

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division**

**Amendment Number One**

THIS AMENDMENT (this "Amendment") is made as of July 1<sup>st</sup>, 2014, in San Francisco, California, by and between **Bayview Hunters Point Foundation** ("Contractor"), and the **City and County of San Francisco**, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to amend the Agreement on the terms and conditions set forth herein to increase the contract amount, FY14-15 renewal, and update standard contractual clauses;

NOW, THEREFORE, Contractor and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**1a. Agreement.** The term "Agreement" shall mean the Agreement dated July 1, 2010 between Contractor and City, as amended by this First Agreement.

**1b. Contract Monitoring Division.** **Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

**1c. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**2. Amendment to the Agreement.** The Agreement is hereby amended as follows:

**2a. Section 5.** Section 5 Compensation of the Agreement currently reads as follows:

**5. Compensation.** Compensation shall be made in monthly payments on or before the 30th 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 1st day of the immediately preceding month. In no event shall the amount of this Agreement exceed Twenty Seven Million Four Hundred Fifty One Thousand Eight Hundred Fifty Seven Dollars (\$27,451,857). 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.

**Such section is hereby amended in its entirety to read as follows:**

**5. Compensation.** Compensation shall be made in monthly payments on or before the 30th 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 1st day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Thirty Million Five Hundred Two Thousand Four Hundred Eighty One Dollars (\$30,502,481)**. 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.

**2c. Insurance.** Section 15 is hereby replaced in its entirety to read as follows:

**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 and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, 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) 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 the Services.

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. All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."

d. 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.

e. 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.

f. Before commencing any Services, 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. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

g. The Workers' Compensation policy(ies) 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.

h. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

**2d. Replacing "Earned Income Credit (EIC) Forms" Section with "Consideration of Criminal History in Hiring and Employment Decisions" Section.** Section 32 "Earned Income Credit (EIC) Forms" is hereby replaced in its entirety to read as follows:

### **32. Consideration of Criminal History in Hiring and Employment Decisions.**

a. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at [www.sfgov.org/olse/fco](http://www.sfgov.org/olse/fco). A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this

Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

b. The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

c. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, 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.

d. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant's or potential applicant for employment's, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

e. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 11105.3(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

f. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

g. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

h. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

2e. **First Source Hiring Program.** Section 45 is hereby replaced in its entirety to read as follows:

#### **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.

**55. Supervision of Minors.** In accordance with California Public Resources Code Section 5164, if Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Contractor, or any subcontractor, is providing services to the City involving the supervision or discipline of minors, Contractor and any subcontractor shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for positions involving the supervision of minors. In the event of a conflict between this section and Section 32, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control.

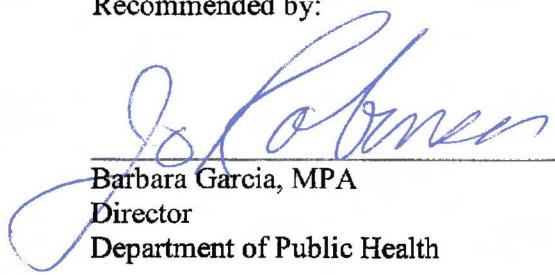
**3. Effective Date.** Each of the amendments set forth in Section 2 shall be effective on and after July 1<sup>st</sup>, 2014.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

**CITY**

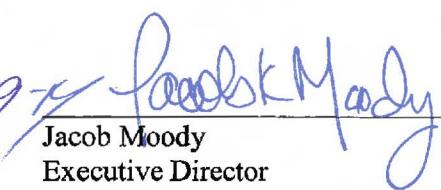
Recommended by:

  
Barbara Garcia, MPA  
Director  
Department of Public Health

**CONTRACTOR**

Bayview Hunters Point Foundation

Date

  
Jacob Moody  
Executive Director

Date

Approved as to Form:

Dennis J. Herrera  
City Attorney

City vendor number: 03121

By:

  
Kathy Murphy  
Deputy City Attorney

Approved:

  
Jaci Fong  
Director of the Office of Contract  
Administration, and Purchaser

Date



<b>Contractor: Bayview Hunter Point Foundation.</b>	<b>Appendix A-1</b>
<b>City Fiscal Year: 14-15</b>	<b>Contract Term: 07/01/14 through 06/30/15</b>
<b>CMS#: 7013</b>	

### 1. Identifiers:

Bayview Hunters Point Foundation for Community Improvement  
 Narcotic Treatment Program: Methadone Maintenance  
 1625 Carroll Avenue  
 San Francisco, CA 94124  
 Ph. (415) 822-8200                    Fax: (415) 822-6822  
[www.bayviewci.org](http://www.bayviewci.org)  
 Alfredta Nesbitt, Program Director, Substance Abuse Services  
 Ph. (415) 822-8200 x12  
[www.alfredta.nesbitt@bayviewci.org](mailto:www.alfredta.nesbitt@bayviewci.org)  
 Program Code: 38163 & 38164

### 2. Nature of Document

New       Renewal       Modification

### 3. Goal Statement

The goal of the Bayview Outpatient Methadone Maintenance Treatment Program is to support clients in the development of a productive and independent life through the provision of appropriate medical, psychological, and case management treatment services to improve the clients' quality of life and support successful rehabilitation.

### 4. Target Population

The Methadone Maintenance Program targets San Francisco residents who are abusing, addicted, or at-risk for addiction to heroin and suffer from its attendant mental health and physical health disorders, and who are unable to cease the use of heroin without medical assistance. These individuals are adults and older adults aged 18 and over. The African-American population and the following communities in the Southeast sector of San Francisco such as the Bayview Hunters Point and Sunnydale are targeted. However, any individual may reside anywhere in San Francisco. There are no residency requirements for MediCal beneficiaries.

### 5. Modality(ies)/Interventions

<i>Units of Service (UOS) Description</i>	<i>Units of Service</i>	<i>Number of Clients</i>	<i>Unduplicated Clients (UDC)</i>
<i>Dispensing Slot Days = UOS = 65,772</i> <i>Dispensing-Detox Slot Days = UOS 160</i>	65,772	198	198

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<b><i>Individual Counseling Slot Days = UOS 24,212</i></b>	<b>30,941</b>	<b>198</b>	<b>198</b>
<b><i>Dispensing-Detox Slot Days = UOS 6,729</i></b>			
<b><i>Groups Slot Days = 1,068 UOS</i></b>	<b>1,068</b>	<b>85</b>	<b>85</b>
<b><i>Total UOS/NOC/UDC</i></b>	<b>97,781</b>	<b>481</b>	<b>198</b>

## 6. Methodology

### **Program Description/Philosophy:**

The Methadone Maintenance Program embraces the San Francisco Department of Public Health's principles of Harm Reduction and Cultural Competency to provide the highest quality treatment services for clients. Adherence to these principles facilitates efforts by clients to return to successful community living in as productive and independent lifestyle as possible.

Each client entering the Methadone Maintenance Program receives an intake assessment, medical examination, and a mental status examination. No more than five percent of clients will be placed on a detoxification regimen designed to facilitate their transition to methadone maintenance treatment. Additionally, clients participate with counselors in developing and regularly reviewing their individualized treatment plans which identify quantifiable quarterly and annual goals. In the ongoing phases of treatment, clients are required to participate in individual counseling sessions. Support groups, structured educational experiences, and recovery activities are available on a voluntary basis for interested clients. All clients will come to the clinic daily for their methadone dosing.

All clients will be offered the opportunity to participate in both individual and group mental health counseling provided by the Bayview Hunters Point Foundation Mental Health services. Staff from both programs will hold regular case conferences to determine clients' needs, the best methodology for psychological support towards recovery, and monitor client progress.

The Methadone Maintenance Treatment Program will also assist clients in reaching and maintaining productive opiate-free lives.

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### **A. Outreach:**

The Methadone Maintenance Program's primary outreach relationship is with the Centralized Opiate Program Evaluation (COPE). Currently, clients being referred from the COPE for Methadone Maintenance treatment may be either admitted directly to the Methadone Maintenance program, or a detoxification may occur prior to assignment to the Methadone Maintenance Program. Additional outreach relationships have been developed with Project Homeless Connect (PHC), Southeast Health Center, and the PAES counseling service. Street outreach is also conducted to recruit clients.

### **B. Admission Criteria:**

Clients seeking admission for Methadone Maintenance treatment must meet the following minimum criteria, which will be entered in their individual treatment records upon acceptance into the program:

- Confirmed and documented history of at least two years of addiction to opiates
- Confirmed history of two or more unsuccessful attempts in withdrawal treatment with subsequent relapse to illicit opiate use
- A minimum age of 18 years
- Certification by the physician of fitness for replacement narcotic therapy based upon physical examination, medical history, and indicated laboratory findings
- Evidence of observed signs of physical dependence

### **C. Service Delivery Model:**

#### **Treatment Plan**

- Quantifiable short-term (requires 90 days or less to achieve) and long-term (requires over 90 days to achieve) goals to be achieved by the client that are based on identified needs with estimated target dates for their attainment;
- Specific behavioral tasks the client must accomplish to achieve each treatment plan goal within the time period of the estimated target dates;
- A description of the type, purpose and frequency of counseling and program activities the client will be participating in;
- Clients' primary counselors will formally evaluate and update the needs assessments and treatment plans every three months (or sooner if indicated) from the date of clients' signed admission to the program.

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A twice a year review will also occur at joint mental health case conferences. This review process will be documented and includes:

- An evaluation of the results stemming from the monthly progress notes;
  - A summary of the client's progress or lack thereof towards achieving each of the identified goals in their previous treatment plan. Changes, adjustments, and additions to the client needs assessment;
  - New goals and behavioral tasks for any newly identified needs, and related changes in the type and frequency of the counseling
  - Services being provided to the client as well as their level of participation in the program;
  - The completed, updated treatment plan becoming effective on the day the primary counselor signs it.

The Coordinator of the Methadone Maintenance Program and the Medical Director will review all initial and updated treatment plans and needs assessments within 14 calendar days from the effective dates of the plans. They both will countersign these documents upon their final review to signify concurrence with the findings and will both record and sign any amendments to the individual plans where it is deemed clinically or medically (for the Medical Director only) appropriate.

**Schedule:**

The schedule for Methadone Maintenance dosing is as follows:

<b>DAYS</b>	<b>TIMES</b>
Monday – Friday	6:15 a.m. – 11:00 a.m.
Saturday – Sunday	7:00 a.m. – 10:00 a.m.
Holidays	6:15 a.m. – 10:00 a.m.

**Intended and Average Length of Stay:**

The intended length of stay for new clients admitted to the Methadone Maintenance Program is two (2) years and the current average length of stay is three + (3+) years. The goal is to taper the client off methadone as the client makes progress towards recovery. However, clients in consultation with his/her counselor, therapist, and physician, may choose to remain on methadone if the methadone benefits the clients. Extended treatment can be provided based upon approved treatment plans and client involvement.

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### **Strategies:**

The Methadone Maintenance Program's administrative staff manages its list of interested persons who are awaiting methadone maintenance services. The Clinical Director and Methadone Program Coordinator have responsibility for holding regularly scheduled individual and group supervision sessions with the counseling staff. The dual purpose of these sessions is to both oversee the counseling staff's ongoing clinical work and to provide them with in-service training to further develop their skills for the continued operation of a client-directed and rehabilitation-oriented therapeutic milieu. This milieu program will include the following levels of client participation:

- Intake and orientation
- Program operation
- Transition
- Aftercare

Upon admission, the clients work directly with his/her primary counselor to develop and complete an initial needs assessment and treatment plan. These documents become effective when the client's primary counselor signs them.

### **Linkages:**

Outside resources are regularly utilized for all Methadone Maintenance clients when they are ready to receive these services. For life skills classes, vocational training, job placement, counseling services, and financial support. These programs include, Integrated Behavioral Health; Northern California Service League; San Francisco Homeless Connect; Bayview Mental Health Services; Swords to Plowshares; Westside Community Services; SF Department of Human Services County Adult Assistance Programs.

### **D. Discharge Planning and Exit**

#### **Criteria for Successful Participation:**

Continued presence at the clinic for daily dosing counseling sessions with primary counselor; adherence to self-developed treatment goals and adherence to daily presence at the clinic for dosing and counseling sessions

#### **Criteria for Successful Completion:**

Successful completion of the program is on a continuum. It begins at the start of treatment and is recognized by the adherence to daily visits to the clinic and progresses to a client who is clean and sober, who no longer needs methadone

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treatment to remain heroin-free and who could be, based on client objectives, employment, connected to family, remaining arrest-free, and with no visits to the Emergency Department at the hospital for substance abuse sickness or injury. The program uses client established treatment plan goals to define the place on the continuum where the client starts and ends.

**Discharge Criteria for non-compliance:**

Fourteen (14) days of no showing for dosing and/or threats or acts of violence against staff or other clients. Clients may request a fair hearing if they feel that discharge is unfair. In circumstances where clients are immediately discharged and terminated from the Methadone Maintenance Program, they are referred to other Narcotic Treatment Programs in the San Francisco Bay Area.

**E. Program Staffing:**

The Methadone Maintenance Program's medical, clinical and administrative staff ensures efficient and effective program operations and service delivery. Refer to Exhibit B for further information on staffing.

**7. Objectives and Measurements**

**A. Standardized Objectives**

"All Objectives and descriptions of how objectives will be measured are contained in the CBHS document entitled CBHS Performance Objectives FY14-15".

**B. Individualized Program Objectives**

None

**8. Continuous Quality Improvement**

The Bayview Hunters Point Narcotic Treatment Programs: Methadone Maintenance/Jail Dosing Programs CQI activities are designed to enhance, improve and monitor quality of services.

**A. The Program identifies areas of improvement through chart reviews and case conferences which are conducted on a monthly basis.**

Avatar reports are reviewed and reconciled on a monthly basis by the Medical Records Staff. Participants in the case conference meetings include Medical Director/Staff Physician, Unit Coordinator/Supervisor and counselors. Our Counselors receives monthly supervision from the Unit Coordinator/Supervisor where they are advised on client cases such as treatment planning, continued care and discharge status.

<b>Contractor: Bayview Hunter Point Foundation.</b>	<b>Appendix A-1</b>
<b>City Fiscal Year: 14-15</b>	<b>Contract Term: 07/01/14 through 06/30/15</b>
<b>CMS#: 7013</b>	

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

CBHS does not prepare a report for the Jail Methadone Courtesy Dosing Program, as units of service for this program are not entered into Avatar. However, this program will prepare in-house reports for CBHS as required, which will include units of service and the unduplicated client count.

- B.** The Program monitors documentation quality by reviewing case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS), with standards and practices defined by Department of Health Care Services (DHCS) and Commission of Accredited Rehabilitative Facilities (CARF). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by Medical Records Staff and Counselors, then discussed with Unit Coordinator/Supervisor for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services. Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.
- C.** All program staff participates in an annual Cultural Competency/ Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).
- D.** Bayview values client opinions and suggestions for program improvements. Clients are provided an opportunity to express their views through annual focus groups and client satisfaction surveys administered on an annual basis. Clients suggestions from focus groups are documented and then discussed with the multi-disciplinary staff. Changes that improve the efficacy, quality or outcomes of program services are prioritized for implementation. Results of the focus groups are posted throughout the facility which encourages clients to give additional feedback. We also provide a suggestion box for clients and staff. CBHS client satisfaction results are reviewed and discussed with staff and clients. Continuous quality improvement assures that program will remain licensed by the State Department of Health Care Services (DHCS), be in

<b>Contractor: Bayview Hunter Point Foundation.</b>	<b>Appendix A-1</b>
<b>City Fiscal Year: 14-15</b>	<b>Contract Term: 07/01/14 through 06/30/15</b>
<b>CMS#: 7013</b>	

compliance with its licensing regulation and maintain accreditation as required through the Substance Abuse and Mental Health Services Administration (SAMSHA) under new federal regulations.

The Narcotic Treatment Programs: Methadone Maintenance/Detoxification, Jail Dosing Programs will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Harm Reduction, Health Insurance Portability Accountability Act (HIPAA), Cultural Competency and Client Satisfaction. The Jail Methadone Courtesy Dosing Program is an ancillary program that is jail-based; therefore the client satisfaction surveys objective is waived.

**9. Required Language (if applicable):**

N/A

**1. Identifiers:**

Bayview Hunters Point Foundation for Community Improvement  
Jail Methadone Courtesy Dosing Program  
1625 Carroll Street  
San Francisco, CA 94124  
Ph. (415) 822-8200 Fax: (415) 822-6822  
Alfredta Nesbitt, Program Director, Substance Abuse Services  
Ph. (415) 822-8200 x 12  
Program Code: 89163

**2. Nature of Document**

New       Renewal       Modification

**3. Goal Statement**

The Bayview Hunters Point Foundation's Jail Methadone Courtesy Dosing will provide daily doses of methadone to incarcerated clients as provided in community-based Narcotic Treatment Programs (whether Methadone Maintenance or Detoxification) in order to facilitate transition back to the community Narcotic Treatment Program once the client is released.

**4. Target Population**

All programs target San Francisco residents who are abusing, addicted, or at-risk for addiction. The population served in this Jail Methadone Courtesy Dosing Program consists of multi-cultural, incarcerated adult male, female and transgender heroin abusers who are unable to cease the use of heroin without medical assistance, are currently registered in a Narcotic Treatment Program, and are incarcerated in the San Francisco City and County jails.

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

<i>Units of Service (UOS) Description</i>	<i>Units of Service</i>	<i>Number of Clients</i>	<i>Unduplicated Clients (UDC)</i>
<b>Dispensing Slot Days = 19,565 UOS</b>	19,858	66	66
<b>Total UDC/NOC/UDC</b>	19,858	66	66

## **6. Methodology**

### **Program Description/Philosophy:**

The Jail Methadone Maintenance and Detoxification Programs provide methadone maintenance or detoxification dosing services to eligible incarcerated clients. The staff dispensing nurses for this program, after obtaining the appropriate documentation and medical orders from the treating physicians of the incarcerated clients' at their home clinics, provide daily methadone maintenance or detoxification dosing services as prescribed by the clients' clinic physicians.

The Jail Methadone Dosing Program embraces the San Francisco Department of Public Health's principles of Harm Reduction and Cultural Competency to provide the highest quality treatment services resources for clients. Adherence to these principles facilitates efforts by clients to return to successful community living in a productive and independent lifestyle as possible.

### **Admission Criteria:**

Clients who become incarcerated while enrolled in a San Francisco County funded Narcotic Treatment Program.

### **Intended and Average Length of Stay:**

The intended length of stay is less than 30 days. However, clients may receive jail dosing for more than 30 days based on the treating physician's orders and the Jail Health Services recommendation.

### **Strategies:**

The Dispensing Nurses in this service unit identify, on a daily basis, incarcerated clients in the San Francisco County Jails who are currently active on the rolls of a county funded Methadone Treatment Program. After receiving signed orders from clients' treating physicians in their respective Methadone Treatment Programs, the prescribed dose of methadone is prepared and delivered to the jails where the eligible clients are currently residing. Dispensing Nurses maintain all appropriate documentation regarding the dosing. The counseling requirement is waived for incarcerated clients.

### **Discharge Criteria for Non-Compliance:**

The discharge standards for non-compliance are those, which are applicable to and required by the client's home clinic. If clients are tapered off methadone while in jail, they cannot receive methadone after being

tapered off. If clients are transferred to state prison, their participation in the program will be terminated as state prisons do not provide methadone dosing.

**Schedule:**

Dispensing Nurses deliver doses of methadone to San Francisco County Jails to eligible clients Mondays through Fridays. Methadone doses for weekends and holidays are prepared on Fridays and signed over to Jail Health Services staff to be administered.

**Progression:**

The treating physician in the community Narcotic Treatment Program establishes the progression of treatment for clients.

**Linkages:**

Bayview Hunters Point Substance Abuse Services maintains linkages with Jail Health Services and other San Francisco County funded Narcotic Treatment Programs (BAART-Geary/FACET, BAART-Market, San Francisco General Hospital OTOP, OBOT, and Westside). These programs are in the process of developing a unified Memorandum of Understanding to guide the Jail Methadone Dosing process.

**Staffing:**

The Jail Methadone Maintenance and Detoxification Program's medical, clinical and administrative staff ensures efficient and effective program operation and service delivery. Refer to Exhibit B for further information on staffing.

**7. Objectives and Measurements**

"All objectives, and description of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15".

**8. Continuous Quality Improvement**

The Bayview Hunters Point Narcotic Treatment Programs: Methadone Maintenance/Jail Dosing Programs CQI activities are designed to enhance, improve and monitor quality of services.

- A. Our Program identifies areas of improvement through chart reviews and case conferences which are conducted on a monthly basis.  
Avatar reports are reviewed and reconciled on a monthly basis by the Medical

Records Staff. Participants in the case conference meetings include Medical Director/Staff Physician, Unit Coordinator/Supervisor and counselors. Our Counselors receives monthly supervision from the Unit Coordinator/Supervisor where they are advised on client cases such as treatment planning, continued care and discharge status.

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

- B. Our Program monitors documentation quality by reviewing case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS), with standards and practices defined by Department of Health Care Services (DHCS) and Commission of Accredited Rehabilitative Facilities (CARF). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by Medical Records Staff and Counselors; then discussed with Unit Coordinator/Supervisor for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services (CBHS). Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.
- C. All program staff participates in an annual Cultural Competency/ Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).

CBHS does not prepare a report for the Jail Methadone Courtesy Dosing Program, as units of service for this program are not entered into Avatar. However, this program will prepare in-house reports for CBHS as required, which will include units of service and the unduplicated client count.

- D. Bayview values client opinions and suggestions for program improvements. Clients are provided an opportunity to express their views through annual focus groups and client satisfaction surveys administered on an annual basis. Clients suggestions from focus groups are documented and then discussed with the multi-disciplinary staff. Changes that improve the efficacy, quality or outcomes of program services are prioritized for implementation. Results of the focus groups are posted throughout the facility which encourages clients to give additional

feedback. We also provide a suggestion box for clients and staff. CBHS client satisfaction results are reviewed and discussed with staff and clients.

Continuous quality improvement assures that program will remain licensed by the State Department of Health Care Services (DHCS), be in compliance with its licensing regulation and maintain accreditation as required through the Substance Abuse and Mental Health Services Administration (SAMSHA) under new federal regulations.

The Narcotic Treatment Programs: Methadone Maintenance/Detoxification, Jail Dosing Programs will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA), and Cultural Competency. The Jail Methadone Courtesy Dosing Program is an ancillary program that is jail-based; therefore the client satisfaction surveys objective is waived.



**1. Identifiers:**

Bayview Hunters Point Foundation for Community Improvement  
HIV Set Aside: Routine Opt-Out HIV Screening, Counseling, and  
Placement

1625 Carroll Street  
San Francisco, CA 94124  
Ph. (415) 822-8200 Fax (415) 822-6822  
[www.bayviewci.org](http://www.bayviewci.org)  
Alfredta Nesbitt, Program Director, Substance Abuse Services  
Ph. (415) 822-8200 x12  
[www.alfredta.nesbitt@bayviewci.org](mailto:www.alfredta.nesbitt@bayviewci.org)  
Program Code: 38164

**2. Nature of Document**

New       Renewal       Modification

**3. Goal Statement**

The goal of opt-out HIV screening is to reduce the spread of HIV/AIDS by providing routine testing to clients who are enrolled in our narcotic treatment program. In addition, it is the program's goal to reduce risk among clients who are at-risk for HIV infection and to link those who test positive for HIV to care.

**4. Target Population**

The program targets adults aged eighteen and over who are being admitted to the narcotic treatment program and those who are presently enrolled in the narcotic treatment program, who are abusing, addicted, or at-risk for addiction and do not know their HIV status. The African-American population and the following communities in the Southeast sector of San Francisco such as the Bayview Hunters Point and Sunnydale are targeted. However, any individual may reside anywhere in San Francisco. Those individuals who are also homeless/indigent are also targeted.

Program services will also be offered to the partners of clients served by the Narcotic Treatment Program and to the targeted populations in the communities of Bayview Hunters Point, Sunnydale, and Potrero Hill.

## 5. Modality(ies)/Intervention

### A. Modality: Ancillary Services

#### Strategy 65 – HIV Early Intervention Services

Those activities involved in the prevention and delay of the progression of HIV by encouraging HIV counseling, testing, assessment of the progression of the disease and the provision of prophylactic and anti-viral prescription drugs.

Units of Service (UOS) Description	Units of Service	Number of Clients	Unduplicated Clients (UDC)
<i>Testing 250 x 1 cycle 1 Cycle equals Pre-Counseling plus Blood Draw/Test plus Post-Counseling and Results plus Referral equals 197 cycles</i>	250	250	250
<b>Total UOS/NOC/UDC</b>	250	250	250

## 6. Methodology

### Program Description/Philosophy:

“Opt-out” HIV screening means that medical care providers do not need to obtain written consent for HIV testing and may incorporate testing as part of primary or general medical care. Prior to ordering a test that identifies infection with HIV, a medical care provider shall inform the client that the test is planned, provide information about the test, inform the patient that there are numerous treatment options available for a client who tests positive for HIV and that a person who tests negative for HIV should continue to be routinely tested, and advise the client that he or she has the right to decline the test. If a client declines the test, the medical care provider shall note that fact in the client’s medical file. A significant program goal of opt-out HIV screening is disclosure of HIV status to potential and/ or current sexual and/ or needle sharing partners and program design should prioritize the completion of this phase, as well as successful linkage strategies for those patients testing HIV-positive.

HIV/AIDS is having a devastating effect on poor communities and communities of color. Combined with substance use and abuse these effects are compounded and pose a significant threat to the continued well-being of these communities. This program is designed to reduce the negative effects of HIV/AIDS and improve the life of the recovering client. For those seeking treatment for addiction this program

embodies a belief that early detection can prolong both the quantity and quality of a person's life, that no one needs to face this disease alone, and that families and their support are integral to long-term survival. This philosophy echoes the goal of this program which is to reduce risk of HIV infection and link those who are HIV positive to care. The treatment philosophy of this program is to fully embrace the principles of Harm Reduction and Cultural Competency in order to provide the highest quality treatment services and resources for clients.

**Admission Criteria:**

Clients being treated in one of the Bayview Substance Abuse Services treatment programs, who are residents of San Francisco and have a history of substance abuse or those who are in treatment and do not know their HIV status.

**Strategies:**

Each program participant will receive the following services:

- At the time of admission/induction to treatment and annually, each client will be informed that they will receive an HIV test, which they may decline to take.
- Intake assessment to determine clients' needs and HIV-related risk behaviors;
- Individualized treatment plan and risk-reduction plans will be developed to reduce HIV-related drug and sexual risk behaviors.
- Post-test counseling will be conducted after test results have been received by the program. If client tests HIV positive, referrals to care will be made.
- Individual and group counseling, referrals, partner disclosure, and follow-up services for individual and partner of individual in the narcotic treatment program who is receiving services
- Advocacy and assistance with appropriate health and social service agencies

**Schedule:**

Services are available Monday through Friday, 6:00am to 2:00pm.

A typical weekly schedule would be:

Monday – Friday: Intake, risk reduction counseling, and advocacy.

**Progression:**

A client's need for support services and risk-reduction counseling is usually intensified during the initial stages of treatment. However, support services and risk-reduction counseling will remain ongoing as long as the client remains in treatment. For those who opt-out of HIV screening or still have not been screened, counselors will check-in with those clients

every 90 days about getting tested for HIV. Additionally, treatment plans are revised and updated every 90 days. All clients' risk will be re-assessed for HIV infection every 90 days, and all clients will receive ongoing risk reduction counseling.

