

1 [Accept and Expend Grant - San Francisco General Hospital Foundation - Department of
2 Public Health - Zuckerberg Patient Care Quality Improvement Fund - \$7,346,756]

3
4 **Resolution retroactively authorizing the Department of Public Health to accept and**
5 **expend a grant in the amount of \$7,346,756 from San Francisco General Hospital**
6 **Foundation to participate in a program entitled Zuckerberg Patient Care Quality**
7 **Improvement Fund for the period of October 23, 2017, through June 30, 2020, and**
8 **waiving indirect costs.**

9
10 WHEREAS, San Francisco General Hospital Foundation has agreed to fund
11 Department of Public Health (DPH) in the amount of \$7,346,756 for the period of October 23,
12 2017, through June 30, 2020; and

13 WHEREAS, The full project period of the grant starts on October 23, 2017 and ends on
14 June 30, 2018, with years two and three subject to availability of funds and satisfactory
15 progress of the project; and

16 WHEREAS, As a condition of receiving the grant funds, San Francisco General
17 Hospital Foundation requires the City to enter into an agreement (Agreement), a copy of
18 which is on file with the Clerk of the Board of Supervisors in File No. 171163; which is hereby
19 declared to be a part of this Resolution as if set forth fully herein; and

20 WHEREAS, The purpose of this project is to equip and optimize Building 25, support
21 Zuckerberg San Francisco General Hospital by providing staff with the resources they need to
22 continually improve the quality of patient care; and

23 WHEREAS, The project is outlined in three different categories of projects; and

24 WHEREAS, The first category of projects includes the continued optimization of
25 Building 25 for access, readiness and safety; and

1 WHEREAS, The second category of projects includes transforming the patient, staff
2 and visitor experience; and

3 WHEREAS, The third category includes projects that invest in our future by enabling
4 leaders to transform patient care; and

5 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

6 WHEREAS, Zuckerberg Patient Care Quality Improvement Fund does not allow for
7 indirect costs to maximize use of grant funds on direct services; and

8 WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,
9 therefore, be it

10 RESOLVED, That DPH is hereby authorized to accept and expend a grant in the
11 amount of \$7,346,756 from San Francisco General Hospital Foundation; and, be it

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

14 FURTHER RESOLVED, That DPH is hereby authorized to accept and expend the
15 grant funds pursuant to San Francisco Administrative Code, Section 10.170-1; and, be it

16 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
17 Agreement on behalf of the City.

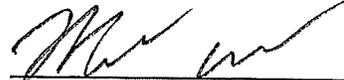
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RECOMMENDED:



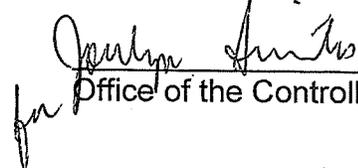
Barbara A. Garcia, MPA
Director of Health

APPROVED:



Office of the Mayor

for



Office of the Controller

File Number: 171163
(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: **Zuckerberg Patient Care Quality Improvement Fund (ZPCQI Fund)**
2. Department: **Hospital Administration, Zuckerberg San Francisco General Hospital and Trauma Center**
3. Contact Person: **Susan Ehrlich & Kim Nguyen** Telephone: **(415) 206-2877**
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for:
\$7,346,756 in the 3-year project period
(Year 1- 10/23/2017-06/30/2018: \$4,750,396; Year 2- 07/01/2018-06/30/2019: \$2,496,360; Year 3- 07/01/2019-06/30/2020: \$100,000)

- 6a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: **San Francisco General Hospital Foundation (SFGHF)**
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:
The purpose of the grant is to equip and optimize Building 25, support ZSFG by providing staff with the resources they need to continually improve the quality of patient care. The project is outlined in three different categories of projects: The first category of projects includes the continued optimization of Building 25 for access, readiness and safety. The second category of projects includes transforming the patient, staff and visitor experience. Lastly, the third category includes projects that invest in our future by enabling leaders to transform patient care.

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

Start-Date: **Oct 23, 2017** End-Date: **June 30, 2020**

10a. Amount budgeted for contractual services: **\$0**
b. Will contractual services be put out to bid? **No contracts services via DPH contracting. Contractual services will be managed by San Francisco General Hospital Foundation (SFGHF).**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **We will always support LBE goals. However, our main goal is to ensure services are cost effective and meet Department of Public Health and San Francisco Health Network mission and vision.**

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time investments only**

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

- b1. If yes, how much? \$
b2. How was the amount calculated?

