

Statement of Work (SOW)

Administrative Goal

Agency Number:	380
Agency Name:	San Francisco Dept. of Public Health
Administrative Goal:	Strengthen the overall quality of the California Comprehensive Sexual and Reproductive Health (SRH) program and its ability to meet the needs of the community.
Objective 1:	Implement or maintain a review process of all agency functions, in order to ensure high quality comprehensive SRH services by March 31, 2027, as evidenced by completion of activities 1.A through 1.J.
Number	Activity
1. A	Ensure that administrative policies and procedures are in place to facilitate effective and efficient management and governance.
1. B	Review family planning program policies and procedures on an annual basis. Policies and procedures must include training for clinical, program, and other designated staff on mandatory reporting of child abuse and human trafficking as per State Program Requirements.
1. C	Obtain annual client feedback through client satisfaction surveys inclusive of all sites.
1. D	Maintain and update a community needs assessment inclusive of the CA Comprehensive SRH program on a periodic basis (at least once every 5 years) to define subrecipient's role in the community.
1. E	The CA Comprehensive SRH program is implemented with input from individuals representative of served community and knowledgeable of community needs.
1. F	Maintain and update current clinical and client education protocols which include but are not limited to: reproductive health care and appropriate primary care, disability, domestic violence, emergency care, pregnancy counseling and testing, birth control methods, STI/HIV and flu vaccinations.
1. G	Document procedures for the identification and referral of patients with the following problems: high blood pressure, HIV positive, domestic violence, and substance using/abusing.
1. H	Maintain a Continuous Quality Improvement (CQI) System that will, through medical records review at each site and inclusive of all providers, determine if all essential elements of comprehensive family planning services and appropriate education and counseling services are being provided at all program sites. Program Performance Measure.
1. I	Provide comprehensive SRH data through the Centralized Data System (CDS) for the purpose of contract reporting and performance measurement. Implement and monitor collected data and performance measures, and utilize tools on the data dashboard to improve quality as needed.
1. J	Ensure that the CA Comprehensive SRH program operates on a voluntary basis and services are provided in a non-coercive manner.

Statement of Work (SOW)

Clinical Goal

Agency Number:		380	
Agency Name:		San Francisco Dept. of Public Health	
Clinical Goal:		Provide comprehensive family planning health services to Family Planning clients of reproductive age to plan and space their pregnancies.	
Objective 1:		Provide SRH education and medical services to individuals by March 31, 2027, as evidenced by completion of activities 1.A through 1.I.	
Number		Activity	# of Clients
1. A		Document and report the poverty status of comprehensive SRH clients.	5225
1. B		Provide comprehensive SRH education, medical services and full range of contraceptive methods and services, either on site or by referral for female clients. Program Performance Measure.	5000
1. C		Provide comprehensive SRH education, medical services and full range of contraceptive methods and services, either on site or by referral for male clients. Program Performance Measure.	225
1. D		Provide a Chlamydia test to at least 80% of women 24 years or younger and in women 25 years or older who are at increased risk for infection within a 12-month period. Program Performance Measure.	0
1. E		All female clients with an abnormal finding on their clinical breast exam should be followed for further evaluation.	0
1.F		The agency must attempt to notify all clients with positive STI/HIV tests within 72 hours of receiving lab results. Upon notification, counsel client regarding follow up and treatment.	0
1.G		All clients with an abnormal finding on their Pap smear should be followed for further evaluation. Program Performance Measure.	0
1.H		Incorporate routine opt-out HIV screening for all clients and testing for high risk clients in accordance with CDC Sexually Transmitted Infections Treatment Guidelines, 2021. Program Performance Measure.	0
1. I		Provide a full range of contraceptive methods (including natural family planning methods) and services (including infertility services and services for adolescents).	0
Objective 2:		Provide comprehensive SRH education and medical services to high-risk, hard-to-reach populations by March 31, 2027, as evidenced by completion of activities 2A and 2B (optional).	
Number		Activity	# of Clients
2. A		Provide comprehensive SRH education and medical services to the following number of individuals in high-risk, hard-to-reach populations.	0
		Males	225
		Individuals with Limited English Proficiency (LEP)	1900
		Adolescents (17 & under)	500
2. B		OPTIONAL: Please include estimates of number of clients served in each target population.	0
		Homeless Individuals	200
		Substance-Using/Abusing Individuals	50
		Individuals with Disabilities	0
		Victims and survivors of intimate partner violence	0