**Linkages:**

The primary linkages are in-house with the other Bayview Substance Abuse treatment units for HIV-positive clients in need of substance abuse treatment. For HIV-positive clients in need of medical services, referrals are made to the Southeast Health Center, the Early Access Medical Clinic at San Francisco General Hospital, Southeast Partnership for Health-Center of Excellence, and the Early Intervention Program at Southeast Health Center. Other linkages that the program has include the Centralized Opiate Program Evaluation (COPE), Project Homeless Connect (PHC), the PAES counseling service, Bayview Mental Health program, and Swords to Plowshares.

**Staffing:**

The program's clinical and administrative staff ensures efficient and effective program operation and service delivery. Refer to Exhibit B for more information on staffing.

## **7. Objectives and Measurements**

### **A. Standardized Objectives**

"All objectives and descriptions of how objectives will be measured are contained in the CBHS document entitled Performance Objectives FY 14-15".

## **8. Continuous Quality Improvement**

The Bayview Hunters Point Narcotic Treatment Programs: Methadone Maintenance/Jail Dosing Programs CQI activities are designed to enhance, improve and monitor quality of services.

### **A. Our Program identifies areas of improvement through chart reviews and case conferences which are conducted on a monthly basis.**

Avatar reports are reviewed and reconciled on a monthly basis by the Medical Records Staff. Participants in the case conference meetings include Medical Director/Staff Physician, Unit Coordinator/Supervisor and counselors. Our counselors receives monthly supervision from the Unit Coordinator/Supervisor where they are advised on client cases such as treatment planning, continued care and discharge status.

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

**B. Our Program monitors documentation quality by reviewing**  
case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS), with standards and practices defined by Department of Health Care Services (DHCS) and Commission of Accredited Rehabilitative Facilities (CARF). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by Medical Records Staff and Counselors, then discussed with Unit Coordinator/Supervisor for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services (CBHS). Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.

**C. All program staff participates in an annual Cultural Competency/Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).**

CBHS does not prepare a report for the Jail Methadone Courtesy Dosing Program, as units of service for this program are not entered into Avatar. However, this program will prepare in-house reports for CBHS as required, which will include units of service and the unduplicated client count.

**D. Bayview values client opinions and suggestions for program improvements.**  
Clients are provided an opportunity to express their views through annual focus groups and client satisfaction surveys administered on an annual basis. Client's suggestions from focus groups are documented and then discussed with the multi-disciplinary staff. Changes that improve the efficacy, quality or outcomes of program services are prioritized for implementation. Results of the focus groups are posted throughout the facility which encourages clients to give additional feedback. We also provide a suggestion box for clients and staff. CBHS client satisfaction results are reviewed and discussed with staff and clients.

**Contractor: Bayview Hunters Point Foundation**

**Appendix A-3**

**Program: HIV Opt-Out Testing**

**Contract Term 7/01/14 through 6/30/15**

**City Fiscal Year 14-15**

**CMS#: 7013**

Continuous quality improvement assures that program will remain licensed by the State Department of Health Care Services (DHCS), be in compliance with its licensing regulation and maintain accreditation as required through the Substance Abuse and Mental Health Services Administration (SAMSHA) under new federal regulations.

The Narcotic Treatment Programs: Methadone Maintenance/Detoxification, Jail Dosing Programs will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA) and Cultural Competency. The Jail Methadone Courtesy Dosing Program is an ancillary program that is jail-based; therefore the client satisfaction surveys objective is waived.

## 1. Identifiers:

Program Name: Youth Moving Forward (YMF)  
Program Address: 5015 Third Street  
City, State, ZIP: San Francisco, CA, 94124  
Telephone: (415) 822-1585  
Website Address: [www.bayviewci.org](http://www.bayviewci.org)

FAX: (415) 822-6443

Program Code(s): 38171

## 2. Nature of Document:

New  Renewal  Modification

### **3. Goal Statement:**

To provide evidence based coordinated substance abuse treatment services including individual, group, counseling services including (assessment/Intake/ collateral /crisis and treatment planning services, outreach and engagement services) to African-American youth and their families in the Southeastern section of San Francisco. seeks to replace environmental contingencies that supports alcohol or drug use by substituting pro-social activities and behaviors that promote healthier choices along with recovery.

#### **4. Target Population:**

The target population for the Youth Moving Forward (YMF) program is African-American youth ages 12-18 who reside in the Southeastern section of San Francisco (Bayview-Hunter's Point, Sunnydale). The YMF target populations are youth who are at risk or who have a history of alcohol, drugs or tobacco use and have a sincere desire to improve their lives through counseling intervention services. The YMF program also offer services to the emerging Latino, Asian-Pacific and LGBTQ communities .

**5. Modality(s)/Intervention(s) (See instruction on the use of this table):**

Units of Service (UOS) Description (add more rows if needed)	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Individual Counseling: 4 substance abuse counselors x 30 hrs. of direct services per 1.0 FTE counselor per wk x 46 wks per year (2 wks vacation, 2 wks holiday, 2 wks sick leave)	3,132	90	
Group Counseling:	1,042	54	
Community/Outreach/Engagement	1,256	25	
<b>Total UOS Delivered</b>	<b>5,430</b>		
<b>Total UDC Served</b>			<b>90</b>

## 6. Methodology:

The Youth Moving Forward program uses two evidence-based practices: Motivational Enhancement Therapy and Cognitive Behavioral Therapy Cannabis Youth Treatment and (CYT). The program modality uses two interventions, Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT 5-7) and Adolescent Community Reinforcement Approach (A-CRA). Both are from the Cannabis Youth Treatment Series Evidence Based practice approved by the Substance Abuse and Mental Health Services. These are proven models that effectively treat youth with marijuana and other drug and behavior issues.

## Program Operation

### *Outreach, Engagement – Intake Assessment, and Counseling*

The YMF program conducts outreach through and has a long working relationship with Community Based Organization, San Francisco Unified School District, San Francisco Juvenile Probation Department and various City and County of San Francisco social service agencies. Our counseling staff provides onsite services at YMF as well as services to students enrolled in many High Schools and Middle Schools through the SFUSD Wellness Centers Schools including: Thurgood Marshall, Phillip and Sala Burton, Mission, Balboa, International Studies Academy, Galileo, Visitation Valley and Martin Luther King, and Woodside Learning Center (located at Juvenile Hall).

Program eligibility for admission is based on an individual participant's sincere desire to address issues of substance abuse that has had a negative detrimental effect on the quality of life of that individual because of their family issues, behavioral issues and lack of educational effort, due to substance abuse. The prospective partnership provides the counselor with all relevant initial history using an evidenced based assessment tool that provides the counselor, with the guidance of the Clinical Director the ability to formulate a relevant treatment plan in partnership with the participant.

The participant is then provided an initial 30 day treatment plan followed up with a mandated treatment plan every 90 days thereafter. The service delivery model is accomplished by providing individual and group counseling sessions, which provides the participant with support that addresses their goals and objectives set forth in the initial treatment plan. The treatment plans are consistently reviewed and updated every 90 days or earlier if needed as participants' progress through the phases of treatment.

The individual sessions are provided on a one on one basis in a private confidential setting, while the group sessions are conducted in a comfortable group room. Groups are gender and age specific and one co-ed groups are held weekly. The weekly group focuses on building character through peer-to-peer exchange of thoughts and feelings that in turn fosters positive relationships between the participants. The individual and group sessions are conducted on a weekly basis, unless the behavior of the participant calls for more contact and engagement.

The program modality uses two interventions, Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT 5-7) and Adolescent Community Reinforcement Approach (A-CRA). Both are from the Cannabis Youth Treatment Series Evidence Based practice approved by the Substance Abuse and Mental Health Services. These are proven models that effectively treat youth with marijuana and other drug and behavior issues.

The Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT 5-7) is an individual and group service model that focus on factors that motivate participants to change and

to learn skills to cope with problems and meet their needs in ways that do not involve turning to marijuana or alcohol.

- Feedback regarding personal risk or impairment
- Emphasis on personal responsibility
- Clear advice to change
- A menu of alternative change options
- Therapist empathy
- Facilitation of participant self-efficacy or optimism

The Adolescent Community Reinforcement Approach (A-CRA)) is a substance use treatment is a behavioral intervention approach that seeks to replace environmental contingencies that supports alcohol or drug use by substituting pro-social activities and behaviors that promote healthier choices along with recovery.

The hours of operation are from 10 am until 7 pm, with positive social activities provided along with a community cleanup incentive program where participants work on the weekends. The YMF is a dual evidence based modality able to provide both long and short-term treatment services to its targeted population. The average length of stay is 3 years.

#### Exit and Continued Care

Once the participant has accomplished their goals, the participant work with their counselor on an exit plan that provides the participant with a resources and referrals to other community programs and private agencies that is tailored to continue the person's long term goals and objectives. The eligible participant can still obtain services through various other Bayview Hunter's Point Hunters Point Youth programs funded by the San Francisco Department of Children, Youth and Families. The program completion criteria is strictly monitored by the Clinical Director and the Counselor to ensure that the participant has completed all stated goal and objectives and is eligible for a step down in individual and group treatment sessions.

#### Program Supervision and Clinical Supervision

All program staff is supervised by the Program Director. Training, direct case management, and clinical supervision are provided by the Clinical Director and the Assistant Director. Staff meets weekly with the Clinical Director for clinical supervision and case conferences. The Youth Services Leadership Team - Program Director, Clinical Director and Quality Assistant Director/Quality Assurance Compliance monitor's counselor documentation into the Avatar system

#### 7. Objectives and Measurements:

"All objectives and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15"

#### 8. Continuous Quality Improvement:

The Bayview Hunters Point Youth Service Programs Quality Assurance Plan and Activities are designed to enhance, improve and monitor quality of services.

Our Program identifies areas of improvement through chart reviews and case conferences, which are conducted on a monthly basis. Avatar reports are reviewed and reconciled on a monthly

basis by the Coordinator. Participants in the case conference meetings include Unit Coordinator/Clinical Supervisor and counselors. Our counselors receive monthly supervision from the Unit Coordinator and Clinical Supervisor where they are advised on client cases such as treatment planning, continued care and discharge status.

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

Our Program monitors documentation quality by reviewing case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by Program Director, then discussed with Unit Coordinator and Clinical Supervisor for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services. Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.

All program staff participates in an annual Cultural Competency/Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).

Bayview values client opinions and suggestions for program improvements. Clients are provided an opportunity to express their views through annual client satisfaction surveys administered on an annual basis. Client's suggestions from are documented and then discussed with the multi-disciplinary staff. Changes that improve the efficacy, quality or outcomes of program services are prioritized for implementation. CBHS client satisfaction results are reviewed and discussed with staff and clients.

The Youth Service Programs: Youth Moving Forward Program & Prevention Program (Strengthening Families Program) will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA), and Cultural Competency.

**9. Required Language:** N/A

**1. Identifiers:**

Program Name: Youth Services Primary Prevention

Program Address: 5015 Third Street

City, State, ZIP: San Francisco, CA, 94124

Telephone: (415) 822-1585

FAX: (415) 822-6443

Website Address: [www.bayviewci.org](http://www.bayviewci.org)

Program Code(s): N/A

**2. Nature of Document:**

New  Renewal  Modification

**3. Goal Statement:**

The Strengthening Families Program (SFP) is an evidenced-based family skills training program that reduces problem behaviors, delinquency, alcohol and drug abuse in children by bringing the parent and child together in a learning environment. Bayview Hunter's Point Foundation (BVHP) will reduce the initiation of alcohol use by middle school age youth through the Strengthening Families Program (SFP), as measured by an 80% improvement in risk and protective factors from program enrollment to graduation.

**4. Target Population:**

The primary target population for the Bayview Hunters Point Foundation Prevention Program who will receive universal substance use disorder prevention activities are middle school age youth ages 12-16 years old and their parents/caregivers who reside in the Southeastern section of San Francisco (Bayview Hunters Point, Sunnydale and Potrero Hill).

**5. Modality(s)/Intervention(s) (See instruction on the use of this table):**

Prevention Activity	# of unduplicated youth completing	# of unduplicated parents/caregivers completing
1. Strengthening Families Program (SFP)	20	20

Units of Service (UOS) Description	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Information Dissemination Strategy (Code 12)	413		
Education (Code 13)	691	20 families (youth & parents/ caregivers)	20 families (youth & parents/ caregivers)
Alternatives (Code 14)	0		
Problem Identification & Referral (Code 15)	6		
Community-Based Process Strategy (Code 16)	300		
Environmental Strategy (Code 17)	0		
<b>Total Units of Service</b>	<b>1,410</b>	<b>40</b>	<b>40</b>

## **6. Methodology:**

The Strengthening Families Program is designed to address the needs of youth and their families in the Southeast section of San Francisco that are at risk for dysfunctional family behavior including substance and child abuse. The program is linked to the SFDPH Prevention Plan and the goals and objectives of the Prevention Plan. The Strengthening Families Program engages youth and the youth's primary caregivers in activities that promote effective parenting skills and reduce problem behaviors, delinquency, and alcohol and drug abuse in children and improves social competencies and school performance. The SFP program promotes family unity and community connections that reinforce positive messages and expands conduct outreach to local churches, family shelters, the community and other agencies. These agencies include Juvenile Probation and the San Francisco Unified School District. Methods used will include flyers, invitation letters, presentations, church bulletins and word of mouth.

The SFP does not have an admission policy. The program is an integrated component of a comprehensive set of programs that accepts participants from these other components, as well as referrals from other non-profit and city agencies.

The BVHPF Youth Services will use the SFP Model to train youth and their primary caregivers in the SFP 14 week evidenced based practice curriculum is specifically designed for high-risk families. SFP sessions include all the critical core components of effective evidence-based parenting programs (CDC, 2008) including but not limited to: parent positive interactions amongst family members; effective discipline, communication and healthy eating habits.

The parenting sessions review appropriate developmental expectations and teach the caregivers to interact positively with children (such as showing enthusiasm and attention for good behavior and letting the children take the lead in play activities, increasing attention and praise for positive children behaviors, positive family communication and healthy eating habits).

The children skills training content includes communication skills to improve parents, peers and teacher relationships, hopes and dreams, resilience skills, problem solving, peer resistance, feeling identification, anger management and coping skills.

The family practice sessions allow the parents and children time to practice what they learned in their individual sessions in experimental exercises. This is also a time for the four group leaders to coach and encourage family members for improvement in parent/child interactions. The major skills to learn are: Child game, similar to therapeutic child play where the parent allows the child to determine the play or recreation activity-Family meetings and effective communication exercises.

Outcomes include increased family strengths and resilience and reduced risk factors for problem behavior in high risk children. This includes behavioral, emotional, academic and other related social problems. The SFP builds on protective factors by improving family relationships, parenting skills and improving the youth's social and life skills.

Services will be provided onsite at our Youth Service located at 5015 Third Street. Depending on the needs of the families services will be provided off-site at an approved community based facility.

### **Exit criteria and Process**

Once the caregivers and youth complete the 14 week program they provide the staff with a post-test evaluation. The youth are eligible for other programs within the BVHPF for aftercare services. Booster Sessions will be provided at 6 and 12 months following completion of the SFP class.

#### Compliance Requirements

- a. In FY 2014-15, Contractor will enter data in compliance with the SFHN-BHS CalOMS Data Entry and Reporting Guidelines for all prevention activities funded through the Substance Abuse Prevention and Treatment Block Grant on a weekly basis in full compliance with California Department of Health Care Services and SFHN-BHS CalOMS data entry and reporting requirements.
- b. In FY 2014-15, Contractor will achieve full compliance with the quarterly CalOMS Prevention review and release of data by the California Department of Health Care Services and SFHN-BH as directed by the designated CYF SUD Prevention Coordinator per the following timetable: Quarter 1: 10/15/2014, Quarter 2: 1/15/2015, Quarter 3: 4/15/2015, and Quarter 4: 7/15/2015.
- c. In FY 2014-15, Contractor will achieve 90% of CSAP Strategy service hour goals contained within FY 2014-15 SFHN-BH-approved SUD Prevention Services work plans.
- d. In FY 2014-15, Contractor will submit quarterly reports to the CYF SUD Prevention Services Program Manager and designated Prevention Coordinator on progress toward the City and County of San Francisco Substance Abuse Prevention Services Strategic Plan goals and objectives in a format and manner requested by SFHN-BH per the following timetable: Quarter 1: 10/31/2014, Quarter 2: 1/31/2015, Quarter 3: 4/30/2015, and Quarter 4/Annual Report: 7/31/2015.
- e. In FY 2014-15, Contractor will meet SFP model fidelity requirements for ensuring that four certificated (completion of 16 hours of SFP training) staff offer SFP for each cycle.

In FY 2014-15, Contractor will administer pre- and retro pre-/post-tests to participating youth and caregivers as part of the FY 2014-15 SFP Annual Program Evaluation and submit completed tests to SFHN-BHS within two weeks after graduation.

#### 7. Objectives and Measurements:

##### A. Standardized Objectives

"All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled CBHS Performance Objectives FY14-15."

#### 8. Continuous Quality Improvement:

- A. Our program identifies areas of improvement through multi-disciplinary case conferences which are conducted on a monthly basis. CAL OMS reports are reviewed and reconciled on a monthly basis by the Prevention Specialist, Clinical Director and Quality Assurance/Compliance person. The Prevention Specialist and the Youth Service staff receive continuing advice as to use of evidence based practices in dealing with family issues of the participants.

To ensure continuous monitoring, a list of contract performance objectives is provided to the Prevention Specialist. Outcomes are reviewed, analyzed and reconciled for accuracy with the CAL OMS reports prevention system. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

B. Our program monitors documentation and quality of services by utilizing the SFP interventions which are evaluated annually using validated pre/post surveys that measure change in youth attitudes, beliefs, knowledge and behavior toward alcohol use, as well as the increase in protective factors within a young person's life that can prevent or reduce alcohol use. The review process is conducted based on guidelines established by SFP curriculum. To ensure compliance with documentation of services, prevention data is analyzed by the Program Director in conjunction with the Clinical Director. All staff participants in scheduled documentation trainings provided by Department of Health Services. Staff meetings are also held on a weekly basis as a venue where staff can discuss administrative and clinical issues. The pre- and post-test questionnaires evaluation results are used to inform program planning.

C. All program staff participants in an annual Cultural Competency/Law, Ethics and Boundaries training that utilizes and evidence based practice in working with our targeted population of diverse underserved populations. Staff also participates in Cultural Competency Trainings sponsored by the Department of Health (DPH) and CBHS.

D. Bayview values program participants' opinions and suggestions for program improvements. Participants are provided an opportunity to express views through annual client satisfaction surveys administered on an annual basis. Participant suggestions are documented and then discussed with the multi-disciplinary staff. Changes that improve the efficacy, quality or outcomes of program services are prioritized for implementation. CBHS client satisfaction results are reviewed and discussed with staff and clients.

**The Youth Programs:** Youth Moving Forward and the SFP will comply with the San Francisco Health Commission, Local, State Federal and/or funding source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA), and Cultural Competency.

#### **9. Required Language:**

A. For CBHS CYF SOC SUD Prevention Services: Contractor will adhere to all stipulated SFHN-BHS CYF requirements for SUD Prevention Services including all stipulations of content, service strategies, timelines, standards of practice, and reporting requirements as put forth by the SFHN-BHS CYF-SUD Prevention Services Program Manager, Mega-RFP-23-2009, and the California Department of Health Care Services.

B. Changes may occur to the composition of CSAP Strategy prevention service targets during the contract year due to a variety of circumstances. Any such changes will be coordinated between the contractor and the CBHS CYF SOC SUD Prevention Services Program Manager and will not necessitate a modification to the Appendix-A target population table. Contractor is responsible for fulfilling approved work plan service targets and for collaborating with the SFHN-BHS CYF SUD Prevention Services Program Manager on any needed changes.

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<b>CMS#: 7013</b>	

### 1. Identifiers:

Program Name:

Bayview Hunters Point Foundation

Bayview Hunters Point Integrated Behavioral Health Program (BVHP IBHP)

Program Address:

5815 Third Street

San Francisco, CA 94124

Telephone: (415) 822-7500 or (415)822-8200

Facsimile: (415) 822-9767 or (415) 822-6822

Jacob K. Moody, Executive Director

Lillian Shine, Deputy Director

Erin Zielinski, Program Director, Integrated Behavioral Health Services

Alfredta Nesbitt, Director, Narcotics & Substance Abuse

Program Code: 38513

### 2. Nature of Document

New       Renewal       Modification

### 3. Goal Statement

The Bayview Hunters Point Foundation Integrated Behavioral Health Program will provide integrated mental health and substance abuse services for adults, adolescents, and children. The Foundation's goal is to:

- Continue and expand mental health outpatient services for adults of all ages in a newly formed and integrated *Bay View Hunters Point Foundation Integrated Behavioral Health Program (BVHP IBHP)*.
- Establish adult substance abuse outpatient treatment for 70 adults annually, co-located with mental health services at the BVHP IBHP.
- Provide group behavioral health services so clients become self sufficient and independent

### 4. Target Population

The BVHP IBHP will serve target population clients in San Francisco's mental health system who meet the County's eligibility guidelines and admissions criteria as identified through the ACCESS Information referral system. More specifically, residents of Southeast Neighborhoods to include Potrero Hill and Visitation Valley, emphasizing on residents in public housing, including families and children of all cultural backgrounds. In addition to schools that are located specifically within the SFUSD's Bay View's Superintendent Zone. The Foundation plans to deliver outpatient behavioral health services that proportionally break down as follows:

- About 90% of outpatient services delivered will be to mental health and/or integrated dual-diagnosis clients (e.g., to clients with serious behavioral health or co-occurring

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mental health and substance abuse disorders). We estimate providing 285 adults with 7,939 units of service in this service track each year.

- About 10% of services will be delivered to single substance-abuse-only diagnosis clients. We estimate providing 70 adults with 2,050 units of service in this service track each year.

Both service tracks will serve all adult age ranges (ages 18+) from transition age youth (TAY) to adults and older-adults (60+). Because of the nature of the challenges and inequities in the community, targeted populations will naturally include adults from the following sub-groups:

- Indigent, homeless or marginally housed: Due to poverty in the target area, many clients – about 35% - have these housing challenges.
- Victims of any type violence: Approximately 65% of clients present with trauma issues related to community, domestic, and or sexual violence.

The target population to be served will include registered residents, meeting CBHS eligibility criteria who are:

- Victims of racial/cultural/language discrimination: Based on current data, we expect 65% of clients to be low-income African American, 15% to be low-income Latino, 5% to be low-income Caucasian, and 15% to be low-income Asian/Pacific Islander. Most have been victims of discrimination.
- TAY aged 18-24: Historically, about 25% of clients fall in this age range. This group is developmentally distinct from other adults and can access services in our Youth Services Division as a first point of entry.
- Older Adults aged 60+: Historically, about 10% of clients fall in this age range, however, most of these have entered services under age 60, and turned 60 while in services.
- Families: The focus of the BVHP IBHP is in fact whole-family treatment. Recognizing that everyone is a product of family and environment, The Foundation will seek to increase integrated behavioral health services to pregnant women, who statistically fall into a higher risk category for becoming victims of violence.
- LGBTQQ: Historically, about 1% of clients identify themselves as LGBTQQ.
- Men who have sex with men/intravenous or methamphetamine users: Historically, about 1-2% of clients identify themselves in these categories.

Clients will be residents from zip codes (but not limited to) 94124, 94134 and 94107. This will include Potrero Hill and Visitation Valley neighborhoods, with special attention paid to residents in public housing and parents of children attending schools within The Bayview Superintendent School Zone. There is also a special focus on the provision of outpatient services to mentally ill ethnic minority populations, and to offer information and services in the primary language of the client. The IBHP provides mental health interventions to residents of San Francisco who have co-occurring chronic mental and substance abuse disorders, with an emphasis on reducing the number of people requiring more intensive levels of care. Through treatment and community services, logical, coordinated interventions will be provided to adult, adolescent and child residents of San Francisco. These services will be rehabilitation oriented and directed toward relieving or reversing the symptoms of emotional and mental disorders, and to reduce inpatient hospitalizations. These

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services are provided to children, adolescents, and adults. Outpatient services are provided on a regularly scheduled basis, with arrangements made for non-scheduled visits during times of increased stress or crisis. In promoting comprehensive care, services are provided at sites other than the mental health clinic (i.e., schools, etc.). As indirect and or collaborative services are provided to other individuals who play significant roles in the care of clients, as well as to agencies and programs offering direct services in the community.

## 5. Modality of Service/Intervention

<i>Units of Service (UOS) Description</i>	<i>Units of Service</i>	<i>Number of Clients</i>	<i>Unduplicated Clients (UDC)</i>
<i>Mental Health Services:</i>	293,163	100	350
<i>Medication Support</i>	34,672	75	
<i>Crisis Intervention</i>	1,386	5	
<i>Case Management Brokerage</i>	39,074	125	
<i>Community Client Services</i>	400	45	
<b>Total UDC Served</b>	<b>368,695</b>		<b>350</b>

## 6. Methodology

### A. Community Engagement and Outreach

BVHPF IBHP conducts community engagement and outreach through various community activities and agencies within Bay View Hunter's Point, Potrero Hill, and Visitation Valley. We will participate in city-wide events such as Homeless Connect. Different staff members will participate in various service provider networks or sit on various boards that involve community organizations and groups specific to the Bay View Hunter's Point neighborhoods. When appropriate, IBHP fliers are left for advertisement and connections. We use the Internet to reach beyond our targeted neighborhood of the southeast section of the city.

### B. Admission Criteria

Clients served at BVHPF's IBHP must meet requirements of CBHS and SFDPH. They must be a San Francisco County resident and meet medical necessity to be enrolled in our outpatient IBHP. If they are in-between counties, they can be seen for services up to 30 days, meeting the requirements for Medi-Cal eligibility or Healthy San Francisco. An additional option is allowed if one's income level is within the state's uniform patient fee schedule for community mental health services. They may also qualify based on assessments done through ERMHS and the SFUSD.

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### C. Delivery Model

The following is a detailed summary of how IBHP conducts outpatient services. In all cases, there will be close monitoring and oversight by the clinician addressing the different stages of change in recovery to ensure the stability and consistency of treatment:

Program services will be delivered within the context of guidelines, which include:

System-wide standards of accountability based on cost, access, quality and outcomes.

A single point of entry for adult and children's services

A common definition of the priority target population

The use of common admission and discharge criteria coordinated care for all clients

To provide services that are culturally and linguistically appropriate

The provision of a standard core of services in each cluster

To fulfill the public mental health system's mission of serving as the system of care for San Franciscans, the IBHP will participate in the CBHS Advanced Access initiative by:

- Providing intake assessment and medication evaluation, as needed, within 24-48 hours of request
- Ensuring timely collection and reporting of data to CBHS as required. The Outpatient Mental Health Family Center will provide quarterly measures of new client demand according to Advanced Access reporting methodology, and more frequently if required by CBHS
- Providing and documenting the initial risk assessment using CBHS' short assessment form within AVATAR within 24-48 hours of request for service;
- Adhering to CBHS guidelines regarding assessment and treatment of indigent (uninsured) clients.
- Measuring delay of access for both new and ongoing clients on at least a monthly basis according to Advanced Access reporting methodology, and more frequently if required by CBHS.

Within the Foundation's ongoing program and services planning, strategies for the design and implementation of Wellness and Recovery models of care represent efforts of highest priority. In promoting integrated services based on behavioral health models, the Foundation is developing Wellness and Recovery models specifically within its mental health and substance abuse programs. Staff and clients of these programs have participated in a number of forums and activities, which serve as the basis for the implementation of a newly formed rehabilitative and wellness/recovery project. The principles guiding the work of this project support vocational, rehabilitative, and consumer-operated projects, and promote enhanced and sustainable levels of functioning and well-being for program clients. Beginning July 1<sup>st</sup>, for clients needing substance abuse services, these services will be provided by a mental health licensed or licensed eligible staff member through the Integrated Behavioral Health Program, the services provided will be substance abuse specific and will be charted in a separate section of the client's mental health chart. The mental health clinician will include substance abuse services within the client's mental health treatment plan of care, and use substance abuse

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severity screening tools such as CAGE or the Addiction Severity Index, in addition to completing the substance abuse specific treatment plan of care within Avatar.

