Detail				
2					
3	Provider Number (same as line 7 on DPH 1):	3894	APPENDIX #: B-2b, Page 4 Document Date: 10/12/10		
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)			
5					
6					
7					
8	1. Equipment				
	No.	ITEM/DESCRIPTION	FUNDING SOURCE [General Fund, Grant (List Title), or Work Order (List Dept.)]	PURCHASE COST EACH	TOTAL COST
9					
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTAL EQUIPMENT COST				
19					
20	2. Remodeling				
21	Description:				
22					
23					
24					
25					
26					
27	TOTAL REMODELING COST				
28					
29	TOTAL CAPITAL EXPENDITURE				
30	(Equipment plus Remodeling Cost)				

	A	B	C	D
1	CBHS BUDGET JUSTIFICATION - Appendix B-2b			
2	Provider Number (same as line 7 on DPH 1): 3894			
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)			
4	DATE: 10/12/2010		Fiscal Year: 10-11	
5				
6	Salaries and Benefits	Salaries	FTE	
7	<p>Director of Behavioral Health Services - Provides oversight of program service delivery, evaluation and quality assurance, clinical training coordination, supervision of direct services staff & supervisors, and staff personnel matters.</p> <p>Minimum Qualifications: Master's/Doctorate Degree in Psychology, Counseling, Social Work, or related fields; current licensure as a Clinical Psychologist, LCSW, and/or LMFT; 2+ years of experience providing direct services in a community behavioral health/school-based setting.</p> <p>0.1023 FTE x \$70,000 per year = \$7,167</p>	\$7,167	0.10	
8	<p>Clinical Supervisor - Provides clinical supervision to direct services staff and ensures compliance to clinical care standards including documentation & record keeping standards and quality of services delivery.</p> <p>Minimum Qualifications: Licensed as a Clinical Psychologist, LCSW, and/or LMFT and 2+ years of experience post-licensure providing behavioral health services in a community behavioral health/ school based setting.</p> <p>0.146 FTE x \$64,610 per year = \$9,439</p>	\$9,439	0.15	
9	<p>Child Psychiatrist - Assumes medical responsibility for cases and prescribes medications, as necessary, working with clients, families, and the multidisciplinary care providers regarding psychiatric services as well as treatment planning, assessing progress, and reviewing/approving disposition of cases.</p> <p>Minimum Qualifications: Medical Doctorate Degree from an accredited medical school; valid California Medical & DEA licenses; experience working with child, youth and their families; experience in community behavioral health and school settings preferred.</p> <p>0.0013 FTE x \$239,153 per year = \$3,061</p>	\$3,061	0.01	
10	<p>Behavioral Health Counselors - Provide school-based mental health and substance abuse services in the forms of individual, group, and family treatment, clinical case management, intake assessment, clinical evaluation, and consultation services.</p> <p>Minimum Qualifications: Master's Degree in Psychology, Social Work, Counseling, or a related field; 1+ year of experience providing mental health and substance abuse services in a school based setting and 1+ year of experience providing mental health services in a community mental health setting.</p> <p>2.449 FTE x \$45,008 per year = \$110,224</p>	\$110,224	2.45	
11	<p>Office Manager - Provides oversight & supervision to front office/administrative & facilities/housekeeping staff, maintains vendor files and records as well as office equipment, supplies, and systems.</p> <p>Minimum Qualifications: Bachelor's Degree; at least 1 year of supervisory experience in office setting, preferred.</p> <p>0.007 FTE x \$43,415 per year = \$304</p>	\$304	0.01	
12	<p>BIS Specialist/Admin Analyst/Assistant - Manages client databases and assists in preparing productivity reports.</p> <p>Minimum Qualifications: High School Diploma or equivalent degree; experience with database management & maintenance, database queries & reports, MS Excel, MS Access, and FileMaker Pro, highly preferred.</p> <p>0.037 FTE x \$33,603 per year = \$1,243</p>	\$1,243	0.04	
13				
14				
15				
16				
17	TOTAL SALARIES	\$131,438	2.75	
18				
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO			
20	24% of Salaries	\$31,545		
21				
22				
23	TOTAL BENEFITS	\$31,545		
24				
25				
26	TOTAL SALARIES & BENEFITS	162,983	2.75	

	A	B	C	D
27	Operating Expenses			
28	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total			
29	Occupancy:			
30	Rent:			
31	Rental of building			
32	12 sq ft x 1.48 per sq. ft. x 12 months			\$213
33				
34	Utilities:			
35	Electricity, gas, telephone, trash removal and water			
36	Based on last year's usage, \$429 per year			\$429
37				
38	Building Maintenance:			
39	Building repair and maintenance			
40	Based on experience, \$3 per year			\$3
41				
42		Total Occupancy:		\$645
43	Materials and Supplies:			
44	Office Supplies:			
45	Stationary, postage, software, or minor equipment			
46	Based on experience, \$4.25 a month x 12 months			\$51
47				
48	Printing/Reproduction:			
49				
50				
51				
52	Program/Medical Supplies:			
53				
54				
55		Total Materials and Supplies:		\$51
56				
57	General Operating:			
58	Insurance:			
59	Property and liability insurance and Malpractice Insurance			
60	Based on quoted premiums, \$1,012 per year			\$1,012
61				
62	Staff Training:			
63	Training classes, conferences, meetings, and membership			
64	Based on last year's costs, \$171 per year			\$171
65				
66	Rental of Equipment:			
67	Copier rental			
68	Based on monthly payment, \$1 per month x 12 months			\$12
69				
70		Total General Operating:		\$1,195
71				
72	Staff Travel (Local & Out of Town):			
73	Staff mileage reimbursement			
74	Based on experience, \$155 per year			\$155
75				
76				\$155
77				
78	Consultants/Subcontractors:			
79				
80				
81				
82				
83				
84		Total Consultants/Subcontractors:		\$0
85				
86	Other:			
87	Recruitment			\$85
88	Client-Related Expenses			\$819
89	Meeting Expenses/Misc.			\$132
90	Payroll Processing Fees			\$462
91				
92		Total Other:		\$1,498
93				
94		TOTAL OPERATING COSTS:		\$3,544
95				
96	CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)			\$0
97				
98	TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):			166,527
99				
100	INDIRECT COSTS			
101	Administration, Accounting, Human Resources, BIS (12%)			19,983
102		TOTAL INDIRECT COSTS:		19,983
103				
104		CONTRACT TOTAL:		186,510

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR			10-11	APPENDIX #: B-2c, Page 1			
3	LEGAL ENTITY NAME		Richmond Area Multi-Services, Inc. (RAMS)			PROVIDER #: 3894		
4	PROVIDER NAME		Richmond Area Multi-Services, Inc. (RAMS)					
5	REPORTING UNIT NAME:		School Based					
6	REPORTING UNIT		Wellness					
7	MODE OF SVCS / SERVICE FUNCTION CODE		3894					
8	SERVICE DESCRIPTION		45/10-19					
9	SERVICE DESCRIPTION		MH Promotion	#N/A	#N/A	#N/A	#N/A	TOTAL
9	CBHS FUNDING TERM:		7/1/10 - 6/30/11					
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS		166,739					166,739
12	OPERATING EXPENSE		7,368					7,368
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)							
14	SUBTOTAL DIRECT COSTS		174,107					174,107
15	INDIRECT COST AMOUNT		20,893					20,893
16	TOTAL FUNDING USES:		195,000					195,000
17	CBHS MENTAL HEALTH FUNDING SOURCES:							
18	FEDERAL REVENUES - click below							
19								
20								
21	STATE REVENUES - click below							
22	MHA		150,000					
23								
24	GRANTS - click below		CFDA #:					
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29	MHA		45,000					45,000
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS							
37	COUNTY GENERAL FUND							
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:		195,000					45,000
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below		CFDA #:					
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
55	TOTAL DPH REVENUES		195,000					45,000
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES							
59	TOTAL REVENUES (DPH AND NON-DPH)		195,000					45,000
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²		1,132					
63	NET-CONTRACT RATE (DPH & NON-DPH REVENUES)		CR					
64	COST PER UNIT--DPH RATE (DPH REVENUES ONLY)		CR					
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)							
66	UNDUPLICATED CLIENTS		1,200					

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	G	H	J	K	M	N	P	Q
1	DPH 3: Salaries & Benefits Detail												
2													
3	Provider Number (same as line 7 on DPH 1):	3894										APPENDIX #: B-2c, Page 2	
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)										Document Date: 10/12/10	
5													
6													
7		TOTAL		GENERAL FUND & (Agency-generated) OTHER REVENUE		GRANT #1: M/MSA (grant title)		GRANT #2: (grant title)		WORK ORDER #1: (dept. name)		WORK ORDER #2: (dept. name)	
8		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction	
9		Term: 7/1/10-6/30/11		Term: _____		Term: 7/1/10-6/30/11		Term: _____		Term: _____		Term: _____	
10		FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES
11	POSITION TITLE												
12	Director of Behavioral Health Services	0.25	\$ 17,500.00			0.25	17,500						
13	Clinical Supervisor	0.10	\$ 6,400.00			0.10	6,400						
14	Child Psychiatrist	0.02	\$ 4,680.00			0.02	4,680						
15	Behavioral Health Counselor	0.05	\$ 2,600.00			0.05	2,600						
16	Clinical Case Manager	1.00	\$ 43,680.00			1.00	43,680						
17	Group Counselor	1.00	\$ 44,870.00			1.00	44,870						
18	Office Manager	0.04	\$ 1,737.00			0.04	1,737						
19	BIS Specialist /Admin Analyst/Assistant	0.40	\$ 13,000.00			0.40	13,000						
20													
21													
22													
23													
24													
25													
26													
27													
28													
29	TOTALS	2.86	\$134,467			2.86	\$134,467						
30													
31													
32	EMPLOYEE FRINGE BENEFITS	24%	\$32,272			24%	\$32,272						
33													
34													
35	TOTAL SALARIES & BENEFITS		\$166,739				\$166,739						

	A	B	C	D	E	F	G	H
1	DPH 4: Operating Expenses Detail							
2							APPENDIX #:	B-2c, Page 3
3							Document Date:	10/12/10
4	Provider Number (same as line 7 on DPH 1):	3894						
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)						
6								
7								
8								
9								
10								
11	Expenditure Category							
12	Rental of Property	\$	231.00			231		
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	1,477.00			1,477		
14	Office Supplies, Postage	\$	3,240.00			3,240		
15	Building Maintenance Supplies and Repair	\$	50.00			50		
16	Printing and Reproduction	\$	100.00			100		
17	Insurance	\$	737.00			737		
18	Staff Training	\$	500.00			500		
19	Staff Travel-(Local & Out of Town)	\$	250.00			250		
20	Rental of Equipment	\$	24.00			24		
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)							
22								
23								
24								
25								
26								
27	OTHER							
28	Client-Related Expenses	\$	120.00			120		
29	Payroll Processing Fees	\$	639.00			639		
30		\$	-					
31		\$	-					
32		\$	-					
33								
34	TOTAL OPERATING EXPENSE		\$7,368			\$7,368		

	A	B	C	D	E
1	DPH 5: Capital Expenditures Detail				
2					
3	Provider Number (same as line 7 on DPH 1):	3894	APPENDIX #: B-2c, Page 4 Document Date: 10/12/10		
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)			
5					
6					
7					
8	1. Equipment				
9	No.	ITEM/DESCRIPTION	FUNDING SOURCE [General Fund, Grant (List Title), or Work Order (List Dept.)]	PURCHASE COST EACH	TOTAL COST
10					
11					
12					
13					
14					
15					
16					
17					
18	TOTAL EQUIPMENT COST				
19					
20	2. Remodeling				
21	Description:				
22					
23					
24					
25					
26					
27	TOTAL REMODELING COST				
28					
29	TOTAL CAPITAL EXPENDITURE				
30	(Equipment plus Remodeling Cost)				

	A	B	C	D
1	CBHS BUDGET JUSTIFICATION - Appendix B-2c			
2	Provider Number (same as line 7 on DPH 1): 3894			
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)			
4	DATE: 10/12/2010		Fiscal Year: 10-11	
5				
6	Salaries and Benefits	Salaries	FTE	
7	<p>Director of Behavioral Health Services - Provides oversight of program service delivery, evaluation and quality assurance, clinical training coordination, supervision of direct services staff & supervisors, and staff personnel matters.</p> <p>Minimum Qualifications: Master's/Doctorate Degree in Psychology, Counseling, Social Work, or related fields; current licensure as a Clinical Psychologist, LCSW, and/or LMFT; 2+ years of experience providing direct services in a community behavioral health/school-based setting.</p> <p>0.25 FTE x \$70,000 per year = \$17,500</p>	\$17,500	0.25	
8	<p>Clinical Supervisor - Provides clinical supervision to direct services staff and ensures compliance to clinical care standards including documentation & record keeping standards and quality of services delivery.</p> <p>Minimum Qualifications: Licensed as a Clinical Psychologist, LCSW, and/or LMFT and 2+ years of experience post-licensure providing behavioral health services in a community behavioral health/ school based setting.</p> <p>0.10 FTE x \$64,000 per year = \$6,400</p>	\$6,400	0.10	
9	<p>Child Psychiatrist - Assumes medical responsibility for cases and prescribes medications, as necessary, working with clients, families, and the multidisciplinary care providers regarding psychiatric services as well as treatment planning, assessing progress, and reviewing/approving disposition of cases.</p> <p>Minimum Qualifications: Medical Doctorate Degree from an accredited medical school; valid California Medical & DEA licenses; experience working with child, youth and their families; experience in community behavioral health and school settings preferred.</p> <p>0.015 FTE x \$312,000 per year = \$4,680</p>	\$4,680	0.02	
10	<p>Behavioral Health Counselor - Provides school-based mental health and substance abuse services in the forms of individual, group, and family treatment, clinical case management, intake assessment, clinical evaluation, and consultation services.</p> <p>Minimum Qualifications: Master's Degree in Psychology, Social Work, Counseling, or a related field; 1+ year of experience providing mental health and substance abuse services in a school based setting and 1+ year of experience providing mental health services in a community mental health setting.</p> <p>0.05 FTE x \$52,000 per year = \$2,600</p>	\$2,600	0.05	
11	<p>Clinical Case Manager - Provides & coordinates behavioral health services such as case management & follow-up, referral & linkage, outreach & advocacy, intake & assessments, and participation in meetings as needed.</p> <p>Minimum Qualifications: Master's Degree in Psychology, Social Work, Counseling, or a related field; 1+ year of experience providing mental health and substance abuse services in a school based setting and 1+ year of experience providing case management services in a community mental health setting.</p> <p>1.00 FTE x \$43,680 per year = \$43,680</p>	\$43,680	1.00	
12	<p>Group Counselor (Trauma/Grief & Loss) - Provides behavioral health services with emphasis on Trauma/Grief&Loss-related services, including crisis intervention & assessments, mediation & de-escalation, individual/group counseling (immediate-response and ongoing/short-term as needed), case management, intake & assessment, clinical evaluation, as well as outreach, education, and consultation.</p> <p>Minimum Qualifications: Master's Degree in Psychology, Social Work, Counseling, or a related field; 1+ year of experience providing mental health and substance abuse services in a school based setting and 1+ year of experience providing youth-based crisis support services in community behavioral health setting.</p> <p>1.00 FTE x \$44,870 per year = \$44,870</p>	\$44,870	1.00	
13	<p>Office Manager - Provides oversight & supervision to front office/administrative & facilities/housekeeping staff, maintains vendor files and records as well as office equipment, supplies, and systems.</p> <p>Minimum Qualifications: Bachelor's Degree; at least 1 year of supervisory experience in office setting, preferred.</p> <p>0.04 FTE x \$43,415 per year = \$1,730</p>	\$1,730	0.04	
14	<p>BIS Specialist/Admin Analyst/Assistant - Manages client databases and assists in preparing productivity reports.</p> <p>Minimum Qualifications: High School Diploma or equivalent degree; experience with database management & maintenance, database queries & reports, MS Excel, MS Access, and FileMaker Pro, highly preferred.</p> <p>0.4 FTE x \$32,500 per year = \$13,000</p>	\$13,000	0.40	
15				
16	TOTAL SALARIES		\$134,467	2.86
17				
18				
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO			
20	24% of Salaries		\$32,272	
21				
22	TOTAL BENEFITS		\$32,272	
23				
24	TOTAL SALARIES & BENEFITS		166,739	2.86
25				
26				

