

San Francisco Department of Public Health AIDS Office
Applied Research, Community Health epidemiology, & Surveillance
"Medical Monitoring Project (MMP)"
PS09-93706CONT14
Grant #1U62PS004970-01
Revised Budget Summary

June 1, 2015 - May 31, 2016

A.	Salaries	\$88,043
B.	Mandatory Fringe	\$36,844
C.	Travel	\$2,600
D.	Equipment	\$0
	Materials and Supplies	\$0
F.	Contractual	\$375,845
G.	Other Expenses	\$0
	TOTAL DIRECT COSTS	\$503,332
H.	Indirect Costs (24.03% of Total Salaries)	\$21,157
	TOTAL BUDGET	\$524,488

Revised Detail Line-Item Budget and Justification: 6/1/2015 – 5/31/2016

A. PERSONNEL	Total Salaries	\$88,043
B. MANDATORY FRINGE	Fringe @ 41.85%	\$36,844
	Total Personnel	\$124,887

1. 0922 – Manager I: Susan Scheer
Director of ARCHES
MMP Co-Principal Investigator
Annual Salary: \$130,124 x 0.25 FTE x 12 months = \$32,531

The Co-Principal Investigator will be responsible for ensuring that all MMP protocols are followed and that the necessary security and confidentiality standards are met. She will serve as the project liaison to the SFDPH HIV/AIDS core and incidence surveillance programs and make sure that MMP is integrated, to extent possible, with core surveillance. She will disseminate the MMP findings to the San Francisco Care Council, HIV Prevention Planning Council and other interested parties. She will be responsible for the fiscal management of MMP, all correspondence with the CDC, and will assist the MMP project coordinator with hiring of staff. She will oversee data collection, analysis interpretation, and dissemination.

2. 2593 - Health Program Coordinator III: Maree Kay Parisi
MMP Project Coordinator
Annual Salary: \$103,933 X 0.40 FTE x 12 months = \$41,573

The MMP Project Coordinator will coordinate MMP activities including developing, monitoring and overseeing MMP protocols and will provide administrative and technical. She will be responsible for searching lead-generating resources for contact information for participants, and recruitment of participants for MMP. She will continue to act as the main contact for San Francisco medical care providers. For example, drawing on her familiarity with medical care sites through core surveillance activities, she will assist in gaining access to medical records for abstraction, contact information for participants, and will be able to reassure MMP sites about security and confidentiality by relating it to the core surveillance guidelines. She will have direct supervision of four MMP staff members.

3. 2591 Health Program Coordinator II: Viva Delgado
Annual Salary: \$92,927 x 0.15 FTE x12 months=\$13,939

The HIV core surveillance project coordinator will assist with MMP activities such as contacting and coordinating cross jurisdictional data exchange, locating, recruiting and

scheduling participants, and data management. She will manage sampled MMP patients who have moved outside of SF and will be the lead contact with other health departments to determine their policies around contacting, interviewing and conducting a medical record abstraction in their area.

C. TRAVEL \$2,600

i. Out-of-Jurisdiction Travel \$2,600

This funding is to cover costs of domestic travel to CDC meetings for the principal investigator and project coordinator to attend the annual MMP meeting in Atlanta. Estimated costs are below.

Airfare (\$600 x 2 staff) =	\$1,200
Lodging (\$200/night x 3 nights x 2 staff) =	\$1,200
<u>Ground Transportation (\$100/person x 2 staff) =</u>	<u>\$ 200</u>
Total =	\$2,600

D. EQUIPMENT \$0

E. MATERIALS AND SUPPLIES \$0

F. CONTRACTUAL \$375,845

1. **Name of contractor:** Public Health Foundation Enterprises, Inc. (PHFE)

Method of Selection: PHFE was selected through a Request for Qualifications process held in 2013 by the SFDPH Contracts Unit. PHFE will act as a fiscal intermediary for staff hired by SFDPH.

Period of performance: 6/1/2015 – 5/31/2016

Description of activities: PHFE will provide the staffing for data management and data dissemination; and field activities: including medical record abstraction and patient interview. They have demonstrated expertise in this area and have an established relationship with the SFDPH.

Method of accountability: The contractor will follow the CDC and HIV Epidemiology Section’s procedures; will follow strict performance timelines; contractor’s performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Itemized budget with narrative justification: \$375,845

a) PHFE Personnel	
b) PHFE Mandatory Fringe Benefits	
Total Salaries	\$233,452

Mandatory Fringe @ 31.1% \$ 72,604
Total Personnel \$306,056

i. Research Associate: Amedeia Rector

Annual Salary: \$43,384 x 1.0 FTE for 10 months = \$36,153
\$44,685 x 1.0 FTE for 2 months = \$7,448

Under the supervision of the MMP project coordinator, the employee will be conducting interviews, recruiting participants and conducting chart abstraction in clinics, hospitals, and private medical provider's offices. She will be responsible for updating the DCC and the CAT with local MMP data.