The Integrated Behavioral Health Program will participate in the CBHS Advanced Access initiative, including ensuring timely measurement of data at the site and reporting of data to CBHS as required and which may be changed from time to time with prior notice from CBHS. The Behavioral Health Program will provide and document the initial risk assessments using the CBHS Short Assessment form within 24-48 hours of request for service. The Behavioral Health Program will adhere to CBHS guidelines regarding assessment and treatment of indigent (uninsured) clients.

Additionally, IBHP BVHPF will be creating a partnership with Foster Care Mental Health Services (FCMHS) that will be billed as a carve out specialty at a specific cost reimbursement rate (TBD). This partnership will allow 1.0 FTE to work specifically with the parents of children that come through the FCMHS. This service is meant to start the engagement process for the at risk parent of the FCMH youth client, in behavioral health and after care services. This 1.0 FTE will provide five individual sessions focused on risk screening and determining if the parent meets medical necessity for outpatient behavioral health services. The first three sessions will focus on behavioral health assessment, the remaining two sessions will focus on collaborative and case management services to make sure that the parent of the FCMH youth can obtain necessary services i.e, vocational training services, medication management, wrap around to succeed as a permanent support person in their child's life outside of the Foster Care Mental Health system.

Program services will be delivered within the context of integrated mental health and substance abuse service guidelines, which include several components of integrated programs considered evidence-based according to Drake, Essock, and colleagues (2001). These components include:

- *Staged interventions* where stages of treatment (engagement, persuasion, active treatment and relapse prevention) are delivered based on individual readiness for each stage.
- *Motivational interventions* which involve helping the individual identify goals and recognize that not managing one's illnesses interferes with attaining these goals.
- *Counseling* to help clients develop skills and supports to control symptoms and pursue an abstinent lifestyle.
- *Social support interventions* which recognize the role of social networks and peer support in recovery from dual disorders.
- *Long-term perspective* which recognizes that recovery may occur over months or years.
- *Comprehensiveness* in helping an individual transform many aspects of their life habits, stress, management, friends, activities and housing.
- *Cultural sensitivity and competence* which are critical to engaging clients.

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*Here are some of the following strategies that clinicians, interns and trainees will use:*  
 Motivational Interviewing, Cognitive Behavioral Therapy, Insight Oriented Therapy, Family Systems Therapy, Evidence-Based Practices. All strategies listed will use in one form or another:

- *Assessments*
- *Group Therapy*
- *Individual Therapy*
- *Collateral Services*
- *Targeted Case Management*
- *Medication Support Services*
- *Crisis Intervention*
- *Case Management/Brokerage*
- *Services to Dually Diagnosed Clients*
- *Referral Services*
- *Urgent Care*

The Behavioral Health Program operates from 9:00 A.M. to 5:00 P.M. Monday through Friday. Early morning or Late evening services are available by appointment. Referral and intake services are coordinated through the IBHP staff members.

The IBHP will provide services in the preferred language of the consumer (including sign language as provided through the Department of Public Health) and will make provisions for the use of trained interpreters when needed.

#### **D. Exit Criteria**

The exit criteria for BVHP IBHP is based upon the client indicating that they have met their goals for treatment. Staff will meet with clients to process terminating treatment and that a client's goals have, in fact, been met. Staff will have provided linkages to outside independent services such as housing, case managers, medical providers, job training, substance abuse and medication services during treatment so that there is a network of continuous resources for the client, if need be. These criteria may also be met by a client becoming a meds-only client.

#### **E. Staffing**

The Bayview Hunters Point Integrated Behavioral Health Program is a component of a community-based human service agency representing a diverse, multi-ethnic population. The program is staffed with licensed and license-eligible marriage & family therapists, social workers, psychologists, and board certified psychiatrists who are oriented to the community and responsive to the issues of ethnicity, culture, language, and gender. We also have an internship (trainee) program, consisting of four graduate-leveled PsyD. Candidates, that represents a broad range of different cultures to serve the diverse population of clients at BVHPFCI IBHP. These trainees are supervised by our licensed clinical supervisor, and provide six hours of direct service to our clients at the

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IBHP. The Foundation understands the importance of race, culture and language in its service provision, and maintains staffing and programming which appropriately respond to these issues. Recruitment and hiring of staff ensures competency to deliver and manage culturally and linguistically appropriate services to the population served, and provision of effective program and therapeutic interventions designed to meet the special clinical needs of diverse populations. Diverse populations include those from racial, ethnic and cultural backgrounds, homeless individuals, and individuals of varied sexual orientations and disabilities.

## **7. Objectives and Measurements**

### **A. Required Objectives**

All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15.

### **B. Individualized Program Objectives**

None

## **8. Continuous Quality Improvement**

A committee of three staff- one licensed that meets once a week for an hour and a half to randomly go through client's charts.

The way that we determine what charts have to be PURQC's is the following:

Two months or 15 hours after the date of opening we require all of our clinicians to PURQC their client's chart. We have a 12 point check list:

- 1) Assessment
- 2) Diagnosis (accurate and justified)
- 3) Treatment Plan of Care Goals specific, observable or quantifiable; reflected in notes and client's signature with date
- 4) Progress notes (include intervention and response)
- 5) Treatment modalities/frequency, appropriateness in relation to treatment plan
- 6) Case conference requirements- ROI's appropriate and in clt's file
- 7) Step- down required and why
- 8) Termination and Discharge
- 9) Co- Signature is missing which document
- 10) Referrals
- 11) Discuss w supervisor
- 12) Other

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With a, "Recommendation Feedback to the Clinician" section to fill out. This is where we indicate that signatures are missing, ID boxes at the top of each page front and back need to be filled out, make goals quantifiable etc. From this info gathered, we either approve the PURQC and give authorization in accordance with the PURQC SFCBH Adult/Older Adult Service Intensity Guidelines, or not. The other options are approved with adjustment based on the information gathered from this form, conditional approval and resubmit within a week's time or denied, and for what reason. The reviewer signs the form and dates it. We keep a log of all of the PURQC forms signed, approved or disallowed, and the number of hours requested for authorization. We return the PURQC recommendations to the clinicians of clients' charts for the clinicians to make appropriate corrections and return the recommendation sheet to the PURQC committee the following week to review again. Once the initial PURQC is authorized, the chart is then PURQC'd once a year in accordance to the client's treatment plan of care renewal date.

In the monthly staff meetings we will discuss quality performance objectives with all staff members to review what BVHP IBHP's policies and procedures are so that the 8551-3 (adult program) can stay on track with the mandated CBHS FY 14-15 performance objectives. This will include internal trainings on all objectives relevant to out-patient mental health services as listed in section seven of this document. In addition, the program director and clinical supervisor will run certain AVATAR reports to monitor performance objectives internally and intercede when we find there are issues. This will be done on a weekly/ bi-monthly/monthly basis to assure the quality of clinical documentation for a client's chart. Regarding cultural competency, staff members of BVHP IBHP will attend trainings on various cultural issues given by CBHS and/or SFDPH when offered. In addition, the program director will set up various guest speakers and trainings to be offered on site to BVHPF IBHP staff. When a direct client request is made, the program director and clinical supervisor will accommodate the client's request to the best of our ability, and in the best interest of the client's treatment. For example, offering a client an African American female therapist. We also make available required forms to be filled out by the client in the language they are the most familiar with.

#### **9. Required Language (if applicable):**

N/A

## **1. Agency and Program Information**

### **Program Name:**

Bayview Hunters Point Integrated Behavioral Health Program for Children (BVHP IBHPC)

### **Program Address:**

5815 Third Street

San Francisco, CA 94124

**Telephone:** (415) 822-7500

**Facsimile:** (415) 822-9767

Jacob K. Moody, Executive Director

Lillian Shine, Deputy Director

Erin Zielinski, Program Director, BVHP IBHPC

**Program Code:** 38516

## **2. Nature of Document**

**New**       **Renewal**       **Modification**

## **3. Goal Statement**

The BVHP IBHPC provides behavioral health and prevention services to children, adolescents, and their families. BVHP IBHPC provides age-specific outpatient behavioral health services to children through the age of 18 to:

- improve functioning in the home, school, and community,
- improve family support to caregivers,
- promote growth and development,
- prevent psychiatric decompensation

Services will be provided in a culturally sensitive, community-based setting. Prevention and early intervention services will be provided through behavioral health consultation on site at the BVHP IBHPC's clinic, in classrooms throughout various SFUSD schools and in community based childcare settings when appropriate.

## **4. Target Population**

The BVHP IBHPC will serve a target population of clients in San Francisco's behavioral health system who meet the County's eligibility guidelines and admissions criteria as identified through the Access Information referral system. More specifically, residents of Southeast Neighborhoods to include Potrero Hill, Visitation Valley, and Sunnydale emphasizing on children and families in public housing, of all cultural backgrounds. In addition, we will be focusing on schools that are located specifically within the SFUSD's Bay View's Superintendent Zone. Referrals will be accepted from various city-wide children, youth, and family programs, including Access, ERMHS (Educationally Related

Mental Health Services- formally AB3632), Foster Care Mental Health, Child Crisis, Family Mosaic, CPS, and The Juvenile Justice System

BVHP IBHPC has provided services for the following populations of children:

- preschool aged children with social-emotional difficulties, often associated with developmental delays
- school-aged children eligible for ERMHS services who require psychotherapy to benefit from special education
- children and youth with behavioral difficulties, often at risk of school suspension
- children involved with child welfare due to neglect or abuse
- children exposed to family or community violence
- children whose parents are recovering from substance abuse or addiction
- youth involved with juvenile probation due to conduct disorder or gang involvement

Approximately 81% of the children served are African-Americans; about 7% Latino, 6% Asian /Pacific Islander and 5% Caucasian; with 95% are EPTSD Medi-Cal eligible.

## **5. Modality of Service/Intervention**

### **A. Definition of Billable Services:**

Mental Health Services, Assessment, Therapy, Collateral, Case Management, Crisis Intervention, Outreach Services/Consultation Services

The program will adhere to CBHS guidelines regarding assessment and treatment of indigent child and adolescent clients, who will be referred to Medi-Cal, Healthy Families or Healthy Kids, if eligible.

<i>Units of Service (UOS) Description</i>	<i>Units of Service</i>	<i>Number of Clients</i>	<i>Unduplicated Clients (UDC)</i>
<i>Mental Health Services:</i>	160,025	88	88
<i>Medication Support</i>	3,388		
<i>Crisis Intervention</i> <i>Case Management Brokerage</i> <i>Community Client Services</i>	758 12,526 121		
<b><i>Total UDC Served</i></b>	<b>1 76,818</b>		<b>88</b>

## **6. Methodology**

### **6A. Community Engagement and Outreach**

BVHP IBHPC conducts community engagement and outreach through various community activities and agencies within Bay View, Hunter's Point, Potrero Hill, and Visitation Valley. We will participate in city-wide events. Different staff members will participate in various service provider networks or sit on various boards that involve community organizations and groups specific to the Bay View Hunter's Point neighborhoods. When appropriate, IBHPC fliers are left for advertisement and connections. We use the Internet to reach beyond our targeted neighborhood of the southeast section of the city.

### **6B. Admission Criteria**

Clients served at BVHPF's IBHPC must meet requirements of CBHS and SFDPH. They must be a San Francisco County resident and meet medical necessity to be enrolled in BVHP IBHPC. If they are in-between counties, they can be seen for services up to 30 days, meeting the requirements for Medi-Cal eligibility or Healthy San Francisco. An additional option is allowed if one's family income level is within the state's uniform patient fee schedule for community mental health services. They may also qualify based on assessments done through ERMHS, SFUSD, SIT (Student Intervention team) and Child Crisis.

### **6C. Delivery Model**

The following is a detailed summary of how IBHPC conducts outpatient services. In all cases, there will be close monitoring and oversight by the clinicians and program supervisors, addressing the different stages of change in recovery to ensure the stability and consistency of treatment:

Program services will be delivered within the context of integrated mental health and substance abuse service guidelines, when appropriate. This includes several components of integrated programs considered evidence-based according to Drake, Essock, and colleagues (2001). These components include:

- *Staged interventions* where stages of treatment (engagement, persuasion, active treatment and relapse prevention) are delivered based on individual readiness for each stage.
- *Motivational interventions* which involve helping the individual identify goals and recognize that not managing one's illnesses interferes with attaining these goals.
- *Counseling* to help clients develop skills and supports to control symptoms and pursue an abstinent lifestyle.

- *Social support interventions* which recognize the role of social networks and peer support in recovery from dual disorders.
- *Long-term perspective* which recognizes that recovery may occur over months or years.
- *Comprehensiveness* in helping a child and their family transform many aspects of their life habits, stress, management, friends, activities and educational goals.
- *Cultural sensitivity and competence* which are critical to engaging clients.

*Here are some of the following strategies that clinicians and interns will use:*

Motivational Interviewing, Cognitive Behavioral Therapy, Insight Oriented Therapy, Family Systems Therapy, Evidence-Based Practices. These strategies mentioned will use the following in one form or another:

- *Assessments*
- *Group Therapy*
- *Individual Therapy*
- *Collateral Services*
- *Targeted Case Management*
- *Medication Support Services*
- *Crisis Intervention*
- *Case Management/Brokerage*
- *Services to Dually Diagnosed Clients*
- *Referral Services*
- *Urgent Care*

The IBHPC operates from 9:00 A.M. to 6:00 P.M. Monday through Friday. Early morning or evening services are available by appointment. Referral and intake services are coordinated through the IBHPC staff members and supervisors for approval. When parents call, they are offered an intake appointment within 24 to 48 hours. Evening appointments can be arranged. Children are generally seen before or after school.

The IBHPC utilizes brief therapy strategies in a flexible, creative manner. Intensive services are offered during the first two months. Less intensive services are available afterward for follow-up and support as needed. Information and referral are provided for a wide range of related programs in the community.

Both individual and conjoint family sessions are provided for children, their caregivers, and their family. The child is usually assessed in a play therapy setting. Classroom observation, on-site collaboration and problem-solving with teachers and other para-professional school support staff, is provided on a regular basis. The assigned therapist at BVHP's IBHPC will attend individual educational placement meetings to determine the medical necessity for out-patient behavioral health services on a case by case basis. Outreach visits to the home, hospital, or juvenile hall are also offered when necessary.

#### **6D. Exit Criteria**

The exit criteria for BVHP IBHPC is based upon the client, family, or other outside agencies in where behavioral health services are required by, indicate that they have met their goals for treatment. Staff will meet with the client and family members, along with any additional collateral program team members, to process terminating treatment and that a client's goals have, in fact, been met. Staff will have provided linkages to outside independent services such as special educational services at another school, housing, case managers, medical providers, job training, substance abuse and medication services during treatment so that there is a network of continuous resources for the client, and their family if need be. These criteria may also be met by a client becoming a meds-only client, transitioning out of children's services and into TAY services, or all other special outside program requirements have been met.

#### **6E. Staffing**

The BVHP IBHPC is a component of a community-based human service agency representing a diverse, multi-ethnic population. The program is staffed with licensed and license-eligible marriage & family therapists, social workers, psychologists, and board certified psychiatrists who are oriented to the community and responsive to the issues of ethnicity, culture, language, and gender. We also have an internship program, consisting of four graduate-level registered interns with the California Board of Behavioral Sciences that represent a broad range of different cultures to serve the diverse population of clients at BVHP IBHPC. The Foundation understands the importance of race, culture and language in its service provision, and maintains staffing and programming which appropriately respond to these issues. Recruitment and hiring of staff ensures competency to deliver and manage culturally and linguistically appropriate services to the population served, and provision of effective program and therapeutic interventions designed to meet the special clinical needs of diverse populations. Diverse populations include those from racial, ethnic and cultural backgrounds, the homeless, and individuals of varied sexual orientations and disabilities.

### **7. Objectives and Measurements**

#### **A. Required Objectives**

All objectives and descriptions of how objectives will be measured are contained in the CBHS document entitled Performance Objectives FY 14-15.

**B. Individualized Program Objectives**

None

**8. Continuous Quality Improvement**

We have a committee of three staff- one licensed that meets once a week for an hour and a half to randomly go through client's charts.

The way that we determine what charts have to be PURQC's is the following:

One month or 15 hours after the date of opening we require all of our clinicians to PURQC their client's chart. We have a 12 point check list:

- 1) Assessment
- 2) Diagnosis (accurate and justified)
- 3) Treatment Plan of Care Goals specific, observable or quantifiable; reflected in notes and client's signature with date
- 4) Progress notes (include intervention and response)
- 5) Treatment modalities/frequency, appropriateness in relation to treatment plan
- 6) Case conference requirements- appropriate ROI's and in the client's file
- 7) Step- down required and why
- 8) Termination and Discharge
- 9) If a Co- Signature is missing and on which document
- 10) Referrals
- 11) Discuss with supervisor
- 12) Other

We have a 'Recommendation Feedback to the Clinician' section to fill out. This is where we indicate that signatures are missing, ID boxes at the top of each page, front and back, need to be filled out, or make goals quantifiable etc. From this information gathered, we either approve the PURQC and give authorization in accordance with the PURQC SFCBH Children's Service Intensity Guidelines, or not. The other options are, approved with adjustment, based on the information gathered from this form. Conditional approval, authorization is granted and resubmitted within a week's time or denied. The reviewer signs the form and dates it. We keep a log of all of the PURQC forms signed, approved or disallowed, and the number of hours requested for authorization. We return the PURQC recommendations to the clinicians of clients' charts for the clinicians to make appropriate corrections and return the recommendation sheet to the PURQC committee the following week to review again. Once the initial PURQC is authorized, the chart is then PURQC'd once every six months in accordance to the client's treatment plan of care renewal date.

In our monthly staff meetings we will discuss quality performance objectives with all staff members to review what BVHP IBHPC's policies and procedures are so that the 8551-6 (children's program) can stay on track with the mandated CBHS FY 13-14 performance

**Contractor: Bayview Hunters Point Foundation**  
**Program: Bayview Hunters Point**  
**Integrated Behavioral Health Program for Children**  
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objectives. This will include internal trainings on all objectives relevant to out-patient mental health services as listed in section seven of this document. In addition, the program director and clinical supervisor will run certain AVATAR reports to monitor performance objectives internally and intercede when we find there are issues. This will be done on a weekly/ bi-monthly/monthly basis to assure the quality of clinical documentation for a client's chart. Regarding cultural competency, staff members of BVHP IBHPC will attend trainings on various cultural issues given by CBHS and/or SFDPH when offered. In addition, the program director will set up various guest speakers and trainings to be offered on site to BVHP IBHPC staff. When a direct client request is made, the program director and clinical supervisor will accommodate the client's request to the best of our ability, and in the best interest of the client's treatment. For example, offering a client an African American female therapist. We also make available required forms to be filled out by the client in the language they are the most familiar with.

**9. Required Language (If applicable):**

N/A



**Contractor: Bayview Hunters Point Foundation**  
**Program: Anchor Program**  
**City Fiscal Year 14-15**  
**CMS#: 7013**

**Appendix A-8**  
**Contract Term 7/01/14 through 9/30/14**

**1. Identifiers:**

Program Name: Anchor Program  
Program Address: 1701 Ocean Avenue  
City, State, ZIP: San Francisco, CA 94112  
Telephone: (415) 452-2202 FAX: (415) 334-5712  
Website Address:

**Contractor Address:** 150 Executive Park Blvd., Suite 2800  
City, State, ZIP: San Francisco, CA 94135  
Person Completing this Narrative: Kim Shine  
Telephone: (415) 468-5100  
Email Address: Lillian.shine@bayviewci.org

**Program Code(s):** 38A13

**2. Nature of Document:**

New  Renewal  Modification

**3. Goal Statement:**

The Anchor Project is a collaborative venture between Community Behavioral Health Services and Golden Gate Regional Center. It involves a multi-disciplinary team working out of the O.M.I. Family Center. The program is funded by Community Behavioral Health Services.

**4. Target Population:**

The target population for this project will be forty (40 - 60) "high risk" adults with developmental and mental health disabilities and/or accompanying behavioral difficulties.

**State Definition of Developmental Disability:**

"Developmental Disability" means a disability which originates

**Federal Definition of Developmental Disability:**

For purposes of the Developmental Disabilities Act, a developmental disability is a severe, chronic disability of a person which

- Is attributable to a mental or physical impairment or combination of mental and physical impairments,
- Is manifest before age 22,
- Is likely to continue indefinitely,
- Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent language, capacity for independent living, or economic self-sufficiency; and

- Reflects the need for combination and sequence of special, interdisciplinary, or generic care, treatment or other services that are lifelong or extended duration and individually planned and coordinated.
- 

The target population includes males and females 18 to 65 year of age who:

- Have histories of multiple admissions to psychiatric emergency services and inpatient facilities,
- Have seizure disorders,
- Have histories of unsuccessful placements,
- Have drug and alcohol problems,
- Have a history of one or more of the following behaviors: aggressive physical and verbal behaviors, assaultive or self-injurious behavior, suicidal threats, fire-setting, sexual assault or sexually acting out, and dementia.
- The zip code where services will be delivered is 94112.

Adolescents will be admitted to the project on a case-by-case basis.

**5. Modality(s)/Intervention(s):**

<b>Units of Service (UOS) Description (add more rows if needed)</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients (NOC)</b>	<b>Unduplicated Clients (UDC)</b>
<b>Mental Health Services</b> <b>1.0 FTE x 40 hrs/wk x 12 wks x 87% LOE</b>	16,993	5	
<b>Total UOS Delivered</b>	16,993		
<b>Total UDC Served</b>			5

**6. Methodology:**

- Prioritization of limited resources to serve those most in need. Need clearly defined by target population criteria used uniformly across the system;
- Development of a single network of services by strengthening the partnership between private (contractors) and public (civil service) services, working toward a common goal of serving the identified target population;
- Linkage of high user clients to services in order to hospitalize fewer Anchor Project patients annually;
- Deliver cost effective services in a manner consistent with maximizing the use of limited staff resources via treatment methods (groups, off-site services, urgent care) which maximizes treatment effectiveness while reducing client dysfunction and therefore reducing cost of service.

**7. Objectives and Measurements:**

**A. Required Objectives**

All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15.

**B. Individualized Program Objectives**

None

**8. Continuous Quality Improvement:**

The Anchor Program CQI activities are designed to enhance, improve and monitor the quality of services delivered at both programs.

**A. The program identifies areas of improvement through chart reviews and case conferences which are conducted on a monthly basis.**

Avatar reports are reviewed and reconciled on a monthly basis by the Medical Records Staff. Participants in the case conference meetings include Program Director and Clinical Supervisor. The clinical supervisor receives monthly supervision from the Program Director where they are advised on client cases such as treatment planning, continued care and discharge status.

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

**B. The program monitors documentation quality by reviewing case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by clinical supervisor, then discussed with program director for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services. Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.**

**C. All program staff participates in an annual Cultural Competency/ Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).**

D. The Anchor Program values client opinions and suggestions for program improvements. Clients are provided an opportunity to express their views through client satisfaction surveys administered on an annual basis. CBHS client satisfaction results are reviewed and discussed with staff and clients.

The Anchor Program will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA), and Cultural Competency.

**9. Required Language:**

**N/A**

**1. Identifiers:**

Program Name: Bayview Hunters Point Foundation (Fiscal Intermediary)

Family Mosaic Project

Program Address: 1309 Evans Street

City, State, ZIP: San Francisco, CA 94124

Telephone: (415) 206-7645 FAX: (415) 206-7630

Website Address:

Contractor Address: 150 Executive Park Blvd, Suite 2800

City, State, ZIP: San Francisco, CA 94134

Person Completing this Narrative: Kim Shine, Deputy Director

Telephone: (415) 468-5100

Email Address: Lillian.shine@bayviewci.org

Program Code(s): 8957

**2. Nature of Document:**

New  Renewal  Modification

**3. Goal Statement:**

The goals of the Family Mosaic Project are to provide a system of coordinated interdepartmental services to severely emotionally disturbed children and their families; reduce out-of-home placements of children; stabilize existing placements, and improve the overall functioning of children served by the Project.

**4. Target Population:**

Severely emotionally disturbed children and adolescents between the ages of 3 and 16 who are in out-of-home placements or who are at risk for out-of-home placements.

**5. Modality(s)/Intervention(s)**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Conserv-Adm 15,664 staff minutes	15,675		
<b>Total UOS Delivered</b>	<b>15,675</b>		
<b>Total UDC Served</b>			<b>57</b>

**6. Methodology:**

Case managers coordinate services available through the Department of Health Care Services, Department of Social Services, Juvenile Justice, San Francisco Unified School District and private providers. The program also works with community agencies to develop wrap-around services tailored to the unique needs of the individual child. Primary funding is through a capitated, managed care contract with the California Department of Health Services.

**7. Objectives and Measurements:**

**A. Required Objectives**

All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15.

**B. Individualized Program Objectives**

None

**8. Continuous Quality Improvement:**

The Family Mosaic Program CQI activities are designed to enhance, improve and monitor the quality of services delivered at both programs.

**A. The program identifies areas of improvement through chart reviews and case conferences which are conducted on a monthly basis.**

Avatar reports are reviewed and reconciled on a monthly basis by the Medical Records Staff. Participants in the case conference meetings include Clinical Supervisor and Case Managers. The Case Managers receives monthly supervision from the Clinical Supervisor where they are advised on client cases such as treatment planning, continued care and discharge status.

To ensure continuous monitoring, a list of contract performance objectives is provided to all staff. Outcomes are reviewed, analyzed and reconciled for accuracy with the Avatar reports. An annual performance assessment and improvement plan is used to track outcomes of mandatory objectives and reviewed on a quarterly basis.

**B. The program monitors documentation quality by reviewing case files through periodic reviews. The review process is conducted based on guidelines set forth by the Department of Public Health (DPH) and Community Behavior Health Services (CBHS). To ensure compliance with documentation of treatment plans, case notes and timely signatures, monthly chart reviews are conducted by clinical supervisor, then discussed with program director for follow-up issues. All staff participates in annual documentation trainings provided internally and by Community Behavioral Health Services. Staff meetings are also held on a monthly basis as a venue where staff can discuss administrative and clinical issues.**

**C. All program staff participates in an annual Cultural Competency**

Law, Ethics and Boundaries Training- geared towards providing an understanding and acceptance of beliefs, values, ethics of others and skills that are necessary to work with and serve diverse populations. Staff also participates in Cultural Competency Trainings sponsored by Department of Public Health (DPH) and Community Behavior Health Services (CBHS).

**D. The Family Mosaic Project values client opinions and suggestions for program Improvements. Clients are provided an opportunity to express their views through client satisfaction surveys administered on an annual basis. CBHS client satisfaction results are reviewed and discussed with staff and clients.**

The Family Mosaic Project will comply with San Francisco Health Commission, Local, State, Federal and/or Funding Source policies and requirements such as Health Insurance Portability Accountability Act (HIPAA), and Cultural Competency.

**9. Required Language:**

N/A



Contractor: Bayview Hunters Point Foundation  
Program: Jelani House  
City Fiscal Year (CBHS only): 14-15  
CMS #: 7013

Appendix A-10  
Contract Term: 07/01/14 through 06/30/15

1. **Program Name:** Jelani House  
**Program Address:** 1601 Quesada Avenue  
San Francisco, CA 94124  
**Telephone:** (415) 822-5977  
**Facsimile:** (415) 671-1042  
**Program Code:** 01452(adults) 01455(children)

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

New       Renewal       Modification

3. **Goal Statement**

Jelani, Inc.'s goal is to provide a safe and welcoming environment where families can recover from the harmful effects of substance abuse.