	A	B	C	D
22	Operating Expenses			
23	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total amount			
24	Occupancy:			
30	Rent:			
31	Rental of building			
32	15 sq. ft. x 1.48 per sq. ft. x 12 months			\$231
33				
34	Utilities:			
35	Electricity, gas, telephone, trash removal and water			
36	Based on last year's usage, \$1,477 per year			\$1,477
37				
38	Building Maintenance:			
39	Building repair and maintenance			
40	Based on experience, \$50 per year			\$50
41				
42		Total Occupancy:		\$1,758
43	Materials and Supplies:			
44	Office Supplies:			
45	Stationary, postage, software, or minor equipment			
46	Based on experience, \$270 a month x 12 months			\$3,240
47				
48	Printing/Reproduction:			
49	Copier supplies, business cards, and business related printing/copying			
50	Based on projection, \$100 per year			\$100
51				
52	Program/Medical Supplies:			
53				
54				
55		Total Materials and Supplies:		\$3,340
56				
57	General Operating:			
58	Insurance:			
59	Property and liability insurance and Malpractice Insurance			
60	Based on quoted premiums, \$737 per year			\$737
61				
62	Staff Training:			
63	Training classes, conferences, meetings, and membership			
64	Based on expectation, \$500 per year			\$500
65				
66	Rental of Equipment:			
67	Copier rental			
68	Based on monthly payment, \$2 per month x 12 months			\$24
69				
70		Total General Operating:		\$1,261
71				
72	Staff Travel (Local & Out of Town):			
73	Staff mileage reimbursement			
74	Based on experience, \$250 per year			\$250
75				
76				\$250
77				
78	Consultants/Subcontractors:			
79				
80				
81				
82				
83				
84		Total Consultants/Subcontractors:		\$0
85				
86	Other:			
87	Client-Related Expenses			\$120
88	Payroll Processing Fees			\$639
89				
90				
91				
92		Total Other:		\$759
93				
94		TOTAL OPERATING COSTS:		\$7,368
95				
96	CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)			\$0
97				
98		TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):		174,107
99				
100	INDIRECT COSTS			
101	Administration, Accounting, Human Resources, BIS (12%)			20,893
102		TOTAL INDIRECT COSTS:		20,893
103				
104		CONTRACT TOTAL:		195,000

	A	B	C	D	E	F	G	H
1	DPH 1: Department of Public Health Contract Budget Summary							
2	CONTRACT TYPE - This contract is:		New X	Renewal	Modification			
3	If modification, Effective Date of Mod.:			# of Mod.:	VENDOR ID (DPH USE ONLY):			
4	LEGAL ENTITY NUMBER: 00343							
5	LEGAL ENTITY/CONTRACTOR NAME: Richmond Area Multi-Services, Inc. (RAMS)							
6	APPENDIX NUMBER	B-3	B-4				B-3 & 4	B-1, 2, 3, & 4
7	PROVIDER NUMBER	3894	3894					
8	PROVIDER NAME:	High Quality Childcare Initiative (Fu Yau)	MHSA WDET Summer Bridge				SUBTOTAL	TOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11					
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS	793,855	28,366				822,221	2,558,874
12	OPERATING EXPENSE	36,711	23,095				59,806	168,827
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)							
14	SUBTOTAL DIRECT COSTS	830,566	51,461				882,027	2,727,701
15	INDIRECT COST AMOUNT	99,868	6,175				106,043	327,324
16	INDIRECT %	12%	12%					
17	TOTAL FUNDING USES:	930,234	57,636				987,870	3,055,025
18	CBHS MENTAL HEALTH FUNDING SOURCES							
19	FEDERAL REVENUES - click below							
20	SDMC Regular FFP (50%)	5,229					5,229	256,992
21	ARRA SDMC FFP (11.59)	1,212					1,212	59,571
22	STATE REVENUES - click below							
23	MHSA	26,000	57,636				82,636	365,036
24	EPSDT State Match	4,017					4,017	90,355
25	GRANTS - click below							
26								
27	Please enter other funding source here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29	MHSA	14,000					14,000	59,000
30	WORK ORDERS - click below							
31	Dept of Children, Youth & Families	100,950					100,950	1,129,690
32	HSA (Human Svcs Agency)	252,857					252,857	252,857
33	First Five (SF Children & Family Commission)	116,333					116,333	116,333
34	First Five (SF Children & Family Commission)	321,887					321,887	321,887
35	First Five (SF Children & Family Commission)	88,749					88,749	88,749
36	Please enter other funding source here if not in pull down							
37	3RD PARTY PAYOR REVENUES - click below							
38								
39	Please enter other funding source here if not in pull down							
40	REALIGNMENT FUNDS							
41	COUNTY GENERAL FUND							97,306
42	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	930,234	57,636				987,870	3,055,025
43	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
44	FEDERAL REVENUES - click below							
45								
46	STATE REVENUES - click below							
47								
48	GRANTS/PROJECTS - click below							
49								
50	Please enter other funding source here if not in pull down							
51	WORK ORDERS - click below							
52								
53	Please enter other funding source here if not in pull down							
54	3RD PARTY PAYOR REVENUES - click below							
55								
56	Please enter other funding source here if not in pull down							
57	COUNTY GENERAL FUND							
58	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
59	TOTAL DPH REVENUES	930,234	57,636				987,870	3,055,025
60	NON-DPH REVENUES - click below							
61								
62	TOTAL NON-DPH REVENUES							
63	TOTAL REVENUES (DPH AND NON-DPH):	930,234	57,636				987,870	3,055,025
64	Prepared by/Phone #: Ken Choi/Kavoos Bassiri 415-666-5955							

	A	B	C	D	E	F	G	I	J	K
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)									
2	FISCAL YEAR: 10-11					APPENDIX #: B-3, Page 1a				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)					PROVIDER #: 3894				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)									
5	REPORTING UNIT NAME:	FU Yau Project Consult Group	FU Yau Project Consult Indiv.	FU Yau Project Consult Class/Child	FU Yau Project Training/Parent Support	FU Yau Project Direct Individual	FU Yau Project Direct Group	FU Yau Project Outreach & Linkage	FU Yau Project Evaluation	
6	REPORTING UNIT:	38943	38943	38943	38943	38943	38943	38943	38943	
7	MODE OF SVCS / SERVICE FUNCTION CODE	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	TOTAL
8	SERVICE DESCRIPTION	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	
10	FUNDING USES:									
11	SALARIES & EMPLOYEE BENEFITS	36,507	50,976	56,713	14,027	7,185	11,541	21,554	7,183	215,786
12	OPERATING EXPENSE	1,693	2,357	3,085	649	332	534	887	332	9,979
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)									
14	SUBTOTAL DIRECT COSTS	38,300	53,333	60,798	14,676	7,517	12,075	22,441	7,515	225,765
15	INDIRECT COST AMOUNT	4,596	6,400	8,376	1,761	902	1,449	2,706	902	27,092
16	TOTAL FUNDING USES:	42,896	59,733	78,174	16,437	8,419	13,524	25,267	8,417	252,857
17	CBHS MENTAL HEALTH FUNDING SOURCES									
18	FEDERAL REVENUES - click below									
19	SDMC Regular FFP (50%)									
20	ARRA SDMC FFP (11.5%)									
21	STATE REVENUES - click below									
22	GRANTS - click below									
23	CFDA #:									
24	Please enter other here if not in pull down									
25	PRIOR YEAR ROLL OVER - click below									
26	Please enter other here if not in pull down									
27	WORK ORDERS - click below									
28	HSA (Human Svcs Agency)									
29	42,896									
30	59,733									
31	78,174									
32	16,437									
33	8,419									
34	13,524									
35	25,267									
36	8,417									
37	252,857									
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:									
39	42,896									
40	59,733									
41	78,174									
42	16,437									
43	8,419									
44	13,524									
45	25,267									
46	8,417									
47	252,857									
48	CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
49	FEDERAL REVENUES - click below									
50	STATE REVENUES - click below									
51	GRANTS/PROJECTS - click below									
52	CFDA #:									
53	Please enter other here if not in pull down									
54	WORK ORDERS - click below									
55	Please enter other here if not in pull down									
56	3RD PARTY PAYOR REVENUES - click below									
57	Please enter other here if not in pull down									
58	COUNTY GENERAL FUND									
59	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
60	42,896									
61	59,733									
62	78,174									
63	16,437									
64	8,419									
65	13,524									
66	25,267									
67	8,417									
68	252,857									
69	TOTAL REVENUES (DPH AND NON-DPH)									
70	CBHS UNITS OF SVCS/TIME AND UNIT COST:									
71	UNITS OF SERVICE ¹									
72	UNITS OF TIME ²									
73	NET CONTRACT RATE (DPH & NON-DPH REVENUES)									
74	COST PER UNIT - DPH RATE (DPH REVENUES ONLY)									
75	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)									
76	UNDUPLICATED CLIENTS									

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

FISCAL YEAR: 10-11		LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)								PROVIDER #: 3894
REPORTING UNIT NAME:		Fu Yau Project Consult Group	Fu Yau Project Consult Indiv.	Fu Yau Project Consult Class/Child	Fu Yau Project Training/Parent Support	Fu Yau Project Direct Individual	Fu Yau Project Direct Group	Fu Yau Project Outreach & Linkage	Fu Yau Project Evaluation	TOTAL
MODE OF SVCS / SERVICE FUNCTION CODE		45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	
SERVICE DESCRIPTION		MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	
CBHS FUNDING TERM:		7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	7/1/0 - 6/30/11	
FUNDING USES										
SALARIES & EMPLOYEE BENEFITS		13,819	20,351	26,834	5,800	2,866	4,606	6,655	2,869	86,150
OPERATING EXPENSE		676	941	1,232	259	133	213	392	132	3,984
CAPITAL OUTLAY (COST \$5,000 AND OVER)										
SUBTOTAL DIRECT COSTS		14,495	21,292	28,066	6,059	3,001	4,821	7,047	3,001	90,134
INDIRECT COST AMOUNT		1,635	2,555	3,344	703	360	578	1,080	361	10,816
TOTAL FUNDING USES:		17,126	23,847	31,210	6,662	3,361	5,399	10,083	3,362	100,950
CBHS MENTAL HEALTH FUNDING SOURCES										
FEDERAL REVENUES - click below										
SDMC Regular FFP (50%)										
ARRA SDMC FFP (11.59)										
STATE REVENUES - click below										
GRANTS - click below										
CFDA #:										
Please enter other here if not in pull down										
PRIOR YEAR ROLL OVER - click below										
WORK ORDERS - click below										
Dept of Children, Youth & Families		17,126	23,847	31,210	6,662	3,361	5,399	10,083	3,362	100,950
Please enter other here if not in pull down										
3RD PARTY PAYOR REVENUES - click below										
Please enter other here if not in pull down										
REALIGNMENT FUNDS										
COUNTY GENERAL FUND										
TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:		17,126	23,847	31,210	6,662	3,361	5,399	10,083	3,362	100,950
CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
FEDERAL REVENUES - click below										
STATE REVENUES - click below										
GRANTS/PROJECTS - click below										
CFDA #:										
Please enter other here if not in pull down										
WORK ORDERS - click below										
Please enter other here if not in pull down										
3RD PARTY PAYOR REVENUES - click below										
Please enter other here if not in pull down										
COUNTY GENERAL FUND										
TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
TOTAL DPH REVENUES		17,126	23,847	31,210	6,662	3,361	5,399	10,083	3,362	100,950
NON-DPH REVENUES - click below										
TOTAL NON-DPH REVENUES										
TOTAL REVENUES (DPH AND NON-DPH)		17,126	23,847	31,210	6,662	3,361	5,399	10,083	3,362	100,950
CBHS UNITS OF SVCS/TIME AND UNIT COST:										
UNITS OF SERVICE ¹										
UNITS OF TIME ²		228	318	416	87	45	49	134	45	
PER UNIT CONTRACT RATE (DPH & NON-DPH REVENUES)		75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
COST PER UNIT - DPH RATE (DPH REVENUES ONLY)		75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
PUBLISHED RATE (MEDICAL PROVIDERS ONLY)										
UNDUPLICATED CLIENTS		266	Included	Included	Included	Included	Included	Included	Included	