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? **Indirect Supplies**

12. Any other significant grant requirements or comments:

GRANT CODE (Please include Grant Code and Detail in FAMIS):

Proposal ID: CTR00000260

Project ID: 10032280

****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 checked="" 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: 09-12-17

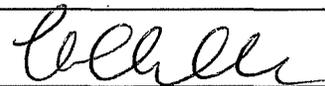

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Barbara A. Garcia, MPA
(Name)

Director of Health
(Title)

Date Reviewed: 9/20/17


(Signature Required)

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Optimizing Building 25 for Access, Readiness and Safety

Project Title: Forensic Unit Readiness Project

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies	Construction Materials	\$ 50,000.00		\$ 50,000.00		
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	Speacialize sheet metal fabrication, custom window barrier fabictaion and timetrol plumbing devices.	\$ 220,000.00		\$ 220,000.00		
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.		\$ 230,000.00		\$ 230,000.00		
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe						
Subtotal Non-Personnel		\$ 500,000.00		\$ 500,000.00	\$ -	\$ -
TOTAL PROJECT EXPENSES		\$ 500,000.00	\$ -	\$ 500,000.00	\$ -	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Optimizing Building 25 for Access, Readiness and Safety

Project Title: Mezzanine Safety Enhancement

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	Speciality Fabrication	\$ 265,000.00		\$ 265,000.00		
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.	Installation and Construction	\$ 335,000.00		\$ 335,000.00		
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe						
Subtotal Non-Personnel		\$ 600,000.00	\$ -	\$ 600,000.00	\$ -	\$ -
TOTAL PROJECT EXPENSES		\$ 600,000.00	\$ -	\$ 600,000.00	\$ -	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Optimizing Building 25 for Access, Readiness and Safety

Project Title: Emergency Department Access and Flow Improvements

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	Non medical millwork and electrical conduit and components	\$ 65,000.00		\$ 65,000.00		
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.	Installation of equipment and millwork and installation of power and data.	\$ 85,000.00		\$ 85,000.00		
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe						
Subtotal Non-Personnel		\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -
TOTAL PROJECT EXPENSES		\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Transforming Patient, Staff, Visitor Experience

Project Title: Creating a Welcoming Environment - Building 5 Lobby Remodel

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (Include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.						
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.	Gift Shop and Lobby furniture	\$ 120,000.00		\$ 100,000.00	\$ 20,000.00	
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe	Non-OSHDP and OSHDP Lobby/Gift Shop Updates	\$ 450,000.00		\$ 225,000.00	\$ 225,000.00	
Subtotal Non-Personnel		\$ 570,000.00	\$ -	\$ 325,000.00	\$ 245,000.00	\$ -
TOTAL PROJECT EXPENSES		\$ 570,000.00	\$ -	\$ 325,000.00	\$ 245,000.00	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Transforming Patient, Staff and Visitor Experience

Project Title: Campus-wide Wayfinding and Navigation Support

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design	Building 25 signage improvements	\$ 350,000.00		\$ 250,000.00	\$ 100,000.00	
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	Wayfinding tools, e.g. wheelchair portals, mobile device app and location kiosks	\$ 200,000.00		\$ 100,000.00	\$ 100,000.00	
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.						
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe	Wayfinding pathways and templates	\$ 2,600,000.00		\$ 1,250,000.00	\$ 1,250,000.00	\$ 100,000.00
Subtotal Non-Personnel		\$ 3,150,000.00	\$ -	\$ 1,600,000.00	\$ 1,450,000.00	\$ 100,000.00
TOTAL PROJECT EXPENSES		\$ 3,150,000.00	\$ -	\$ 1,600,000.00	\$ 1,450,000.00	\$ 100,000.00

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Transforming Patient, Staff and Visitor Experience

Project Title: Food and Nutrition Services Transformation

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	Food dispensing machines for 'grab n go'	\$ 200,000.00		\$ 100,000.00	\$ 100,000.00	
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.						
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe	Café food station improvements	\$ 700,000.00		\$ 350,000.00	\$ 350,000.00	
Subtotal Non-Personnel		\$ 900,000.00	\$ -	\$ 450,000.00	\$ 450,000.00	\$ -
TOTAL PROJECT EXPENSES		\$ 900,000.00	\$ -	\$ 450,000.00	\$ 450,000.00	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Transforming Patient, Staff and Visitor Experience