4. **Target Population**

The target population for this program is pregnant/postpartum women and women with children under the age of six years old. Women who are utilizing methadone maintenance are welcome.

**Key target population:**

- Gender: Pregnant/Postpartum Women
- Age: Women 18 years and older with children up to the age of 6 years old
- Women who are low income, unemployed, and homeless

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

Units of Service (UOS) Description (add more rows if needed)	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
SA Residential Recovery/ Long Term (over 30 days) 1.20 FTE x 16 beds x 48 weeks x level of effort 80%	2,469	8 Beds	
<b>Total UOS Delivered</b>	<b>2,469</b>		
<b>Total UDC Served</b>			<b>15</b>

The modality of this program is *family residential treatment*.

Jelani House is a six-nine month minimum residential mental health, substance abuse treatment program for dually diagnosed pregnant/postpartum women and women with children.

6. **Methodology**

Jelani House provides residential mental health & drug treatment services that are gender specific, trauma informed, and support the ultimate health of the family. Jelani House applies a holistic approach to treatment that more effectively meets the needs of women as they develop and strengthen strategies to maintain their substance free life style, while caring for and nurturing their children. This program offers various social, health, support, recovery, mental health & educational services.

**a.) Outreach and Recruitment:**

Jelani, Inc. employs a central Intake Coordinator who is responsible for outreach, recruitment, telephone screening, and intake procedures. To reach potential clients, treatment staff along with the Intake Coordinator participates in Project Homeless Connect. Recruitment is also incorporated into our work with community collaborators. Clients are also selected and identified through self referral and interagency linkages with outreach workers, The Department of Human Services, (CPS) Child Protective Services, San Francisco General and St. Luke's Hospital and other local perinatal and primary medical providers, health centers, the criminal justice system, and behavioral courts such as; Dependency Drug Court and 0-3 Court.

- Jelani House participates in Avatar and daily *bed count* will notify the County of San Francisco of any open and available beds.

**b.) Admission and Intake Criteria:**

Jelani House provides admission to all who come for services, honoring the "Any Door is the Right Door" Philosophy. If a woman is unable to meet the following criteria, a referral is made;

1. Women should come to the program voluntarily (however, individuals mandated to treatment are accepted).
2. Women should be pregnant and/or with a child under the age of 6 years old.
3. Women should demonstrate a willingness to change.
4. Women must participate in this program to the best of their ability.

**c.) Service Delivery Model:**

1. Jelani House has adapted the best practices of the original therapeutic community structure to accommodate the many issues and diagnoses presented at intake. This residential community represents a structured environment with defined boundaries. It employs community-imposed sanctions, as well as earned advancement of status and privileges as part of the recovery and growth process. Staff emphasizes personal responsibility for one's own life and for self-improvement. There is a sharing of meaningful labor, so that clients make a true investment in the community. High expectations and commitment from both clients and staff support positive change.
2. The program design is six-nine months minimum; the average length of stay is 8 months.
3. Jelani House is staffed 24 hours a day/seven days a week.
4. Jelani House is located in the Bayview Hunters Point district of San Francisco, California.
5. Treatment at Jelani House is composed of a combination of case management and individual counseling in a community setting. Peer support at Jelani House is supplemented by trained staff that provides individual, group and family counseling. Individual counseling is provided a minimum of once a week and as requested. 20 hours (minimum) of group drug treatment is provided weekly. Mental health therapy is also provided weekly.
6. Jelani, Inc. recognizes that recovery is a lifelong assignment. Therefore, the primary strategy used to achieve our goal is case management concurrent with assessment and treatment to ensure the continued credibility of the treatment plan. Treatment planning begins with screening & assessment for immediate needs followed by referral for; Prenatal Care, Physical/Mental Health, Anger Management, and Domestic Violence. Case Management covers recovery issues such as; stabilization, skill building, educational/training goals, employment needs, and housing. The focus and intensity of treatment is modified to accommodate the realistic and practical treatment needs of each woman.
7. Wrap-around services are provided by Jelani staff on site, by outside providers on site, and by referral. Wrap-around services include;

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**Funding Source (AIDS Office & CHPP only):** N/A

**Mental Health Services and Treatment**

The ten (10) day orientation phase of the program provides an opportunity to observe and screen each new client for co-occurring disorders. If the client is currently receiving therapy and/or medication, a release of information will be requested so that a seamless treatment episode can be created. This would include case review with all professionals involved with the client.

Women presenting with co-occurring disorders will be supported to their original mental health provider, educated regarding medication, and observed for difficulties related to medication or comfort.

**Jelani, Inc. Clinical Department**

Jelani, Inc.'s Program Director oversees the treatment department and conducts a weekly case conference where clients are discussed and treatment options explored. Jelani Inc. also employs a part-time Clinical Supervisor who provides clinical supervision each week to staff along with conducting a weekly Treatment Department meeting. This Clinical Supervisor also provides supervision to Marriage and Family interns throughout the program. These interns provide therapeutic interventions with the clients and on occasion their families.

The case managers facilitate a weekly process group and Seeking Safety group at each of the two residential programs.

**Primary Health Services**

The Department of Public Health/ Maternal and Child Health supports a Public Health Nurse on site at Jelani House. This Public Health Nurse guides the medical department, including screening for medical needs, medical education, documentation, staff training and compliance. Jelani House also provides weekly sessions on health issues related to pregnant and parenting women. The Public Health Nurse also sees that each client finds a primary health provider. All of these services are intended to present differing integrated approaches.

**Methadone**

Methadone Maintenance is accepted, utilizing methadone providers as referring agencies. Clients are accompanied by staff on a weekly basis to pick up their Methadone "Take Homes". "Take Homes" are stored on site in the locked medicine cabinet. Program staff will assist the client in the self-administration of their methadone.

**Family Groups**

The Family Counseling Program consists of two components, individual family counseling, and group counseling and/or workshops. The individual family counseling is a time for the family member and the client to discuss their concerns, and to learn how they can best support each other. Topics include: Facts about Drug Addiction; Living in Recovery; Parenting Skills; Co-Dependency and the Family Unit; Understanding Narcotics Anonymous and Alcoholics Anonymous 12 Step Philosophy; concerns of Grandparents and other relatives who are parenting; and more.

**Case Management System**

A referral system has been established for women in the program requiring services from other community based organizations. Case Management conducts and documents one-to-one counseling sessions, referrals and monthly evaluations of client's progress. The Case Manager and the client develop an individualized treatment plan. These treatment plans are reviewed weekly and/or as needed.

**Nurturing Parenting**

Jelani, Inc. has recently trained staff to facilitate the Nurturing Parenting Program, an evidence based curriculum. The Nurturing Parenting Program for Families in Substance Abuse Treatment and Recovery is a group-based program that assists parents in strengthening their own recovery, facilitating recovery within their

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families, and building a nurturing family lifestyle. The goal of this program is to nurture parents, thus enhancing parents 'ability to nurture their children. "Nurturing Parenting" is scheduled weekly at Jelani House.

**Drug Education for Pregnant and Parenting Women**

Jelani House provides staff facilitated drug education, smoking cessation and relapse prevention workshops. Community based organizations are also invited to provide drug/health education.

**Education and Support Groups Addressing Family Violence, Abuse, and Neglect:**

Through parenting classes and group structures, Jelani House provides specific curricula regarding family violence, child abuse, neglect, and sexual abuse. This education focuses both on the process of past experiences of the client and the prevention of family violence in the future.

**Domestic Violence**

This is an ongoing eighteen-week workshop, combined with role-play and discussion. Each eighteen-week session begins with a pre-test and ends with a post-test. During the eighteen-weeks, clients are asked to present (at their own discretion) a violence autobiography. The purpose of this group is to identify earliest recollections of violence, patterns of abuse and solutions for ending the violence.

**Family Violence**

Jelani, Inc. as an agency attempts to address violence on a family level through various case management efforts. Case conferences are an integral part of this process. In addition to addressing violence between significant others, we also attempt to mirror how domestic violence affects the children within the family. We create this through role-play, observation of children's behavior and reaction to certain situations in the house. We use corrective measures to end the violence within the family and rely on various referral services.

**Child Protective Services (CPS)**

Jelani, Inc. has a memorandum of understanding with the San Francisco Department of Child Protective Services. Through this linkage, Jelani, Inc. provides a family reunification program. Services include but are not limited to; coordination and supervision (if required), of visits, including coordination with foster parents; child developmental services; and family court representation.

**Housing**

The case manager assists in guiding the family through the various housing services and agencies such as Section 8, Shelter+Care, and transitional housing programs. Once a client has decided upon a living situation, the case manager visits the site to make sure it is clean, well maintained and safe for children. The Case Manager and Program Director also advocate for and provide case management that targets any lingering barriers to accessing housing, like bad credit and poor rental history which are frequently a concern for low income families.

**Children's Services:**

**Initial Assessment**

Jelani House utilizes the services of Homeless Children's Network (HCN) for mental health referrals for children. A Childcare Consultant from HCN is available on site 8 hours a week. The childcare department is designed to provide treatment accessibility for women with children, to provide children exposed to drugs with therapeutic care, and to provide women with the experience and education needed for optimal parenting skills.

The Childcare Department staff of Jelani Inc. is trained in Early Childhood Education. The Department prides itself on its developmental motto: "education with care". Our staff assists the clients in linking the parenting theories of their classrooms to hands- on, everyday life experiences. Their main goal is to empower and educate the parents to establish a supportive, stable environment in which their children will thrive and grow.

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**Funding Source (AIDS Office & CHPP only):** N/A

THE INFANTS come to us from a variety of sources; directly from the hospitals, court mandates, stipulations for placement by Child Protective Services, and voluntary parent enrollments. When they arrive, we provide follow-up medical support and developmental services to promote gross motor and fine motor skills development. The infants are assessed on a monthly basis, when deemed appropriate; outside referrals for special needs are arranged.

THE TINY TOTS are children who require a large amount of time to interact with their environment in a hands-on fashion. When they have mastered the ability to walk unaided they "graduate" from the nursery to the Tiny Tots Room. In this new setting, the focus is to assist the children in gaining a more defined sense of hand - eye coordination and improved gross motor skills and prepare them; by scaffolding or preparing for the next task such as potty training.

THE TODDLERS are the next set of children on the age ladder. These children require space to run, have rough and tumble play and begin to experiment with reality vs. make-believe. They have moved from mainly fine tuning their large muscles into more fine-motor and cognitive development.

THE PRESCHOOLERS are the children who should be at least 1 ½ years away from entering Kindergarten. We provide these children with a solid foundation of basic skills to ensure later success upon their entry into a formal education setting.

Each child in the program is assessed and an individualized treatment plan is developed for him/her. Through play activities, art and music therapy, the children learn more about their own feelings and how to cope with their environment. For preschoolers, the treatment setting is likely to be the child's first experience in a stable supportive environment.

The Childcare Department plans the children's activities and playtime schedule. This includes individual attention and supervised interaction with their mothers (e.g., mother-child bonding, meals and outside activities). Childcare staff has been trained in Infant Massage Therapy. Weekly sessions are scheduled for Infant Massage and Structured Bonding for mothers/babies/older children.

#### **Phases of Treatment (Adults)**

There is a 10 day orientation followed by several phases in the 6-9 month minimum residential portion of the program.

##### ***Phase I***

Each woman will immediately be assigned to a Case Manager to oversee and coordinate treatment choices. Priority issues to be addressed will include medical needs and reunification requirements.

Phase I lasts 75 days depending on individual growth and motivation. The client's primary task during Phase I is to begin to gain an understanding of herself, her behaviors and attitudes. The clients are not allowed visitors or outside communications (letters and phone calls) until they have completed 45 days of Phase I, except for probation officers, employment specialist, lawyers, medical appointments, etc. The first 45 days is called "non-com" = non-communication (exceptions are made based on individual needs and treatment planning).

##### ***Phase I Addresses:***

1. Breaking away from old life-style patterns.
2. Examining and alleviating negative behavior and attitude.
3. Becoming aware of feelings.
4. Defining and working on short-term goals.
5. Becoming acquainted with the 12 Step program.

##### ***Phase II***

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Phase II lasts 75 days depending on individual growth and motivation. Clients in Phase II continue to focus their time and energy on self-examination. Clients in this phase examine:

1. Responsibility of job duty assigned.
2. Pressures felt with parenting.
3. Beginning to trust ones-self and others.
4. Being able to identify and express different feelings.

#### ***Aftercare Phase***

Clients in the Aftercare Phase continue to work intensely on themselves after they leave the residential component of the program. Their individual Case Management continues to include plans for employment and/or education if not yet implemented, onsite childcare, continuation of therapy, and medical services. Clients in the 90 day Aftercare Phase examine and explore;

1. Personal and programmatic responsibilities.
2. Pressures experienced when outside of the facility.
3. Self and interaction with extended family members.
4. Relationships with the community

#### ***d.) Exit Criteria:***

##### ***Successful Completion Criteria:***

Success will be measured by any combination of the following; stabilization and medication compliance, improved physical and mental health, completion of treatment plan goals, locating an AA/NA sponsor and attending a minimum of four meetings per week, locating housing and childcare, entering school, attaining a job or entering job training.

#### ***Aftercare Phase***

In the Aftercare Phase, clients begin to focus on their post exit goals and objectives, while still remaining active in the program. Aftercare Phase explores:

1. Solidifying entry plans (i.e., housing, training program, employment, finances, support groups and therapy, etc.)
2. Dealing with pressures encountered within society.
3. Dealing with disillusionment.
4. Going into the community regularly while still in treatment.
5. Defining and working on long-term goals.

#### ***After Care Planning***

The case manager works closely with the client regarding re-entry into the community including outside supports, such as; AA/NA Sponsorship and 12 Step meetings.

Clients who complete the program have access to weekly meetings and support groups. Jelani, Inc. staff maintains contact with the families for one year, providing support and monitoring of basic needs of both the mother and their children.

Follow-up plans include periodic drop-ins for contact and information sharing with staff members and if necessary, scheduled counseling sessions.

#### ***Relapse Policy***

1. Graduates who are in need of returning to the program because of drug-related problems will be accepted based on the availability of bed space.

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2. Graduates who request to return to the program for support and assistance will be placed on a contract and given case management. Graduates will be re-evaluated and given a new treatment plan. Graduates' stay will be no less than ninety days, but no more than six months.
3. A graduate has the option to join aftercare groups twice a month with a sobriety requirement.

**e.) Program Staffing:**

Treatment staff is mandated at a minimum to be certified as Substance Abuse Counselors or in the process of receiving their certification. Jelani House employs one (1) primary Case Manager who is involved in the treatment planning, one-on-one counseling, and group counseling. Swing shift staff is involved in evening support including groups and one-on-one counseling if necessary. Night shift staff is involved in morning support including check-in and one-on-one counseling if necessary. Crisis Intervention is provided by all trained Case Management and counseling staff under the supervision of the Program Director.

All staff is supported in attending trainings on the topics of Boundaries, Dual Diagnosis, Mental Health Symptomatology, Domestic Violence, Group Counseling, and Stress Management. All Jelani, Inc. staff is required to obtain 18 hours of training per year. These training hours can also be used for initial and renewal of substance abuse certification.

**Internship Program**

Jelani Inc. has an Internship program that provides supervision to MFT interns. These interns provide therapeutic interventions with our clients and their children

**7.) Objectives and Measurements**

**A. Required Objectives**

- “All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15

**B. Individualized Program Objectives**

**B.1: During Fiscal Year 2014-15, at least 60% of discharged clients will have successfully completed treatment or will have left before completion with satisfactory progress.**

**Data source:**

CBHS CalOIMS discharge status field.  
Case Manager discharge documentation.

**Client Inclusion Criteria:**

Clients discharged between July 1, 2014 and June 30, 2015.

**Program Review Measurement:**

Objective will be evaluated based on data submitted between July 1, 2014 and June 30, 2015.

**B.2: During Fiscal Year 2014-2015, 60% of discharged clients will show a reduction in the frequency of alcohol and other drug use compared to entry level baseline as measured by counselor observation and test results documented in program records and individual case notes.**

**Client Inclusion Criteria:**

Clients discharged between July 1, 2014 and June 30, 2015.

**Data Source:**

Case notes and program documentation

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**Program Review Measurement:**

Objective will be evaluated on a monthly basis with Program Director.

**B 3: Health Interventions:** Interventions to address health issues:

**Metabolic and health screening**

Metabolic screening (Height, Weight & Blood Pressure) will be provided for all (100%) behavioral health clients at intake and annually when medically trained staff and equipment are available.

**Primary care provider and health care information**

All (at least 95%) 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.

**Active engagement with primary care provider**

100% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Data Source: Individual case notes and on-site Public Health Nurse Records.

**8. Continuous Quality Improvement**

"Quality Assurance and Continuous Quality Improvement requirements will be addressed in the CBHS Declaration of Compliance."

**9. Required Language:**

N/A

**Contractor:** Bayview Hunters Point Foundation

**Program:** Jelani Family

**City Fiscal Year (CBHS only):** 14-15

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**Appendix A-11**  
**Contract Term:** 07/01/14 **through** 06/30/15

**1. Program Name:** Jelani Family Program

**Program Address:** 1638-40 Kirkwood Avenue  
San Francisco, CA 94124

**Telephone:** (415) 671-1165

**Facsimile:** (415) 970-0438

**Program Code:** 38502(adults) 38505(children)

**2. Nature of Document**

**New**       **Renewal**       **Modification**

**3. Goal Statement**

Jelani, Inc.'s goal is to provide a safe and welcoming environment where families can recover from the harmful effects of substance abuse.

**4. Target Population**

The target population for this program is couples and single fathers with children, whose primary residence is in San Francisco, CA.

Key target population:

- Adult couples with children up to the age of 12 years old.
- Adult single fathers with children up to the age of 12 years old.
- Low income, unemployed, and homeless

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

The modality of this program is *family residential treatment*.

The Family Program is a six to nine month minimum (substance abuse) residential treatment program for families. Clients on methadone, as well as those requiring mental health services are welcome.

<b>Units of Service (UOS) Description (add more rows if needed)</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients (NOC)</b>	<b>Unduplicated Clients (UDC)</b>
SA Residential Recovery/ Long Term (over 30 days) 1.20 FTE x 16 beds x 48 weeks x level of effort 80%	2,322	8 & 12 Beds	
<b>Total UOS Delivered</b>	<b>2,322</b>		
<b>Total UDC Served</b>			12 8

**6. Methodology**

The Family Program is a residential mental health & drug treatment program in a family/community setting. This program offers various social, health, support, recovery, mental health & educational services for single fathers with children and couples with children.

**A. Outreach and Recruitment:**

Jelani, Inc. employs a central Intake Coordinator who is responsible for outreach, recruitment, telephone screening, and intake procedures. To reach potential clients, treatment staff along with the Intake Coordinator participates in Project Homeless Connect. Recruitment is also incorporated into our work

with community collaborators. Clients are also selected and identified through self referral and interagency linkages with outreach workers, The Department of Human Services, (CPS) Child Protective Services, San Francisco General and St. Luke's Hospital and other local perinatal medical providers, health centers, the criminal justice system, and behavioral courts such as; Dependency Drug Court and 0-3 Court.

Jelani Family Program with its participation in Avatar and the daily *bed count* process will notify the County of San Francisco of any open and available beds.

**B. Admission and Intake Criteria:**

The Family Program provides admission to all who come for services, honoring the "Any Door is the Right Door" Philosophy. If a family is unable to meet the following criteria, a referral is made;

1. Families should come to the program voluntarily (however, individuals mandated to treatment are accepted).
2. Families must come to the program with their children or with reunification potential.
3. Families should demonstrate a willingness to change.
4. Families must participate in this program to the best of their ability.

**C. Service Delivery Model:**

1. The Family Program has adapted the best practices of the original therapeutic community structure to accommodate the many issues and diagnoses presented at intake. This community represents a structured environment with defined boundaries. It employs community-imposed sanctions, as well as earned advancement of status and privileges, as part of the recovery and growth process. Staff emphasizes personal responsibility for one's own life and for self-improvement. There is a sharing of meaningful labor, so that families make a true investment in the community. High expectations and commitment from both families and staff support positive change.
2. The program design is six-nine month minimum with the average length of stay is 8 months.
3. The Family Program is staffed 24 hours a day/seven days a week.
4. The Family Program is located in the Bayview Hunters Point district of San Francisco, CA.
5. Treatment at The Family Program is composed of a combination of case management and individual counseling in a community setting. Peer support at The Family Program is supplemented by trained staff that provides individual, group and family counseling. Individual counseling is provided a minimum of once a week and as requested. 20 hours (minimum) of group drug treatment is provided weekly.
6. Jelani Family Program recognizes that recovery is a lifelong assignment. Therefore, the primary strategy used to achieve our goal is case management concurrent with assessment and treatment to ensure the continued credibility of the treatment plan. Treatment planning begins with screening & assessment for immediate needs followed by referral for; Prenatal Care, Physical/Mental Health, Anger Management, and Domestic Violence. Case Management covers recovery issues such as; stabilization, skill building, educational/training goals, employment needs, and housing. The focus and intensity of treatment is modified to accommodate the realistic and practical treatment needs of families.
7. Wrap-around services are provided by The Family Program staff on site, by outside providers on site, and by referrals as follows:

**Mental Health Services and Treatment**

The ten (10) day orientation phase of the program provides an opportunity to observe and screen each new client for co-occurring disorders. If the client is currently receiving therapy and/or medication, a release of information will be requested so that a seamless treatment episode can be created. This would include case review with all professionals involved with the client.

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Clients presenting with co-occurring disorders will be supported to their original mental health provider, educated regarding medication, and observed for difficulties related to medication or comfort.

#### *Jelani, Inc. Clinical Department*

Jelani, Inc.'s Program Director oversees the treatment department and conducts a weekly case conference where clients are discussed and treatment options explored. Jelani Inc. also employs a part-time Clinical Supervisor who provides clinical supervision each week to staff along with conducting a weekly Treatment Department meeting. This Clinical Supervisor also provides supervision to Marriage and Family interns throughout the program. These interns provide therapeutic interventions with the clients and on occasion their families.

Case managers co-facilitate a weekly process group and Seeking Safety group.

#### *Health Services*

The Department of Public Health/ Maternal and Child Health supports a Public Health Nurse on site, at Jelani House. This Public Health Nurse guides the medical department including screening for medical needs, medical education, documentation, staff training and compliance. Jelani House also provides weekly sessions on health issues related to pregnant and parenting women. The Public Health Nurse also sees that each client finds a primary health provider. All of these services are intended to present differing integrated approaches.

#### *Methadone*

Methadone Maintenance is acceptable, utilizing methadone providers as referring agencies. Clients are accompanied by staff on a weekly basis to pick up their Methadone "Take Homes". "Take Homes" are stored on site in the locked medicine cabinet. Program staff will assist the client in the self administration of their methadone.

#### *Family Groups*

The Family Counseling Program consists of two components, individual family counseling, and group counseling and/or workshops. The individual family counseling is a time for the family member and the client to discuss their concerns, and to learn how they can best support each other. Topics include: Facts about Drug Addiction; Living in Recovery; Parenting Skills; Co-Dependency and the Family Unit; Understanding Narcotics Anonymous and Alcoholics Anonymous 12 Step Philosophy; concerns of Grandparents and other relatives who are parenting and more.

#### *Case Management System*

A referral system has been established for clients in the program requiring services from other community based organizations. Case Managers, under the supervision of a Program Director, conduct and document one-to-one counseling sessions, referrals and monthly evaluations of client's progress. The Case Managers and the client develop an individualized treatment plan. These treatment plans are reviewed weekly and/or as needed.

#### *Nurturing Parenting*

Jelani, Inc. has recently trained staff to facilitate the Nurturing Parenting Program, an evidence based curriculum. The Nurturing Parenting Program for Families in Substance Abuse Treatment and Recovery is a group-based program that assists parents in strengthening their own recovery, facilitating recovery within their families, and building a nurturing family lifestyle. The goal of this program is to nurture parents, thus enhancing parents' ability to nurture their children. "Nurturing Parenting" is scheduled weekly at Jelani House.

#### *Nurturing Fathers*

Nurturing Fathers is an evidenced based program for fathers who are reuniting with or parenting their children. "Nurturing Fathers" is held at The Family Program on a weekly schedule.

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#### Drug Education

The Family Program provides staff facilitated drug education, smoking cessation and relapse prevention workshops. Community based organizations are also invited to provide drug/health education.

#### Education and Support Groups Addressing Family Violence, Abuse, and Neglect:

Through parenting classes and group structures, Jelani, Inc. provides specific curricula regarding family violence, child abuse, neglect, and sexual abuse. This education focuses both on the process of past experiences of the client and the prevention of family violence in the future.

#### Women Domestic Violence

This is an ongoing eighteen-week workshop, combined with role-play and discussion. Each eighteen-week session begins with a pre-test and ends with a post-test. During the eighteen weeks, clients are asked to present (at their own discretion) a violence autobiography. The purpose of this group is to identify earliest recollections of violence, patterns of abuse and solutions for ending the violence.

#### Men's Domestic Violence

This is an ongoing eighteen week workshop. This workshop attempts to address some of the stigma that is prevalent in the male-role belief system. This group identifies the false images that men have been socialized to portray. The role of the facilitator of this group is to attempt to mirror false images and support the men in the breaking-down of these false images. The above is accomplished through various role-plays, group discussion and dynamics. This eighteen-week session begins with a pre-test and a violence assessment and ends with a post-test.

#### Family Violence

Jelani Inc. as an agency attempts to address violence on a family level through various case management efforts. Although, male and female domestic violence groups are not combined, Jelani Inc. recognizes domestic violence to be a family matter and attempts to create a wraparound of family treatment through various case management efforts. We maintain a consistency through mutually trained facilitators in both male and female domestic violence groups. Case conferences are an integral part of this process. In addition to addressing violence between significant others, we also attempt to mirror how domestic violence affects the children within the family. We create this through role-play, observation of children's behavior and reaction to certain situations in the house. We use corrective measures to end the violence within the family and rely on various referral services.

#### Child Protective Services (CPS)

Jelani, Inc. has a memorandum of understanding with the San Francisco Department of Child Protective Services. Through this linkage, Jelani, Inc. provides a family reunification program. Services include, but are not limited to, coordination and supervision (if required) of visits, including coordination with foster parents; child developmental services; and family court representation.

#### Housing

The case manager assists in guiding the family through the various housing services and agencies such as Section 8, Shelter+Care, and transitional housing programs. Once a client has decided upon a living situation, the case manager visits the site to make sure it is clean, well maintained and safe for children. The Case Managers and Program Director also advocate for and provide case management to clear up any lingering barriers to accessing housing, like bad credit and poor rental history which are frequently a concern for low income families.

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***Children's Services:***

**Initial Assessment**

Jelani Inc. utilizes the services of Homeless Children's Network (HCN) for mental health referrals for children. A Childcare Consultant from HCN is available on site 8 hours a week. The childcare department is designed to provide treatment accessibility for women with children, to provide children exposed to drugs with therapeutic care, and to provide the parents with the experience and education needed for optimal parenting skills.

The Childcare Department of Jelani Inc. is trained in Early Childhood Education. The Department prides itself on its developmental motto: "*education with care*". Our staff assists the clients in linking the parenting theories of their classrooms to hands- on, everyday life experiences. Our main goal is to empower and educate the parents on how to establish a supportive, stable environment in which their children will thrive and grow.

THE INFANTS come to us from a variety of sources; directly from the hospitals, court mandates, stipulations for placement by Child Protective Services, and voluntary parent enrollments. When they arrive, we provide follow-up medical support and developmental services to promote gross motor and fine motor skills development. The infants are assessed on a monthly basis, when deemed appropriate; outside referrals for special needs are arranged.