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SPC 20-25=Hours

FISCAL YEAR: 10-11		APPENDIX #: B-3, Page 1c							
LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc (RAMS)		PROVIDER #: 3894							
PROVIDER NAME: Richmond Area Multi-Services, Inc (RAMS)									
REPORTING UNIT NAME	Fu Yau Project Consult Group	Fu Yau Project Consult Indiv.	Fu Yau Project Consult Class/Child	Fu Yau Project Training/Parent Support	Fu Yau Project Direct Individual	Fu Yau Project Direct Group	Fu Yau Project Outreach & Linkage	Fu Yau Project Evaluation	
REPORTING UNIT	38943	38943	38943	38943	38943	38943	38943	38943	38943
MODE OF SVCS / SERVICE FUNCTION CODE	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19
SERVICE DESCRIPTION	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	TOTAL
CBHS FUNDING TERM:	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	
FUNDING USES:									
SALARIES & EMPLOYEE BENEFITS	16,842	23,453	30,693	6,453	3,305	5,310	9,916	3,306	99,278
OPERATING EXPENSE	779	1,085	1,419	298	153	246	459	152	4,891
CAPITAL OUTLAY (COST \$5,000 AND OVER)									
SUBTOTAL DIRECT COSTS	17,621	24,538	32,112	6,751	3,458	5,556	10,375	3,458	103,869
INDIRECT COST AMOUNT	2,114	2,944	3,853	810	415	667	1,245	416	12,464
TOTAL FUNDING USES:	19,735	27,482	35,965	7,561	3,873	6,223	11,620	3,874	116,333
CBHS MENTAL HEALTH FUNDING SOURCES									
FEDERAL REVENUES - click below									
SDMC Regular FFP (50%)									
ARRA SDMC FFP (11.59)									
STATE REVENUES - click below									
GRANTS - click below	CFDA #:								
Please enter other here if not in pull down									
PRIOR YEAR ROLL OVER - click below									
WORK ORDERS - click below									
First Five (SF Children & Family Commission HQCC)	19,735	27,482	35,965	7,561	3,873	6,223	11,620	3,874	116,333
Please enter other here if not in pull down									
3RD PARTY PAYOR REVENUES - click below									
Please enter other here if not in pull down									
REALIGNMENT FUNDS									
COUNTY GENERAL FUND									
TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	19,735	27,482	35,965	7,561	3,873	6,223	11,620	3,874	116,333
CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
FEDERAL REVENUES - click below									
STATE REVENUES - click below									
GRANTS/PROJECTS - click below	CFDA #:								
Please enter other here if not in pull down									
WORK ORDERS - click below									
Please enter other here if not in pull down									
3RD PARTY PAYOR REVENUES - click below									
Please enter other here if not in pull down									
COUNTY GENERAL FUND									
TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
TOTAL DPH REVENUES	19,735	27,482	35,965	7,561	3,873	6,223	11,620	3,874	116,333
NON-DPH REVENUES - click below									
TOTAL NON-DPH REVENUES									
TOTAL REVENUES (DPH AND NON-DPH):	19,735	27,482	35,965	7,561	3,873	6,223	11,620	3,874	116,333
CBHS UNITS OF SVCS/TIME AND UNIT COST:									
UNITS OF SERVICE ¹									
UNITS OF TIME ²	263	366	480	101	52	57	155	52	
UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES)	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
COST PER UNIT--DPH RATE (DPH REVENUES ONLY)	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
PUBLISHED RATE (MEDICAL PROVIDERS ONLY)									
UNDUPLICATED CLIENTS	451	Included	Included	Included	Included	Included	Included	Included	

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

FISCAL YEAR: 10-11		LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)							PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)	
REPORTING UNIT NAME:	Fu Yau Project Consult Group	Fu Yau Project Consult Indiv.	Fu Yau Project Consult Class/Child	Fu Yau Project Training/Parent Support	Fu Yau Project Direct Individual	Fu Yau Project Direct Group	Fu Yau Project Outreach & Linkage	Fu Yau Project Evaluation		
REPORTING UNIT:	38943	38943	38943	38943	38943	38943	38943	38943		
MODE OF SVCS / SERVICE FUNCTION CODE:	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19		
SERVICE DESCRIPTION:	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	TOTAL	
CBHS FUNDING TERM:	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11	7/1/09 - 6/30/11		
FUNDING USES:										
SALARIES & EMPLOYEE BENEFITS	46,606	64,892	84,926	17,856	9,146	14,691	27,436	9,147	274,686	
OPERATING EXPENSE	2,155	3,001	3,927	826	423	679	1,269	423	12,703	
CAPITAL OUTLAY (COST \$5,000 AND OVER)										
SUBTOTAL DIRECT COSTS	48,761	67,893	88,853	18,682	9,569	15,370	28,705	9,570	287,389	
INDIRECT COST AMOUNT	5,851	8,147	10,662	2,242	1,148	1,845	3,245	1,148	34,488	
TOTAL FUNDING USES:	54,606	76,040	99,515	20,924	10,717	17,215	32,152	10,718	321,877	
CBHS MENTAL HEALTH FUNDING SOURCES										
FEDERAL REVENUES - click below										
SDMC Regular FFP (60%)										
ARPA SDMC FFP (11.8%)										
STATE REVENUES - click below										
GRANTS - click below CFDA #:										
Please enter other here if not in pull down										
PRIOR YEAR ROLL OVER - click below										
WORK ORDERS - click below PFA										
First Five (SF Children & Family Commission)										
Please enter other here if not in pull down										
3RD PARTY PAYOR REVENUES - click below										
Please enter other here if not in pull down										
REALIGNMENT FUNDS										
COUNTY GENERAL FUND										
TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:										
	54,606	76,040	99,515	20,924	10,717	17,215	32,152	10,718	321,877	
CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
FEDERAL REVENUES - click below										
STATE REVENUES - click below										
GRANTS/PROJECTS - click below CFDA #:										
Please enter other here if not in pull down										
WORK ORDERS - click below										
Please enter other here if not in pull down										
3RD PARTY PAYOR REVENUES - click below										
Please enter other here if not in pull down										
COUNTY GENERAL FUND										
TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
TOTAL DPH REVENUES										
	54,606	76,040	99,515	20,924	10,717	17,215	32,152	10,718	321,877	
NON-DPH REVENUES - click below										
TOTAL NON-DPH REVENUES										
TOTAL REVENUES (DPH AND NON-DPH):										
	54,606	76,040	99,515	20,924	10,717	17,215	32,152	10,718	321,877	
CBHS UNITS OF SVCS/TIME AND UNIT COST:										
UNITS OF SERVICE ¹										
UNITS OF TIME ²										
NET-CONTRACT RATE (DPH & NON-DPH REVENUES)	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00		
COST PER UNIT-DPH RATE (DPH REVENUES ONLY)	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00		
PUBLISHED RATE (MEDICAL PROVIDERS ONLY)										
UNDULICATED CLIENTS	631	Included	Included	Included	Included	Included	Included	Included		

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	C	D	E	F	G	H	I	J	K
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)									
2	FISCAL YEAR: 10-11					APPENDIX #: B-3, Page 1e				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)					PROVIDER #: 3894				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)									
5	REPORTING UNIT NAME:	FU You Project Consult Group	FU You Project Consult Indiv	FU You Project Consult Class/Child	FU You Project Training/Parent Support	FU You Project Direct Individual	FU You Project Direct Group	FU You Project Outreach & Linkage	FU You Project Evaluation	
6	REPORTING UNIT:	38943	38943	38943	38943	38943	38943	38943	38943	
7	MODE OF SVCS / SERVICE FUNCTION CODE:	45/10-18	45/10-18	45/10-19	45/10-18	45/10-19	45/10-19	45/10-19	45/10-18	TOTAL
8	SERVICE DESCRIPTION:	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	
9	CBHS FUNDING TERM:	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	7/1/08 - 6/30/11	
10	FUNDING USES:									
11	SALARIES & EMPLOYEE BENEFITS:	12,848	17,882	23,415	4,923	2,522	4,051	7,865	2,522	78,738
12	OPERATING EXPENSE:	594	823	1,063	228	117	187	355	116	3,562
13	CAPITAL OUTLAY (COST \$5,000 AND OVER):									
14	SUBTOTAL DIRECT COSTS:	13,442	18,719	24,498	5,151	2,639	4,238	7,915	2,638	78,740
15	INDIRECT COST AMOUNT:	1,613	2,246	2,940	616	317	509	950	316	9,509
16	TOTAL FUNDING USES:	15,055	20,965	27,438	5,769	2,956	4,747	8,865	2,954	88,749
17	CBHS MENTAL HEALTH FUNDING SOURCES:									
18	FEDERAL REVENUES - click below:									
19	SDMC Regular FFP (50%):									
20	ARRA SDMC FFP (11.6%):									
21	STATE REVENUES - click below:									
22	GRANTS - click below:									
23	CFDA #:									
24										
25										
26										
27	Please enter other here if not in pull down:									
28	PROR YEAR ROLL OVER - click below:									
29										
30	WORK ORDERS - click below:									
31	SRI:									
32	First Five (SF Children & Family Commission):	15,055	20,965	27,438	5,769	2,956	4,747	8,865	2,954	88,749
33	Please enter other here if not in pull down:									
34	3RD PARTY PAYOR REVENUES - click below:									
35										
36	Please enter other here if not in pull down:									
37	REALIGNMENT FUNDS:									
38	COUNTY GENERAL FUND:									
39	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	15,055	20,965	27,438	5,769	2,956	4,747	8,865	2,954	88,749
40	CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
41	FEDERAL REVENUES - click below:									
42	STATE REVENUES - click below:									
43	GRANTS/PROJECTS - click below:									
44	CFDA #:									
45										
46	Please enter other here if not in pull down:									
47	WORK ORDERS - click below:									
48										
49	Please enter other here if not in pull down:									
50	3RD PARTY PAYOR REVENUES - click below:									
51										
52	Please enter other here if not in pull down:									
53	COUNTY GENERAL FUND:									
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:									
55	TOTAL DPH REVENUES:	15,055	20,965	27,438	5,769	2,956	4,747	8,865	2,954	88,749
56	NON-DPH REVENUES - click below:									
57										
58	TOTAL NON-DPH REVENUES:									
59	TOTAL REVENUES (DPH AND NON-DPH):	15,055	20,965	27,438	5,769	2,956	4,747	8,865	2,954	88,749
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:									
61	UNITS OF SERVICE ¹ :									
62	UNITS OF TIME ² :	201	280	366	77	39	43	118	39	
63	COST PER UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES):	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
64	COST PER UNIT-DPH RATE (DPH REVENUES ONLY):	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00	
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY):									
66	UNDUPLICATED CLIENTS:	118	Included	Included	Included	Included	Included	Included	Included	

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	F	G	H	I	J	K
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)										
2	FISCAL YEAR: 10-11						APPENDIX #: B-3 Page 11				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)						PROVIDER #: 3694				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)										
5	REPORTING UNIT NAME:	FU Yau Project Consult Group	FU Yau Project Consult Indiv.	FU Yau Project Consult Class/Child	FU Yau Project Training/Parent Support	FU Yau Project Direct Individual	FU Yau Project Direct Group	FU Yau Project Outreach & Linkage	FU Yau Project Evaluation		
6	REPORTING UNIT:	36943	36943	36943	36943	36943	36943	36943	36943	36943	
7	MODE OF SVCS / SERVICE FUNCTION CODE:	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	45/10-19	
8	SERVICE DESCRIPTION:	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	MH Promotion	TOTAL
9	CBHS FUNDING TERM:	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11	
10	FUNDING USES:										
11	SALARIES & EMPLOYEE BENEFITS:	5,546	7,662	10,260	2,163	1,108	1,780	3,324	1,169	33,282	
12	OPERATING EXPENSE:	261	364	476	100	51	82	154	51	1,539	
13	CAPITAL OUTLAY (COST \$5,000 AND OVER):										
14	SUBTOTAL DIRECT COSTS:	5,907	8,226	10,766	2,263	1,159	1,862	3,478	1,160	34,821	
15	INDIRECT COST AMOUNT:	709	967	1,282	272	139	224	417	139	4,179	
16	TOTAL FUNDING USES:	6,616	9,213	12,058	2,535	1,298	2,086	3,895	1,299	39,000	
17	CBHS MENTAL HEALTH FUNDING SOURCES:										
18	FEDERAL REVENUES - click below:										
19	SDMC Regular FFP (50%):										
20	ARRA SDMC FFP (11.5%):										
21	STATE REVENUES - click below:										
22	MHSA:	4,241	5,906	7,729	1,625	832	1,337	2,497	833	25,000	
23											
24	GRANTS - click below:										
25	CFDA #:										
26											
27	Please enter other here if not in pull down:										
28	PRIOR YEAR ROLL OVER - click below:										
29	MHSA:	2,375	3,307	4,329	910	466	749	1,396	466	14,000	
30	WORK ORDERS - click below:										
31											
32	Please enter other here if not in pull down:										
33	3RD PARTY PAYOR REVENUES - click below:										
34											
35	Please enter other here if not in pull down:										
36	REALIGNMENT FUNDS:										
37	COUNTY GENERAL FUND:										
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:	6,616	9,213	12,058	2,535	1,298	2,086	3,895	1,299	39,000	
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
40	FEDERAL REVENUES - click below:										
41											
42	STATE REVENUES - click below:										
43											
44	GRANTS/PROJECTS - click below:										
45	CFDA #:										
46	Please enter other here if not in pull down:										
47	WORK ORDERS - click below:										
48											
49	Please enter other here if not in pull down:										
50	3RD PARTY PAYOR REVENUES - click below:										
51											
52	Please enter other here if not in pull down:										
53	COUNTY GENERAL FUND:										
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:										
55	TOTAL DPH REVENUES:	6,616	9,213	12,058	2,535	1,298	2,086	3,895	1,299	39,000	
56	NON-DPH REVENUES - click below:										
57											
58	TOTAL NON-DPH REVENUES:										
59	TOTAL REVENUES (DPH AND NON-DPH):	6,616	9,213	12,058	2,535	1,298	2,086	3,895	1,299	39,000	
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:										
61	UNITS OF SERVICE ¹ :										
62	UNITS OF TIME ² :	88	123	161	34	17	19	52	17		
63	COST PER UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES):	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00		
64	COST PER UNIT-DPH RATE (DPH REVENUES ONLY):	75.00	75.00	75.00	75.00	75.00	110.00	75.00	75.00		
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY):										
66	UNDUPLICATED CLIENTS:	118	Included	Included	Included	Included	Included	Included	Included		

