

File No. 221248

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 25, 2023

Board of Supervisors Meeting Date _____

Cmte Board

- Motion
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- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Grant Program Objectives _____
- _____
- _____
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Completed by: Brent Jalipa Date January 19, 2023

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - Office of Refugee Health - Refugee Health
2 Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2022-23 Award Number 22-38-
3 90899-00 - \$324,061]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**
5 **expend a grant in the amount of \$324,061 from the Office of Refugee Health through the**
6 **California Department of Public Health for participation in a program, entitled “Refugee**
7 **Health Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2022-23 Award Number**
8 **22-38-90899-00,” for the period of October 1, 2022, through September 30, 2023.**

9
10 WHEREAS, The Office of Refugee Health (ORH), through the California Department of
11 Public Health (DPH), has agreed to fund the Department of Public Health (DPH) in the
12 amount of \$324,061 for participation in a program, entitled “Refugee Health Assessment
13 Program (RHAP) - Federal Fiscal Year (FFY) 2022-23 Award Number 22-38-90899-00,” for
14 the period of October 1, 2022, through September 30, 2023; and

15 WHEREAS, The grant funds will be used to help ensure 90% of all arriving refugees
16 start the health assessment process, and ensure 60% of all arriving asylees, special
17 immigrant visa holders, Cuban/Haitian entrants, federal-certified victims of human trafficking,
18 Afghan and Ukrainian humanitarian parolees, and other eligible entrants start the health
19 assessment process; and

20 WHEREAS, The grant funds will also be used to ensure immunization status of 95% of
21 children and adults who have started a health assessment, and ensure 95% of individuals
22 identified as eligible to receive scheduled immunizations at the time of the health assessment
23 are either immunized or referred to an appropriate provider; and

24 WHEREAS, The grant funds will also be used to ensure that 95% of individuals
25 identified with a health condition needing further medical evaluation are referred to a health

1 care provider, and ensure that 95% of arrivals who completed health assessments are
2 evaluated for Tuberculosis infection or disease, and classified according to the most current
3 American Thoracic Society guidelines; and

4 WHEREAS, An Annual Salary Ordinance Amendment is not required as the grant
5 partially reimburses DPH for four existing positions, one Health Program Coordinator I (Job
6 Class No. 2589) at 1.0 FTE, two Health Worker III (Job Class No. 2587) at 0.875 FTE, and
7 one Junior Administrative Analyst (Job Class No. 1820) at 0.05 FTE, for the period of
8 October 1, 2022, through September 30, 2023; and

9 WHEREAS, A request for retroactive approval is being sought because DPH received
10 the award letter on October 1, 2022, for a project start date of October 1, 2022; and

11 WHEREAS, The Department proposes to maximize use of available grant funds on
12 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

13 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
14 the grant budget; and, be it

15 FURTHER RESOLVED, That DPH is hereby authorized to accept and expend a grant
16 in the amount of \$324,061 from the ORH through DPH; and, be it

17 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
18 expend the grant funds pursuant to Administrative Code, Section 10.170-1.

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1 Recommended:
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3 _____ /s/

4 Dr. Grant Colfax
5 Director of Health
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Approved: _____ /s/
Mayor

Approved: _____ /s/
Controller

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File Number: 221248
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Refugee Health Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2022-23
Award Number 22-38-90899-00**
2. Department: **Department of Public Health
Population Health Division**
3. Contact Person: **Susan Philip** Telephone: **415.802.5462**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$324,061**
- 6a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable): **N.A.**
- 7a. Grant Source Agency: **Office of Refugee Health**
b. Grant Pass-Through Agency (if applicable): **California Department of Public Health**
8. Proposed Grant Project Summary:

Ensure that 90% of all arriving refugees start the health assessment process. Ensure that 60% of all arriving asylees, special immigrant visa holders, Cuban/Haitian entrants, federally-certified victims of human trafficking, Afghan and Ukrainian humanitarian parolees, other eligible entrants start the health assessment process. Ensure that 90% of all arriving refugees, asylees, Cuba/Haitian entrants, federally certified victims of human trafficking, Afghan and Ukrainian humanitarian parolees, and other eligible entrants, have a completed health assessment within 90 days from date of arrival, date parole status is granted, date asylum status is granted, or date of certification.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **October 1, 2022**

End-Date: **September 30, 2023**

- 10a. Amount budgeted for contractual services: **\$56,706**
- b. Will contractual services be put out to bid? **No.**
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N.A.**
- d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? **N.A.**

b2. How was the amount calculated? **N.A.**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **5% of Direct Costs**

12. Any other significant grant requirements or comments:

The grant does not require an ASO amendment and partially reimburses the department for the existing positions:

No.	Class	Job Title	FTE	Start Date	End Date
1	2589	Health Program Coordinator I	1.000	10/01/2022	09/30/2023
1	2587	Health Worker III	0.500	10/01/2022	09/30/2023
2	2587	Health Worker III	0.375	10/01/2022	09/30/2023
3	1820	Jnr. Administrative Analyst	0.050	10/01/2022	09/30/2023

We respectfully request for approval to accept and expend these funds retroactive to October 1, 2022. The Department received the award letter on October 1, 2022. The AL # for this grant is 93.566.