Project Title: Expansion of Interpreter Services

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY17	Projected Budget FY18 (if applicable)	Projected Budget FY19 (if applicable)	Projected Budget FY20 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)						
1						
2						
3						
4						
Subtotal Personnel		\$ -	\$ -	\$ -	\$ -	\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design						
7512 - Translation Services						
7520 - Supplies						
7521 - Incentives						
7522 - Stipend						
7523 - Printing						
7524 - Software						
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.	(270) Dual handset phones and (40) video remote units	\$ 112,550.00		\$ 79,550.00	\$ 33,000.00	
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.	Installation of interpreter equipment, e.g. wiring	\$ 500,000.00		\$ 400,000.00	\$ 100,000.00	
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.						
7540 - Meals/Refreshments						
7560 - Transportation and Lodging						
7570 - Conference and Training						
7580 - Patient Assistance						
7590 - Other: Please describe						
Subtotal Non-Personnel		\$ 612,550.00	\$ -	\$ 479,550.00	\$ 133,000.00	\$ -
TOTAL PROJECT EXPENSES		\$ 612,550.00	\$ -	\$ 479,550.00	\$ 133,000.00	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Investing in our Future: Enabling Leaders to Transform Patient Care

Project Title: Strategic and Leadership Coaching

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Total Project Budget	Projected Budget FY1617	Projected Budget FY1718 (if applicable)	Projected Budget FY1819 (if applicable)	Projected Budget FY1920 (if applicable)
Personnel (Include position, whether UCSF or CCSF position and %FTE)						
Subtotal Personnel		\$ -				\$ -
Non-Personnel						
7510 - Consultant Fees						
7511 - Graphic Design						
7512 - Translation Services		\$ -				
7520 - Supplies		\$ 13,500.00		\$ 13,500.00		
7521 - Incentives		\$ -				
7522 - Stipend		\$ -				
7523 - Printing		\$ -				
7524 - Software		\$ -				
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.		\$ -				
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.		\$ -				
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.		\$ -				
7540 - Meals/Refreshments		\$ -				
7560 - Transportation and Lodging		\$ -				
7570 - Conference and Training		\$ -				
7580 - Patient Assistance		\$ -				
7590 - Other: Please describe		\$ -				
Subtotal Non-Personnel		\$ 13,500.00		\$ 13,500.00	\$ -	\$ -
TOTAL PROJECT EXPENSES		\$ 13,500.00	\$ -	\$ 13,500.00	\$ -	\$ -

Zuckerberg Patient Care Quality Improvement Fund Project Budget

Project Category: Investing in our Future: Enabling Leaders to Transform Patient Care

Project Title: Professional Development and KPO Fellowship Program

Project ID (SFGH Foundation use only):