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-26=Hours

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR: 10-11			APPENDIX #: B-3 Page 1g				
3	LEGAL ENTITY NAME: Richmond Area Multi-Services, Inc. (RAMS)			PROVIDER #: 3894				
4	PROVIDER NAME: Richmond Area Multi-Services, Inc. (RAMS)							
5	REPORTING UNIT NAME:		Fu Yau Project	Fu Yau Project	Fu Yau Project			
6	REPORTING UNIT:		38943	38943	38943			
7	MODE OF SVCS / SERVICE FUNCTION CODE:		15/01-09	15/10-59	15/60-69			
8	SERVICE DESCRIPTION:		Case Mgt Brokerage	MH Svcs	Medication Support	#N/A	#N/A	TOTAL
9	CBHS FUNDING TERM:		7/1/09 - 6/30/11	7/1/10 - 6/30/11	7/1/10 - 6/30/11			
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS:		1,373	7,539	13			8,925
12	OPERATING EXPENSE:		64	349	1			414
13	CAPITAL OUTLAY (COST \$5,000 AND OVER):							0
14	SUBTOTAL DIRECT COSTS:		1,437	7,888	14			9,339
15	INDIRECT COST AMOUNT:		172	947	2			1,121
16	TOTAL FUNDING USES:		1,609	8,835	16			10,460
17	CBHS MENTAL HEALTH FUNDING SOURCES:							
18	FEDERAL REVENUES - click below							
19	SDMC Regular FFP (50%):		805	4,418	8			5,230
20	ARRA SDMC FFP (11.5%):		186	1,024	2			1,212
21	STATE REVENUES - click below							
22	EPSDT State Match:		618	3,394	6			4,018
23								
24	GRANTS - click CFDA #:							
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS							
37	COUNTY GENERAL FUND							
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES:		1,609	8,835	16			10,460
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJE CFDA #:							
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
55	TOTAL DPH REVENUES:		1,609	8,835	16			10,460
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES:		0	0	0	0	0	0
59	TOTAL REVENUES (DPH AND NON-DPH):		1,609	8,835	16			10,460
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ² :		797	3,365	3			
63	COST PER UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES):		2.02	2.61	4.62			
64	COST PER UNIT-DPH RATE (DPH REVENUES ONLY):		2.02	2.61	4.62			
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY):		2.02	2.61	4.62			
66	UNDULICATED CLIENTS:		2	Included	Included			

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

DPH 3 Salaries & Benefits Detail

3894
 Provider Number (same as line 2 on DPH 1):
 Provider Name (same as line 3 on DPH 1):
 Richmond Area Mail Services, Inc. (RAMS)

Agency #: B-3, Page 2
 Document Date: 10/27/10

POSTION TITLE	TOTAL		GENERAL FUND & (agency-generated) OTHER REVENUE		GRANT #1: MESA (grant title)		WORK ORDER #1: (dept. name)		WORK ORDER #2: DCYE (dept. name)		WORK ORDER #3: SAGE (dept. name)		WORK ORDER #4: SECCG (dept. name)		WORK ORDER #5: SECCG (dept. name)	
	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.95 \$ 56,500.00	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.01 749	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.04 2,782	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.26 19,076	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.10 7,217	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.12 8,210	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.33 2,819	Proposed Transaction Term: 7/1/10-6/30/11 FTE SALARIES	0.33 2,819
13 Project Director																
14 Clinical Supervisor																
15 Mental Health Consultant																
16 Administrative Assistant																
TOTALS																

28	EMPLOYEE FRINGE BENEFITS	25%	\$17,625	25%	\$4,457	25%	\$17,625	25%	\$4,457	25%	\$17,625	25%	\$4,457	25%	\$17,625	25%	\$4,457
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36	TOTAL SALARIES & BENEFITS		\$74,125		\$33,281		\$74,125		\$33,281		\$74,125		\$33,281		\$74,125		\$33,281
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37	TOTALS		\$91,750		\$66,766		\$91,750		\$66,766		\$91,750		\$66,766		\$91,750		\$66,766
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	A	B	C	D	E	F	G	H	I	J
1	DPH 4: Operating Expenses Detail									
2										
3										
4	Provider Number (same as line 7 on DPH 1):	3894								
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)								
6										
7										
8										
9										
10										
11	Expenditure Category	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11	7/1/10-6/30/11
12	Rental of Property	\$ -								
13	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 11,250.00	126	472	3,058	1,221	1,407	3,893	1,073	
14	Office Supplies, Postage	\$ 3,444.00	38	144	936	374	431	1,192	329	
15	Building Maintenance Supplies and Repair	\$ -								
16	Printing and Reproduction	\$ 46.00		2	13	5	6	16	4	
17	Insurance	\$ 3,625.00	42	152	985	393	453	1,254	346	
18	Staff Training	\$ 1,027.00	13	43	279	111	128	355	98	
19	Staff Travel-(Local & Out of Town)	\$ 6,751.00	76	283	1,835	733	844	2,336	644	
20	Rental of Equipment	\$ -								
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)	\$ -								
22		\$ -								
23		\$ -								
24		\$ -								
25		\$ -								
26		\$ -								
27	OTHER	\$ -								
28	Client-Related Expenses-Food, Others/Misc.	\$ 2,804.00	31	118	762	304	351	970	268	
29	Depreciation-Computer	\$ 998.00	12	42	271	108	125	345	95	
30	Recruitment	\$ 4,242.00	48	178	1,153	460	530	1,468	405	
31	Payroll Processing	\$ 2,524.00	28	106	686	274	316	873	241	
32		\$ -								
33										
34	TOTAL OPERATING EXPENSE	\$36,711	\$414	\$1,540	\$9,978	\$3,983	\$4,591	\$12,702	\$3,503	

	A	B	C	D	E
1	DPH 5: Capital Expenditures Detail				
2					
3	Provider Number (same as line 7 on DPH 1):	3894		APPENDIX #:	B-3, Page 4
				Document Date:	10/12/10
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)			
5					
6					
7					
8	1. Equipment				
9	No.	ITEM/DESCRIPTION	FUNDING SOURCE [General Fund, Grant (List Title), or Work Order (List Dept.)]	PURCHASE COST EACH	TOTAL COST
10					0
11					0
12					0
13					0
14					0
15					0
16					0
17					0
18	TOTAL EQUIPMENT COST				\$0
19					
20	2. Remodeling				
21	Description:				
22					
23					
24					
25					
26					
27	TOTAL REMODELING COST				\$0
28					
29	TOTAL CAPITAL EXPENDITURE				\$0
30	(Equipment plus Remodeling Cost)				\$0

	A	B	C	D
1	CBHS BUDGET JUSTIFICATION - Appendix B-3			
2	Provider Number (same as line 7 on DPH 1): 3894			
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)			
4	DATE: 10/12/2010		Fiscal Year: 10-11	
5				
6	Salaries and Benefits	Salaries	FTE	
7	<p>Project Director - Provides oversight of program service delivery, evaluation and quality assurance, clinical training coordination, supervision of direct services staff, and staff personnel matters.</p> <p>Minimum Qualifications: Master's/Doctorate Degree in Psychology, Counseling, Social Work, or related fields; experience supervising staff/interns in community clinic settings; knowledge of healthy child development and experience working with young children and their families.</p> <p>0.95 FTE x \$70,000 per year = \$66,500</p>	\$66,500	0.95	
8	<p>Child Psychiatrist - Coordinates with clients, families, and the multidisciplinary care providers regarding psychiatric services (psychiatric evaluations/assessments, medication evaluations, etc).</p> <p>Minimum Qualifications: Medical Doctorate Degree from an accredited medical school; valid California Medical & DEA licenses; experience working with young children and their families; experience in community behavioral health preferred.</p> <p>0.025 FTE x \$187,200 per year = \$4,680</p>	\$4,680	0.03	
9	<p>Clinical Supervisor - Provides clinical supervision to direct services staff and ensures compliance to clinical care standards including documentation & record keeping standards and quality of services delivery.</p> <p>Minimum Qualifications: Licensed as a Clinical Psychologist, LCSW, and/or LMFT and 2+ years of relevant post-licensure experience providing behavioral health services to young children & their families in a community behavioral health/ school based setting.</p> <p>0.05 FTE x \$87,360 per year = \$4,368</p>	\$4,368	0.05	
10	<p>Mental Health Consultant - Provides mental health consultation and trainings to child care personnel, and program and case consultation at child care centers &/or family child care homes; provides on-site mental health services to children 0-5 years old individually, to their families and in groups.</p> <p>Minimum Qualifications: Master's Degree or higher in Psychology, Social Work, Counseling, or other related fields; knowledge of healthy child development and experience working with young children and their families.</p> <p>11.375 FTE x \$45,990 per year = \$523,136</p>	\$523,136	11.38	
11	<p>Administrative Assistant - Serves as reception, answers phone, performs data entry & billings, and provides administrative support to staff and managers.</p> <p>Minimum Qualifications: 1+ year of administrative/office experience and knowledge of Microsoft Office (Word, Excel, Access, etc) for reports, spreadsheets, labels/mailers, etc.</p> <p>1.20 FTE x \$30,333 per year = \$36,400</p>	\$36,400	1.20	
12				
13				
14				
15				
16				
17	TOTAL SALARIES	\$635,084	13.60	
18				
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO			
20	25% of Salaries	\$158,771		
21				
22				
23	TOTAL BENEFITS	\$158,771		
24				
25				
26	TOTAL SALARIES & BENEFITS	793,855	13.60	

	A	B	C	D
27	Operating Expenses			
28	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total			
29	Occupancy:			
30	<u>Rent:</u>			
31				
32				
33				
34	<u>Utilities</u>			
35	Telephone			
36	Based on last year's usage to project, \$11,250 per year	\$11,250		
37				
38	<u>Building Maintenance:</u>			
39				
40				
41				
42		Total Occupancy:	\$11,250	
43	Materials and Supplies:			
44	<u>Office Supplies:</u>			
45	Stationary, postage, software, or minor equipment			
46	Based on experience, \$287 a month x 12 months	\$3,444		
47				
48	<u>Printing/Reproduction:</u>			
49	Copy supplies, business cards, and business related printing/copying			
50	Based on last year's usage, \$46 per year	\$46		
51				
52	<u>Program/Medical Supplies:</u>			
53				
54				
55		Total Materials and Supplies:	\$3,490	
56				
57	General Operating:			
58	<u>Insurance:</u>			
59	Malpractice Insurance			
60	Based on quoted premiums, \$3,625 per year	\$3,625		
61				
62	<u>Staff Training:</u>			
63	Training classes, conferences, meetings, and membership			
64	Based on projected costs, \$1,027 per year	\$1,027		
65				
66	<u>Rental of Equipment:</u>			
67				
68				
69				
70		Total General Operating:	\$4,652	
71				
72	Staff Travel (Local & Out of Town):			
73	Staff mileage reimbursement			
74	Based on experience, \$6,751 per year	\$6,751		
75				
76		\$6,751		
77				
78	Consultants/Subcontractors:			
79				
80				
81				
82				
83		Total Consultants/Subcontractors:	\$0	
84				
85				
86	Other:			
87	Client-Related Expenses-Food, Others/Misc.	\$2,804		
88	Depreciation-Computer	\$998		
89	Recruitment	\$4,242		
90	Payroll Processing	\$2,524		
91				
92		Total Other:	\$10,568	
93				
94		TOTAL OPERATING COSTS:	\$36,711	
95				
96	CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)		\$0	
97				
98	TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):	830,566		
99				
100	INDIRECT COSTS			
101	Administration, Accounting, Human Resources, BIS (12%)	99,668		
102		TOTAL INDIRECT COSTS:	99,668	
103				
104		CONTRACT TOTAL:	930,234	

	A	B	C	D	E	F	G	H
1	DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)							
2	FISCAL YEAR: 10-11			APPENIDX #: B-4, Page 1				
3	LEGAL ENTITY NAME:		Richmond Area Multi-Services, Inc. (RAMSPROVIDER #: 3894)					
4	PROVIDER NAME:		Richmond Area Multi-Services, Inc. (RAMS)					
5	REPORTING UNIT NAME:		Summer					
6	REPORTING UNIT:		Bridge					
7	MODE OF SVCS / SERVICE FUNCTION CODE:		45/10-19					
8	SERVICE DESCRIPTION:		MFT Promotion #N/A #N/A #N/A #N/A TOTAL					
9	CBHS FUNDING TERM:		7/1/10 - 6/30/11					
10	FUNDING USES:							
11	SALARIES & EMPLOYEE BENEFITS		28,366					28,366
12	OPERATING EXPENSE		23,096					23,096
13	CAPITAL OUTLAY (COST \$5,000 AND OVER)							
14	SUBTOTAL DIRECT COSTS		51,461					51,461
15	INDIRECT COST AMOUNT		6,175					6,175
16	TOTAL FUNDING USES:		57,636					57,636
17	CBHS MENTAL HEALTH FUNDING SOURCES							
18	FEDERAL REVENUES - click below							
19								
20								
21	STATE REVENUES - click below							
22	MNSA		57,636					
23								
24	GRANTS - click below		CFDA #:					
25								
26								
27	Please enter other here if not in pull down							
28	PRIOR YEAR ROLL OVER - click below							
29								
30	WORK ORDERS - click below							
31								
32	Please enter other here if not in pull down							
33	3RD PARTY PAYOR REVENUES - click below							
34								
35	Please enter other here if not in pull down							
36	REALIGNMENT FUNDS							
37	COUNTY GENERAL FUND							
38	TOTAL CBHS MENTAL HEALTH FUNDING SOURCES		57,636					
39	CBHS SUBSTANCE ABUSE FUNDING SOURCES:							
40	FEDERAL REVENUES - click below							
41								
42	STATE REVENUES - click below							
43								
44	GRANTS/PROJECTS - click below		CFDA #:					
45								
46	Please enter other here if not in pull down							
47	WORK ORDERS - click below							
48								
49	Please enter other here if not in pull down							
50	3RD PARTY PAYOR REVENUES - click below							
51								
52	Please enter other here if not in pull down							
53	COUNTY GENERAL FUND							
54	TOTAL CBHS SUBSTANCE ABUSE FUNDING SOURCES							
55	TOTAL DPH REVENUES		57,636					
56	NON-DPH REVENUES - click below							
57								
58	TOTAL NON-DPH REVENUES							
59	TOTAL REVENUES (DPH AND NON-DPH)		57,636					
60	CBHS UNITS OF SVCS/TIME AND UNIT COST:							
61	UNITS OF SERVICE ¹							
62	UNITS OF TIME ²		20					
63	COST PER UNIT-CONTRACT RATE (DPH & NON-DPH REVENUES)		CR					
64	COST PER UNIT-DPH RATE (DPH REVENUES ONLY)		CR					
65	PUBLISHED RATE (MEDICAL PROVIDERS ONLY)							
66	UNDUPLICATED CLIENTS		20					