Statement of Work (SOW)	
Reproductive Life Plan	
Agency Number:	380
Agency Name:	San Francisco Dept. of Public Health
Reproductive Life Plan:	To assist family planning clients to take steps toward becoming fully healthy individuals by initiating reproductive life planning discussions and providing preconception / inter-conception care, when indicated, through March 31, 2027.
Objective 1:	Provide preconception/inter-conception care and reproductive life planning services to SRH patients through March 31, 2027 as evidenced by completion of activity 1.A.
Number	Activity
1. A	Obtain reproductive life plans on patients presenting for comprehensive SRH services and provide pre-conception counseling to women planning pregnancy, open to pregnancy or using a full range of contraceptive methods and services; in particular for women with chronic medical conditions that may affect pregnancy outcomes such as obesity, diabetes, hypertension and seizure disorders, and encourage use of folic acid.

Statement of Work (SOW)	
Adolescent Services Goal	
Agency Number:	380
Agency Name:	San Francisco Dept. of Public Health
Adolescent Services Goal:	Provide comprehensive clinical and counseling services to adolescents.
Objective 1:	Provide adolescent-specific counseling to all adolescent clients seeking comprehensive SRH services by March 31, 2027, as evidenced by completion of activities 1.A through 1.D.
Number	Activity
1. A	Provide adolescent-friendly services in a manner that is client-centered.
1. B	Provide counseling to minors on how to resist sexual coercion.
1. C	Report child and sexual abuse as required by state law.
1. D	Provide counseling/education regarding family involvement to all adolescents less than or equal to 17 years of age seeking reproductive health services. The program may not require consent of parents or guardians for the provision of services to minors, nor can any program staff notify a parent or guardian before or after a minor has requested and/or received comprehensive SRH services.

Statement of Work (SOW)

Community Education Goal

Agency Number:	380
Agency Name:	San Francisco Dept. of Public Health
Community Education Goal:	Increase the community's knowledge and access to family planning services offered by the Subrecipient.
Objective 1:	Conduct marketing, community outreach and education to potential clients by March 31, 2027, as evidenced by completion of activities 1.A through 1.D.
Number	Activity
1. A	Maintain and implement a Community Education and Outreach Plan that increases community knowledge of reproductive health and comprehensive SRH services to the community. The plan should provide for opportunities for community education, participation, and engagement to: achieve community understanding of the objectives of the program; inform the community of the availability of services; and promote continued participation in the project by diverse persons to whom comprehensive SRH services may be beneficial to ensure access to affordable, client-centered, comprehensive SRH services. Community Education and Outreach Plan should include any partnerships with community and/or faith-based organizations to meet the unique needs of the local community and any mass marketing activities.
1. B	Provide, to the maximum feasible extent, an opportunity for participation in the development, implementation, and evaluation of the project by community members and by others in the community knowledgeable about the community's needs for comprehensive SRH services.
1. C	Have an advisory committee that reviews and approves print and electronic informational/educational materials developed or made available under the project, prior to their distribution, to assure that the materials are suitable for the population or community to which they are to be made available. The project shall not disseminate any materials which are not approved by the advisory committee.
1. D	The advisory committee shall consist of no fewer than five members and up to as many members as the subrecipient determines. The committee shall include individuals broadly representative of the population or community for which the materials are intended.

Partner Agency Name	Number Reached
Balboa High School	100
New Generation	100
	0

Statement of Work (SOW)

Financial Management Goal

Agency Number:	380
Agency Name:	San Francisco Dept. of Public Health
Financial Management Goal:	Improve and maintain the Subrecipient's financial systems to ensure contract compliance.
Objective 1:	Subrecipient will maintain a comprehensive SRH program that is in financial compliance with the contract requirements, as evidenced by completion of activities 1.A through 1.E.
Number	Activity
1. A	Develop a line item budget for the period ending March 31, 2027 and submit modifications as necessary during designated periods.
1. B	Develop and maintain financial management systems that are in compliance with the Code of Federal Regulations (CFR) and include the following: budgetary control procedures, accounting systems and reports, purchasing, inventory control, property management, charges, billing and collection procedures.
1. C	Develop and properly implement a sliding fee scale on an annual basis to reflect the current federal poverty guidelines.
1. D	Complete all financial reporting requirements as detailed by the contract.
1. E	Develop a general ledger report (GLR).