EXPENSE CATEGORY	Line Item Description	Justification		Total Project Budget	Projected Budget FY1617	Projected Budget FY1718 (if applicable)	Projected Budget FY1819 (if applicable)	Projected Budget FY1920 (if applicable)
Personnel (include position, whether UCSF or CCSF position and %FTE)			%					
DPH 2119	Health Care Analyst 20% FTE	This position is intended to be a researcher for the Kaizen Promotion Office. As the lead researcher, the health care analyst will work with the Lean Action Research Learning Collaborate to design best practices for the organization. By learning and collaborating with other organizations, the analyst can improve implementation plans hospital-wide	20%	\$ 51,308		\$ 25,654	\$ 25,654.00	
DPH 1824	Pr Administrative Analyst 20% FTE	The Principal Administrative Analyst will dedicate 20% time to develop financial impact of the improvement work. The Return on Investment knowledge takes considerable financial understanding. By dedicating an analyst to generate reports, the organization can understand the impact of their improvement work and enable leaders to be financial stewards.	20%	\$ 34,023		\$ 17,012	\$ 17,011.00	
DPH 2323	Clinical Nurse Specialist 50% FTE	The position will serve as the Fellowship Advisor. The Kaizen Promotion Office will be implementing a fellowship program. The purpose of the fellowship program is to train key leaders in improvement tools, knowledge and skill sets in order to drive improvement. In order to develop a curriculum and program, there is a need for a Fellowship advisor who can lead the work.	50%	\$ 143,481		\$ 143,481		
DPH 1406	Senior Clerk 100% FTE	The Senior Clerk will serve as an administrative assistant to the Fellowship Advisor. There are key project coordination in order to ensure a seamless and successful fellowship programs. The tasks are: (1) Scheduling meetings (2) Scheduling and coordinating retreats and trainings (3) Collaborating with key stakeholders to ensure trainings are set up appropriately; and (4) support the Fellowship advisor to ensure training attendance and execution.	100%	\$ 89,388		\$ 44,694	\$ 44,694.00	
DPH 2322	Nurse Manager 100% FTE	The Nurse Manager Role will serve as the Management Fellow. The management fellow will serve as driver owner for a unit-based improvement team, draft/test/implement/validate/observe a new piece of standard work, perform detailed process analysis of identified clinical/operational issues, including time observations, creation of process maps/swimlanes, gathering and presentation of related data, serve as coach in improvement learning lab modules, participate in 1:1 coaching for improvement students.	100%	\$ 262,002		\$ 131,001	\$ 131,001.00	

DPH 0941	Manager VI 100% FTE	The Manager VI role will serve as the Chief of Performance Excellence (CPE). The CPE oversees and manages the Kaizen Promotion Office's department's technical and behavioral activities as well as development strategies; sets organization-wide strategies in the implementation and maintenance of change management by coaching the KPO team to advise and train ZSFG department managers; develops leaders to implement and improve strategies that support sustained quality and process improvement; interfaces with other departmental leaders to ensure maximum alignment of resources for the entire organization, including knowledge management; and emulates the hospital's core values: joy in our work, thirst in our learning, and compassionate care.	100%	\$ 270,504		\$ 270,504			
Subtotal Personnel				\$ 850,706		\$ 632,346		\$ 218,360	\$ -
Non-Personnel									
7510 - Consultant Fees				\$ -					
7511 - Graphic Design				\$ -					
7512 - Translation Services				\$ -					
7520 - Supplies				\$ -					
7521 - Incentives				\$ -					
7522 - Stipend				\$ -					
7523 - Printing				\$ -					
7524 - Software				\$ -					
7530 - Equipment: Please specify if it is medical, non-medical (TVs, etc.) or information technology (CPU's laptops, etc). Please include shipping and handling, as well as tax.				\$ -					
7531 - Equipment Installation, Consumable Supplies, or Maintenance Costs associated with equipment or furniture.				\$ -					
7531 - Consumable Supplies or Maintenance Costs necessary to sustain the equipment beyond the project period.				\$ -					
7540 - Meals/Refreshments									
7560 - Transportation and Lodging									
7570 - Conference and Training									
7580 - Patient Assistance									
7590 - Other: Please describe									
Subtotal Non-Personnel									
TOTAL PROJECT EXPENSES				\$ 850,706	\$ -	\$ 632,346	\$ 218,360	\$ -	

	A	B	E	F	G	I	J	L
1	Zuckerberg Patient Care Quality Improvement Fund (ZPCQI Fund) - ROUND 1							
2			PROJECTED BUDGET & SPEND			Accept and Expend (Start Oct 23, 2017).		
3	Projects At-A-Glance	Description	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	DPH Operating Budget	Personnel	TOTAL
4								
5	Category: Optimizing Building 25 for Access, Readiness and Safety (3)		FY18 Oct 23, 2017 - June 30, 2018	FY19 July 1, 2018 - June 30, 2019	FY20 July 1, 2019 - June 30, 2020	Direct Costs	Positions	Estimated Total Project Budget
6	Forensic Unit Readiness Project	Entails safety and security improvements made to fortify the four beds in this area, reduce ligature risks and create a secure barrier between the patients and large exterior windows.	\$ 500,000			\$ 500,000		\$ 500,000
7	Mezzanine Safety Enhancement	Project involves construction of a 7.5 ft. tall glass barrier set back from the edge of the mezzanine, a curved glass barrier around the curved section of the mezzanine, and aircraft cabling strung across the stairwell.	\$ 600,000			\$ 600,000		\$ 600,000
8	Emergency Department Access and Flow Improvements	Redesign the space to improve access and flow in this critical area.	\$ 150,000			\$ 150,000		\$ 150,000
9	Subtotal Category 1 Projects Budget		\$ 1,250,000	\$ -	\$ -	\$ 1,250,000	\$ -	\$ 1,250,000
10								