¹Units of Service: Days, Client Day, Full Day/Half-Day

²Units of Time: MH Mode 15 = Minutes/MH Mode 10, SFC 20-25=Hours

	A	B	C	D	E	G	H	J	K	M	N	P	Q
1	DPH 3: Salaries & Benefits Detail												
2													
3	Provider Number (same as line 7 on DPH 1):		3894										
4	Provider Name (same as line 8 on DPH 1):		Richmond Area Multi-Services, Inc. (RAMS)										
5													
6													
7		TOTAL		GENERAL FUND & (Agency-generated) OTHER REVENUE		GRANT #1: <u>MHSA</u> (grant title)		GRANT #2: _____ (grant title)		WORK ORDER #1: _____ (dept. name)		WORK ORDER #2: _____ (dept. name)	
8		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction		Proposed Transaction	
9		Term: <u>7/1/10-6/30/11</u>		Term: <u>7/1/10-6/30/11</u>		Term: <u>7/1/10-6/30/11</u>		Term: _____		Term: _____		Term: _____	
10		FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	FTE	SALARIES
11	POSITION TITLE												
12	Summer Bridge Coordinator	0.22	\$ 11,211.00			0.22	11,211						
13	Summer Bridge Counselor	0.23	\$ 11,482.00			0.23	11,482						
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29	TOTALS	0.45	\$22,693			0.45	\$22,693						
30													
31													
32	EMPLOYEE FRINGE BENEFITS	25%	\$5,673			25%	\$5,673						
33													
34													
35	TOTAL SALARIES & BENEFITS		\$28,366				\$28,366						

	A	B	C	D	E	F	G	H	
1	DPH 4: Operating Expenses Detail								
2									
3									
4	Provider Number (same as line 7 on DPH 1):	3894						APPENDIX #:	B-4, Page 3
5	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)						Document Date:	10/12/10
6									
7									
8									
9									
10									
11	Expenditure Category								
12	Rental of Property	\$	400.00			400			
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	-						
14	Office Supplies, Postage	\$	800.00			800			
15	Building Maintenance Supplies and Repair	\$	-						
16	Printing and Reproduction	\$	-						
17	Insurance	\$	423.00			423			
18	Staff Training	\$	-						
19	Staff Travel-(Local & Out of Town)	\$	1,929.03			1,929			
20	Rental of Equipment	\$	-						
21	CONSULTANT/SUBCONTRACTOR (Provide Names, Dates, Hours & Amounts)	\$	-						
22	Counselor Provided by Horizons	\$	5,000.00			5,000			
23		\$	-						
24		\$	-						
25		\$	-						
26		\$	-						
27	OTHER	\$	-						
28	Payroll Processing Fees	\$	194.00			194			
29	Program Supplies/Activities	\$	4,599.29			4,599			
30	Stipends	\$	9,750.00			9,750			
31		\$	-						
32		\$	-						
33									
34	TOTAL OPERATING EXPENSE		\$23,095			\$23,095			

TOTAL	GENERAL FUND & (Agency-generated) OTHER REVENUE	GRANT #1: MHSA (grant title)	GRANT #2: (grant title)	WORK ORDER #1: (dept. name)	WORK ORDER #2: (dept. name)
PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION	PROPOSED TRANSACTION
7/1/10-6/30/11	Term:	7/1/10-6/30/11	Term:	Term:	Term:
\$ 400.00		400			
\$ -					
\$ 800.00		800			
\$ -					
\$ -					
\$ 423.00		423			
\$ -					
\$ 1,929.03		1,929			
\$ -					
\$ -					
\$ 5,000.00		5,000			
\$ -					
\$ -					
\$ -					
\$ -					
\$ 194.00		194			
\$ 4,599.29		4,599			
\$ 9,750.00		9,750			
\$ -					
\$ -					

	A	B	C	D	E
1	DPH 5: Capital Expenditures Detail				
2					
3	Provider Number (same as line 7 on DPH 1):	3894	APPENDIX #: B-4, Page 4		
4	Provider Name (same as line 8 on DPH 1):	Richmond Area Multi-Services, Inc. (RAMS)	Document Date: 10/12/10		
5					
6					
7					
8	1. Equipment				
9	No.	ITEM/DESCRIPTION	FUNDING SOURCE [General Fund, Grant (List Title), or Work Order (List Dept.)]	PURCHASE COST EACH	TOTAL COST
10					0
11					0
12					0
13					0
14					0
15					0
16					0
17					0
18	TOTAL EQUIPMENT COST				\$0
19					
20	2. Remodeling				
21	Description:				
22					
23					
24					
25					
26					
27	TOTAL REMODELING COST				\$0
28					
29	TOTAL CAPITAL EXPENDITURE				\$0
30	(Equipment plus Remodeling Cost)				\$0

	A	B	C	D
1	CBHS BUDGET JUSTIFICATION - Appendix B-4			
2	Provider Number (same as line 7 on DPH 1): 3894			
3	Provider Name (same as line 8 on DPH 1): Richmond Area Multi-Services, Inc. (RAMS)			
4	DATE: 10/12/2010	Fiscal Year: 10-11		
5				
6	Salaries and Benefits	Salaries	FTE	
7	Summer Bridge Coordinator - Oversees, plans, implements and coordinates the evaluation of the whole Summer Bridge, and supervises the Counselors. Minimum Qualifications: Master's Degree in Counseling, Social Work, Psychology or related field; 2+ years of experience working with youth from target populations in providing counseling, case management, and/or mentoring services; 1+ year experience interfacing with public schools, community agencies, public health and mental health clinics. 0.22 FTE x \$50,960 per year = \$11,211	\$11,211	0.22	
8	Summer Bridge Counselor - Assists in engaging the community for input on the plan and implementation of the curriculum, helps arrange speakers & visits, provides trainings, and leads activities and fieldtrips. Minimum Qualifications: Bachelor's Degree in Counseling, Social Work, Psychology or related field; 1+ year of experience working with youth from target populations in providing counseling, case management, and/or mentoring services. 0.23 FTE x \$49,920 per year = \$11,482	\$11,482	0.23	
9				
10				
11				
12				
13				
14				
15				
16				
17	TOTAL SALARIES	\$22,693	0.45	
18				
19	FICA, SUI, Health Insurance, Workers' Compensation, and PTO			
20	25% of Salaries	\$5,673		
21				
22				
23	TOTAL BENEFITS	\$5,673		
24				
25				
26	TOTAL SALARIES & BENEFITS	28,366	0.45	
27	Operating Expenses			
28	Formulas to be expressed with FTE's, square footage, or % of program within agency - not as a total			
29	Occupancy:			
30	<u>Rent:</u>			
31	Rental of Office Space and Meeting at Horizons			
32	\$400 for two months	\$400		
33				
34	<u>Utilities:</u>			
35				
36				
37				
38	<u>Building Maintenance:</u>			
39				
40				
41				
42	Total Occupancy:	\$400		
43	Materials and Supplies:			
44	<u>Office Supplies:</u>			
45	Stationary, postage, software, or minor equipment	\$800		
46	Based on projection			
47				
48	<u>Printing/Reproduction:</u>			
49				
50				
51				
52	<u>Program/Medical Supplies:</u>			
53				
54				
55	Total Materials and Supplies:	\$800		
56				

	A	B	C	D
57	General Operating:			
58	<u>Insurance:</u>			
59	Property and liability insurance and Malpractice Insurance			
60	Based on quoted premiums, \$423 per year	\$423		
61				
62	<u>Staff Training:</u>			
63				
64				
65				
66	<u>Rental of Equipment:</u>			
67				
68				
69				
70	Total General Operating:	\$423		
71				
72	<u>Staff Travel (Local & Out of Town):</u>			
73	Staff mileage reimbursement			
74	Based on projection	\$1,929		
75				
76		\$1,929		
77				
78	<u>Consultants/Subcontractors:</u>			
79	Counselor Provided by Horizons	\$5,000		
80	0.5 FTE for 10 Weeks			
81				
82				
83				
84	Total Consultants/Subcontractors:	\$5,000		
85				
86	<u>Other:</u>			
87	Payroll Processing Fees	\$194		
88	Program Supplies/Activities	\$4,599		
89	Stipends	\$9,750		
90				
91				
92				
93	Total Other:	\$14,543		
94				
95	TOTAL OPERATING COSTS:	\$23,095		
96				
97	CAPITAL EXPENDITURES: (if needed - A unit valued at \$5,000 or more)	\$0		
98				
99	TOTAL DIRECT COSTS (Salaries & Benefits plus Operating Costs):	51,461		
100				
101	INDIRECT COSTS			
102	Administration, Accounting, Human Resources, BIS (12%)	6,175		
103	TOTAL INDIRECT COSTS:	6,175		
104				
105	CONTRACT TOTAL:	57,636		

	A	B
1	CBHSMODE	CBHSSERVEDESCRIPT
2	05/10-18	Hospital IP
3	05/19	Hospital IP Admin Day
4	05/20-29	PHF
5	05/30-34	SNF Intensive
6	05/35	IMD Basic No Patch
7	05/36-39	IMD with Patch
8	05/40-49	Adult Crisis Residential
9	05/50-59	Jail IP
10	05/60-64	Residential Other
11	05/65-79	Adult Residential
12	05/80-84	Semi-Sup Living
13	05/85-89	Independent Living
14	05/90-94	MH Rehab Ctrs
15	10/20-24	Crisis Stab ER
16	10/25-29	Crisis Stab Urgent Care
17	10/30-39	Vocational
18	10/40-49	Socialization
19	10/60-69	SNF Augmentation
20	10/81-84	Day Tx Intensive Half day
21	10/85-89	Day Tx Intensive Full day
22	10/91-94	Day Rehab Half day
23	10/95-99	Day Rehab Full day
24	15/01-09	Case Mgt Brokerage
25	15/10-59	MH Svcs
26	15/58	TBS
27	15/60-69	Medication Support
28	15/70-79	Crisis Intervention-OP
29	45/10-19	MH Promotion
30	45/20-29	Cmnty Client Svcs
31	60/20-29	Conserv-Investigation
32	60/30-39	Conserv-Adm
33	60/40-49	Life Support-Bd&Care
34	60/60-69	Case Mgt Support
35	60/70	CS-Client Hsng Support Exp
36	60/71	CS-Client Hsng Operating Exp
37	60/72	CS-Client Flexible Support Exp
38	60/75	Non-MediCal Capital Assets
39	60/78	Other Non-MediCal Client Support Exp
40	Supt-01	SA-Support QA's
41	Supt-02	SA-Support Training
42	Supt-03	SA-Support Prog Dev
43	Supt-04	SA-Support Research/Eval
44	Supt-05	SA-Support Planning/Coord/Need Assess
45	Supt-06	SA-Support Start-Up Costs
46	Supt-09	SA-Support Alteration/Renovation
47	PriPrev-12	SA-PriPrevention Info Dissemination
48	PriPrev-13	SA-PriPrevention Education
49	PriPrev-14	SA-PriPrevention Alternatives
50	PriPrev-15	SA-PriPrevention Problem Id's/Referrals
51	PriPrev-16	SA-PriPrevention Cmnty Based
52	PriPrev-17	SA-PriPrevention Environmental
53	SecPrev-18	SA-Sec Prev Early Intervention
54	SecPrev-19	SA-Sec Prev Outreach
55	SecPrev-20	SA-Sec Prev IDU or IVDU
56	SecPrev-21	SA-Sec Prev Referrals/Screening/Intake
57	Nonres-30	SA-Nonresidntl IO Day Care Rehab
58	Nonres-32	SA-Nonresidntl Aftercare
59	Nonres-33	SA-Nonresidntl ODF Grp
60	Nonres-34	SA-Nonresidntl ODF Indv
61	Nonres-35	SA-Nonresidntl Interim Tx CalWORKS Only
62	NTP-41	SA-Narcotic Tx Prog OP Meth Detox (OMD)
63	NTP-42	SA-Narcotic Tx Prog IP Meth Detox
64	NTP-43	SA-Narcotic Tx Prog Naltrexone

	A	B
65	NTP-44	SA-Narcotic Tx Prog Rehab/Amb Detox (other than Methadone)
66	NTP-48	SA-Narcotic Tx Narc Replacement Therapy - All Svcs
67	Res-50	SA-Res Free Standing Res Detox
68	Res-51	SA-Res Recov Long Term (over 30 days)
69	Res-52	SA-Res Recov Short Term (up to 30 days)
70	Res-53	SA-Res Hospital IP Detox (24-Hr)
71	Res-54	SA-Res Hospital IP Residential (24-Hr)
72	Res-55	SA-Res Chemical Dependency Recov Hospital (CDRH)
73	Res-56	SA-Res Transitional Living Center (Perinatal/Parolee Only)
74	Res-57	SA-Res Alcohol Drug Housing (Perinatal/Parolee Only)
75	Anc-22	SA-Ancillary Svcs Perinatal Outreach
76	Anc-63	SA-Ancillary Svcs Cooperative Proj
77	Anc-64	SA-Ancillary Svcs Vocational Rehab
78	Anc-65	SA-Ancillary Svcs HIV Early Intervention
79	Anc-66	SA-Ancillary Svcs TB Svcs
80	Anc-67	SA-Ancillary Svcs Interim Svcs (within 48 hrs)
81	Anc-68	SA-Ancillary Svcs Case Mgmt (Excluding SACPA clients)
82	Anc-69	SA-Ancillary Svcs Primary Medical Care (Perinatal Only)
83	Anc-70	SA-Ancillary Svcs Pediatric Medical Care (Perinatal Only)
84	Anc-71	SA-Ancillary Svcs Transportaion (Perinatal/Parolee Only)
85	Anc-80	SA-Ancillary Svcs SACPA Literacy Training
86	Anc-81	SA-Ancillary Svcs SACPA Family Counseling
87	Anc-82	SA-Ancillary Svcs SACPA Vocational Training
88	Anc-83	SA-Ancillary Svcs SACPA Case Mgmt
89	Anc-84	SA-Ancillary Svcs SACPA Other Svcs
90	Anc-85	SA-Ancillary Svcs SACPA Testing
91	Anc-87	Drug Court-Other Tx Related Svcs
92	DUI-90	Driving Under the Influence