THE TINY TOTS are children who require a large amount of time to interact with their environment in hands- on fashion. When they have mastered the ability to walk unaided they "graduate" from the nursery to the Tiny Tots Room. In this new setting, the focus is to assist the children in gaining a more defined sense of hand - eye coordination and improved gross motor skills and prepare them; by scaffolding or preparing for the next task such as potty training.

THE TODDLERS are the next set of children on the age ladder. These children require space to run, have rough and tumble play and begin to experiment with reality vs. make-believe. They have moved from mainly fine tuning their large muscles into more fine-motor and cognitive development.

THE PRESCHOOLERS are the children who should be 1 ½ years or less away from entering Kindergarten. We provide these children with a solid foundation of basic skills to ensure later success upon their entry into a formal education setting.

Each child in the program is assessed and an individualized treatment plan is developed for him/her. Through play activities, art and music therapy, the children learn more about their own feelings and how to cope with their environment. For preschoolers, the treatment setting is likely to be the child's first experience in a stable supportive environment.

The Childcare Department plans the children's activities and playtime schedule. This includes individual attention and supervised interaction with their mothers (e.g., mother-child bonding, meals and outside activities). Childcare staff has been trained in Infant Massage Therapy. Weekly sessions are scheduled for Infant Massage and Structured Bonding for mothers/babies/older children.

**Phases of Treatment (Adults)**

There is a 10 day orientation followed by several phases in the 6 to 9 month minimum residential portion of the program.

**Phase I**

Each client will immediately be assigned to a Case Manager to oversee and coordinate treatment choices. Priority issues to be addressed will include medical needs and reunification requirements.

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Phase I lasts 75 days depending on individual growth and motivation. The client's primary task during phase I is to start gaining an understanding of his/herself, his/her behaviors and attitudes. The clients are not allowed visitors or outside communications (letters and phone calls) until they have completed 30 days of Phase I, except for probation officers, employment specialist, lawyers, medical appointments, etc. The first 30 days is called "non-com" = non-communication (exceptions are made based on individual needs and treatment planning).

#### ***Phase I Addresses:***

1. Breaking away from old life-style patterns.
2. Examining and alleviating negative behavior and attitude.
3. Becoming aware of feelings.
4. Defining and working on short-term goals.
5. Becoming acquainted with 12 Step.

#### **Phase II**

Phase II lasts 75 days depending on individual growth and motivation. Clients in Phase II continue to focus their time and energy on self-examination. Clients in this phase examine:

1. Responsibility of job duty assigned.
2. Pressures felt with parenting.
3. Beginning to trust one self and others.
4. Being able to identify and express different feelings.

#### ***Aftercare Phase***

Clients in the Aftercare Phase continue to work intensely on themselves after they leave the residential component of the program. Their individual Case Management continues to include plans for employment and/or education if not yet implemented, onsite childcare, continuation of therapy, and medical services.

Clients in the 90 day Aftercare Phase examine and explore;

1. Personal and programmatic responsibilities.
2. Pressures experienced when outside of the facility.
3. Self and interaction with extended family members.
4. Relationships with the community

##### **a.) Exit Criteria:**

##### **Successful Completion Criteria:**

Success will be measured by any combination of the following; stabilization and medication compliance, improved physical and mental health, completion of treatment plan goals, locating an AA/NA sponsor and attending a minimum of four meetings per week, locating housing and childcare, entering school, attaining a job or entering job training.

#### **Aftercare Phase**

In the Aftercare Phase, clients begin to focus on their post exit goals and objectives, while still remaining active in the program. Aftercare Phase explores:

1. Solidifying entry plans (i.e., housing, training program, employment, finances, support groups and therapy, etc.)
2. Dealing with pressures encountered within society.
3. Dealing with disillusionment.
4. Going into the community regularly while still in treatment.
5. Defining and working on long-term goals.

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**Program:** Jelani Family  
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**Funding Source (AIDS Office & CHPP only):** N/A

#### After Care Planning

The case manager works closely with the client regarding re-entry into the community including outside supports, such as; AA/NA Sponsorship and 12 Step meetings.

Clients who complete the program have access to weekly meetings and support groups. Jelani, Inc. staff maintains contact with the families for one year, providing support and monitoring of basic needs of both the mother and their children.

Follow-up plans include periodic drop-ins for contact and information sharing with staff members and if necessary, scheduled counseling sessions.

#### Relapse Policy

1. Graduates who are in need of returning to the program because of drug-related problems will be accepted based on the availability of bed space.
2. Graduates who request to return to the program for support and assistance will be placed on a contract and given case management. Graduates will be re-evaluated and given a new treatment plan. Graduates' stay will be no less than ninety days, but no more than six months.
3. A graduate who returns due to the use of drugs will forfeit his/her privileges to visit or support participants. For ninety days, graduates will be welcome to participate in groups with other participants.

#### **D. Program Staffing:**

Treatment staff is mandated at a minimum to be certified as Substance Abuse Counselors or in the process of receiving their certification. The Family Program employs one (1) primary Case Manager who is involved in the treatment planning, one-on-one counseling, and group counseling. Swing shift staff is involved in evening support including groups and one-on-one counseling if necessary. Night shift staff is involved in morning support including check-in and one-on-one counseling if necessary. Crisis Intervention is provided by all trained Case Management and counseling staff under the supervision of the Program Director.

All staff is supported in attending trainings on the topics of Boundaries, Dual Diagnosis, Mental Health Symptomatology, Domestic Violence, Group Counseling, and Stress Management. All Jelani, Inc. staff is required to obtain 18 hours of training per year. These training hours can also be used for initial and renewal of substance abuse certification.

- **Internship Program:**

Jelani Inc. has an Internship program that provides clinical supervision to MFT interns. These interns provide therapeutic interventions with our clients and their children.

#### **7. Objectives and Measurements**

##### **A. Required Objectives**

- “All objectives, and descriptions of how objectives will be measured, are contained in the CBHS document entitled Performance Objectives FY 14-15.”

##### **B. Individualized Program Objectives**

**B.1:** During Fiscal Year 2014-2015, at least 60% of discharged clients will have successfully completed treatment or will have left before completion with satisfactory progress as measured by BIS discharge codes.

**Contractor:** Bayview Hunters Point Foundation  
**Program:** Jelani Family  
**City Fiscal Year (CBHS only):** 14-15  
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**Funding Source (AIDS Office & CHPP only):** N/A

**Data Source:**  
CBHS CalOms discharge status field  
Case Manager discharge documentation

**Client Inclusion Criteria**  
Clients discharged between July 1, 2014 and June 30, 2015

**Program Review Measurement**  
Objective will be evaluated based on data submitted from July 1, 2014 to June 30, 2015.

**B.2:** During Fiscal Year 2014-2015, 60% of discharged clients will show a reduction in the frequency of alcohol and other drug use compared to entry level baseline as measured by counselor observation and test results documented in program records and individual case notes.

**Client Inclusion Criteria:**  
Clients discharged between July 1, 2014 and June 30, 2015

**Data Source:**  
Case notes and program documentation.

**Program Review Measurement:**  
Objective will be evaluated on monthly basis with Program Director.

CBHS Billing Information System-/Avatar including day treatment, residential single adult and residential family, methadone detoxification and methadone maintenance and exclude residential social or residential medical detoxification. CBHS will compute.

**Program Review Measurement:**  
Objective will be evaluated based on discharges during a 12 month period from July 1, 2014 to June 30, 2015

**B.3: Health Interventions:**  
Interventions to address health issues:

**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.

**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.

**Active engagement with primary care provider**  
100% of clients who are in treatment for over 90 days will have, upon discharge, an identified primary care provider.

Data source for all of the above will be the individual case noted and on-site Public Nurse Records.

**8. Continuous Quality Improvement**  
"Quality Assurance and Continuous Quality Improvement requirements will be addressed in the CBHS Declaration of Compliance.

**9. Required Language:** N/A

**Contractor: Bayview Hunters Point Foundation**  
**Program: Balboa Teen Health Center (BTHC)**  
**City Fiscal Year 14-15**  
**CMS#: 7013**

**Appendix A-12**  
**Contract Term 7/01/14 through 6/30/15**

**1. Identifiers:**

Program Name: Balboa Teen Health Center MH Services  
Program Address: 1000 Cayuga Avenue Room 156  
City, State, ZIP: San Francisco CA 94112  
Telephone: 415.469.4512 FAX: 415.337.2135  
Website Address: [www.sfdph.org](http://www.sfdph.org)

Contractor Address: 150 Executive Park Blvd, Suite 2800  
City, State, ZIP: San Francisco, CA 94134

Person Completing this Narrative: Kim Shine, Deputy Director  
Telephone: (415) 468-5100  
Email Address: [Lillian.shine@bayviewci.org](mailto:Lillian.shine@bayviewci.org)

Program Code(s): RU 38518

**2. Nature of Document:**

New  Renewal  Modification

**3. Goal Statement:**

- Provide prevention and early intervention behavioral health services including (1) prevention activities that address stigma, and increase awareness of and access to services, (2) screening, assessment, short-term crisis and individual/group counseling services to students and their families
- Integrate completely into the student support efforts at Balboa High School provided through the San Francisco Unified School District.

**4. Target Population:**

Age: Youth ages 11-19.

Gender: Male, Female, and Transgender youth.

Economic Status: low income, general assistance, and unemployed.

Ethnic background and language needs: Latino, Asian, Pacific Islander, African American, Filipino, White, and Mixed Race. Languages: English, Spanish, Chinese

Zip codes primarily served: 94112, 94134, 94131, 94124, 94127, 94110.

**5. Modality(s)/Intervention(s):**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
<b>Mental Health Promotion hour</b> 1.5 FTE x 40 hours/week x 42 weeks x .3352 level of effort %	789	1200	
<b>Community Client Services</b> 1.5 FTE x 40 hours/week x 42 weeks x .4683 level of effort %	1265	150	
<b>Total UOS Delivered</b>	2054		
<b>Total UDC Served</b>			1200

Units of Service (UOS) Description	Units of Service	Number of Clients	Unduplicated Clients (UDC)
<b>Leadership Development</b>	200	20	
<b>Outreach and Engagement</b>	125	1200	
<b>Screening and Assessment</b>	250	250	
<b>Crisis Intervention</b>	50	20	
<b>Training and Coaching</b>	120	10	
<b>Mental Health Consultation</b>	129	50	
<b>Individual Therapeutic Services</b>	1000	143	
<b>Group Therapeutic Services</b>	180	50	
<b>Total UOS Delivered</b>	2054		
<b>Total UDC Served</b>			1200

### Prevention and Strategies:

Youth N= 900

Adult N= 244

Total UOS = 789

### Leadership Development (MHSA Activity Category)

**(1) Youth Advisory Board (YAB):** The behavioral health team will work with BTHC's Youth Advisory Board (YAB) and coordinator to (1) train peer advocates/educators and (2) review/update power point presentation and other outreach materials that (a) address the issue of stigma related to youth accessing BH services, (b) educate on minor consent and access to services, and (c) present several behavioral health issues common to our target population with support options.

Timeline: July 2014- June 2015: ongoing peer development and training

UOS: 200 hours leadership development - youth training/development

### Outreach and Engagement (MHSA Activity Category)

**(2) YAB outreach and engagement:** Supports the clinic's Health education curriculum in which the YAB will work with BTHC Health Education staff to provide education for all 9<sup>th</sup> graders at Balboa and other high schools; topics include minor consent laws, access to services for youth, anti-stigma messages as it relates to youth and BH services, adolescent relationship abuse, and other relevant topics.

The YAB will also reach other students through school community events and BalTV.

Timeline: August/September 2014: revisions to curriculum as needed

October: train teachers and youth outreach workers district-wide

October – June: implement curriculum

UOS: 66 hours outreach and engagement (20 classes X 1.5 hours for each class)

**(3) ELL class presentations:** Balboa High School has a significant number of students who are newly arrived to the United States and San Francisco. Most are just learning English, have not acculturated to this country, and some have suffered significant trauma in their lives. Bilingual staff (Spanish, Cantonese), will work alone or in collaboration with bilingual youth from the YAB to make presentations in ELL classes. Purpose includes supporting positive acculturation, identifying any issues of concern which may lead to an ongoing lunch group or identifying students interested in individual assessment and early intervention services.

Timeline: August 2014: Review curriculum, update and modify as needed.

September 2014-June 2015: offer curriculum in all ELL classes

UOS: 24 hours outreach/engagement (8 classes X 1.25 hours + 16 hours prep)

**(4) Parent Outreach/engagement:** BTHC staff will work with parent liaisons at Balboa High School to inform parents of services available through BTHC and to engage them in planning activities throughout the year; this may include attendance and presentations at monthly school Parent-Teacher-Student Association (PTSA) meetings and utilizing the PTSA newsletter to send out information and elicit feedback on a monthly basis.

Timeline: September 2014-June 2015:

UOS: 20 hours total

**(5) Parent workshops:** BTHC staff and YAB will offer periodic workshops on issues cogent to adolescent development and parent roles in positive interventions and support. These workshops will help parents to understand normal adolescent development, identify issues impacting positive development, and address parental roles in limit setting, boundaries and consequences. With assistance from the YAB, these workshops may also offer help in increasing communication between parent and child.

Timeline: September 2014-May 2015: offer a minimum of 3 workshops as determined by BTHC staff, BHS administration and parent liaison.

UOS: 15 hours (3 2-hour presentations + 3 hour prep. for each workshop)

**Screening and Assessment (MHSA Activity Category)**

**(6) Screening: 150 youth**

Any student can self-refer for behavioral health services at BTHC. However, students are most often referred for screening and assessment by someone other than themselves including a friend or parent, school faculty, intra-clinic referral, or from another agency or school. Behavioral health staff meets with the student to screen (identify issues) and assess (determine level of need for intervention). During the assessment phase, staff also determines whether the client meets criteria for minor consent or requires parental consent to continue to treatment phase. When indicated, parents and/or other family members may be requested to participate in services with their child. In these cases, the family will be asked to come in for an assessment visit which may lead to an agreement for time limited treatment.

Timeline: July 2014 – June 2015, services are ongoing

UOS: 150 hours screening (150 youth/families X average 60 minute screening)

**(7) Assessment: 100 youth will be assessed for services**

Timeline: services are ongoing July 2014 – June 2015

UOS: 100 hours assessment services (100 youth X one hour)

**Crisis Response (MHSA Activity Category)**

**(8) Crisis intervention: will be provided as needed; this may include both individual and group services;**

Timeline: services are ongoing August 2014 – June 2015

UOS: 50 hours crisis intervention (20 youth X 2.5 hours average time spent/client)

**Training and Coaching (MHSA Activity Category)**

**(9) Training Seminar: training/client consultation seminar for postgraduate interns and staff; training focus on treatment modalities, specific client presentations, minor consent, ethics, working with families, etc**

Timeline: August 2014 – May 2015

UOS: 90 hours training and coaching (30 seminars @ 2 hours each + 1 hour prep each seminar)

**(10) BTHC Behavioral Health Staff will participate in an All CHPY Conference/Consulting Group which will include mental health providers from all CHPY sites.**

Timeline: July 2014 – June 2015: provision of monthly consult group

UOS: 18 hours training and coaching (6 groups at 2 hours each plus 1 hour online prep per group)

**(11) Faculty/staff training:** BTHC behavioral health staff will provide education and information to Balboa faculty and administration on topics including CPS reporting and follow-up, suicide prevention, and identifying youth with behavioral health issues and successful referral to clinic services. This will occur periodically through faculty/staff meetings.

Timeline: September 2014-June 2015: a minimum of three presentations will be made to Balboa faculty and staff as determined by BHS Principal and BTHC Director  
UOS: 12 hours (3 one hour trainings + 9 hours preparation)

**Mental Health Consultation (MHSA Activity Category)**

**(12) Staff Consultation:** these services included staff participation in school-based meetings such as Student Success Teams and other student oriented meetings. Staff will also work with individual teachers or other agency staff on behalf of client/family needs. Staff will attend a minimum of 40 school-based meetings and consult with a minimum of 50 adults.

Timeline: September 2014 – June 2015: services are ongoing  
UOS: 50 hours group consultation (25 meetings X 2 hours each)

UOS: 50 hours individual consultation (100 individual consults X 30 minutes average)

**Early Intervention Services**

Youth      N= 150 (125 individual, 50 group with duplication)  
+ Family members/Other Adults as indicated  
UOS = 1180

**Individual Therapeutic Services (MHSA Activity Category)**

**(13) Brief individual/family therapy:** utilizing motivational interviewing, CBT, brief therapy, and systems theory, a minimum of 100 youth will access individual and family services

UOS: 1000 hours individual therapy/counseling (125 youth/families x average 6 one hour sessions plus average 2 hour charting time per youth – includes youth already screened/assessed from prior year)

**Group Therapeutic Services (MHSA Activity Category)**

**(14) Groups: High School/ Various:** This year BTHC will offer a minimum of 3 group series to meet student needs as determined by student feedback, BHS faculty and staff input, and clinic capacity.  
UOS: 180 hours (60 groups x 3 hours group/prep/charting)

**6. Methodology:**

A. The services of Balboa Teen Health Center are targeted to youth that live and/or go to school in the Southeast Sector of San Francisco, particularly the students of Balboa High School. In order to promote

services and recruit participants, BTHC maintains an active role in school events in the central quad. Additionally, as a component of the Comprehensive Sexual Education conducted by BTHC health educators annually with all Balboa HS freshmen, students are given tours of the clinic which include a description of the services available and a Q and A session with Clinic staff. The Balboa Teen Health Center has a Youth Advisory Board (YAB) which is comprised annually of 12+ students from Balboa High School. YAB members play a very active role in developing and implementing the outreach and engagement components of the BTHC Outpatient Behavioral Health Program. YAB members provide classroom interventions in collaboration with BTHC health educators, presenting on issues including minor consent and mental health counseling. The YAB also provides a vital sounding board for Behavioral Health staff, providing general feedback on services provided and ideas for how services could be made more youth positive and accessible.

**B. Eligibility criteria for YAB membership:** (1) brief written application; (2) interviewed by current YAB members who vote on new membership with Coordinator input.

**Eligibility for Peer Resources:** every school year, students in PULSE/peer resources self-select to work with BTHC staff on a particular health topic after hearing a pitch from BH Services staff.

**Intake criteria for individual and group services:** services are available to any SFUSD student ages 12-19; whether students are self-referred or referred by someone else, all are screened and assessed, and for those youth who consent to services, goals are developed by mutual agreement between client and counselor.

**C. BTHC is open Monday – Friday between the hours of 8:30 am and 5 pm; as needed, services may be offered later in the evening to accommodate family involvement.** Direct services are provided in clinic, in classrooms, and in some instances in the community. Outreach and engagement services are provided through use of social media (BalTV, school loop, web-based, etc). BTHC has made considerable efforts to develop a truly multidisciplinary team that provides a seamless, comprehensive system of care for clients which includes:

- Warm handoffs between disciplines including utilizing a behaviorist model in primary care, which tends to work equally as well with health education.
- Use of weekly all-staff client review so that medical, behavioral and education staff can all contribute to treatment plans, and share information to support client success.
- Close working relationships with Balboa High School faculty and Administration (the most significant referral source for BTHC's programs)
- Single point of intake- whichever discipline students' access first completes the preliminary steps for intake (i. e. consents signed, HIPPA signed, psychosocial history completed, etc.) so that this process does not need to be repeated if a client accesses several services.

**Linkages:** Collaborative relationships are in place to provide additional services for specific populations including:

- RAMS – provides periodic services targeting A/PI youth at BTHC.
- Huckleberry Youth Programs and Larkin Street Youth Services – access to supportive housing and other services

- Urban Services YMCA – partnership offering substance abuse prevention and treatment services for Denman and Balboa students

D. Youth will show readiness for discharge by successfully completing treatment plan goals which may include (1) successful strategies for dealing with stress and mental health issues in the family or with peers (if identified), (2) increased school attendance, participation (3) reduced risky sexual behaviors and increased safer sex practices for those youth who identify as sexually active, and (4) improved health habits as compared to baseline measures particularly related to nutrition, sleep, exercise, and mood. Successful completion may also be tied to youth's ability to follow through and engage in other services he or she is referred to, to support and maintain positive life changes.

E. BTHC Behavioral Health Services staff includes 3 full time MFT mental health/substance abuse counselors, 3 MFT Graduate Interns, 1 Americorps member, 1 full time Health Educator, and one part time Health Educator. Outreach and Engagement and Leadership Development activities are conducted by all BH Services staff. Crisis Intervention and Screening and Assessment are provided by staff MFTs and Graduate Interns. Training and Coaching are conducted with the participation of all staff. Mental Health Consultation is provided by staff MFTs, secondarily by MFT Graduate interns. Individual and Group Therapeutic services are provided by staff and intern MFTs. Funding for this program includes, in addition to MHSA, funding from the California Wellness Foundation, the Metta Fund, and City General Funds; MHSA does not support health education staff or the AmeriCorps member.

**Systems Transformation Methodology:**

**MHSA →** 1. One of the primary MHSA tenets is consumer participation/engagement. Programs must identify how participants and/or their families are engaged in the development, implementation and/or evaluation of programs. This can include peer-employees, advisory committees, etc.

**Consumer/Participant Engagement in program development/implementation/evaluation:**

- A. Youth Advisory Board – support peer outreach and engagement, delivery of significant services, and program evaluation (youth are paid a stipend)
- B. Annual CBHS Client Satisfaction Survey – all therapy clients (individual and group) are offered opportunity to complete
- C. Active participation in monthly PTSA meetings allow us to engage parents and obtain feedback on what services they want, how best to deliver

**MHSA →** 2. Efforts to improve service coordination result in a seamless experience for clients.

As stated earlier in 6C., BTHC has made a concerted effort over time to create a multidisciplinary team that can provide a seamless, comprehensive system of care for clients. As stigma around accessing behavioral health services continues to impinges on

youths' willingness to utilize these services, we continue to see significant numbers of students coming in with somatic complaints requesting to see "the nurse"; the ability to provide a warm handoff to behavioral health staff helps ensure that youth get what they need. Additionally, the "single point of intake" as described earlier, reduces redundant

paperwork for youth and is more consumer friendly. Finally, we have relationships with a number of CBOs to provide direct linkages for additional services: for example – we work closely with the OMIE Beacon and refer back and forth between Denman, Leadership and BTHC around substance abuse prevention and treatment. Huckleberry Youth Programs and Larkin Street Youth Services allow us entry into supportive and emergency housing services.

**7. Objectives and Measurements:**

**Individualized Performance Objective:** By 6/30/15, 80% of 9<sup>th</sup> graders participating in a Youth Advisory Board led classroom activity will rate their comfort level in accessing these services as moderately comfortable or better as documented in pre and post tests.

MHSA GOAL: Increased ability to cope with stress and express optimism and hope for the future.

**Individualized Performance Objective:** By 6/30/15, a minimum of 50 youth accessing early intervention services at BTHC will, by self-report post a minimum of 3 sessions, identify (1) one or more skills they have successfully utilized to reduce stress or other related symptoms, and (2) one positive goal they are currently putting time into, as documented in post session tests.

Participant Satisfaction Objective:

By 6/30/15, BTHC will receive an average consumer rating of 4.5 or higher for the question "staff treated me with respect", demonstrating a high a degree of client satisfaction, as documented in the 2014-15 CBHS Consumer Satisfaction Survey.

**8. Continuous Quality Improvement:**

"Quality Assurance and Continuous Quality Improvement requirements will be addressed in the CBHS Declaration of Compliance."

**9. Required Language:** N/A

**1. Identifiers:**

**Program Name:** Bayview Hunters Point Foundation for Community Improvement fiscal intermediary for Community Oriented Primary Care, Dimensions Clinic

**Program Address:** 150 Executive Park Blvd, Suite 2800

**City, State, ZIP:** San Francisco, CA 94134

**Telephone:** 415-468-5100

**FAX:** 415-468-5104

**Website Address:** [www.bayviewci.org](http://www.bayviewci.org)

**Contractor Address:** Michael Baxter, Director, Primary Care Youth Programs

**City, State, ZIP:** San Francisco, CA

**Person Completing this Narrative:** Michael Baxter

**Telephone:**

**Email Address:** [michael.baxter@sfdph.org](mailto:michael.baxter@sfdph.org)

**Program Code(s):** N/A

**2. Nature of Document:**

**New**  **Renewal**  **Modification**

**3. Goal Statement:**

- 1) To provide appropriate fiscal oversight and management and fulfill all fiscal reporting requirements
- 2) To maintain personnel files

**4. Target Population:**

As an administrative modality, there is no target population.

For Dimensions Clinic, target population is LGBTQ youth and young adults, ages 12-25

**5. Modality(s)/Intervention(s) (See instruction on the use of this table):**

As an administrative modality, there is no target population. This appendix provides funding for the following administrative activities:

- Fiscal oversight and management, all fiscal reporting requirements, and personnel services for staff providing services through COPC, Dimensions Clinic Behavioral Health Services funded by DCYF Work Order with funding term 7/1/14 - 6/30/15

For Dimensions Clinic, modality is 45/20-29, community client services, providing individual and group behavioral health services

<b>Units of Service (UOS) Description</b>	<b>Units of Service (UOS)</b>	<b>Number of Clients (NOC)</b>	<b>Unduplicated Clients (UDC)</b>
<b>Community Client Services</b>	950	50	

<b>Total UOS Delivered</b>	950		
<b>Total UDC Served</b>			50

**6. Methodology:**

As an administrative function, policies of both BVHPF and CBHS apply.

Dimensions Clinic BH Services will be provided at several sites in the community (Dimensions Clinic, LYRIC, The LGBT Center, and LSYS) and during hours that maximize client access and utilization.

**7. Objectives and Measurements:**

As an administrative modality, outcome objectives are as follows:

- 1) To provide appropriate fiscal oversight and management and fulfill all fiscal reporting requirements
- 2) To maintain personnel files

As a community client services modality, outcome objective is:

- 1) To provide behavioral health services to a minimum of 50 youth between 07/1/14 and 6/30/15

**8. Continuous Quality Improvement:**

Contract evaluation is the joint responsibility of BVHPF and Dimensions Clinic.

**9. Required Language:**

N/A

**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 Mental Health Services Act (MHSAA) 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-01	Methadone Maintenance
Appendix B-02	Jail Methadone Courtesy Dosing Program
Appendix B-03	HIV Set Aside: Routine Opt-Out HIV Screening, Counseling and Placement
Appendix B (4a & 4b)	Youth Moving Forward
Appendix B-05	Youth Services - Primary Prevention
Appendix B-06	Bayview Hunters Point Integrated Behavioral Health Program
Appendix B-07	Bayview Hunters Point Integrated Behavioral Health Program for Children
Appendix B-08	Anchor Program
Appendix B-09	Family Mosaic (Fiscal Intermediary)
Appendix B-10	Jelani House
Appendix B-11	Jelani Family Program
Appendix B-12	Balboa Teen Health Center Behavioral Health Services
Appendix B-13	Fiscal Intermediary, Dimensions Clinic

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 Twenty Seven Million Four Hundred Fifty One Thousand Eight Hundred Fifty Seven Dollars (\$27,451,857) for the period of July 1, 2010 through December 31, 2015.

CONTRACTOR understands that, of this maximum dollar obligation, \$323,388 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 June 30, 2011	\$4,979,847
July 1, 2011 through June 30, 2012	\$5,297,012
July 1, 2012 through June 30, 2013	\$5,851,149
July 1, 2013 through June 30, 2014	\$5,966,386
July 1, 2014 through June 30, 2015	\$5,357,463
July 1, 2015 through December 31, 2015	\$2,727,236
contingency	<u>\$323,388</u>
Total	\$30,502,481

(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.

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.