	A	B	E	F	G	I	J	L
2			PROJECTED BUDGET & SPEND			Accept and Expend (Start Oct 23, 2017)		
3	Projects At-A-Glance	Description	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	DPH Operating Budget	Personnel	TOTAL
4								
11	Category: Transforming Patient, Staff and Visitor Experience (4)		FY18 Oct 23, 2017 - June 30, 2018	FY19 July 1, 2018 - June 30, 2019	FY20 July 1, 2019 - June 30, 2020	Direct Costs	Positions	Estimated Total Project Budget
12	Building 5 - Lobby Remodel	Create a consistent experience for patients and visitors across our very different lobbies in Building 5 and 25 by redesigning the Building 5 lobby, including the gift shop area.	\$ 325,000	\$ 245,000		\$ 570,000		\$ 570,000
13	Campus-wide Wayfinding and Navigation Support	Optimize physical signage in Building 25, create a campus-wide wayfinding program with signage templates that can be replicated as major construction milestones are completed on campus, and utilize technology to appropriately direct staff, patients and visitors via a campus map mobile device app, location kiosks, and wheelchair portals with tracking devices.	\$ 1,600,000	\$ 1,450,000	\$ 100,000	\$ 3,150,000		\$ 3,150,000
14	Food and Nutrition Service Transformation	Assess our current state and propose a model of service that yields a better patient experience. This project is also proposing to expand the café food stations within the cafeteria, and redesign the stations to improve flow and develop a sustainable 'grab n go' food dispensing machine.	\$ 450,000	\$ 450,000		\$ 900,000		\$ 900,000
15	Expansion of Interpreter Services	Fully optimizing Building 25 patient rooms with affixed interpreter technology.	\$ 479,550	\$ 133,000		\$ 612,550		\$ 612,550
16	Subtotal Category 2 Projects Budget		\$ 2,854,550	\$ 2,278,000	\$ 100,000	\$ 5,232,550	\$ -	\$ 5,232,550
17								

A	B	E	F	G	I	J	L	
		PROJECTED BUDGET & SPEND			Accept and Expend (Start Oct 23, 2017)			
2	Projects At-A-Glance	Description	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	(If multi-year) Estimated Spend	DPH Operating Budget	Personnel	TOTAL
3								
4								
18	Category: Investing in Our Future: Enabling Leaders to Transform Patient Care (3)		FY18 Oct 23, 2017 - June 30, 2018	FY19 July 1, 2018 - June 30, 2019	FY20 July 1, 2019 - June 30, 2020	Direct Costs	Positions	Estimated Total Project Budget
19	Strategic and Leadership Coaching	Annual strategic planning session, implementation of a tiered reporting system, branding our organization's standardized approach to problem-solving and creating alignment through "leader standard work." Leader standard work provides opportunities to learn about the operational needs of the organization and respond proactively, while coaching and developing staff to solve problems that align with True North.	\$ 13,500			\$ 13,500		\$ 13,500
20	Professional Development and KPO Fellowship Program	"Return on Kaizen" model that measures the value from our improvement work and a new academic research opportunity engagement with UC Berkeley. This project, focused on enabling our leaders, truly encompasses the transformational change envisioned for ZSFG.	\$ 632,346	\$ 218,360			\$ 850,706	\$ 850,706
22	Subtotal Category 3 Projects Budget		\$ 645,846	\$ 218,360	\$ -	\$ 13,500	\$ 850,706	\$ 864,206
23								
24			FY18 Oct 23, 2017 - June 30, 2018	FY19 July 1, 2018 - June 30, 2019	FY20 July 1, 2019 - June 30, 2020	Direct Costs	Positions	TOTAL
25	GRAND TOTAL FOR ALL CATEGORIES & ESTIMATED FY SPEND		\$ 4,750,396	\$ 2,496,360	\$ 100,000.00	\$ 6,496,050	\$ 850,706	\$ 7,346,756



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Memorandum of Understanding

This Memorandum of Understanding (MOU) between San Francisco General Hospital Foundation herein after called "Foundation" and the City and County of San Francisco Department of Public Health, herein after called "DPH", is made and entered into as of 9/6/2017:

PURPOSE AND SCOPE

The Purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the disbursement of funds for expenses incurred in carrying out the purpose of the:

Priscilla Chan and Mark Zuckerberg Patient Care and Quality Improvement Fund (ZPCQI Fund) – Round 1

The funds for which were received by the Foundation as part of the Transformational Gift provided by the donors in 2015.