	A	B	C	D	E	F
1	MH		SA			
2	Federal Revenues:		Federal:			
3	SDMC Regular FFP (50%)		SAPT Federal Discretionary			
4	ARRA SDMC FFP (11.59)		SAPT Primary Prevention			
5	Healthy Families/Enhanced Children FFP(at 65%)		Adolescent Treatment Services			
6	Refugee FFP (at 100%)		HIV Set-Aside			
7			Federal Perinat/ Set-Aside			
8	State Revenues:		SATTA SAPT Drug Testing			
9	CTF Fund (Cmnty Tx Facility)		SATTA Additional Discretionary			
10	EPSDT State Match		Friday Nite Live			
11	Family Mosaic Capitated Medi-Cal		Perinatal Medi-Cal			
12	IDEA Fund		Drug Medical			
13	MAA					
14	MHSA		State:			
15	Managed Care		State General Fund			
16	Minor Consent		BASN			
17	SB90-HDS II (AB3632)		State Perinatal (PTEP)			
18			Women/Children Res. Tx			
19	Grants:					
20	SAMHSA		General Fund:			
21	PATH		GF Match to CAL SGF			
22	RWJ		County Other			
23	Other Grants					
24			Grants/Projects:			
25	Prior Year Roll-Over		Drug Court Partnership			
26	SEP-SPECIAL ASSESSMENT PROGRAM		CDCI Drug Court			
27	SB 163 - CH WRAP AROUND/FOSTER CARE		Cal. Dept. of Corrections			
28	SB90 AB 3632		SAMHSA			
29	MH MANAGED CARE		DOJ Second Chance			
30	MHSA		JAG OTP			
31	OTHERS					
32			Work Orders:			
33	Work Orders		HSA Work Order/PAES/SSI Advocacy			
34	County Work Order Fund		HSA FSET Work Order #10.561			
35	City Attorney		HSA Differential Response Liaison			
36	District Atty		DCYF Work Order - Wellness Center			
37	Dept of Children, Youth & Families		Housing and Urban Health			
38	Fire Department					
39	HSA (Human Svcs Agency)					
40	Juvenile Probation					
41	Mayor's Office					
42	Police Dept					
43	Sheriff Dept					
44	First Five (SF Children & Family Commission)					
45	CALWORKS					
46						
47	3rd Party Payor Revenues:					
48	Insurance Fees					
49	MediCare					
50						
51	Other Revenues					
52	MH Conservatorship Adm Fees					
53	Provider's Fund					
54	Patient/Client Fees					
55	Provider's Grants					
56	In-Kind					
57	Fund Raising					
58	Others					

**Appendix C
Insurance Waiver**

RESERVED

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[Use as appropriate and only if an insurance waiver has been signed and granted by the Risk Manager.]

**Appendix D
Additional Terms**

1. HIPAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that CONTRACTOR falls within the following definition under the HIPAA regulations:

- A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
 A Business Associate subject to the terms set forth in Appendix E;
 Not Applicable, CONTRACTOR will not have access to Protected Health Information.

2. THIRD PARTY BENEFICIARIES

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

3. CERTIFICATION REGARDING LOBBYING

CONTRACTOR certifies to the best of its knowledge and belief that:

A. No federally appropriated funds have been paid or will be paid, by or on behalf of CONTRACTOR to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.

B. If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, CONTRACTOR shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.

C. CONTRACTOR shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.

D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Use a version of this section if you want to have the right to approve in advance any materials developed or distributed under the Agreement:

4. MATERIALS REVIEW

CONTRACTOR agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. CONTRACTOR agrees to provide such materials sufficiently in

advance of any deadlines to allow for adequate review. CITY agrees to conduct the review in a manner which does not impose unreasonable delays on CONTRACTOR'S work, which may include review by members of target communities.

Appendix E

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum is entered into to address the privacy and security protections for certain information as required by federal law. City and County of San Francisco is the Covered Entity and is referred to below as "CE". The CONTRACTOR is the Business Associate and is referred to below as "BA".

RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. Definitions

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- f. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.

- g. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
 - h. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
 - i. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.F. Parts 160 and 164, Subparts A and E.
 - j. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; and (ii) that identifies the individual or with respect to where there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
 - k. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.
 - l. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
 - m. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).
2. **Obligations of Business Associate**
- a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].
 - b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable *written* assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C.

Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates 42 U.S.C. Section 17935(a). BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931]
- e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.R.R. Section 164.308(b)].
- f. **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI. If BA creates, maintains, receives or transmits electronic PHI on behalf of CE, then BA shall implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors available to CE for inspection and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).
- h. **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligation under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected

Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

- i.* **Accounting Rights.** Within ten (10) calendar days of notice by CE of a request for an accounting for disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) calendar days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph h shall survive the termination of this Agreement.
- j.* **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- k.* **Minimum Necessary.** BA (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- l.* **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- m.* **Business Associate's Insurance.** BA shall maintain a sufficient amount of insurance to adequately address risks associated with BA's use and disclosure of Protected Information under this Addendum.

- n. Notification of Breach.* During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- o. Breach Pattern or Practice by Covered Entity.* Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- p. Audits, Inspection and Enforcement.* Within ten (10) calendar days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) calendar days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. Termination

- a. Material Breach.* A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. Judicial or Administrative Proceedings.* CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other

security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Addendum to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible[45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

4. **Limitation of Liability**

Any limitations of liability as set forth in the contract shall not apply to damages related to a breach of the BA's privacy or security obligations under the Contract or Addendum.

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

- a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) calendar days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that

CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. Assistance in Litigation or Administrative Proceedings

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. No Third-Party Beneficiaries

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. Effect on Contract

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. Interpretation

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

12. Replaces and Supersedes Previous Business Associate Addendums or Agreements

This Business Associate Addendum replaces and supersedes any previous business associate addendums or agreements between the parties hereto.

Appendix F
Invoice

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
 FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
 PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
 Address: 3626 Balboa St., San Francisco, CA 94121
 Tel No.: (415) 668-5955
 Fax No.: (415) 668-0246
 Contract Term: 07/01/2010 - 06/30/2011
 PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M04 JL 0
 Ct. Blanket No.: BPHM TBD
 Ct. PO No.: POHM TBD
 Fund Source: MHSA - Prop 63
 Invoice Period: July 2010
 Final Invoice: _____ (Check if Yes)
 ACE Control Number: _____

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC
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*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (MH only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-1b Outpatient Children - RU# 3894SD												
45/ 10 - 19 Outreach MH Promotion	385				\$ 65.00	\$ -	0.000		0.00%		385.000	\$ 25,025.00
45/ 10 - 19 Admin Wk MH Promotion	624				\$ 40.00	\$ -	0.000		0.00%		624.000	\$ 24,960.00
TOTAL	1,009						0.000		0.00%		1,009.000	\$ 49,985.00

SUBTOTAL AMOUNT DUE \$ _____
 Less: Initial Payment Recovery _____
 (For DPH Use) Other Adjustments _____
 NET REIMBURSEMENT \$ _____

NOTES: _____

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
 Title: _____

Send to:
 DPH Fiscal/Invoice Processing
 1360 Howard St - 4th Floor
 San Francisco, CA 94103

DPH Authorization for Payment

 Authorized Signatory

 Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
 FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
 PAGE A

Control Number

[]

Contractor: Richmond District Area Multi-Services Inc

Address: 3626 Balboa St., San Francisco, CA 94121

Telephone No.: (415) 668-5955

Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M05 JL 0

Cl. Blanket No.: BPHM [TBD]

Cl. PO No.: POHM [TBD] User Cd [TBD]

Fund Source: DCYF Childcare Work Order

Invoice Period: July 2010

Final Invoice: [] (Check if Yes)

ACE Control Number: []

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC

*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg Unit Modality/Mode # - Svc Func (MH Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-3 Fu Yau Project RU# 38943												
45/ 10 - 19 Consult Group MH Promotion	228				\$ 75.00	\$ -	0.000		0.00%		228.000	\$ 17,100.00
45/ 10 - 19 Consult Ind. MH Promotion	318				\$ 75.00	\$ -	0.000		0.00%		318.000	23,850.00
45/ 10 - 18 Consult Class/ Child MH Promotion	416				\$ 75.00	\$ -	0.000		0.00%		416.000	31,200.00
45/ 10 - 19 Training/ Parent Support MH Promotion	87				\$ 75.00	\$ -	0.000		0.00%		87.000	6,525.00
45/ 10 - 19 Direct individual MH Promotion	45				\$ 75.00	\$ -	0.000		0.00%		45.000	3,375.00
45/ 10 - 19 Direct Group MH Promotion	49				\$ 110.00	\$ -	0.000		0.00%		49.000	5,390.00
45/ 10 - 19 Outreach & Linkage MH Promotion	134				\$ 75.00	\$ -	0.000		0.00%		134.000	10,050.00
45/ 10 - 19 Evaluation MH Promotion	45				\$ 75.00	\$ -	0.000		0.00%		45.000	3,375.00
TOTAL	1,322		0.000				0.000		0.00%		1,322.000	\$ 100,865.00

SUBTOTAL AMOUNT DUE \$ -
Less: Initial Payment Recovery
 (for DPH Use) **Other Adjustments**
NET REIMBURSEMENT \$ -

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____

Title: _____

Send to:	DPH Fiscal/Invoice Processing
	1380 Howard St. - 4th Floor
	San Francisco, CA 94103

DPH Authorization for Payment	
_____	_____
Authorized Signatory	Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
Address: 3626 Balboa St., San Francisco, CA 94121
Tel No.: (415) 688-5955
Fax No.: (415) 688-0246

Contract Term: 07/01/2010 - 06/30/2011

HP Division: Community Behavioral Health Services

INVOICE NUMBER: M08 JL 0
Ct. Blanket No.: BPHM TBD
Ct. PO No.: POHM TBD
Fund Source: SFCFC HQCC Work Order
Invoice Period: July 2010
Final Invoice: _____ (Check if Yes)
Ace Control Number: _____

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC

*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func. (MH-Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-3 Fu Yau Project - RU# 38943												
45/ 10 - 19 Consult Group MH Promotion	263				\$ 75.00	\$ -	0.000		0.00%		263.000	\$ 19,725.00
45/ 10 - 19 Consult Ind. MH Promotion	366				\$ 75.00	\$ -	0.000		0.00%		366.000	\$ 27,450.00
45/ 10 - 19 Consult Class/ Child MH Promotion	480				\$ 75.00	\$ -	0.000		0.00%		480.000	\$ 36,000.00
45/ 10 - 19 Training/ Parent Support MH Promotion	101				\$ 75.00	\$ -	0.000		0.00%		101.000	\$ 7,575.00
45/ 10 - 19 Direct Individual MH Promotion	52				\$ 75.00	\$ -	0.000		0.00%		52.000	\$ 3,900.00
45/ 10 - 19 Direct Group MH Promotion	56				\$ 110.00	\$ -	0.000		0.00%		56.000	\$ 6,160.00
45/ 10 - 19 Outreach & Linkage MH Promotion	155				\$ 75.00	\$ -	0.000		0.00%		155.000	\$ 11,625.00
45/ 10 - 19 Evaluation MH Promotion	52				\$ 75.00	\$ -	0.000		0.00%		52.000	\$ 3,900.00
TOTAL	1,525	 	0,000	 	 	 	0,000	 	0.00%	 	1,525.000	\$ 116,335.00

SUBTOTAL AMOUNT DUE \$ -
Less: Initial Payment Recovery _____
(For DPH Use) Other Adjustments _____
NET REIMBURSEMENT \$ -

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
Title: _____

Send to:
DPH Fiscal/Invoice Processing
1380 Howard St. - 4th Floor
San Francisco, CA 94103

DPH Authorization for Payment

Authorized Signatory _____ Date _____

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
COST REIMBURSEMENT INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc

Address: 3626 Balboa St., San Francisco, CA 94121

Tel No.: (415) 668-5955

Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M09 JL 0

Ct. Blanket No.: BPHM TBD

Ct. PO No.: POHM TBD

Fund Source: DCYF Work Order

Invoice Period: July 2010

Final Invoice: _____ (Check if Yes)

ACE Control Number: _____

Program/Exhibit	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES		% OF TOTAL	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-2a Children-Wellness Center RU# 38946												
45/ 10 - 19 MH Promotion	9,539	1,326			-	-	0%	0%	9,539	1,326	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 593,484.00	\$ -	\$ -	0.00%	\$ 593,484.00
Fringe Benefits	\$ 142,436.00	\$ -	\$ -	0.00%	\$ 142,436.00
Total Personnel Expenses	\$ 735,920.00	\$ -	\$ -	0.00%	\$ 735,920.00
Operating Expenses					
Occupancy	\$ 2,974.00	\$ -	\$ -	0.00%	\$ 2,974.00
Materials and Supplies	\$ 230.00	\$ -	\$ -	0.00%	\$ 230.00
General Operating	\$ 5,392.00	\$ -	\$ -	0.00%	\$ 5,392.00
Staff Travel	\$ 701.00	\$ -	\$ -	0.00%	\$ 701.00
Consultant/Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Recruitment	\$ 385.00	\$ -	\$ -	0.00%	\$ 385.00
Client-Related Expenses	\$ 3,699.00	\$ -	\$ -	0.00%	\$ 3,699.00
Meeting Expenses/ Misc.	\$ 607.00	\$ -	\$ -	0.00%	\$ 607.00
Payroll Processing Fees	\$ 2,085.00	\$ -	\$ -	0.00%	\$ 2,085.00
Total Operating Expenses	\$ 16,073.00	\$ -	\$ -	0.00%	\$ 16,073.00
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL DIRECT EXPENSES	\$ 751,993.00	\$ -	\$ -	0.00%	\$ 751,993.00
Indirect Expenses	\$ 90,237.00	\$ -	\$ -	0.00%	\$ 90,237.00
TOTAL EXPENSES	\$ 842,230.00	\$ -	\$ -	0.00%	\$ 842,230.00
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
REIMBURSEMENT		\$ -			