Project Description: **HD HED CH11-2223 Refugee Healt**
 Project ID: **10038428**
 Proposal ID: **CTR00002838**
 Fund ID: **11580**
 Version ID: **V101**
 Authority ID: **10001**
 Activity ID: **0001**

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 11/7/2022 | 9:22 AM PST

DocuSigned by:
Toni Rucker
7084282F7351F34D...
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 11/9/2022 | 4:15 PM PST

DocuSigned by:
Greg Wagner
20527524752848F...
(Signature Required)

greg wagner, COO for

Awardee: San Francisco
Award Number: 22-XX-90899-00

PERSONNEL EXPENSES **\$186,961**

Personnel – With Benefit (list the following for each position)

Position – Clinical Services Coordinator \$105,066

Description of duties for RHAP:

Responsible for daily oversight of refugee health assessment services and Refugee Medical Clinic, direct liaison between Refugee Medical Clinic management and staff and Program Director, daily supervision of staff, oversight of health assessment data and quality assurance activities for refugee health, and assistance in compiling data and information for grant reports and other related documents. Support Asylum Orientation project.

Position – Health Worker/ Team Lead (to be hired) \$ 77,509

Description of duties for RHAP:

6 months 100% FTE, 6 months 75% FTE. Responsible for conducting outreach and education to new arrivals, verifying MediCal eligibility, preparing pre-arrival medical records, refugee health and mental health assessments and providing resources. Interpreting for patients and translation of program materials, and data entry and Quality Control for RHEIS.

Position – Jr Administrative Analyst - Holly Jung \$4,386

Description of duties for RHAP:

Administrative support to the grant, order supplies
6 months 10% FTE

Benefits (43%) **\$ 80,393**

Detail and total: Fringe benefits for personnel includes health insurance, FICA, retirement, unemployment insurance total personnel with benefits 43% benefit rate

Personnel – Non-Benefit (list the following for each position)

Total Personnel-Non-Benefit \$0

OPERATING EXPENSES **\$ 56,706**

Subcontracts \$ 56,706

Subcontract with Heluna Health for .8-1 FTE health worker staff to meet grant deliverables 6 months.

Responsible for conducting outreach and education to new arrivals, verifying MediCal eligibility, preparing pre-arrival medical records, refugee health and mental health assessments and providing resources. Interpreting for patients and translation of program materials, and data entry into RHEIS.

12.1% subcontract indirect

Equipment/laptops

TOTAL BUDGET **\$ 324,061**



TOMÁS J. ARAGÓN, MD, DrPH
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

October 1, 2022

Susan Philip, MD, MPH
Health Officer
City and County of San Francisco
Acting Director, Population Health Division
101 Grove Street, Room 308
San Francisco, CA 94102

Dear Dr. Philip,

**Refugee Health Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2022-23
Award Number 22-38-90899-00**

This letter covers the Refugee Health Assessment Program (RHAP) reimbursement information for the period of October 1, 2022 through September 30, 2023. The Office of Refugee Health (ORH) will reimburse the county based on the award amount below to cover administrative costs for the 2022-23 period:

1. \$324,061.00 for **administrative costs** (to be disbursed in quarterly payments)

Total health assessment expenditures should not exceed the maximum amount of \$324,061. Should there be a significant increase in refugee arrivals to your county during this grant period, you may contact the California Department of Public Health (CDPH), Office of Refugee Health (ORH) to request additional funds.

The reimbursement rate is for the provision of health assessment services to refugees, asylees, entrants from Haiti and Cuba, special visa immigrants, federally certified victims of human trafficking, eligible Afghan and Ukrainian parolees, and other eligible entrants, as required per the 2022-23 ORH Policy and Procedure Manual. The Manual includes criteria for full health assessments.

The reimbursement rate is for costs of patient care that is not billable to Medi-Cal. For patients that have not qualified for Medi-Cal at the time of the health assessment and who cannot be enrolled in Medi-Cal or Refugee Medical Assistance (RMA) (for example, those who are lost to follow up or have moved), ORH will consider reimbursement for health assessment costs on a case-by-case basis for those seen in the first 90 days of arrival, adjudication, or certification. Documentation and approval from the ORH Chief are required and reimbursement is limited.



