

**From:** [Lindsay, Claire \(DPH\)](#)  
**To:** [Haney, Matt \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Mar, Gordon \(BOS\)](#)  
**Cc:** [Wong, Linda \(BOS\)](#); [Barnett, Monica \(BOS\)](#); [Chung, Lauren \(BOS\)](#); [Morris, Geoffrea \(BOS\)](#); [Quan, Daisy \(BOS\)](#); [Ruggels, Michelle \(DPH\)](#); [Patil, Sneha \(DPH\)](#); [Validzic, Ana \(DPH\)](#)  
**Subject:** 11/3 Budget & Finance: DPH Item  
**Date:** Friday, October 29, 2021 4:44:44 PM  
**Attachments:** [HR360 Retroactive Memo Signed.pdf](#)

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Hello Supervisors Haney, Safai and Mar,

The Department of Public Health (DPH) will request approval for one (1) retroactive item at the November 3rd Budget & Finance Committee meeting. Please see below for a brief description of the item and our DPH representative who may be contacted should you have any questions.

**Agenda item #2 – File no. 210009 - Contract Agreement - Retroactive - HealthRIGHT 360 - Fiscal Intermediary Check-Writing Services - Not to Exceed \$93,056,085** - Resolution retroactively approving a contract agreement between HealthRIGHT 360 and the Department of Public Health for fiscal intermediary check-writing services, in an amount not to exceed \$93,056,085 for a contract term of five years from January 1, 2021, through December 31, 2025.

- **Description:** The proposed resolution will retroactively approve Amendment No. 1 to the contract, which will continue fiscal intermediary check-writing services between Health Right 360 (HR 360) and the Department of Public Health. This contract is integral to ongoing operations by providing reimbursement for services, such as to board and care homes that house hundreds of DPH clients with behavioral health issues, with Health Right 360 reimbursed for this service on a per-check basis, totaling approximately \$50,000 annually.
- **Reason for Retroactivity and Background:** We are respectfully requesting retroactive approval for this agreement. DPH originally submitted a resolution seeking Board of Supervisors' approval of a new contract with HR360 in December 2020. However, DPH subsequently requested a delay for additional review by the City Attorney. During that review time, in order to ensure the continuation of the services provided by HealthRight 360, a contract was put in place for the period of January 1, 2021 through July 31, 2021. This proposed Amendment No. 1 to the contract will continue these services for an additional one year and 11 months. DPH is seeking approval of the proposed amendment retroactively to August 1, 2021, due to the unforeseen need to incorporate new FY21-22 Citywide contractual requirements into the proposed amendment, along with competing contractual priorities, resulting in the need to present this contract retroactively.
- **DPH Representative:** Michelle Ruggels | Director, DPH Business Office | [michelle.ruggels@sfdph.org](mailto:michelle.ruggels@sfdph.org)

Thank you for your time and consideration,  
Claire

**Claire Lindsay, MPH**

Senior Health Program Planner | Office of Policy and Planning

San Francisco Department of Public Health

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City and County of San Francisco

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

London Breed  
Mayor

October 29, 2021

Linda Wong  
Clerk of the Budget & Finance Committee  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Wong:

This is to provide a written explanation for why the Department is requesting retroactive approval by the Board of Supervisors for the following item:

- File No. 21 0009 - Agreement - Retroactive – HealthRight 360- Fiscal Intermediary Check-Writing Services - Not to Exceed \$93,056,085

Thank you for the opportunity to present Amendment No. 1 of this contract to the Board of Supervisors for consideration of approval. The Department originally submitted a resolution seeking Board of Supervisors' approval of a new contract with HR360 in December, 2020. However, the Department subsequently requested a delay for additional review by the City Attorney. To ensure the continuation of the services provided by HealthRight 360, a new contract was put in place for the period of 1/1/21 through 7/31/21. The proposed Amendment No. 1 to this contract will continue these services for an additional one year and 11 months. The Department is seeking approval of the proposed amendment retroactively to August 1, 2021, due to the unforeseen need to incorporate new FY21-22 Citywide contractual requirements into the proposed amendment, along with competing contractual priorities, resulting in the need to present this contract retroactively.

For questions on this matter, please do not hesitate to contact me at (415) 255-3404, or [Michelle.Ruggels@SFDPH.org](mailto:Michelle.Ruggels@SFDPH.org)

Sincerely,

DocuSigned by:  
A blue DocuSigned signature line with the name "Michelle Ruggels" written in cursive.

Michelle Ruggels  
Director, DPH Business Office

cc: Grant Colfax, M.D., Director of Health  
Greg Wagner, Chief Operating Officer, DPH