**DPH 1: Department of Public Health Contract Budget Summary**

DHCS Legal Entity Number:	00341 Prepared By/Phone #: Lillian Shine / 415-468-5100					Fiscal Year: 2014-2015	
Contractor Name:	<b>Bayview Hunters Point Foundation</b>					Date: 7/1/14	
Contract CMS #:	7013					Page 1	
Contract Appendix Number:	B-1	B-2	B-3	B-4	B-5	B-6	B-7
Appendix A/Program Name:	Outpatient Methadone Maintenance	Methadone Jail Courtesy Dosing	AIDS Opt-Out HIV Early Intervention	Youth Moving Forward	Youth Services Prevention/ Strengthening Families	Adult Behavioral Health	Children's Behavioral Health Services
Provider Number:	383816	383816	383816	383817	383817	3851	3851
Program Code(s):	38164/38163	89163	38163/38164	38171	N/A	38513	38516
FUNDING TERM:	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15
<b>FUNDING USES</b>							
Salaries & Employee Benefits:	713,500	134,920	6,870	291,600	85,160	691,400	386,590
Operating Expenses:	434,787	85,650	15,451	172,384	8,810	248,525	35,725
Capital Expenses:	-	-	-	-	-	-	-
<b>Subtotal Direct Expenses:</b>	<b>1,148,287</b>	<b>220,570</b>	<b>22,321</b>	<b>463,984</b>	<b>93,970</b>	<b>939,925</b>	<b>422,315</b>
Indirect Expenses:	137,794	26,468	2,679	55,678	11,275	112,791	50,678
Indirect %:	12%	12%	12%	12%	12%	12%	12%
<b>TOTAL FUNDING USES</b>	<b>1,286,081</b>	<b>247,038</b>	<b>25,000</b>	<b>519,662</b>	<b>105,245</b>	<b>1,052,716</b>	<b>472,993</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>							
MH FED - SDMC Regular FFP (50%)						313,572	222,761
MH STATE - MH Realignment						154,812	
MH STATE - PSR EPSDT							200,485
MH STATE - Family Mosaic Capitated Medi-Cal							
MH COUNTY - General Fund						584,332	49,747
MH STATE - MHSA							
MH WORK ORDER - Dept. Children, Youth & Families							
MH STATE - SAMHSA							
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,052,716</b>	<b>472,993</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>							
SA FED - SAPT Fed Discretionary, CFDA #93.959	891,449	243,387		319,497			
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959				136,908			
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959					105,245		
SA FED - SAPT HIV Set-Aside, CFDA #93.959			25,000				
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959							
SA FED - Drug Medi-Cal, CFDA #93.778	187,813						
SA STATE - PSR Drug Medi-Cal	187,813						
SA STATE - PSR Women and Children							
SA COUNTY - SA General Fund	19,006	3,651		63,257			
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>1,286,081</b>	<b>247,038</b>	<b>25,000</b>	<b>519,662</b>	<b>105,245</b>	<b>-</b>	<b>-</b>
<b>OTHER DPH FUNDING SOURCES</b>							
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>1,286,081</b>	<b>247,038</b>	<b>25,000</b>	<b>519,662</b>	<b>105,245</b>	<b>1,052,716</b>	<b>472,993</b>
<b>NON-DPH FUNDING SOURCES</b>							
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>1,286,081</b>	<b>247,038</b>	<b>25,000</b>	<b>519,662</b>	<b>105,245</b>	<b>1,052,716</b>	<b>472,993</b>

**DPH 1: Department of Public Health Contract Budget Summary**

DHCS Legal Entity Number:	00341 Prepared By/Phone #: Lillian Shine / 415-468-5100					Fiscal Year: 2014-2015	
Contractor Name:	<b>Bayview Hunters Point Foundation</b>					Document Date: 7/1/14	
Contract CMS #:	7013					Page 2	
Contract Appendix Number:	B-8	B-9	B-10	B-11	B-12	B-13	
Appendix A/Program Name:	Anchor Program	Family Mosaic Wraparound	Jelani House	Jelani Family Program	Balboa Teen Health Center	Dimensions LGBT Outpatient	
Provider Number:	38A1	8957	380145	380145	3851	Pending	
Program Code(s):	38A13	8957	01452 & 01455	38502 & 38505	38518	N/A	
<b>FUNDING TERM:</b>	<b>7/1/14 - 6/30/15</b>	<b>7/1/14 - 6/30/15</b>	<b>7/1/14 - 6/30/15</b>	<b>7/1/14 - 6/30/15</b>	<b>7/1/14 - 6/30/15</b>	<b>7/1/14 - 6/30/15</b>	
<b>FUNDING USES</b>						<b>TOTAL</b>	
Salaries & Employee Benefits:	44,812	85,080	548,630	532,520	202,209	85,570	3,808,861
Operating Expenses:	567	3,231	86,272	64,488	10,557	524	1,166,971
Capital Expenses:	-	-	-	-	-	-	-
<b>Subtotal Direct Expenses:</b>	<b>45,379</b>	<b>88,311</b>	<b>634,902</b>	<b>597,008</b>	<b>212,766</b>	<b>86,094</b>	<b>4,975,832</b>
Indirect Expenses:	5,600	10,596	76,188	71,641	25,531	10,331	597,250
Indirect %:	12%	12%	12%	12%	12%	12%	12%
<b>TOTAL FUNDING USES</b>	<b>50,979</b>	<b>98,907</b>	<b>711,090</b>	<b>668,649</b>	<b>238,297</b>	<b>96,425</b>	<b>5,573,082</b>
						Employee Fringe Benefits %:	32.94%
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>							
MH FED - SDMC Regular FFP (50%)							536,333
MH STATE - MH Realignment	11,223						166,035
MH STATE - PSR EPSDT							200,485
MH STATE - Family Mosaic Capitated Medi-Cal		60,656					60,656
MH COUNTY - General Fund	39,756	8,960				1,425	684,220
MH STATE - MHSA					238,297		238,297
MH WORK ORDER - Dept. Children, Youth & Families						95,000	95,000
MH STATE - SAMHSA		29,291					29,291
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>50,979</b>	<b>98,907</b>	<b>-</b>	<b>-</b>	<b>238,297</b>	<b>96,425</b>	<b>2,010,317</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>							
SA FED - SAPT Fed Discretionary, CFDA #93.959			130,969	140,491			1,725,793
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959							136,908
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959							105,245
SA FED - SAPT HIV Set-Aside, CFDA #93.959							25,000
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959			303,190				303,190
SA FED - Drug Medi-Cal, CFDA #93.778							187,813
SA STATE - PSR Drug Medi-Cal							187,813
SA STATE - PSR Women and Children		182,286					182,286
SA COUNTY - SA General Fund		94,645	528,158				708,717
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>-</b>	<b>711,090</b>	<b>668,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,562,765</b>
<b>OTHER DPH FUNDING SOURCES</b>							
							-
							-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>50,979</b>	<b>98,907</b>	<b>711,090</b>	<b>668,649</b>	<b>238,297</b>	<b>96,425</b>	<b>5,573,082</b>
<b>NON-DPH FUNDING SOURCES</b>							-
							-
							-
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>50,979</b>	<b>98,907</b>	<b>711,090</b>	<b>668,649</b>	<b>238,297</b>	<b>96,425</b>	<b>5,573,082</b>

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - OMM Provider Number: 383816					Appendix/Page #: B-1 Page 1	
					Document Date: 7/1/14	
					Fiscal Year: 2014-2015	
Program Name:	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance - Detox	Outpatient Methadone Maintenance - Detox	
Program Code:	38164	38164	38164	38163	38163	
Mode/SFC (MH) or Modality (SA):	NTP-48	NTP-48	NTP-48	NTP-48	NTP-48	
Service Description:	SA-Narcotic Tx Narc Replacement Therapy - All Svcs	SA-Narcotic Tx Narc Replacement Therapy - All Svcs	SA-Narcotic Tx Narc Replacement Therapy - All Svcs	SA-Narcotic Tx Narc Replacement Therapy - All Svcs	SA-Narcotic Tx Narc Replacement Therapy - All Svcs	<b>TOTAL</b>
Service Description Detail:	Dosing	Individual Counseling	Group Counseling	Detox Dosing	Detox Counseling	
FUNDING TERM:	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	
<b>FUNDING USES:</b>						
Salaries & Employee Benefits:	452,823	253,746	2,092	1,106	3,733	713,500
Operating Expenses:	275,935	154,627	1,276	674	2,275	434,787
Capital Expenses:						
<b>Subtotal Direct Expenses:</b>	<b>728,758</b>	<b>408,373</b>	<b>3,368</b>	<b>1,780</b>	<b>6,008</b>	<b>1,148,287</b>
Indirect Expenses:	87,453	49,003	403	214	721	137,794
<b>TOTAL FUNDING USES:</b>	<b>816,210</b>	<b>457,376</b>	<b>3,771</b>	<b>1,994</b>	<b>6,730</b>	<b>1,286,081</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>						
						-
						-
						-
						-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>						
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	565,757	317,031	2,613	1,383	4,665
SA FED - Drug Medi-Cal, CFDA #93.778	HMHSCCRES227	119,195	66,793	551	291	983
SA STATE - PSR Drug Medi-Cal	HMHSCCRES227	119,195	66,793	551	291	983
SA COUNTY - SA General Fund	HMHSCCRES227	12,063	6,759	56	29	99
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>816,210</b>	<b>457,376</b>	<b>3,771</b>	<b>1,994</b>	<b>6,730</b>	<b>1,286,081</b>
<b>OTHER DPH FUNDING SOURCES</b>						
						-
						-
						-
						-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>						
<b>TOTAL DPH FUNDING SOURCES</b>	<b>816,210</b>	<b>457,376</b>	<b>3,771</b>	<b>1,994</b>	<b>6,730</b>	<b>1,286,081</b>
<b>NON-DPH FUNDING SOURCES</b>						
						-
						-
						-
<b>TOTAL NON-DPH FUNDING SOURCES</b>						
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>816,210</b>	<b>457,376</b>	<b>3,771</b>	<b>1,994</b>	<b>6,730</b>	<b>1,286,081</b>
<b>BHS UNITS OF SERVICE AND UDC</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:	400			96		
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	
DPH Units of Service:	65,612	30,492	1,068	160	449	
Unit Type:	Slot Days					
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	12.44	15.00	3.53	12.44	15.00	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	12.44	15.00	3.53	12.44	15.00	
Published Rate (Medi-Cal Providers Only):	12.44	15.00	3.53	12.44	15.00	<b>Total UDC:</b>
Unduplicated Clients (UDC):	198	198	198	5	5	198

### **DPH 3: Salaries & Benefits Detail**

Program Code: 38164/38163

Program Name: Bayview Hunters Point Foundation - Outpatient Methadone Maintenance

Appendix/Page #: B-1 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 35% 185,000 35% 185,000

**TOTAL SALARIES & BENEFITS** **\$713,500** **\$713,500** **\$0** **\$0** **\$0** **\$0**

**DPH 4: Operating Expenses Detail**

Program Code: 38164/38163

Program Name: Bayview Hunters Point Foundation - Outpatient Methadone Maintenance

Appendix/Page #: B-1 Page 3  
Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15				
<b>Occupancy:</b>						
Rent	127,980	127,980				
Utilities(telephone, electricity, water, gas)	38,948	38,948				
Building Repair/Maintenance	14,870	14,870				
<b>Materials &amp; Supplies:</b>						
Office Supplies	13,050	13,050				
Photocopying	-	-				
Printing	303	303				
Program Supplies	-	-				
Computer hardware/software	18,007	18,007				
<b>General Operating:</b>						
Training/Staff Development	506	506				
Insurance	17,198	17,198				
Professional License	14,568	14,568				
Permits	-	-				
Equipment Lease & Maintenance	5,463	5,463				
<b>Staff Travel:</b>						
Local Travel	506	506				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
<b>Consultant/Subcontractor:</b>						
Medical Director: Dr. Alexis Williams @ \$100 per hr - FY14-15	43,753	43,753				
Medical Director: Catherine Olsom, MD, \$100 per hr - FY14-15	43,753	43,753				
	-	-				
<b>Other:</b>						
Medical Supplies & Medical Waste Disposal	48750	38,139				
Lab Testing	21,244	21,244				
Security Services	30,754	30,754				
Vehicle Expenses(lease, gas, regis. & ins.)	1,416	1,416				
Advertising	1,214	1,214				
Client Activities	3,115	3,115				
<b>TOTAL OPERATING EXPENSE</b>	<b>434,787</b>	<b>434,787</b>				

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - JCD Provider Number: 383816					Appendix/Page #: B-2 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Methadone Jail Courtesy Dosing				
Program Code:	89163				
Mode/SFC (MH) or Modality (SA):	NTP-41				
Service Description:	SA-Narcotic Tx Prog OP Meth Detox (OMD)				<b>TOTAL</b>
FUNDING TERM:	7/1/14 - 6/30/15				
<b>FUNDING USES</b>					
Salaries & Employee Benefits:	134,920	-	-	-	134,920
Operating Expenses:	85,650	-	-	-	85,650
Capital Expenses:	-				-
<b>Subtotal Direct Expenses:</b>	<b>220,570</b>	-	-	-	<b>220,570</b>
Indirect Expenses:	26,468				26,468
<b>TOTAL FUNDING USES:</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>					
					-
					-
					-
					-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	243,387			243,387
SA COUNTY - SA General Fund	HMHSCCRES227	3,651			3,651
					-
					-
					-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>OTHER DPH FUNDING SOURCES</b>					
					-
					-
					-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>NON-DPH FUNDING SOURCES</b>					
					-
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>247,038</b>	-	-	-	<b>247,038</b>
<b>BHS UNITS OF SERVICE (INDIVIDUAL COST)</b>					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:	400				
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS				
DPH Units of Service:	19,858				
Unit Type:	Slot Days				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	12.44				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	12.44				
Published Rate (Medi-Cal Providers Only):	12.44				<b>Total UDC:</b>
Unduplicated Clients (UDC):	66				66

### DPH 3: Salaries & Benefits Detail

Program Code: 89163

Program Name: Bayview Hunters Point Foundation - Jail Courtesy Dosing

Appendix/Page #: B-2 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 30% \$31,500 30% \$31,500

**TOTAL SALARIES & BENEFITS**

**\$134,920**

**\$134,920**

**\$0**

50

50

\$0

**DPH 4: Operating Expenses Detail**

Program Code: 89163

Program Name: Bayview Hunters Point Foundation - Jail Courtesy Dosing

Appendix/Page #: B-2 Page 3  
Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term: _____	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	25,090	25,090				
Utilities(telephone, electricity, water, gas)	7,942	7,942				
Building Repair/Maintenance	3,474	3,474				
<b>Materials &amp; Supplies:</b>						
Office Supplies	2,283	2,283				
Photocopying	-					
Printing	-	-				
Program Supplies	-					
Computer hardware/software	2,830	2,830				
<b>General Operating:</b>						
Training/Staff Development	-					
Insurance	2,829	2,829				
Professional License	3,971	3,971				
Permits	-	-				
Equipment Lease & Maintenance	1,390	1,390				
<b>Staff Travel:</b>						
Local Travel	201	201				
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
Medical Director: Alexis Williams, MD, \$100 per hr - FY 14-15	15,686	15,686				
	-					
	-					
	-					
<b>Other:</b>						
Medical Supplies	8,340	8,340				
Security Services	4,467	4,467				
Vehicle Expenses (lease, gas, regis., etc.)	6,949	6,949				
Advertising	198	198				
	-					

**TOTAL OPERATING EXPENSE**

**85,650**

**85,650**

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - AIDS Provider Number: 383816					Appendix/Page #:	B-3 Page 1
					Date:	7/1/14
					Fiscal Year:	2014-2015
Program Name:		AIDS Opt-Out HIV Early Intervention				
Program Code:		38163/38164				
Mode/SFC (MH) or Modality (SA):		Anc-72				
Service Description:		SA-Ancillary Svcs HIV Counseling Services				<b>TOTAL</b>
FUNDING TERM:		7/1/14 - 6/30/15				
<b>FUNDING USES</b>						
Salaries & Employee Benefits:		6,870				6,870
Operating Expenses:		15,451				15,451
Capital Expenses:		-				-
Subtotal Direct Expenses:		22,321				22,321
Indirect Expenses:		2,679				2,679
<b>TOTAL FUNDING USES:</b>		<b>25,000</b>				<b>25,000</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>						
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	-	-	-
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
SA FED - SAPT HIV Set-Aside, CFDA #93.959		HMHSCCRES227	25,000			25,000
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		25,000	-	-	-	25,000
<b>OTHER DPH FUNDING SOURCES</b>						
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-
<b>TOTAL DPH FUNDING SOURCES</b>		<b>25,000</b>	-	-	-	<b>25,000</b>
<b>NON-DPH FUNDING SOURCES</b>						
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>		<b>25,000</b>	-	-	-	<b>25,000</b>
<b>BHS UNITS OF SERVICE AND UNIT COST</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):		FFS				
DPH Units of Service:		250				
Unit Type:		Number Served				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		100.00				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		100.00				
Published Rate (Medi-Cal Providers Only):						
Unduplicated Clients (UDC):		250				250

### **DPH 3: Salaries & Benefits Detail**

Program Code: 38163/38164

Program Name: Bayview Hunters Point Foundation - AIDS Opt-Out HIV Early Intervention

Appendix/Page #: B-3 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 23% \$1,300 23% \$1,300

#### **TOTAL SALARIES & BENEFITS**

**\$6.87**

1

**\$6.8T**

1

1000

1

50

1

50

#### **TOTAL SALARIES & BENEFITS**

**\$6,870**

**\$6.870**

50

50

5

50

**DPH 4: Operating Expenses Detail**

Program Code: 38163/38164

Program Name: Bayview Hunters Point Foundation - AIDS Opt-Out HIV Early Intervention

Appendix/Page #: B-3 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term: _____	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	2,967	2,967				
Utilities(telephone, electricity, water, gas)	1,762	1,762				
Building Repair/Maintenance	-					
<b>Materials &amp; Supplies:</b>						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	1,821	1,821				
Computer hardware/software	-					
<b>General Operating:</b>						
Training/Staff Development	-					
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
<b>Staff Travel:</b>						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
Phlebotomist: Corina Flores 4 hrs x \$18 per hr FY 14-15	5,934	5,934				
	-					
	-					
	-					
<b>Other:</b>						
Lab Tests	2,967	2,967				
	-					
	-					
	-					

**TOTAL OPERATING EXPENSE**

**15,451**

**15,451**

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - YMF Provider Number: 383817				Appendix/Page #: B-4 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Youth Moving Forward	Youth Moving Forward	Youth Moving Forward	
Program Code:	38171	38171	38171	
Mode/SFC (MH) or Modality (SA):	Nonres-33	Nonres-34	SecPrev-19	
Service Description:	SA-Nonresidentl ODF Grp	SA-Nonresidentl ODF Indv	SA-Sec Prev Outreach	<b>TOTAL</b>
<b>FUNDING TERM:</b>	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	
<b>FUNDING USES</b>				
Salaries & Employee Benefits:	\$47,390	142,170	102,040	- 291,600
Operating Expenses:	40,450	121,831	10,103	- 172,384
Capital Expenses:				-
<b>Subtotal Direct Expenses:</b>	87,840	264,001	112,143	- 463,984
Indirect Expenses:	10,540	31,680	13,458	55,678
<b>TOTAL FUNDING USES:</b>	98,380	295,681	125,601	519,662
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>				
				-
				-
				-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>				-
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>				
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	60,569	181,706	77,222 319,497
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959	HMHSCCRES227	25,954	77,864	33,090 136,908
SA COUNTY - SA General Fund	HMHSCCRES227	11,857	36,111	15,289 63,257
				-
				-
				-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	98,380	295,681	125,601	519,662
<b>OTHER DPH FUNDING SOURCES</b>				
				-
				-
				-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>				-
<b>TOTAL DPH FUNDING SOURCES</b>	98,380	295,681	125,601	519,662
<b>NON-DPH FUNDING SOURCES</b>				
				-
<b>TOTAL NON-DPH FUNDING SOURCES</b>				-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	98,380	295,681	125,601	519,662
<b>BHS UNITS OF SERVICE AND UNIT COST</b>				
Number of Beds Purchased (if applicable):				
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):	100			
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:				
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	CR	
DPH Units of Service:	1,042	3,132	1,256	
Unit Type:	Staff Hour	Staff Hour	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	94.40	94.40	100.00	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	94.40	94.40	100.00	
Published Rate (Medi-Cal Providers Only):				<b>Total UDC:</b>
Unduplicated Clients (UDC):	54	90	25	90

**DPH 3: Salaries & Benefits Detail**

Program Code: 38171

Program Name: Bayview Hunters Point Foundation - Youth Moving Forward

Appendix/Page #: B-4 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 36% 77,200 36% 50,200 36% 27,000

**TOTAL SALARIES & BENEFITS** **\$291,600** **\$189,560** **\$102,040** **\$0** **\$0** **\$0**

**DPH 4: Operating Expenses Detail**

Program Code: 38171

Program Name: Bayview Hunters Point Foundation - Youth Moving Forward

Appendix/Page #: B-4 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	Nonres-33/34 General Fund HMHSCCRES227	SecPrev-19 General Fund HMHSCCRES227			
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	79,792	75,115	4,677			
Utilities(telephone, electricity, water, gas)	11,401	10,733	668			
Building Repair/Maintenance	11,400	10,732	668			
<b>Materials &amp; Supplies:</b>						
Office Supplies	4,276	4,025	251			
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	6,268	5,901	367			
<b>General Operating:</b>						
Training/Staff Development	2,136	2,011	125			
Insurance	3,420	3,220	200			
Professional License	11,400	10,732	668			
Permits	-					
Equipment Lease & Maintenance	2,565	2,415	150			
<b>Staff Travel:</b>						
Local Travel	6,412	6,036	376			
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
All Cover IT Support Services: FY 13-14, \$398 per month	8,550	8,049	501			
	-					
<b>Other:</b>						
Recreational/Project Supplies	7,126	6,708	418			
Food for Client Activities	4,276	4,025	251			
Security Services	1,710	1,610	100			
Advertising	211	199	12			
Vehicle Expenses (Reg., Gas, Ins., Main.)	11,441	10,770	671			
	-					

**TOTAL OPERATING EXPENSE**

172,384

162,281

10,103

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - Prevention Provider Number: 383817					Appendix/Page #: B-5 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015	
Program Name:		Youth Services Prevention/ Strengthening Families				
Program Code:		N/A	N/A	N/A	N/A	
Mode/SFC (MH) or Modality (SA):		PriPrev-13	PriPrev-12	PriPrev-15	PriPrev-16	
Service Description:		SA-PriPrevention Education	SA-PriPrevention Info Dissemination	SA-PriPrevention Problem Id's/Referrals	SA-PriPrevention Cmmtty Based	<b>TOTAL</b>
<b>FUNDING TERM:</b>		7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	
<b>FUNDING USES</b>						
Salaries & Employee Benefits:		\$65,464	11,586	869	7,241	- 85,160
Operating Expenses:		6,772	1,199	90	749	- 8,810
Capital Expenses:						-
<b>Subtotal Direct Expenses:</b>		72,236	12,785	959	7,990	- 93,970
Indirect Expenses:		8,667	1,534	115	959	- 11,275
<b>TOTAL FUNDING USES:</b>		80,903	14,319	1,074	8,949	- 105,245
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>						
						-
						-
						-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>		-	-	-	-	-
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959		HMHSCCRES227	80,903	14,319	1,074	8,949 - 105,245
						-
						-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>		80,903	14,319	1,074	8,949	- 105,245
<b>OTHER DPH FUNDING SOURCES</b>						
						-
						-
						-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>		-	-	-	-	-
<b>TOTAL DPH FUNDING SOURCES</b>		80,903	14,319	1,074	8,949	- 105,245
<b>NON-DPH FUNDING SOURCES</b>						
						-
<b>TOTAL NON-DPH FUNDING SOURCES</b>		-	-	-	-	-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>		80,903	14,319	1,074	8,949	- 105,245
<b>BHS UNITS OF SERVICE AND UNIT COST</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):		FFS	FFS	FFS	FFS	
DPH Units of Service:		691	413	6	300	
Unit Type:		Staff Hour	Staff Hour	Staff Hour	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		117.03	34.67	179.00	29.83	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		117.03	34.67	179.00	29.83	
Published Rate (Medi-Cal Providers Only):						
Unduplicated Clients (UDC):		40	40	40	40	40

### **DPH 3: Salaries & Benefits Detail**

Program Code: N/A

Program Name: Bayview Hunters Point Foundation - Youth Services Prevention/Strengthening Families

Appendix/Page #: B-5 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 36% \$22,500 36% \$22,500

**TOTAL SALARIES & BENEFITS**

**\$85,1**

1

60

111

1000

1

50

1000

**DPH 4: Operating Expenses Detail**

Program Code: N/A

Program Name: Bayview Hunters Point Foundation - Youth Services Prevention/Strengthening F

Appendix/Page #: B-5 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term:	Term:	Term:	Term:
<b>Occupancy:</b>						
Rent	4,777	4,777				
Utilities(telephone, electricity, water, gas)	645	645				
Building Repair/Maintenance	611	611				
<b>Materials &amp; Supplies:</b>						
Office Supplies	218	218				
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	489	489				
<b>General Operating:</b>						
Training/Staff Development	-					
Insurance	133	133				
Professional License	167	167				
Permits	-	-				
Equipment Lease & Maintenance	88	88				
<b>Staff Travel:</b>						
Local Travel	133	133				
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
	-					
	-					
	-					
<b>Other:</b>						
Recreational/Project Supplies	378	378				
Food for Client Activities	882	882				
Security Services	38	38				
Advertising	17	17				
Vehicle Expenses (Reg., Gas, Ins., Main.)	234	234				
	-					
<b>TOTAL OPERATING EXPENSE</b>	<b>8,810</b>	<b>8,810</b>	-	-	-	-

TOTAL OPERATING EXPENSE

8,810

8,810

-

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - Adult Provider Number: 3851						Appendix/Page #: B-6 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Adult Behavioral Health					
Program Code:	38513	38513	38513	38513	38513	
Mode/SFC (MH) or Modality (SA):	15/10-57	15/60-69	15/70-79	15/01-09	45/20-29	
Service Description:	MH Svcs	Medication Support	Crisis Intervention-OP	Case Mgt Brokerage	Cmmty Client Svcs	<b>TOTAL</b>
<b>FUNDING USES</b>	<b>7/1/14 - 6/30/15</b>					
Salaries & Employee Benefits:	500,611	108,394	3,595	51,326	27,474	691,400
Operating Expenses:	179,946	38,962	1,292	18,449	9,876	248,525
Capital Expenses:						-
<b>Subtotal Direct Expenses:</b>	<b>680,557</b>	<b>147,356</b>	<b>4,887</b>	<b>69,775</b>	<b>37,350</b>	<b>939,925</b>
Indirect Expenses:	81,666	17,683	587	8,373	4,482	112,791
<b>TOTAL FUNDING USES:</b>	<b>762,223</b>	<b>165,039</b>	<b>5,474</b>	<b>78,148</b>	<b>41,832</b>	<b>1,052,716</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>Index Codes</b>					
MH FED - SDMC Regular FFP (50%)	HMHMCC730515	227,043	49,160	1,631	23,278	12,460
MH STATE - MH Realignment	HMHMCC730515	112,092	24,271	805	11,492	6,152
MH COUNTY - General Fund	HMHMCC730515	423,088	91,608	3,038	43,378	23,220
						-
						-
						-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>		<b>762,223</b>	<b>165,039</b>	<b>5,474</b>	<b>78,148</b>	<b>41,832</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
						-
						-
						-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						-
<b>OTHER DPH FUNDING SOURCES</b>						
						-
						-
						-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>						-
<b>TOTAL DPH FUNDING SOURCES</b>	<b>762,223</b>	<b>165,039</b>	<b>5,474</b>	<b>78,148</b>	<b>41,832</b>	<b>1,052,716</b>
<b>NON-DPH FUNDING SOURCES</b>						
						-
						-
<b>TOTAL NON-DPH FUNDING SOURCES</b>						-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>762,223</b>	<b>165,039</b>	<b>5,474</b>	<b>78,148</b>	<b>41,832</b>	<b>1,052,716</b>
<b>BHS UNITS OF SERVICE AND UNIT COST</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	
DPH Units of Service:	293,163	34,672	1,386	39,074	400	
Unit Type:	Staff Minute	Staff Minute	Staff Minute	Staff Minute	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	2.60	4.76	3.95	2.00	104.58	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	2.60	4.76	3.95	2.00	104.58	
Published Rate (Medi-Cal Providers Only):	2.67	4.88	4.36	2.05	114.61	<b>Total UDC:</b>
Unduplicated Clients (UDC):	350	75	5	125	45	350