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone: _____

Send to: DPH Fiscal Invoice Processing
1380 Howard St 4th Floor
San Francisco CA 94103-2614

DPH Authorization for Payment

Authorized Signatory

Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
 FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
 PAGE A

Control Number

Contractor: **Richmond Area Multi-Services Inc**

Address: 3626 Balboa St., San Francisco, CA 94121

Tel No.: (415) 668-5955
 Fax No.: (415) 668-0245

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M10 JL 0

Ct. Blanket No.: BPHM TBD

Ct. PO No.: POHM TBD User Cd TBD

Fund Source: ARRA, SDMC, FFP, EPSDT

Invoice Period: July 2010

Final Invoice: (Check if Yes)

ACE Control Number:

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC
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*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (MH Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENT	UOS	CLIENTS
B-3 Fu Yau Project RU# 38943												
15/ 01 - 09 Case Mgt Brokerage	797				\$ 2.02	\$ -	0.000		0.00%		797.000	\$ 1,609.94
15/ 10 - 09 MH Svcs	3,385				\$ 2.61	\$ -	0.000		0.00%		3,385.000	8,834.85
15/ 60 - 09 Medication Support	3				\$ 4.82	\$ -	0.000		0.00%		3.000	14.46
TOTAL	4,185						0.000		0.00%		4,185.000	\$ 10,459.25

SUBTOTAL AMOUNT DUE \$ -
Less: Initial Payment Recovery
(For DPH use) Other Adjustments
NET REIMBURSEMENT \$ -

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____

Date: _____

Title: _____

Send to:
 DPH Fiscal/Invoice Processing
 1380 Howard St. - 4th Floor
 San Francisco, CA 94103

DPH Authorization for Payment

 Authorized Signatory Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
 FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
 PAGE A

Control Number

Contractor: **Richmond Area Multi-Services Inc**
 Address: 3626 Balboa St., San Francisco, CA 94121
 Tel No.: (415) 668-5955
 Fax No.: (415) 668-0246
 Contract Term: 07/01/2010 - 06/30/2011
 PHP Division: Community Behavioral Health Services

INVOICE NUMBER :
 Ct. Blanket No.: BPHM
 CL PO No.: POHM User Cd
 Fund Source:
 Invoice Period :
 Final Invoice: (Check if Yes)
 ACE Control Number:

HMMHCCHDSWO	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC
Unduplicated Clients for Exhibit:					

*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (MH Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UCS	CLIENTS	UCS	CLIENTS			UCS	CLIENTS	UCS	CLIENTS	UCS	CLIENTS
B-3 Fu Yau Project RU# 38943												
45/ 10 - 19 Consult Group MH Promotion	572				\$ 75.00	\$ -	0.000		0.00%		572.000	
45/ 10 - 19 Consult Ind. MH Promotion	796				\$ 75.00	\$ -	0.000		0.00%		796.000	
45/ 10 - 19 Consult Class/ Child MH Promotion	1,042				\$ 75.00	\$ -	0.000		0.00%		1,042.000	
45/ 10 - 19 Training/ Parent Support MH Promotion	219				\$ 75.00	\$ -	0.000		0.00%		219.000	
45/ 10 - 19 Direct Individual MH Promotion	112				\$ 75.00	\$ -	0.000		0.00%		112.000	
45/ 10 - 19 Direct Group MH Promotion	123				\$ 110.00	\$ -	0.000		0.00%		123.000	
45/ 10 - 19 Outreach & Linkage MH Promotion	337				\$ 75.00	\$ -	0.000		0.00%		337.000	
45/ 10 - 19 Evaluation MH Promotion	112				\$ 75.00	\$ -	0.000		0.00%		112.000	
TOTAL	3,313		0.000				0.000		0.00%		3,313.000	

\$ 42,900.00
 \$ 59,700.00
 \$ 78,150.00
 \$ 16,425.00
 \$ 8,400.00
 \$ 13,530.00
 \$ 25,275.00
 \$ 8,400.00
 \$ 252,780.00

SUBTOTAL AMOUNT DUE \$ -
 Less: Initial Payment Recovery
 (For DPH use) Other Adjustments
NET REIMBURSEMENT \$ -

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
 Title: _____

Send to:
 DPH Fiscal/Invoice Processing
 1380 Howard St. - 4th Floor
 San Francisco, CA 94103

DPH Authorization for Payment

 Authorized Signatory Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
COST REIMBURSEMENT INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
Address: 3626 Balboa St., San Francisco, CA 94121
Telephone No.: (415) 668-5955
Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M16 JL 0

Ct. Blanket No.: BPHM TBD

Ct. PO No.: POHM TBD

Fund Source: MHSA - Prop 63

Invoice Period: July 2010

Final Invoice: (Check if Yes)

ACE Control Number: _____

Program/Exhibit	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES		% OF TOTAL	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-2a Children - Wellness Center RU# 38946												
45/ 10 - 19 MH Promotion	936	126			-	-	0%	0%	936	126	100%	100%

Unduplicated Counts for AIDS Use Only

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 58,452.00	\$ -	\$ -	0.00%	\$ 58,452.00
Fringe Benefits	\$ 14,028.00	\$ -	\$ -	0.00%	\$ 14,028.00
Total Personnel Expenses	\$ 72,480.00	\$ -	\$ -	0.00%	\$ 72,480.00
Operating Expenses					
Occupancy	\$ 280.00	\$ -	\$ -	0.00%	\$ 280.00
Materials and Supplies	\$ 87.00	\$ -	\$ -	0.00%	\$ 87.00
General Operating	\$ 435.00	\$ -	\$ -	0.00%	\$ 435.00
Staff Travel	\$ 97.00	\$ -	\$ -	0.00%	\$ 97.00
Consultant/Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Meeting Expenses/ Misc.	\$ -	\$ -	\$ -	0.00%	\$ -
Payroll Processing	\$ 192.00	\$ -	\$ -	0.00%	\$ 192.00
	\$ -	\$ -	\$ -	0.00%	\$ -
Total Operating Expenses	\$ 1,091.00	\$ -	\$ -	0.00%	\$ 1,091.00
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL DIRECT EXPENSES	\$ 73,571.00	\$ -	\$ -	0.00%	\$ 73,571.00
Indirect Expenses	\$ 8,829.00	\$ -	\$ -	0.00%	\$ 8,829.00
TOTAL EXPENSES	\$ 82,400.00	\$ -	\$ -	0.00%	\$ 82,400.00
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
REIMBURSEMENT		\$ -			

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone: _____

Send to: DPH Fiscal Invoice Processing
1380 Howard St 4th Floor
San Francisco CA 94103-2614

DPH Authorization for Payment

Authorized Signatory

Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
PAGE A

Control Number

Contractor: **Richmond Area Multi-Services Inc**
Address: 3626 Balboa St., San Francisco, CA 94121
Tel No.: (415) 668-5955
Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M20 JL 0
Ct. Blanket No.: BPHM TBD
CL PO No.: POHM TBD
Fund Source: SFCFC PFA Work Order
Invoice Period: July 2010
Final Invoice: (Check if Yes)
ACE Control Number: _____

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC

*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (MH only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-3 Fu Yau Project RU# 38943												
45/ 10 - 19 Consult Group MH Promotion	728				\$ 75.00	\$ -	0.000		0.00%		728.000	\$ 54,600.00
45/ 10 - 19 Consult Ind. MH Promotion	1,014				\$ 75.00	\$ -	0.000		0.00%		1,014.000	76,050.00
45/ 10 - 19 Consult Class/ Child MH Promotion	1,327				\$ 75.00	\$ -	0.000		0.00%		1,327.000	99,525.00
45/ 10 - 19 Training/ Parent Support MH Promotion	279				\$ 75.00	\$ -	0.000		0.00%		279.000	20,925.00
45/ 10 - 19 Direct individual MH Promotion	143				\$ 75.00	\$ -	0.000		0.00%		143.000	10,725.00
45/ 10 - 19 Direct Group MH Promotion	156				\$ 110.00	\$ -	0.000		0.00%		156.000	17,160.00
45/ 10 - 19 Outreach & Linkage MH Promotion	429				\$ 75.00	\$ -	0.000		0.00%		429.000	32,175.00
45/ 10 - 19 Evaluation MH Promotion	143				\$ 75.00	\$ -	0.000		0.00%		143.000	10,725.00
TOTAL	4,219		0.000				0.000		0.00%		4,219.000	\$ 321,885.00

SUBTOTAL AMOUNT DUE \$ -
Less: Initial Payment Recovery
(For DPH Use) Other Adjustments
NET REIMBURSEMENT \$ -

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
Title: _____

Send to:
DPH Fiscal/Invoice Processing
1380 Howard St. - 4th Floor
San Francisco, CA 94103

DPH Authorization for Payment

Authorized Signatory _____ Date _____

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
Address: 3626 Balboa St., San Francisco, CA 94121
Tel No.: (415) 668-5955
Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M22 JL 0
Ct. Blanket No.: BPHM
Ct. PO No.: POHM
Fund Source: SFCFC SRI Work Order
Invoice Period: July 2010
Final Invoice: (Check if Yes)
ACE Control Number:

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC

*Unduplicated Counts for APS Use Only

DELIVERABLES Program Name/Reptg Unit Modality/Mode # - Svc Func (MH Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-3 Fu Yau Project RUI# 38943												
45/ 10 - 19 Consult Group MH Promotion	201				\$ 75.00	\$ -	0.000		0.00%		201.000	\$ 15,075.00
45/ 10 - 19 Consult Ind. MH Promotion	280				\$ 75.00	\$ -	0.000		0.00%		280.000	21,000.00
45/ 10 - 19 Consult Class/ Child MH Promotion	366				\$ 75.00	\$ -	0.000		0.00%		366.000	27,450.00
45/ 10 - 19 Training/ Parent Support MH Promotion	77				\$ 75.00	\$ -	0.000		0.00%		77.000	5,775.00
45/ 10 - 19 Direct Individual MH Promotion	39				\$ 75.00	\$ -	0.000		0.00%		39.000	2,925.00
45/ 10 - 19 Direct Group MH Promotion	43				\$ 110.00	\$ -	0.000		0.00%		43.000	4,730.00
45/ 10 - 19 Outreach & Linkage MH Promotion	118				\$ 75.00	\$ -	0.000		0.00%		118.000	8,850.00
45/ 10 - 19 Evaluation MH Promotion	39				\$ 75.00	\$ -	0.000		0.00%		39.000	2,925.00
TOTAL	1,163		0.000				0.000		0.00%		1,163.000	\$ 88,730.00

SUBTOTAL AMOUNT DUE \$
Less: Initial Payment Recovery
(For DPH Use) Other Adjustments
NET REIMBURSEMENT \$

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____
Title: _____

Date: _____

Send to:
DPH Fiscal/Invoice Processing
1380 Howard St - 4th Floor
San Francisco, CA 94103

DPH Authorization for Payment

Authorized Signatory

Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
COST REIMBURSEMENT INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
Address: 3626 Balboa St., San Francisco, CA 94121
Tel No.: (415) 668-5955
Fax No.: (415) 668-0246

Contract Term: 07/31/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M23 JL 0

Ct. Blanket No.: BPHM TBD

Ct. PO No.: POHM TBD

Fund Source: MHSA - Prop63

Invoice Period: July 2010

Final Invoice: (Check if Yes)

ACE Control Number: _____

Program/Exhibit	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES		% OF TOTAL	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-4 Summer Bridge												
45/ 10 - 19 MH Promotion	20	20			-	-	0%	0%	20	20	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 22,693.00	\$ -	\$ -	0.00%	\$ 22,693.00
Fringe Benefits	\$ 5,673.00	\$ -	\$ -	0.00%	\$ 5,673.00
Total Personnel Expenses	\$ 28,366.00	\$ -	\$ -	0.00%	\$ 28,366.00
Operating Expenses					
Occupancy	\$ 400.00	\$ -	\$ -	0.00%	\$ 400.00
Materials and Supplies	\$ 800.00	\$ -	\$ -	0.00%	\$ 800.00
General Operating	\$ 423.00	\$ -	\$ -	0.00%	\$ 423.00
Staff Travel	\$ 1,929.00	\$ -	\$ -	0.00%	\$ 1,929.00
Consultant/Subcontractor	\$ 5,000.00	\$ -	\$ -	0.00%	\$ 5,000.00
Other: Payroll Processing Fees	\$ 194.00	\$ -	\$ -	0.00%	\$ 194.00
Program Supplies/ Activities	\$ 4,599.00	\$ -	\$ -	0.00%	\$ 4,599.00
Stipends	\$ 9,750.00	\$ -	\$ -	0.00%	\$ 9,750.00
Total Operating Expenses	\$ 23,095.00	\$ -	\$ -	0.00%	\$ 23,095.00
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL DIRECT EXPENSES	\$ 51,461.00	\$ -	\$ -	0.00%	\$ 51,461.00
Indirect Expenses	\$ 6,175.00	\$ -	\$ -	0.00%	\$ 6,175.00
TOTAL EXPENSES	\$ 57,636.00	\$ -	\$ -	0.00%	\$ 57,636.00
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
REIMBURSEMENT		\$ -			

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____
Printed Name: _____
Title: _____

Date: _____
Phone: _____

Send to: DPH Fiscal Invoice Processing
1380 Howard St 4th Floor
San Francisco CA 94103-2614

DPH Authorization for Payment

Authorized Signatory

Date

DEPARTMENT OF PUBLIC HEALTH CONTRACTOR

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc

Address: 3626 Balboa St., San Francisco, CA 94121

Tel No.: (415) 668-5955

Fax No.: (415) 668-0246

Contract Term: 07/01/2010 - 06/30/2011

PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M24 JL 0

Cl. Blanket No.: BPHM TBD

User Cd.