MOU TERMS

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The expected timeframe of the ZPCQI Fund – Round 1 begins October 23, 2017 and ends June 30, 2020.

DPH RESPONSIBILITIES UNDER THIS MOU

DPH is a sub-grantee under the ZPCQI Fund – Round 1, expending grant funds to fulfill the purpose of the grant – patient care and quality improvement projects at Zuckerberg San Francisco General.

Expenses allowed are up to the maximum spend not to exceed the totals in the "Maximum Spend" column in following table for each project. Funds may potentially roll over to subsequent fiscal years.

		FY18	FY19	FY20
Category 1: Optimizing Building 25 for Access, Readiness and Safety	Maximum Spend (\$)	Oct 23, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020
Forensic Unit Readiness Project	500,000	500,000		
Mezzanine Safety Enhancement	600,000	600,000		
Emergency Department Access and Flow Improvements	150,000	150,000		
Subtotal Category 1	1,250,000	1,250,000		

		FY18	FY19	FY20
		Oct 23, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020
Category 2: Transforming Patient, Staff and Visitor Experience				
Building 5 - Lobby Remodel	570,000	325,000	245,000	
Campus-wide Wayfinding and Navigation Support	3,150,000	1,600,000	1,450,000	100,000
Food and Nutrition Service Transformation	900,000	450,000	450,000	
Expansion of Interpreter Services	612,550	479,550	133,000	
Subtotal Category 2	5,232,550	2,854,550	2,278,000	100,000
		FY18	FY19	FY20
		Oct 23, 2017 - June 30, 2018	July 1, 2018 - June 30, 2019	July 1, 2019 - June 30, 2020
Category 3: Investing in Our Future: Enabling Leaders to Transform Patient Care				
Strategic and Leadership Coaching	13,500	13,500		
Salaries for Professional Development and KPO Fellowship Program	850,706	632,346	218,360	
Subtotal Category 3	864,206	645,846	218,360	\$ -
Total ZPCQI Fund	7,346,756	\$ 4,750,396	\$ 2,496,360	\$ 100,000

DPH shall comply with the Foundation Disbursement Request Policies and Procedures (Exhibit A); namely, provide adequate payroll records documenting the personnel expenses. Any exceptions to the disbursement request procedures, including requests for advance payments, must be requested in advance and agreed upon in writing by the Foundation.

MODIFICATION AND TERMINATION

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This agreement may be terminated with or without cause by either party upon 30 days prior written notice to the other party. Such notification shall state the effective date of termination or

cancellation and include any final performance and/or payment invoicing instructions/requirements.

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

Either party may terminate this agreement immediately on written notice if the other party has committed a material breach of this MOU and has not cured the breach within thirty (30) days after receiving written notice of the breach by the non-breaching party, or the parties cannot reach an agreement to amend this MOU.

If the ZPCQI Fund – Round 1 budget covered under this agreement does not have sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Foundation shall have no liability to pay any funds whatsoever to DPH and DPH shall not be obligated to perform any provisions for which they are not reimbursed.

CONTACT INFORMATION

All notices hereunder shall be in writing, personally delivered, sent by certified mail, return receipt requested, addressed to the other party as follows:

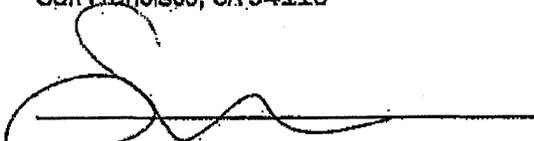
Gerry Chow
Vice President, Finance
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028
San Francisco, CA 94110

SIGNATURE



Date: 9/8/17

Amanda Heier
Chief Executive Officer
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028
San Francisco, CA 94110



Date: 9/10/17

SFDPH Authorized Signer
SUSAN P. EHRLICH
CEO, ZSFG

EXHIBIT A

Disbursement Request Policy and Procedure

For each disbursement requested, a disbursement request form must be completed and authorized by the individual named on the Establishment of Restricted Funds document. Valid documents, such as vendor invoices, receipts,* payroll reports etc., verifying the expense, must be submitted along with the disbursement request form.