## DPH 3: Salaries &amp; Benefits Detail

Program Code: 38513

Program Name: Bayview Hunters Point Foundation - Adult Behavioral Health

Appendix/Page #: B-6 Page 2  
Date: 7/1/14

Position Title	TOTAL		General Fund HMHMCC730515									
	Term: FTE	7/1/14 - 6/30/15 Salaries	Term: FTE	7/1/14 - 6/30/15 Salaries	Term: FTE	Salaries	Term: FTE	Salaries	Term: FTE	Salaries	Term: FTE	Salaries
Director of Behavioral Health	0.30	22,500	0.30	22,500								
Director of Narcotic & Substance Abuse	0.09	7,200	0.09	7,200								
Director of Compliance & QA	0.20	10,100	0.20	10,100								
Medical Records Technician	0.75	27,900	0.75	27,900								
Receptionist	0.75	24,100	0.75	24,100								
Medical Director	0.50	75,100	0.50	75,100								
Clinical Supervisor	0.75	45,000	0.75	45,000								
Therapist/Licensed	2.00	103,800	2.00	103,800								
Therapist/Unlicensed	3.00	146,200	3.00	146,200								
Certified Substance Abuse Counselor	1.00	34,000	1.00	34,000								
Psychologist	0.25	7,100	0.25	7,100								
Psychiatrist	0.30	20,300	0.30	20,300								
Director of Clinical Services	0.11	9,100	0.11	9,100								
<b>Totals:</b>	<b>10.00</b>	<b>532,400</b>	<b>10.00</b>	<b>532,400</b>	<b>0.00</b>		<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

Employee Fringe Benefits:	30%	159,000	30%	159,000								
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TOTAL SALARIES & BENEFITS	<b>691,400</b>	<b>\$691,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**DPH 4: Operating Expenses Detail**

Program Code: 38513

Program Name: Bayview Hunters Point Foundation - Adult Behavioral Health

Appendix/Page #: B-6 Page 3  
Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHMCC730515				
	Term: 7/1/14 - 6/30/15	Term: 7/1/14 - 6/30/15	Term: _____	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	144,948	144,948				
Utilities(telephone, electricity, water, gas)	27,453	27,453				
Building Repair/Maintenance	3,452	3,452				
<b>Materials &amp; Supplies:</b>						
Office Supplies	6,135	6,135				
Photocopying	-	-				
Printing	407	407				
Program Supplies	686	686				
Computer hardware/software	-	-				
<b>General Operating:</b>						
Training/Staff Development	699	699				
Insurance	30,504	30,504				
Professional License	-	-				
Permits	-	-				
Equipment Lease & Maintenance	6,609	6,609				
<b>Staff Travel:</b>						
Local Travel	712	712				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
<b>Consultant/Subcontractor:</b>						
Intern Stipends 3 interns \$20.00 per hr.469.35 hrs.	8,555	8,555				
All Cover IT Support Services \$150.00 Hr x 62.59 Hrs.	9,547	9,547				
	-	-				
	-	-				
<b>Other:</b>						
Vehicle Expense/Gas/Mainten/Registration	2,185	2,185				
Client Related Expenses	305	305				
Advertising	76	76				
Client Services/Peer/Stipends	4,794	4,794				
Security Services	1,458	1,458				
	-	-				
	-	-				

**TOTAL OPERATING EXPENSE**

**248,525**

**248,525**

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - Children Provider Number: 3851						Appendix/Page #: B-7 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Children's Behavioral Health Services					
Program Code:	38516	38516	38516	38516	38516	
Mode/SFC (MH) or Modality (SA):	15/10-57	15/60-69	15/70-79	15/01-09	45/20-29	
Service Description:	MH Svcs	Medication Support	Crisis Intervention-OP	Case Mgt Brokerage	Cmmty Client Svcs	<b>TOTAL</b>
<b>FUNDING TERM:</b>	<b>7/1/14 - 6/30/15</b>					
<b>FUNDING USES</b>						
Salaries & Employee Benefits:	340,063	13,181	2,510	20,474	10,362	386,590
Operating Expenses:	31,425	1,218	232	1,892	958	35,725
Capital Expenses:						
<b>Subtotal Direct Expenses:</b>	<b>371,488</b>	<b>14,399</b>	<b>2,742</b>	<b>22,366</b>	<b>11,320</b>	<b>422,315</b>
Indirect Expenses:	44,578	1,728	329	2,685	1,358	50,678
<b>TOTAL FUNDING USES:</b>	<b>416,066</b>	<b>16,127</b>	<b>3,071</b>	<b>25,051</b>	<b>12,678</b>	<b>472,993</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>						
MH FED - SDMC Regular FFP (50%)	HMHMCP751594	201,922	7,595	1,446	11,798	222,761
MH STATE - PSR EPSDT	HMHMCP751594	181,729	6,836	1,302	10,618	200,485
MH COUNTY - General Fund	HMHMCP751594	32,415	1,696	323	2,635	49,747
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>416,066</b>	<b>16,127</b>	<b>3,071</b>	<b>25,051</b>	<b>12,678</b>	<b>472,993</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER DPH FUNDING SOURCES</b>						
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>416,066</b>	<b>16,127</b>	<b>3,071</b>	<b>25,051</b>	<b>12,678</b>	<b>472,993</b>
<b>NON-DPH FUNDING SOURCES</b>						
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>416,066</b>	<b>16,127</b>	<b>3,071</b>	<b>25,051</b>	<b>12,678</b>	<b>472,993</b>
<b>BHS UNITS OF SERVICE AND UNIT COST</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	
DPH Units of Service:	160,025	3,388	758	12,526	121	
Unit Type:	Staff Minute	Staff Minute	Staff Minute	Staff Minute	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	2.60	4.76	4.05	2.00	104.58	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	2.60	4.76	4.05	2.00	104.58	
Published Rate (Medi-Cal Providers Only):	2.67	4.88	4.36	2.05	114.61	<b>Total UDC:</b>
Unduplicated Clients (UDC):	88	25	3	50	25	88

### DPH 3: Salaries & Benefits Detail

Program Code: 38516

Program Name: Bayview Hunters Point Foundation - Children's Behavioral Health Services

Appendix/Page #: B-7 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 27% 82,000 27% 82,000

**TOTAL SALARIES & BENEFITS**

**\$386.59**

S38

1

1

4

1

**TOTAL SALARIES & BENEFITS** **\$386,590** **\$386,590** **\$0** **\$0** **\$0** **\$0**

**DPH 4: Operating Expenses Detail**

Program Code: 38AI3

Program Name: Bayview Hunters Point Foundation - Children's Behavioral Health Services

Appendix/Page #: B-7 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHMCP751594				
	Term: 7/1/14 - 6/30/15	Term: 7/1/13 - 6/30/14	Term: _____	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	17,799	17,799				
Utilities(telephone, electricity, water, gas)	4,715	4,715				
Building Repair/Maintenance	2,051	2,051				
<b>Materials &amp; Supplies:</b>						
Office Supplies	1,326	1,326				
Photocopying	-	-				
Printing	104	104				
Program Supplies	820	820				
Computer hardware/software	-	-				
<b>General Operating:</b>						
Training/Staff Development	123	123				
Insurance	4,060	4,060				
Professional License	148	148				
Permits	-	-				
Equipment Lease & Maintenance	984	984				
<b>Staff Travel:</b>						
Local Travel	185	185				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
<b>Consultant/Subcontractor:</b>						
All Cover IT Support Services \$100 per hour 42 hrs.	1,722	1,722				
	-	-				
	-	-				
<b>Other:</b>						
Vehicle Expense/Gas/Maintenance/Registration	433	433				
Client Related Expenses	492	492				
Advertising	246	246				
Books/Publications	66	66				
Medical Supplies	33	33				
Security Services	270	270				
Client Services/Peer/Stipends	148	148				
<b>TOTAL OPERATING EXPENSE</b>	<b>35,725</b>	<b>35,725</b>	-	-	-	-

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - Anchor Provider Number: 38A1					Appendix/Page #: B-8 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name: Anchor Program Program Code: 38AI3 Mode/SFC (MH) or Modality (SA): 15/10-57 Service Description: MH Svcs <b>FUNDING TERM:</b> 7/1/14 - 6/30/15					<b>TOTAL</b>
<b>FUNDING USES</b>					
Salaries & Employee Benefits: 44,812 Operating Expenses: 567 Capital Expenses: - <b>Subtotal Direct Expenses:</b> 45,379 Indirect Expenses: 5,600 <b>TOTAL FUNDING USES:</b> 50,979					44,812 567 - 45,379 5,600 50,979
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>					
MH STATE - MH Realignment HMHMCC730515 11,223 MH COUNTY - General Fund HMHMCC730515 39,756 - <b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b> 50,979					11,223 39,756 - 50,979
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					
					-
					-
					-
					-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					-
<b>OTHER DPH FUNDING SOURCES</b>					
					-
					-
					-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>					-
<b>TOTAL DPH FUNDING SOURCES</b>					50,979
<b>NON-DPH FUNDING SOURCES</b>					
					-
					-
<b>TOTAL NON-DPH FUNDING SOURCES</b>					-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>					50,979
<b>BHS UNITS OF SERVICE AND UNIT COST</b>					
Number of Beds Purchased (if applicable):					-
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					-
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					-
Cost Reimbursement (CR) or Fee-For-Service (FFS): CR					-
DPH Units of Service: 16,993					-
Unit Type: Staff Minute					-
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only): 3.00					-
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES): 3.00					-
Published Rate (Medi-Cal Providers Only):					<b>Total UDC:</b>
Unduplicated Clients (UDC): 5					5

### **DPH 3: Salaries & Benefits Detail**

Program Code: 38AI3

Program Name: Bayview Hunters Point Foundation - Anchor Program

Appendix/Page #: B-8 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 26% 9,277 21% 1,754 28% 7,523

**TOTAL SALARIES & BENEFITS** **\$44,812** **\$10,011** **\$34,801** **\$0** **\$0** **\$0**

**DPH 4: Operating Expenses Detail**

Program Code: 38AI3

Program Name: Bayview Hunters Point Foundation - Anchor Program

Appendix/Page #: B-8 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	MH Realignment HMHMCC730515	General Fund HMHMCC730515			
	<u>7/1/14 - 6/30/15</u>	<u>7/1/14 - 6/30/15</u>	<u>7/1/14 - 6/30/15</u>	<u>Term:</u>	<u>Term:</u>	<u>Term:</u>
<b>Occupancy:</b>						
Rent	-					
Utilities(telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
<b>Materials &amp; Supplies:</b>						
Office Supplies	467		467			
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
<b>General Operating:</b>						
Training/Staff Development						
Insurance	100		100			
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
<b>Staff Travel:</b>						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
	-					
	-					
	-					
<b>Other:</b>						
	-					
	-					
	-					

**TOTAL OPERATING EXPENSE**

**567**

**567**

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - FMP Provider Number: 8957					Appendix/Page #: B-9 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Family Mosaic Wraparound	Family Mosaic Wraparound	Family Mosaic Wraparound		
Program Code:	8957	8957	8957		
Mode/SFC (MH) or Modality (SA):	60/70	60/70	60/70		
Service Description:	CS-Client Hsng Support Exp	CS-Client Hsng Support Exp	CS-Client Hsng Support Exp		<b>TOTAL</b>
FUNDING TERM:	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15		
<b>FUNDING USES</b>					
Salaries & Employee Benefits:	50,927	8,000	26,153	-	85,080
Operating Expenses:	3,231		-	-	3,231
Capital Expenses:					-
<b>Subtotal Direct Expenses:</b>	54,158	8,000	26,153	-	88,311
Indirect Expenses:	6,498	960	3,138		10,596
<b>TOTAL FUNDING USES:</b>	60,656	8,960	29,291	-	98,907
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>	Index Code				
MH STATE - Family Mosaic Capitated Medi-Cal	HMHMCP8828CH	60,656			60,656
MH COUNTY - General Fund	HMHMCP751594		8,960		8,960
MH STATE - SAMHSA	HMHMCHGRANTS			29,291	29,291
	HMM007-1502				-
					-
					-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	60,656	8,960	29,291	-	98,907
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					
					-
					-
					-
					-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	-	-	-	-	-
<b>OTHER DPH FUNDING SOURCES</b>					
					-
					-
					-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	-	-	-	-	-
<b>TOTAL DPH FUNDING SOURCES</b>	60,656	8,960	29,291	-	98,907
<b>NON-DPH FUNDING SOURCES</b>					
					-
					-
<b>TOTAL NON-DPH FUNDING SOURCES</b>	-	-	-	-	-
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	60,656	8,960	29,291	-	98,907
<b>BHS UNITS OF SERVICE AND UNIT COST</b>					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR	CR	CR		
DPH Units of Service:	9,613	1,420	4,642		
Unit Type:	Staff Hour or Client Day, depending on contract.	Staff Hour or Client Day, depending on contract.	Staff Hour or Client Day, depending on contract.		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	6.31	6.31	6.31		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	6.31	6.31	6.31		
Published Rate (Medi-Cal Providers Only):					
Unduplicated Clients (UDC):	57				<b>Total UDC:</b>
					57

### **DPH-3: Salaries & Benefits Detail**

Program Code: 8957

Program Name: Bayview Hunters Point Foundation - Family Mosaic Wraparound

Appendix/Page #: B-9 Page 2  
Date: 7/1/14

<b>Employee Fringe Benefits:</b>	41%	\$24,923	#DIV/0!	\$8,000	28%	\$11,202	28%	\$5,721			
<b>TOTAL SALARIES &amp; BENEFITS</b>		\$85,080		\$8,000		\$50,927		\$26,153		\$0	\$0

**DPH 4: Operating Expenses Detail**

Program Code: 8957

Program Name: Bayview Hunters Point Foundation - Family Mosaic Wraparound

Appendix/Page #: B-9 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHMCP751594	Family Mosaic Capitated Med-Cal HMHMCP8828CH	SAMHSA HMHMRCGRANTS HMM007-1402		
	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	7/1/14 - 6/30/15	Term:	Term:
<b>Occupancy:</b>						
Rent	-					
Utilities(telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
<b>Materials &amp; Supplies:</b>						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
<b>General Operating:</b>						
Training/Staff Development	-					
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
<b>Staff Travel:</b>						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
	-					
	-					
	-					
<b>Other:</b>						
Wrap Around Services	3,231		3,231			
	-					
	-					
<b>TOTAL OPERATING EXPENSE</b>	<b>3,231</b>		<b>3,231</b>			

**DPH 2: Department of Public Heath Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - JH Provider Number: 380145					Appendix/Page #: B-10 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Jelani House				
Program Code:	01452 & 01455				
Mode/SFC (MH) or Modality (SA):	Res-51				
Service Description:	SA-Res Recov Long Term (over 30 days)				<b>TOTAL</b>
<b>FUNDING TERM:</b>	<b>7/1/14 - 6/30/15</b>				
<b>FUNDING USES</b>					
Salaries & Employee Benefits:	548,630			-	548,630
Operating Expenses:	86,272	-	-	-	86,272
Capital Expenses:					-
<b>Subtotal Direct Expenses:</b>	<b>634,902</b>	-	-	-	<b>634,902</b>
Indirect Expenses:	76,188				76,188
<b>TOTAL FUNDING USES:</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>					
					-
					-
					-
					-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959	HMHSCCRES227	303,190			303,190
SA STATE - PSR Women and Children	HMHSCCRES227	182,286			182,286
SA COUNTY - SA General Fund	HMHSCCRES227	94,645			94,645
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	130,969			130,969
					-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>OTHER DPH FUNDING SOURCES</b>					
					-
					-
					-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>NON-DPH FUNDING SOURCES</b>					
					-
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>711,090</b>	-	-	-	<b>711,090</b>
<b>BHS UNITS OF SERVICE AND UNIT COST</b>					
Number of Beds Purchased (if applicable):	8				
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS				
DPH Units of Service:	2,469				
Unit Type:	Bed Days				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	288.00				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	288.00				
Published Rate (Medi-Cal Providers Only):					<b>Total UDC:</b>
Unduplicated Clients (UDC):	15				<b>15</b>

**DPH 3: Salaries & Benefits Detail**

Program Code: 01452 & 01455

Program Name: Bayview Hunters Point Foundation - Jelani House

Appendix/Page #: B-10 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 36% 144,910 36% \$144,910

### **TOTAL SALARIES & BENEFITS**

**\$548,630**

**\$548,630**

3

1000

\$1

**\$0**

**DPH 4: Operating Expenses Detail**

Program Code: 01452 & 01455

Program Name: Bayview Hunters Point Foundation - Jelani House

Appendix/Page #: B-10 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	7/1/14 - 6/30/15	7/1/14 - 6/30/15	Term:	Term:	Term:	Term:
<b>Occupancy:</b>						
Rent	-					
Utilities(telephone, electricity, water, gas)	51,902	51,902				
Building Repair/Maintenance	5,540	5,540				
<b>Materials &amp; Supplies:</b>		-				
Office Supplies	-	-				
Photocopying	-	-				
Printing & Reproduction	-	-				
Program Supplies	-	-				
Computer hardware/software	-	-				
<b>General Operating:</b>		-				
Training/Staff Development	-	-				
Insurance	20,150	20,150				
Professional License	5,860	5,860				
Permits	-	-				
Equipment Lease & Maintenance	1,440	1,440				
<b>Staff Travel:</b>		-				
Local Travel	-	-				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
<b>Consultant/Subcontractor:</b>		-				
Clinical Director: Heather Brown \$50 x 3.33 hrs month x 12 mos.	1,380	1,380				
	-	-				
	-	-				
	-	-				
<b>Other:</b>		-				
	-	-				
	-	-				
	-	-				

**TOTAL OPERATING EXPENSE**

**86,272**

**86,272**

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

### DPH 3: Salaries & Benefits Detail

Program Code: 38502 & 38505

Program Name: Bayview Hunters Point Foundation - Jelani Family Program

Appendix/Page #: B-11 Page 2

Date: 7/1/14

**Employee Fringe Benefits:** 37% \$143,200 37% \$143,200

#### **TOTAL SALARIES & BENEFITS**

1

**\$532,520**

1

520

1000

50

— 10 —

1

\$0

**DPH 4: Operating Expenses Detail**

Program Code: 38502 & 38505  
 Program Name: Bayview Hunters Point Foundation - Jelani Family Program

Appendix/Page #: B-11 Page 3  
 Date: 7/1/14

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	<u>7/1/14 - 6/30/15</u>	<u>7/1/14 - 6/30/15</u>	Term: _____	Term: _____	Term: _____	Term: _____
<b>Occupancy:</b>						
Rent	\$ -					
Utilities(telephone, electricity, water, gas)	\$ 35,178.00	\$ 35,178.00				
Building Repair/Maintenance	\$ 7,510.00	\$ 7,510.00				
<b>Materials &amp; Supplies:</b>						
Office Supplies	\$ -	\$ -				
Photocopying	\$ -	\$ -				
Printing	\$ -	\$ -				
Program Supplies	\$ -	\$ -				
Computer hardware/software	\$ -	\$ -				
<b>General Operating:</b>						
Training/Staff Development	\$ -	\$ -				
Insurance	\$ 7,810.00	\$ 7,810.00				
Professional License	\$ 3,320.00	\$ 3,320.00				
Permits	\$ -	\$ -				
Equipment Lease & Maintenance	\$ -	\$ -				
<b>Staff Travel:</b>						
Local Travel	\$ -	\$ -				
Out-of-Town Travel	\$ -	\$ -				
Field Expenses	\$ -	\$ -				
<b>Consultant/Subcontractor:</b>						
Clinical Director: Heather Brown \$50 x 10.82 hrs / mo x 12 mos.	\$ 4,740.00	\$ 4,740.00				
	\$ -	\$ -				
	\$ -	\$ -				
	\$ -	\$ -				
<b>Other:</b>						
Bank, PR processing & Legal Fees	\$ -	\$ -				
Childcare supplies	\$ 950.00	\$ 950.00				
Food	\$ 890.00	\$ 890.00				
Equipment Maintenance	\$ 1,600.00	\$ 1,600.00				
Household Supplies	\$ 710.00	\$ 710.00				
Taxes, Licenses, permits, subscriptions, memberships	\$ -	\$ -				
Subscriptions	\$ -	\$ -				
Vehicle expenses	\$ 1,190.00	\$ 1,190.00				
Resident related expenses	\$ 590.00	\$ 590.00				
	\$ -					

TOTAL OPERATING EXPENSE

\$64,488      \$64,488      \$0      \$0      \$0      \$0

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - BTHC Provider Number: 3851					Appendix/Page #: B-12 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
Program Name:	Balboa Teen Health Center	Balboa Teen Health Center			
Program Code:	38518	38518			
Mode/SFC (MH) or Modality (SA):	45/10-19	45/20-29			
Service Description:	MH Promotion	Cmmtty Client Svcs			<b>TOTAL</b>
<b>FUNDING USES</b>					
Salaries & Employee Benefits:	76,288	125,921			202,209
Operating Expenses:	4,460	6,097			10,557
Capital Expenses:					-
<b>Subtotal Direct Expenses:</b>	80,748	132,018			212,766
Indirect Expenses:	9,690	15,841			25,531
<b>TOTAL FUNDING USES:</b>	90,438	147,859			238,297
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>Index Code</b>				
MH STATE - MHSA (PEI)	HMHMPROP63	90,438	147,859		238,297
	PMHS63-1510				-
					-
					-
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>	<b>90,438</b>	<b>147,859</b>			<b>238,297</b>
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>					
					-
					-
					-
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>OTHER DPH FUNDING SOURCES</b>					
					-
					-
					-
					-
<b>TOTAL OTHER DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>TOTAL DPH FUNDING SOURCES</b>	<b>90,438</b>	<b>147,859</b>			<b>238,297</b>
<b>NON-DPH FUNDING SOURCES</b>					
					-
					-
<b>TOTAL NON-DPH FUNDING SOURCES</b>	<b>-</b>	<b>-</b>			<b>-</b>
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>	<b>90,438</b>	<b>147,859</b>			<b>238,297</b>
<b>BHS UNITS OF SERVICE AND UNIT COST</b>					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR	CR			
DPH Units of Service:	789	1,265			
Unit Type:	Staff Hour	Staff Hour			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	114.60	116.89			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	114.60	116.89			
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):	1,200	150			1,200

### DPH 3: Salaries & Benefits Details

Program Code: 38518

Program Name: Bayview Hunters Point Foundation - Balboa Teen Health Center

Appendix/Page #: B-12 Page 2  
Date: 7/1/14

**Employee Fringe Benefits:** 29% \$45,000 29% \$45,000

**TOTAL SALARIES & BENEFITS**

**\$202,209**

**\$202,209**

\$0

5

5

50

**DPH 4: Operating Expenses Detail**

Program Code: 38518

Program Name: Bayview Hunters Point Foundation - Balboa Teen Health Center

Appendix/Page #: B-12 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	MHSA (PEI) HMHMPROP63 PMHS63-1510				
	<u>7/1/14 - 6/30/15</u>	<u>7/1/14 - 6/30/15</u>	<u>Term:</u>	<u>Term:</u>	<u>Term:</u>	<u>Term:</u>
<b>Occupancy:</b>						
Rent	-					
Utilities(telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
<b>Materials &amp; Supplies:</b>						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	603	603				
Computer hardware/software	-					
<b>General Operating:</b>						
Training/Staff Development	1,413	1,413				
Insurance	1,025	1,025				
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
<b>Staff Travel:</b>						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
	-					
	-					
<b>Other:</b>						
Participant Incentives/Food for Groups	4,783	4,783				
YAB Member Stipends	2,733	2,733				
	-					
	-					
<b>TOTAL OPERATING EXPENSE</b>	<b>10,557</b>	<b>10,557</b>				

**DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)**

Contractor Name: Bayview Hunters Point Foundation Provider Name: Bayview Hunters Point Foundation - Dimensions Provider Number: Pending						Appendix/Page #: B-13 Page 1 Date: 7/1/14 Fiscal Year: 2014-2015
		Dimensions LGBT Outpatient				
		Program Name: Dimensions LGBT Outpatient				
		Program Code: N/A				
		Mode/SFC (MH) or Modality (SA): 45/20-29				
		Service Description: Cmmty Client Svcs				<b>TOTAL</b>
		FUNDING TERM: 7/1/14 - 6/30/15				
<b>FUNDING USES</b>						
Salaries & Employee Benefits:		85,570	-	-	-	85,570
Operating Expenses:		524	-	-	-	524
Capital Expenses:						-
Subtotal Direct Expenses:		86,094	-	-	-	86,094
Indirect Expenses:		10,331				10,331
<b>TOTAL FUNDING USES:</b>		96,425	-	-	-	96,425
<b>BHS MENTAL HEALTH FUNDING SOURCES</b>		Index Code				
MH WORK ORDER - Dept. Children, Youth & Families		HMHMCHDMCLWO	95,000			95,000
MH COUNTY - WO CODB General Fund		HMHMCP751594	1,425			1,425
<b>TOTAL BHS MENTAL HEALTH FUNDING SOURCES</b>		96,425	-	-	-	96,425
<b>BHS SUBSTANCE ABUSE FUNDING SOURCES</b>						
<b>TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES</b>		-	-	-	-	
<b>OTHER DPH FUNDING SOURCES</b>						
<b>TOTAL OTHER DPH FUNDING SOURCES</b>		-	-	-	-	
<b>TOTAL DPH FUNDING SOURCES</b>		96,425	-	-	-	96,425
<b>NON-DPH FUNDING SOURCES</b>						
<b>TOTAL NON-DPH FUNDING SOURCES</b>		-	-	-	-	
<b>TOTAL FUNDING SOURCES (DPH AND NON-DPH)</b>		96,425	-	-	-	96,425
<b>BHS UNITS OF SERVICE AND UNIT COST</b>						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):		CR				
DPH Units of Service:		950				
Unit Type:		Staff Hour				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		101.50				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		101.50				
Published Rate (Medi-Cal Providers Only):						<b>Total UDC:</b>
Unduplicated Clients (UDC):		50				50

### DPH 3: Salaries & Benefits Detail

Program Code: N/A

Program Name: Bayview Hunters Point Foundation - Dimensions LGBT Outpatient

Appendix/Page #: B-13 Page 2

Date: 7/1/14

**Employee Fringe Benefits:** 27% \$ 18,000.00 27% \$18,000

#### **TOTAL SALARIES & BENEFITS**

**\$85,570**

**\$85,570**

57

1000

1000

50

**DPH 4: Operating Expenses Detail**

Program Code: N/A

Program Name: Bayview Hunters Point Foundation - Dimensions LGBT Outpatient

Appendix/Page #: B-13 Page 3

Date: 7/1/14

Expenditure Category	TOTAL	DCYF Workorder HMHMCHDMCLWO				
	<u>7/1/14 - 6/30/15</u>	<u>7/1/14 - 6/30/15</u>	<u>Term:</u>	<u>Term:</u>	<u>Term:</u>	<u>Term:</u>
<b>Occupancy:</b>						
Rent	-					
Utilities(telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
<b>Materials &amp; Supplies:</b>						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
<b>General Operating:</b>						
Training/Staff Development	-					
Insurance	-					
Professional License	-	-				
Permits	-					
Equipment Lease & Maintenance	-					
<b>Staff Travel:</b>						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
<b>Consultant/Subcontractor:</b>						
	-					
	-					
	-					
<b>Other:</b>						
Participant Incentives	<u>524</u>	<u>524</u>				
	-					
	-					
	-					