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October 1, 2022

Allowable Administrative Costs

Allowable costs include coordination and scheduling with resettlement agencies and patients, verifying Medi-Cal eligibility, preparing pre-arrival medical records, interpreting, data entry into RHEIS, data cleaning and analysis/epidemiological reporting, and overall program administration and coordination.

Please note: This award is subject to an appropriation of funds from the Federal Office of Refugee Resettlement, thus rate and/or award could be adjusted.

To receive reimbursement, please complete the following:

1. Complete and sign the enclosed Certifications, Assurances, and Requirements form, Attachments C and D from the Data Use and Disclosure Agreement (DUDA) and the Checklist.
2. Review RHEIS Users document, and identify users who no longer need access to RHEIS.
3. Submit signed documents to Nuny.cabanting@cdph.ca.gov and Nossin.Khan@cdph.ca.gov by **October 5, 2022**.

Submit your quarterly invoice to ORH with the following information:

- Award Number **22-38-90899-00**
- List separately quarterly administrative costs and number of fully completed health assessments.
- Attach the RHEIS invoice report, including patients served, covering the dates of the invoice period in an encrypted email.
- The CDPH has implemented a new state-wide accounting and budgeting system and this system rejects duplicate invoice numbers. Therefore, please include your county name, quarter billed, "RHAP", and the fiscal year "22-23" in your invoice number (ex. County Q# RHAP FY22-23).

The health assessments must be completed in accordance with the RHAP medical instructions (see Manual, Section III C). Should any assessment(s) not meet with the CDPH/ORH medical instructions, the invoice will be returned, and payment withheld until the required components are completed in full.

Name
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October 1, 2022

If you have any questions or need further clarification, please contact me at Christine.Murto@cdph.ca.gov or (916) 552-8264.

Sincerely,



Christine Murto, PhD
Chief, Office of Refugee Health

Enclosure

cc: Abigail Bates
California Department of Public Health
Office of Refugee Health
MS 5204, P.O. Box 997377
Sacramento, CA 95899-7377

Patricia Erwin, MPH
Community Health Equity & Promotion Branch Deputy
Population Health Division
San Francisco Department of Public Health

Cristy Dieterich, MPH, Program Manager
Newcomers Health Program - SF Refugee Health Assessment Program
Community Health Equity & Promotion Branch
San Francisco Department of Public Health

Sammi Truong, MSW
Clinical Services Coordinator
Newcomers Health Program - SF Refugee Health Assessment Program
Community Health Equity & Promotion Branch
San Francisco Department of Public Health

D. Program Objectives

The CDPH ORH has established eight required program objectives to assist new refugee populations in California.

Objective 1a

Ensure that 90% of all arriving refugees start the health assessment process.

Objective 1b

Ensure that 60% of all arriving asylees, special immigrant visa holders, Cuban/Haitian entrants, federally-certified victims of human trafficking, Afghan and Ukrainian humanitarian parolees, and other eligible entrants start the health assessment process.

Objective 2

Ensure that 90% of all arriving refugees, asylees, Cuba/Haitian entrants, federally-certified victims of human trafficking, Afghan and Ukrainian humanitarian parolees, and other eligible entrants, have a completed health assessment within 90 days from date of arrival, date parole status is granted, date asylum status is granted, or date of certification.

Objective 3

Assess immunization status of 95% of children and adults who have started a health assessment, according to the most current Requirements for Routine Vaccination of Adjustment of Status Applicants.

Objective 4

Ensure that 95% of individuals identified as eligible to receive scheduled immunizations at the time of the health assessment are either immunized or referred to an appropriate provider.

Objective 5

Ensure that 95% of individuals identified with a health condition needing further medical evaluation are referred to a health care provider.

Objective 6

Ensure that 95% of arrivals who completed health assessments are evaluated for TB infection or disease and classified according to the most current American Thoracic Society (ATS) guidelines.

Objective 7

Ensure that 80% of individuals diagnosed with Class II-Latent Tuberculosis Infection (LTBI) start LTBI treatment according to the most current California Department of Public Health/California TB Controllers Association Joint Guidelines.

Objective 8

Ensure that 70% of those commencing LTBI treatment complete the recommended course of therapy.



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Dr. Grant Colfax
Director of Health

DATE: 10/26/2022

SUBJECT: Grant Accept and Expend

GRANT TITLE: Refugee Health Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2022-23 Award Number 22-38-90899-00 - \$324,061

Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes

No