The cost categories allowed for use in identifying expenses are as follows:

Salaries & benefits**Acc#	7500	Equipment/Remodeling	7530
Consultants	7510	Permits/Fees/Inspection:	7532
Graphic Design	7511	Meals/Refreshment	7540
Translation Services	7512	Transportation & Lodging	7560
Supplies	7520	Conference & Training Fee	7570
Incentives	7521	Patient Assistance	7580
Stipend	7522	Other (please specify):	7590
Printing	7523		
Software	7524		

*Reimbursements: the receipt must show the following information: name of the person who paid it, item purchased, amount and date of purchase. Estimates are not accepted;

**Salaries and benefits: the report provided as part of the disbursement request must clearly list the name of the individual, the period or periods covered. The compensation and benefit amounts must be also listed separately.

The Foundation recommends submitting authorized disbursement requests within 30 days of date of expenditure. All expenses must be submitted on or before July 15th in order to close the June 30 fiscal year. Expenses that do not fall within the open fiscal year will not be reimbursed.

The disbursement form can be submitted several ways:

Email to accounting@sfgfhf.org

Interoffice mail

Dropped off at Foundation office (located at 2789 25th Street, Suite 2028, SF, CA 94110)

Mailed to PO Box 410836, SF CA 94141.

Once the completed form is received, the disbursement check will be issued within 5 to 10 business days.



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Barbara A. Garcia, MPA
Director of Health

DATE: September 13, 2017

SUBJECT: Grant Accept and Expend

GRANT TITLE: Accept and Expend Grant - Zuckerberg Patient Care
Quality Improvement Fund- \$7,346,756

Attached please find the original and 2 copies 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.
- Project Summary Sheet
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for
Community Programs, 1380 Howard St.

Certified copy required Yes

No

Print Form

Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED
 2017 OCT 31 PM 3:47
 Time stamp
 or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Cohen

Subject:

Zuckerberg Patient Care Quality Improvement Fund - \$7,346,756

The text is listed:

Attached

Signature of Sponsoring Supervisor:



For Clerk's Use Only

Wong, Linda (BOS)

From: Mojica, Richelle-Lynn (DPH)
Sent: Thursday, December 21, 2017 3:55 PM
To: Wong, Linda (BOS)
Subject: RE: Request for documents - File No. 171163 - Zuckerberg Patient Care
Attachments: 0967 06_Award_MOU.pdf

Hi Linda,

The attached file is considered the Agreement. Under MOU Terms on the 1st Page, they call it an MOU Agreement. This also serves as their award letter.

Please let me know if this meets what is needed to proceed.

Thank you.

-Richelle

Richelle-Lynn Mojica

Grants Manager, Office of Policy and Planning | San Francisco Department of Public Health
1380 Howard Street, Room 406c | San Francisco, CA 94103 | (415) 255-3555
Richelle-Lynn.Mojica@sfdph.org | Grants Intranet Website: <http://dphnet/grants>

Confidentiality Notice:

This email message and any attachments are solely for the intended recipient and may contain confidential information. If you are not the intended recipient, any disclosure, copying or distribution of this message is prohibited. If you have received this communication in error, please notify the sender by reply e-mail and immediately and permanently delete this message and any attachments.

From: Wong, Linda (BOS)
Sent: Thursday, December 21, 2017 3:47 PM
To: Mojica, Richelle-Lynn (DPH) <richelle-lynn.mojica@sfdph.org>
Cc: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>
Subject: Request for documents - File No. 171163 - Zuckerberg Patient Care

Hi Richelle,

The attached resolution, has been reviewed to be heard in Budget & Finance Committee. However, we cannot consider the file complete until the following items are received for inclusion of the file:

- Award Letter
- Agreement (We have a copy of the MOU but the legislation states that the Clerk's Office has a copy of the Agreement)

Please provide the requested documents to our office as soon as possible.

Thank you in advance.

Linda Wong
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689