**TOTAL OPERATING EXPENSE**

**524**

**524**

## DPH 7: Contract-Wide Indirect Detail

Contractor Name: Bayview Hunters Point Foundation

Date: 07/01/14

Fiscal Year: 2014-2015

### 1. SALARIES & BENEFITS

Position Title	FTE	Salaries
Executive Director	0.80	107,200
Deputy Director	0.80	88,200
Executive Assistant	0.80	33,500
Senior Accountant	0.80	56,600
AP/Payroll Accountant	0.80	42,200
Director of Clinical Services	0.27	24,000
Director of Compliance	0.13	6,800
EMPLOYEE FRINGE BENEFITS		78,592
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>437,092</b>

### 2. OPERATING COSTS

Expenditure Category	Amount
Office Rent	50,000
Supplies	30,000
Consultants & Audit fees	60,158
Insurance	20,000
<b>TOTAL OPERATING COSTS</b>	<b>160,158</b>

**TOTAL INDIRECT COSTS** 597,250

(Salaries & Benefits + Operating Costs)

## **Appendix F**



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

Appendix F  
 PAGE A

Control Number		INVOICE NUMBER: M01 JL 14					
Contractor: Bayview Hunters Point Foundation For Community Improvement		Ct.Bill No.: BPHM TBD					
Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124		Ct PO No.: POHM TBD					
Tel No.: (415) 468-5100		Fund Source: GF, SDMC Regular FFP, EPSDT State Match					
Fax No.: (415) 468-5104		Invoice Period: July 2014					
Funding Term: 07/01/2014 - 06/30/2015		Final Invoice: <input type="checkbox"/> (Check If Yes)					
PHP Division: Community Behavioral Health Services		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 Clients for AIDS Use Only:		DELIVERABLES	Delivered THIS PERIOD	Delivered to Date	% of TOTAL	Remaining Deliverables	
Program Name/Reptg. Unit Modality/Mode # - Svc Func (M:ow)		Total Contracted UOS	UOS CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-7 Children's Behavioral Health Services PC# - 38516 - HMHMCPC751594		Unit Rate	AMOUNT DUE	UOS	CLIENTS	UOS	CLIENTS
15/10 - 57 MH Svcs		\$ 2.60	\$ -	0.000	0.00%	160,025.000	416,065.00
15/ 60 - 69 Medication Support		\$ 4.76	\$ -	0.000	0.00%	3,388.000	16,126.88
15/ 70 - 79 Crisis Intervention-OP		\$ 4.05	\$ -	0.000	0.00%	768.000	3,089.90
15/ 01 - 09 Case Mgt Brokerage		\$ 2.00	\$ -	0.000	0.00%	12,526.000	25,052.00
45/ 20 - 29 Cmmtly Client Svcs		\$ 104.58	\$ -	0.000	0.00%	121.000	12,654.18
TOTAL		176,818	0.000	0.000	0.00%	176,818.000	\$ 472,993.96
Budget Amount		\$ 472,993.00	Expenses To Date		% of Budget	Remaining Budget	
26 \$ -		\$	\$ 0.00%		\$ 472,993.00	\$	
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:
Community Programs Budget/ Invoice Analyst
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

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Contractor: Bayview Hunters Point Foundation For Community Improvement

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

CBHS

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

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-9 Family Mosaic Wraparound PC# - 8957 - HMMCP751594												
60/ 70 - 39 CS-Client Hsng	1,420				-	-	0%	#DIV/0!	1,420	-	100%	
Support Exp												

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ -	\$ -	\$ -	0.00%	\$ -
Fringe Benefits	\$ 8,000.00	\$ -	\$ -	0.00%	\$ 8,000.00
<b>Total Personnel Expenses</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 8,000.00</b>
Operating Expenses:					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ -	\$ -	\$ -	0.00%	\$ -
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Other: DMS Flex	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 8,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 8,000.00</b>
Indirect Expenses	\$ 960.00	\$ -	\$ -	0.00%	\$ 960.00
<b>TOTAL EXPENSES</b>	<b>\$ 8,960.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 8,960.00</b>
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>		<b>\$ -</b>			

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
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  
[Redacted]

**Contractor: Bayview Hunters Point Foundation For Community Improvement**

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100

Fax No.: (415) 468-5104

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	M03	JL	14
Ct. Blanket No.: BPHM	TBD		
Ct. PO No.: POHM	TBD		User Cd
Fund Source:	MH STATE - SAMSHA-HMM007-1502		
Invoice Period:	July 2014		
Final Invoice:	[Redacted]	(Check if Yes)	
ACE Control Number:	[Redacted]		

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-9 Family Mosaic Wraparound PC# - 8957												
60/ 70 CS-Client Hsng Support Exp	4,642				-	-	0%	#DIV/0!	4,642	-	100%	#DIV/0!

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 20,432.00	\$ -	\$ -	0.00%	\$ 20,432.00
Fringe Benefits	\$ 5,721.00	\$ -	\$ -	0.00%	\$ 5,721.00
<b>Total Personnel Expenses</b>	<b>\$ 26,153.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 26,153.00</b>
Operating Expenses:					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ -	\$ -	\$ -	0.00%	\$ -
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Other:	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 26,153.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 26,153.00</b>
Indirect Expenses	\$ 3,138.00	\$ -	\$ -	0.00%	\$ 3,138.00
<b>TOTAL EXPENSES</b>	<b>\$ 29,291.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 29,291.00</b>
Less: Initial Payment Recovery				NOTES:	
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
1380 Howard St., 4th Floor  
San Francisco, CA 94103

DPH Authorization for Payment

Authorized Signatory	Date
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
COST REIMBURSEMENT INVOICE**

Appendix F  
PAGE A

Control Number  
[REDACTED]

**Contractor: Bayview Hunters Point Foundation For Community Improvement**

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	M04	JL	14
Ct.Blanket No.: BPHM	TBD		
Ct. PO No.: POHM	TBD		User Cd
Fund Source:	MHSA-Prop63-PMHS63-1510		
Invoice Period:	July 2014		
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>B-12 Balboa Teen Health Center PC# - 38518</b>												
45/10 - 19 MH Promotion	789	1,200			-	-	0%	0%	789	1,200	100%	100%
45/20 - 29 Cmmnty Clients Svcs	1,265	150			-	-	0%	0%	1,265	150	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 157,209.00	\$ -	\$ -	0.00%	\$ 157,209.00
Fringe Benefits	\$ 45,000.00	\$ -	\$ -	0.00%	\$ 45,000.00
<b>Total Personnel Expenses</b>	<b>\$ 202,209.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 202,209.00</b>
Operating Expenses:					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ 603.00	\$ -	\$ -	0.00%	\$ 603.00
General Operating	\$ 2,438.00	\$ -	\$ -	0.00%	\$ 2,438.00
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Consultant/ Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Participant Incentives, Food for Groups	\$ 7,516.00	\$ -	\$ -	0.00%	\$ 7,516.00
YAB Member Stipends	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 10,557.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 10,557.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 212,766.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 212,766.00</b>
Indirect Expenses	\$ 25,531.00	\$ -	\$ -	0.00%	\$ 25,531.00
<b>TOTAL EXPENSES</b>	<b>\$ 238,297.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 238,297.00</b>
Less: Initial Payment Recovery				NOTES:	
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$</b>	<b>-</b>			

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
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  
[Redacted]

**Contractor:** Bayview Hunters Point Foundation For Community Improvement  
Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124  
Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	M05	JL	14
Ct. Blanket No.:	BPHM	TBD	User Cd
Ct. PO No.:	POHM	TBD	
Fund Source:	GF, Realignment - HMHMCC730515		
Invoice Period:	July 2014		
Final Invoice:	<input type="checkbox"/> (Check if Yes)		
ACE Control Number:	[Redacted]		

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>B-8 Anchor Program PC# - 38AI3</b>												
15/ 10 - 57 MH Svcs	16,993	5			-	-	0%	0%	16,993	5	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 35,535.00	\$ -	\$ -	0.00%	\$ 35,535.00
Fringe Benefits	\$ 9,277.00	\$ -	\$ -	0.00%	\$ 9,277.00
<b>Total Personnel Expenses</b>	<b>\$ 44,812.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 44,812.00</b>
Operating Expenses:					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ 467.00	\$ -	\$ -	0.00%	\$ 467.00
General Operating	\$ 100.00	\$ -	\$ -	0.00%	\$ 100.00
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Consultant/ Subcontractor	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Project Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
Advertising	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 567.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 567.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 45,379.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 45,379.00</b>
Indirect Expenses	\$ 5,600.00	\$ -	\$ -	0.00%	\$ 5,600.00
<b>TOTAL EXPENSES</b>	<b>\$ 50,979.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 50,979.00</b>
<b>Less: Initial Payment Recovery</b>				NOTES:	
<b>Other Adjustments (DPH use only)</b>					
<b>REIMBURSEMENT</b>	<b>\$ -</b>				

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:  
Community Programs Budget/ Invoice Analyst  
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  
[REDACTED]

**Contractor:** Bayview Hunters Point Foundation for Community Improvement  
Address: 150 Executive Park Blvd., Suite 2800, San Francisco, CA 94134  
Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	[REDACTED]
Cl. Blanket No.: BPHM	[REDACTED]
Cl. PO No.: POHM	[REDACTED]
Fund Source:	[REDACTED]
Invoice Period :	[REDACTED]
Final Invoice:	[REDACTED] <input type="checkbox"/> (Check if Yes)
ACE Control Number:	[REDACTED]

HMHMCC730515	Total Contracted Exhibit UDC	Delivered THIS PERIOD Exhibit UDC	Delivered to Date Exhibit UDC	% of TOTAL Exhibit UDC	Remaining Deliverables Exhibit UDC
<b>Unduplicated Clients for Exhibit:</b>					

*\*Unduplicated Clients for AIDS Use Only.*

DELIVERABLES Program Name/Reptg. Unit Modality/Mode # - Svc Func (M: on/off)	Delivered THIS PERIOD				Unit Rate	AMOUNT DUE	Delivered to Date		% of TOTAL		Remaining Deliverables	
	Total Contracted UOS	CLIENTS	UOS	CLIENTS			UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
<b>B-6 Adult Behavioral Health PC# - 38513 - HMHMCC730515</b>												
15/ 10 - 57 MH Svcs	293,163				\$ 2.60	\$ -	0.000		0.00%		293,163,000	\$ 762,223.80
15/ 60 - 69 Medication Support	34,672				\$ 4.76	\$ -	0.000		0.00%		34,672,000	\$ 166,038.72
15/ 70 - 79 Crisis Intervention-OP	1,386				\$ 3.95	\$ -	0.000		0.00%		1,386,000	\$ 5,474.70
15/ 01 - 09 Case Mgt Brokerage	39,074				\$ 2.00	\$ -	0.000		0.00%		39,074,000	\$ 76,146.00
45/ 20 - 29 Crmty Client Svcs	400				\$ 104.58	\$ -	0.000		0.00%		400,000	\$ 41,832.00
<b>TOTAL</b>	<b>368,695</b>		<b>0.000</b>				<b>0.000</b>		<b>0.00%</b>		<b>368,695,000</b>	<b>\$ 1,052,717.22</b>
	<b>Budget Amount</b>				\$ 1,052,716.00				<b>Expenses To Date</b>	<b>% of Budget</b>	<b>Remaining Budget</b>	
					\$ -				<b>0.00%</b>		\$ 1,052,716.00	
					<b>SUBTOTAL AMOUNT DUE</b>		<b>\$ -</b>	<b>NOTES:</b>				
					<b>Less: Initial Payment Recovery</b>							
					<b>(For DPH Use) Other Adjustments</b>							
					<b>NET REIMBURSEMENT</b>		<b>\$ -</b>					

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:**  
Community Programs Budget/ Invoice Analyst  
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: Bayview Hunters Point Foundation For Cmmnty Improvement**

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	M08	JL	14
Ct. Blanket No.: BPHM	TBD		
Ct. PO No.: POHM	TBD		User Cd
Fund Source:	DCYF Work Order-HMHMCHDMCLWO		
Invoice Period:	July 2014		
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>B-13 Dimensions LGBT Outpatient</b>												
45/20 - 29 Cmmty Client Svcs	950	50			-	-	0%	0%	950	50	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 67,570.00	\$ -	\$ -	0.00%	\$ 67,570.00
Fringe Benefits	\$ 18,000.00	\$ -	\$ -	0.00%	\$ 18,000.00
<b>Total Personnel Expenses</b>	<b>\$ 85,570.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 85,570.00</b>
Operating Expenses:					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ -	\$ -	\$ -	0.00%	\$ -
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Other: Participant Incentives	\$ 524.00	\$ -	\$ -	0.00%	\$ 524.00
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 524.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 524.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 86,094.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 86,094.00</b>
Indirect Expenses	\$ 10,331.00	\$ -	\$ -	0.00%	\$ 10,331.00
<b>TOTAL EXPENSES</b>	<b>\$ 96,425.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 96,425.00</b>
Less: Initial Payment Recovery					
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>				

NOTES:

HSA Work Order - HMHMCHDMCLWO - \$85,000.00

GF - WO CODE - HMHMC751594 - \$1,425.00

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
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: Bayview Hunters Point Foundation For Cmmnty Improvement**

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

CBHS

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

**Unduplicated Counts for AIDS Use Only.**

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 39,725.00	\$ -	\$ -	0.00%	\$ 39,725.00
Fringe Benefits	\$ 11,202.00	\$ -	\$ -	0.00%	\$ 11,202.00
<b>Total Personnel Expenses</b>	<b>\$ 50,927.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 50,927.00</b>
<b>Operating Expenses:</b>					
Occupancy	\$ -	\$ -	\$ -	0.00%	\$ -
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ -	\$ -	\$ -	0.00%	\$ -
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Other: FMP Wrap Around Services	\$ 3,231.00	\$ -	\$ -	0.00%	\$ 3,231.00
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 3,231.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 3,231.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 54,158.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 54,158.00</b>
Indirect Expenses	\$ 6,498.00	\$ -	\$ -	0.00%	\$ 6,498.00
<b>TOTAL EXPENSES</b>	<b>\$ 60,656.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 60,656.00</b>
Less: Initial Payment Recovery				NOTES:	
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>				

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:** \_\_\_\_\_

Phone:

**Title:** \_\_\_\_\_

**Send to:**

**DPH Authorization for Payment**

## Community Programs Budget/ Invoice Analyst

Community Programs Budget/ Invoice Analyst  
1380 Howard St., 4th Floor  
San Francisco, CA 94103

	Authorized Signatory	Date
--	----------------------	------

Jul Amendment1 11-13-14

Prepared: 11/13/2014

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

Appendix F  
PAGE A

Contractor: Bayview Hunters Point Foundation for Community Improvement

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel No.: (415) 466-5100

Fax No.: (415) 466-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

HHH8CCRES227	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
		UOS	CLIENTS	UOS	CLIENTS	UOS

Unduplicated Clients for AIDS Use Only:

DELIVERABLES Program Name/Rept. Unit Modality/Mode U - Svc Func (any one)	Total Contracted		Delivered THIS PERIOD		Delivered to Date		% of TOTAL		Remaining Deliverables	
	UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS	UOS	CLIENTS
B-1 Outpatient Methadone Maintenance PC# - 38164										
NTP-48 SA-Narcotic Tx/Hr Replacement Therapy-All Svc-Detox	65,612				\$ 12.44	\$ -	0.000	0.00%	65,612.00	
NTP-48 SA-Narcotic Tx/Hr Replacement Therapy-All Svc-Ind Counseling	30,492				\$ 16.00	\$ -	0.000	0.00%	30,492.00	
NTP-48 SA-Narcotic Tx/Hr Replacement Therapy-All Svc-Drp. Counseling	1,088				\$ 3.55	\$ -	0.000	0.00%	1,088.00	
B-1 Outpatient Methadone Maintenance PC# - 38163										
NTP-48 SA-Narcotic Tx/Hr Replacement Therapy-All Svc-Detox Dosing	180				\$ 12.44	\$ -	0.000	0.00%	180.00	
NTP-48 SA-Narcotic Tx/Hr Replacement Therapy-All Svc-Detox Counseling	449				\$ 16.00	\$ -	0.000	0.00%	449.00	
B-2 Jail Methadone Courtney Dosing PC# - 38163										
NTP-41 SA-Narcotic Tx Prog OP Math Detox (OMD)	19,858				\$ 12.44	\$ -	0.000	0.00%	19,858.00	
B-4 Youth Moving Forward PC# - 38171										
Ntp-18-33 SA-Narcotic/lnf CDF Group	1,042				\$ 94.40	\$ -	0.000	0.00%	1,042.00	
Ntp-18-34 SA-Narcotic/lnf CDF Indv	3,132				\$ 94.40	\$ -	0.000	0.00%	3,132.00	
B-6 Youth Svcs Prevention/ Strengthen Families										
PrProv-13 SA-Pr/Prevention - Education	851				\$ 117.05	\$ -	0.000	0.00%	691.00	
PrProv-12 SA-Pr/Prevention Info - Dissemination	413				\$ 34.67	\$ -	0.000	0.00%	413.00	
PrProv-13 SA-Pr/Prevention - Problem Id's/Referrals	6				\$ 176.00	\$ -	0.000	0.00%	6.00	
PrProv-13 SA-Pr/Prevention - Cmmty Based	300				\$ 20.83	\$ -	0.000	0.00%	300.00	
<b>TOTAL</b>	<b>123,223</b>		<b>0.000</b>				<b>0.000</b>	<b>0.00%</b>	<b>123,223.00</b>	
Budget Amount			\$ 2,032,425.00							
SUBTOTAL AMOUNT DUE	\$ -									
Less: Initial Payment Recovery (per BPH Use)	\$ -									
Other Adjustments (per BPH Use)	\$ -									
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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:
Community Programs Budget/ Invoice Analyst
1360 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:** Bayview Hunters Point Foundation For Community Improvement

**Address:** 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

**Tel. No.:** (415) 468-5100  
**Fax No.:** (415) 468-5104

**CBHS**

**Funding Term:** 07/01/2014 - 06/30/2015

**PHP Division:** Community Behavioral Health Services

INVOICE NUMBER:	S02	JL	14
Ct. Blanket No.: BPHM	TBD		
		User Cd	
Ct. PO No.: POHM	TBD		
Fund Source:	General Fund		
Invoice Period:	July 2014		
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>B-4a Youth Moving Forward PC# - 38171</b>												
SecPrev-19 SA-Sec-Prev Outreach	1,256	25			0.00	0.00	0%	0%	1,256.00	25.00	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 75,040.00	\$ -	\$ -	0.00%	\$ 75,040.00
Fringe Benefits	\$ 27,000.00	\$ -	\$ -	0.00%	\$ 27,000.00
<b>Total Personnel Expenses</b>	<b>\$ 102,040.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 102,040.00</b>
Operating Expenses:					
Occupancy	\$ 6,013.00	\$ -	\$ -	0.00%	\$ 6,013.00
Materials and Supplies	\$ 618.00	\$ -	\$ -	0.00%	\$ 618.00
General Operating	\$ 1,143.00	\$ -	\$ -	0.00%	\$ 1,143.00
Staff Travel	\$ 376.00	\$ -	\$ -	0.00%	\$ 376.00
Consultant/ Subcontractor	\$ 501.00	\$ -	\$ -	0.00%	\$ 501.00
Other: Recreational/ Project Supplies, Food for	\$ 1,452.00	\$ -	\$ -	0.00%	\$ 1,452.00
Client Activities, Security Svcs, Advertising and	\$ -	\$ -	\$ -	0.00%	\$ -
Vehicle Expenses (Reg., Gas, Ins., Maint.)	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 10,103.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 10,103.00</b>
<b>Capital Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ -</b>
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 112,143.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 112,143.00</b>
<b>Indirect Expenses</b>	<b>\$ 13,458.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 13,458.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 125,601.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 125,601.00</b>
Less: Initial Payment Recovery				NOTES:	
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>				

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

DPH Authorization for Payment

Send to:  
Community Programs Budget/ Invoice Analyst  
1380 Howard St., 4th Floor  
San Francisco, CA 94103

\_\_\_\_\_

Authorized Signatory \_\_\_\_\_ Date \_\_\_\_\_

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

**Appendix F**  
**PAGE A**

**Contractor: Bayview Hunters Point Foundation for Community Improvement**  
Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124  
Tel No.: (415) 468-5100  
Fax No.: (415) 468-5104

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	S06 JL 14
Cl.Blankey No.: BPHM	TBD
Cl.PO No.: POHM	TBD
Fund Source:	SAPT HIV Set-Aside # 83-959
Invoice Period:	July 2014
Final Invoice:	(Check If Yes)
ACE Control Number:	

MMH6CCRES227	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.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Send to:**  
**Community Programs Budget/ Invoice Analyst**  
**1380 Howard St., 4th Floor**  
**San Francisco, CA 94103**

DPH Authorization for Payment

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

Appendix F  
PAGE A

Control Number

--

INVOICE NUMBER:	S13 JL 14
Ct. Blanket No.: BPHM	TBD
Ct. PO No.: POHM	TBD
Fund Source:	GF, SAPT Perinatal, SAPT Fed Disc, PSR
Invoice Period:	July 2014
Final Invoice:	<input type="checkbox"/> (Check if Yes)
ACE Control Number:	

**Contractor: Bayview Hunters Point Foundation For Community Improvement**

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

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-10 Jelani House P# - 01452 & 01455												
Res-51 SA-Res Recov Long Term (over 30 Days)	2,469	15			-	-	0%	0%	2,469	15	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 403,720.00	\$ -	\$ -	0.00%	\$ 403,720.00
Fringe Benefits	\$ 144,910.00	\$ -	\$ -	0.00%	\$ 144,910.00
<b>Total Personnel Expenses</b>	<b>\$ 548,630.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 548,630.00</b>
Operating Expenses:					
Occupancy	\$ 57,442.00	\$ -	\$ -	0.00%	\$ 57,442.00
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ 27,450.00	\$ -	\$ -	0.00%	\$ 27,450.00
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Consultant/ Subcontractor	\$ 1,380.00	\$ -	\$ -	0.00%	\$ 1,380.00
Other:	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 86,272.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 86,272.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 634,902.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 634,902.00</b>
Indirect Expenses	\$ 76,188.00	\$ -	\$ -	0.00%	\$ 76,188.00
<b>TOTAL EXPENSES</b>	<b>\$ 711,090.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 711,090.00</b>
<b>Less: Initial Payment Recovery</b>					
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>				

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
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  
[REDACTED]

**Contractor:** Bayview Hunters Point Foundation For Community Improvement

Address: 150 Executive Park Blvd, Suite 2800, San Francisco, CA 94124

Tel. No.: (415) 468-5100  
Fax No.: (415) 468-5104

**CBHS**

Funding Term: 07/01/2014 - 06/30/2015

PHP Division: Community Behavioral Health Services

INVOICE NUMBER:	S14 JL 14	
Ct. Blanket No.: BPHM	TBD	User Cd
Ct. PO No.: POHM	TBD	
Fund Source:	GF, SAPT Fed Discretionary	
Invoice Period:	July 2014	
Final Invoice:	<input type="checkbox"/> (Check if Yes)	
ACE Control Number:	[REDACTED]	

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>B-11 Jelani Family Program PC#- 38502 &amp; 38505</b>												
Res-51 SA-Res Recov Long Term (over 30 Days)	2,322	20			-	-	0%	0%	2,322	20	100%	100%

Unduplicated Counts for AIDS Use Only.

Description	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries	\$ 389,320.00	\$ -	\$ -	0.00%	\$ 389,320.00
Fringe Benefits	\$ 143,200.00	\$ -	\$ -	0.00%	\$ 143,200.00
<b>Total Personnel Expenses</b>	<b>\$ 532,520.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 532,520.00</b>
Operating Expenses:					
Occupancy	\$ 42,688.00	\$ -	\$ -	0.00%	\$ 42,688.00
Materials and Supplies	\$ -	\$ -	\$ -	0.00%	\$ -
General Operating	\$ 12,730.00	\$ -	\$ -	0.00%	\$ 12,730.00
Staff Travel	\$ -	\$ -	\$ -	0.00%	\$ -
Consultant/ Subcontractor	\$ 4,740.00	\$ -	\$ -	0.00%	\$ 4,740.00
Other: Childcare Supplies, Food, Household	\$ 4,330.00	\$ -	\$ -	0.00%	\$ 4,330.00
Supplies, Vehicle Expenses, Resident related expenses	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Total Operating Expenses</b>	<b>\$ 64,488.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 64,488.00</b>
Capital Expenditures	\$ -	\$ -	\$ -	0.00%	\$ -
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 597,008.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 597,008.00</b>
Indirect Expenses	\$ 71,641.00	\$ -	\$ -	0.00%	\$ 71,641.00
<b>TOTAL EXPENSES</b>	<b>\$ 668,649.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 668,649.00</b>
Less: Initial Payment Recovery				NOTES:	
Other Adjustments (DPH use only)					
<b>REIMBURSEMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

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: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Send to:

Community Programs Budget/ Invoice Analyst  
1380 Howard St., 4th Floor  
San Francisco, CA 94103

DPH Authorization for Payment

Authorized Signatory

Date



## Appendix E

### BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum (“Addendum”) supplements and is made a part of the contract (“Contract”) by and between the City and County of San Francisco, Covered Entity (“CE”) and Contractor, Business Associate (“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 there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).
- 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(a) and (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 and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402].
  - b. **Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
  - c. **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.
  - d. **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.
  - e. **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.
  - f. **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.
  - g. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
  - h. **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.

- i. **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.
- j. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
- k. **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; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which 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].
- l. **Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
- m. **Security Incident** shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
- n. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- o. **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) and 45 C.F.R. Section 164.402.

2. **Obligations of Business Associate**
  - a. **Permitted Uses.** BA shall use Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. 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 as necessary (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 relating to the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2) and 164.504(e)(4)(i)].
  - b. **Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. 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 as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (ii) as required by law; or (iv) for Data Aggregation purposes relating to 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 used or disclosed only 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, suspected breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2. m. of the Addendum, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose PHI other than as permitted or required by the Contract and Addendum, or as required by law. 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) and 45 C.F.R. Section 164.522(a)(vi)]. 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), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); 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 to prevent the use or disclosure of Protected Information other than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316. [42 U.S.C. Section 17931]
- e. **Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such Protected Information and implement the safeguards required by paragraph 2.d. 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)).
- f. **Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of 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 and 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 and 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. 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. If a patient submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five(5) calendar days.

g. **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 HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

h. **Minimum Necessary.** BA, its agents and 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)] 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.”

i. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

j. **Notification of Possible Breach.** BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of Protected Information; any use or disclosure of Protected Information not permitted by the Contract or Addendum; any security incident (i.e., any attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system) related to Protected Information, and any actual or suspected use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual who unsecured Protected Information has been, or is reasonably believed by the business associate to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. (This provision should be negotiated.) [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]

k. **Breach Pattern or Practice by Business Associate’s Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(ii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent’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. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent’s

obligations under the Contract or Addendum or other arrangement within five (5) 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.

**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 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 and its agents and 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 and satisfy the obligations of Section 2 of this Addendum to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- d. Disclaimer.**  
CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions 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.

**4. 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 such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal 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 HIPAA regulations or other applicable laws. CE may terminate the Contract upon thirty (30) 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.

**5. Reimbursement for Fines or Penalties**

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days.