ii. Research Associate: Maya Yoshida

Annual Salary: \$46,597 x 0.5 FTE for 10 months = \$19,415
\$47,995 x 0.5 FTE for 2 months = \$4,000

Under the supervision of the MMP project coordinator, the employee will be conducting interviews, recruiting participants and conducting chart abstraction in clinics, hospitals, and private medical provider's offices. She will be responsible for updating the DCC and the CAT with local MMP data.

iii. Research Associate: Zachary Matheson

Annual Salary: \$45,226 x 1.0 FTE for 10 months = \$37,688
\$46,583 x 1.0 FTE for 2 months = \$7,764

Under the supervision of the MMP project coordinator, the employee will be conducting interviews, recruiting participants and conducting chart abstraction in clinics, hospitals, and private medical provider's offices. He will be responsible for updating the DCC and the CAT with local MMP data and will assist in searching lead-generating resources in Accurant, Ishtar, ARIES and LINCIS for patient contact information.

iv. Research Associate: Veronica Jimenez

Annual Salary: \$43,384 x 1.0 FTE for 10 months = \$36,153
\$44,685 x 1.0 FTE for 2 months = \$7,448

Under the supervision of the MMP project coordinator, the employee will be conducting interviews, recruiting participants and conducting chart abstraction in clinics, hospitals, and private medical provider's offices. She will be responsible for updating the DCC and the CAT with local MMP data.

v. Data Manager: Jennie Chin

Annual Salary: \$86,509 x 0.20 FTE for 2 months = \$2,884

\$86,509 x 0.15 FTE for 7 months = \$7,570
 \$89,104 x 0.15 FTE for 2 months = \$2,228

Principal duties include processing and managing the MMP sample, interview and abstraction data, patient and facility tracking systems, minimum dataset and SAS coding for analyses. She will serve as a back-up for the MMP Data Manager for securely transmitting data to the CDC and for communication with CDC regarding data management issues.

vi. Epidemiologist: Alison Hughes

MMP Co-Principal Investigator/Data Manager

Annual Salary: \$73,527 x 0.50 FTE for 3 months = \$9,191
 \$73,527 x 1.0 FTE for 7 months = \$42,890
 \$75,732 x 1.0 FTE for 2 months = \$12,622

The Co-Principal Investigator duties include processing and managing the MMP sampling frame, data management, databases for tracking information and systems to maintain collected MMP data (interviews, MRA, facility attributes, MDS and provider survey). She will be responsible for leading data analysis, interpreting, writing and disseminating findings. She will be responsible for forwarding data to the CDC and will be the point person for CDC regarding data management issues.

c) PHFE Travel \$9,488

i. Local Travel (\$3,264)

Funds will cover local travel costs for Research Associates. Costs estimated at \$68/muni pass x 4 staff x 12 months = \$3,264

ii. Out-of-Jurisdiction Travel (\$6,224)

To cover costs of domestic travel to meetings for the data manger, the epidemiologist, and 3 research associates. Estimated costs are below.

<u>RA MRA Meeting</u>	
Airfare (\$600 x 2 staff) =	\$2,400
Lodging (\$200/night x 3 nights x 2 staff) =	\$2,400
Per Diem (\$64/day x 4 days x 2 staff) =	\$1,024
Ground Transportation (\$100/person x 2 staff) =	<u>\$ 200</u>
Total =	\$6,224

d) PHFE Equipment \$0

e) PHFE Materials and Supplies \$3,366

i. Office Supplies (\$1,800)

Funds will cover costs for office supplies required by project staff. Costs include internet access in the field, basic office supplies, and fees to maintain a post office box. Costs are estimated as follows:

Office Supplies: \$150/month x 12 months = \$1,800

ii. IT Supplies (\$1,566)

Funds will cover costs for upgrading one computer, including software for project staff.

f) PHFE Contractual Services \$0

g) PHFE Other Expenses \$20,300

i. Participant Stipends (\$15,000)

Reimbursement provided to clients participating in the MMP. Participant will be given a cash stipend. 300 Participants x \$50 Stipend/Participant = \$15,000

ii. Medical Record Fees (\$5,000)

Cost associated with reimbursing out of jurisdiction providers for releasing, copying and over-night- courier of participant's medical records. 50 medical records x \$100= \$5,000

iii. Courier (\$300)

Cost associated with mailing program related documents and delivery of petty cash for stipends. Costs estimated at \$25 per month for 12 months.

Total PHFE Direct Costs \$339,210

h) Total PHFE Indirect Costs (@ 10.8% MTDC) \$36,635

Total PHFE Budget: \$375,845

G. OTHER \$0

TOTAL DIRECT EXPENSE: \$503,332

H. INDIRECT COST (24.03% of Total Salaries) \$21,157

TOTAL BUDGET: \$524,488