Cl. PO No.: POHM TBD

Fund Source: MHSA - Prop63

Invoice Period: July 2010

Final Invoice: (Check if Yes)

ACE Control Number:

Program/Exhibit	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES		% OF TOTAL	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-2c School Based Wellness RU# 3894												
45/ 10-19 MH Promotion	1,132	1,200			-	-	0%	0%	1,132	1,200	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 134,467.00	\$ -	\$ -	0.00%	\$ 134,467.00
Fringe Benefits	\$ 32,272.00	\$ -	\$ -	0.00%	\$ 32,272.00
Total Personnel Expenses	\$ 166,739.00	\$ -	\$ -	0.00%	\$ 166,739.00
Operating Expenses					
Occupancy	\$ 1,758.00	\$ -	\$ -	0.00%	\$ 1,758.00
Materials and Supplies	\$ 3,340.00	\$ -	\$ -	0.00%	\$ 3,340.00
General Operating	\$ 1,261.00	\$ -	\$ -	0.00%	\$ 1,261.00
Staff Travel	\$ 250.00	\$ -	\$ -	0.00%	\$ 250.00
Consultant/Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Client-Related Expenses	\$ 120.00	\$ -	\$ -	0.00%	\$ 120.00
Payroll Processing Fees	\$ 639.00	\$ -	\$ -	0.00%	\$ 639.00
	\$ -	\$ -	\$ -	0.00%	\$ -
Total Operating Expenses	\$ 7,368.00	\$ -	\$ -	0.00%	\$ 7,368.00
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL DIRECT EXPENSES	\$ 174,107.00	\$ -	\$ -	0.00%	\$ 174,107.00
Indirect Expenses	\$ 20,893.00	\$ -	\$ -	0.00%	\$ 20,893.00
TOTAL EXPENSES	\$ 195,000.00	\$ -	\$ -	0.00%	\$ 195,000.00
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
REIMBURSEMENT		\$ -			

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone: _____

Send to: DPH Fiscal Invoice Processing
1380 Howard St 4th Floor
San Francisco CA 94103-2614

DPH Authorization for Payment

Authorized Signatory Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
 FEE FOR SERVICE STATEMENT OF DELIVERABLES AND INVOICE**

Appendix F
 PAGE A

Control Number

Contractor: **Richmond Area Multi-Services Inc**
 Address: 3626 Balboa St., San Francisco, CA 94121
 Tel No.: (415) 668-5955
 Fax No.: (415) 668-0246
 Contract Term: 07/01/2010 - 06/30/2011
 PHP Division: Community Behavioral Health Services

INVOICE NUMBER: M25 JL 0
 Cl. Blanket No.: BPHM TBD
 Cl. PO No.: POHM TBD User C'd
 Fund Source: MHSA - Prop53
 Invoice Period: July 2010
 Final Invoice: (Check if Yes)
 ACE Control Number:

Unduplicated Clients for Exhibit:	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC
-----------------------------------	------------------------------	-----------------------------------	-------------------------------	------------------------	------------------------------------

*Unduplicated Counts for AIDS Use Only

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (Max Only)	Total Contracted		Delivered THIS PERIOD		Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-3 Fu Yau Project RU# 38943												
45/ 10 - 19 Consult Group MH Promotion	88				\$ 75.00	\$ -	0.000		0.00%		88.000	\$ 6,600.00
45/ 10 - 19 Consult Ind. MH Promotion	123				\$ 75.00	\$ -	0.000		0.00%		123.000	\$ 9,225.00
45/ 10 - 19 Consult Class/ Child MH Promotion	161				\$ 75.00	\$ -	0.000		0.00%		161.000	\$ 12,075.00
45/ 10 - 19 Training/ Parent Support MH Promotion	34				\$ 75.00	\$ -	0.000		0.00%		34.000	\$ 2,550.00
45/ 10 - 19 Direct Individual MH Promotion	17				\$ 75.00	\$ -	0.000		0.00%		17.000	\$ 1,275.00
45/ 10 - 19 Direct Group MH Promotion	19				\$ 110.00	\$ -	0.000		0.00%		19.000	\$ 2,090.00
45/ 10 - 19 Outreach & Linkage MH Promotion	52				\$ 75.00	\$ -	0.000		0.00%		52.000	\$ 3,900.00
45/ 10 - 19 Evaluation MH Promotion	17				\$ 75.00	\$ -	0.000		0.00%		17.000	\$ 1,275.00
TOTAL	511		0.000				0.000		0.00%		511.000	\$ 38,980.00

SUBTOTAL AMOUNT DUE	\$ -	NOTES:
Less: Initial Payment Recovery		
(For DPH Use) Other Adjustments		
NET REIMBURSEMENT	\$ -	

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
 Title: _____

Send to:
 DPH Fiscal/Invoice Processing
 1380 Howard St. - 4th Floor
 San Francisco, CA 94103

DPH Authorization for Payment

 Authorized Signatory Date

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
COST REIMBURSEMENT INVOICE**

Appendix F
PAGE A

Control Number

Contractor: Richmond Area Multi-Services Inc
Address: 3626 Balboa St., San Francisco, CA 94121
Tel No.: (415) 668-5955
Fax No.: (415) 668-0246
Contract Term: 07/01/2010 - 06/30/2011
PHP Division: Community Behavioral Health Services

INVOICE NUMBER: S01 JL 0
Ct. Blanket No.: BPHM TBD
Ct. PO No.: POHM TBD
Fund Source: DCYF Work Order
Invoice Period: July 2010
Final Invoice: (Check if Yes)
ACE Control Number:

Program/Exhibit	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES		% OF TOTAL	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
B-2b Wellness Center RU# 38946												
45/ 10 - 19 MH Promotion	16,468	337			-		0%		16,468		100%	

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 131,438.00	\$ -	\$ -	0.00%	\$ 131,438.00
Fringe Benefits	\$ 31,545.00	\$ -	\$ -	0.00%	\$ 31,545.00
Total Personnel Expenses	\$ 162,983.00	\$ -	\$ -	0.00%	\$ 162,983.00
Operating Expenses					
Occupancy	\$ 645.00	\$ -	\$ -	0.00%	\$ 645.00
Materials and Supplies	\$ 51.00	\$ -	\$ -	0.00%	\$ 51.00
General Operating	\$ 1,195.00	\$ -	\$ -	0.00%	\$ 1,195.00
Staff Travel	\$ 155.00	\$ -	\$ -	0.00%	\$ 155.00
Consultant/Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Recruitment	\$ 85.00	\$ -	\$ -	0.00%	\$ 85.00
Client Related Expenses	\$ 819.00	\$ -	\$ -	0.00%	\$ 819.00
Meeting Expenses/ Misc.	\$ 132.00	\$ -	\$ -	0.00%	\$ 132.00
Payroll Processing	\$ 462.00	\$ -	\$ -	0.00%	\$ 462.00
Total Operating Expenses	\$ 3,544.00	\$ -	\$ -	0.00%	\$ 3,544.00
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
TOTAL DIRECT EXPENSES	\$ 166,527.00	\$ -	\$ -	0.00%	\$ 166,527.00
Indirect Expenses	\$ 19,983.00	\$ -	\$ -	0.00%	\$ 19,983.00
TOTAL EXPENSES	\$ 186,510.00	\$ -	\$ -	0.00%	\$ 186,510.00
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
REIMBURSEMENT		\$ -			

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____
Printed Name: _____
Title: _____ Phone: _____

Send to: DPH Fiscal Invoice Processing
1380 Howard St 4th Floor
San Francisco CA 94103-2614

DPH Authorization for Payment

Authorized Signatory Date

Appendix G

Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors 9-06

Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- Step 1 The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor.

The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270.

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

Appendix H

STATE FUNDED CHILDREN'S MENTAL HEALTH SERVICES

A. CITY's Obligations:

This contract does not relieve the CITY of its obligations under Contract No. 95-23408 or its successors with the State of California.

B. Disclosure of Ownership and Control:

CONTRACTOR agrees to complete Appendix F giving the names and addresses of the following: (a) officers and owners of the CONTRACTOR, (b) stockholders owning more than 10% of the stock issued by the CONTRACTOR, (c) major creditors holding more than 5% of the debt of the CONTRACTOR.

C. Effective Date of Agreement:

When this Agreement covers services included under the CITY's Contract No. 95-23408, or its successors, with the State of California, the Agreement shall not become effective until the later of the notification of certification of funds by the CONTROLLER or approval by the Department of Health Services (DHS) in writing, or by operating of law where DHS has acknowledged receipt of the Agreement and has failed to approve or disapprove the Agreement within 30 days of receipt. If the effective date of this Agreement is later than the first day of the term referenced in Section 2, the Agreement shall be retroactive to the first day of the term.

D. Debarment and Suspension Certification:

(1) By signing this agreement, CONTRACTOR agrees to comply with the applicable federal suspension and debarment regulations and certifies the following:

(a) CONTRACTOR is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a federally sponsored project by any federal department or agency;

(b) CONTRACTOR has not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) CONTRACTOR is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the foregoing paragraph of this certification; and

(d) CONTRACTOR has not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.

(e) CONTRACTOR shall not knowingly enter into any lower tier covered transaction with a person or firm that is proposed for debarment under Federal regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transactions, unless authorized by the State. CONTRACTOR may rely on the certification of a prospective participant in a lower tier covered transaction unless it knows that the certification is erroneous. CONTRACTOR may, but is not required to, check the Procurement and Non-procurement List issued by U.S. General Service Administration at the following internet site: <http://epls.arnet.gov/>

(f) CONTRACTOR will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(2) If CONTRACTOR is unable to certify to any of the statements in this certification, CONTRACTOR shall submit an explanation to the CITY Program funding this agreement.

(3) The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

(4) If CONTRACTOR knowingly violates this certification, in addition to other remedies available to the Federal government, CITY may terminate this agreement for cause or default.

E. City Sole Payer; State Held Harmless

When this Agreement covers services included under the CITY's Contract No. 95-23408, or its successors, with the State of California, the CITY is the sole party responsible for paying CONTRACTOR for SERVICES rendered under this Agreement. CONTRACTOR shall hold harmless the clients to whom SERVICES are provided and the State of California and its officers, agents and employees from any claim for payment of SERVICES rendered under this Agreement.

F. Records

CONTRACTOR agrees that it has the duty and responsibility to make available to the Director of Public Health or his/her designee, including the CONTROLLER, the contents of records pertaining to any CITY client which are maintained in connection with the performance of the CONTRACTOR'S duties and responsibilities under this Agreement, subject to the provisions of applicable federal and state statutes and regulations (until the expiration of five years after the end of the fiscal year in which SERVICES are furnished under the contract. Such access shall include making the books, documents and records available for inspection, examination or copying by the CITY, the California of Health Services or the U.S. Department of Health and Human Services and the Controller General of the United States at all reasonable times at the CONTRACTOR'S place of business or at such other mutually agreeable location in California. This provision shall also apply to any subcontract under the contract and to any contract between a subcontractor and related organizations of the subcontractor, and to their books, documents and records). The CITY acknowledges its duties and responsibilities regarding such records under such statutes and regulations.

G. Notices

CONTRACTOR acknowledges that it is responsible for notifying the California Department of Health Services in the event this contract is terminated prior to the stated term of the contract, or is amended during the term of the contract. Notices must be sent by CONTRACTOR via First Class Mail to:

To the STATE:

Department of Health Services

Medi-Cal Managed Care Division

714 P Street, Room 600

Sacramento, CA 95814

H. Assignment

If CONTRACTOR is providing services included under the CITY's Contract No. 95-23408 or its successors with the State of California, CONTRACTOR understands that, in the event of such assignment or delegation, prior written consent must also be obtained from the California Department of Health Services.

I. Modification

When this Agreement covers SERVICES included under the CITY's Contract No. 95-23408, or its successors, with the State of California, such modification shall not become effective until the later of the notification of certification of funds by the CONTROLLER or approval by the Department of Health Services (DHS) in writing, or by operation of law where DHS has acknowledged receipt of the Agreement and has failed to approve or disapprove the Agreement within 30 days of receipt.

Appendix I

San Francisco Department of Public Health Privacy Policy Compliance Standards

As part of this Agreement, Contractor acknowledges and agrees to comply with the following:

In City's Fiscal Year 2003/04, a DPH Privacy Policy was developed and contractors advised that they would need to comply with this policy as of July 1, 2005.

As of July 1, 2004, contractors were subject to audits to determine their compliance with the DPH Privacy Policy using the six compliance standards listed below. Audit findings and corrective actions identified in City's Fiscal year 2004/05 were to be considered informational, to establish a baseline for the following year.

Beginning in City's Fiscal Year 2005/06, findings of compliance or non-compliance and corrective actions were to be integrated into the contractor's monitoring report.

Item #1: DPH Privacy Policy is integrated in the program's governing policies and procedures regarding patient privacy and confidentiality.

As Measured by: Existence of adopted/approved policy and procedure that abides by the rules outlined in the DPH Privacy Policy

Item #2: All staff who handle patient health information are oriented (new hires) and trained in the program's privacy/confidentiality policies and procedures.

As Measured by: Documentation showing individual was trained exists

Item #3: A Privacy Notice that meets the requirements of the Federal Privacy Rule (HIPAA) is written and provided to all patients/clients served in their threshold and other languages. If document is not available in the patient's/client's relevant language, verbal translation is provided.

As Measured by: Evidence in patient's/client's chart or electronic file that patient was "noticed." (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, Russian will be provided.)

Item #4: A Summary of the above Privacy Notice is posted and visible in registration and common areas of treatment facility.

As Measured by: Presence and visibility of posting in said areas. (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, Russian will be provided.)

Item #5: Each disclosure of a patient's/client's health information for purposes other than treatment, payment, or operations is documented.

As Measured by: Documentation exists.

Item #6: Authorization for disclosure of a patient's/client's health information is obtained prior to release (1) to non-treatment providers or (2) from a substance abuse program.

As Measured by: An authorization form that meets the requirements of the Federal Privacy Rule (HIPAA) is available to program staff and, when randomly asked, staff are aware of circumstances when authorization form is needed.

Appendix J

Emergency Response

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service sites. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection.

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

