

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

Amendment Number Two

THIS AMENDMENT (this "Amendment") is made as of July 1st, 2015, in San Francisco, California, by and between **Bayview Hunters Point Foundation** ("Contractor"), and the **City and County of San Francisco**, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period, increase the contract amount, and update standard contractual clauses;

NOW, THEREFORE, Contractor and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated July 1st, 2010 between Contractor and City, as amended by the:

First amendment dated July 1st, 2014 and this second amendment.

1b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

1c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The Agreement is hereby modified as follows:

2a. Section 2. Term of the Agreement currently reads as follows:

Subject to Section 1, the term of this Agreement shall be from July 1, 2010 to December 31, 2015.

Such section is hereby amended in its entirety to read as follows:

Subject to Section 1, the term of this Agreement shall be from July 1, 2010 to December 31, 2017.

2b. Section 5. Compensation of the Agreement currently reads as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of the Department of Public Health**, in his or her sole discretion, concludes has been performed as of the 1st day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Twenty Nine Million Two Hundred Fifty Thousand Four Hundred Sixty Three Dollars (\$29,250,463)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **Department of Public Health** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

Such section is hereby amended in its entirety to read as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of the Department of Public Health**, in his or her sole discretion, concludes has been performed as of the 1st day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Forty Six Million Four Hundred Sixty Five Thousand Seven Hundred Forty Nine Dollars (\$46,465,749)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **Department of Public Health** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

2c. Delete Appendix A and replace in its entirety with Appendix A dated 7/1/2014, to Agreement as amended.

2d. Delete Appendices A-7 and A-12 and replace in its entirety with Appendices A-7, A-12 and A-13 dated 7/1/2015, to Agreement as amended.

2e. Delete Appendix B, and replace in its entirety with Appendix B dated 7/1/2015, to Agreement as amended.

2h. Delete Appendices B-1 through B-12, and replace in its entirety with B-1 through B-13 dated 7/1/15, to Agreement as amended.

2i. Delete Appendix E and replace in its entirety with Appendix E dated 7/1/15, to Agreement as amended.

2j. Delete Appendix F and replace in its entirety with Appendix F dated 7/1/15, to Agreement as amended.

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on after July 1st, 2015.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

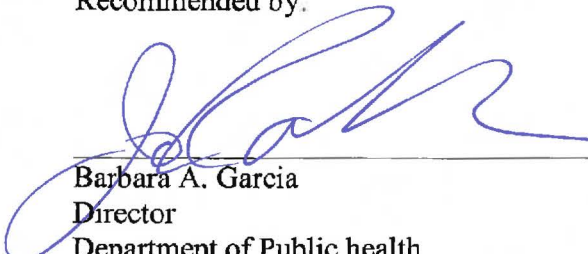
IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

CONTRACTOR

Recommended by:

Bayview Hunters Point Foundation


Barbara A. Garcia
Director
Department of Public health


Jacob Moody
Executive Director

City vendor number: 03121

Approved as to Form:

Dennis J. Herrera
City Attorney

By:


Kathy Murphy
Deputy City Attorney

Approved:

Jaci Fong
Director of the Office of Contract
Administration, and Purchaser

Appendix A
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Erik Dubon, Program Manager for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Infection Control, Health and Safety:

(1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.

(2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

(5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.

(8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

G. Aerosol Transmissible Disease Program, Health and Safety:

(1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (<http://www.dir.ca.gov/Title8/5199.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.

(2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

H. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

2. Description of Services

Detailed description of services are listed below and are attached hereto

Appendix A-01	Methadone Maintenance
Appendix A-02	Jail Methadone Courtesy Dosing Program
Appendix A-03	HIV Set Aside: Routine Opt-Out HIV Screening, Counseling and Placement
Appendices A (4a & 4b)	Youth Moving Forward
Appendix A-05	Youth Services - Primary Prevention

Appendix A-06	Bayview Hunters Point Integrated Behavioral Health Program
Appendix A-07	Bayview Hunters Point Integrated Behavioral Health Program for Children
Appendix A-08	Anchor Program
Appendix A-09	Family Mosaic (Fiscal Intermediary)
Appendix A-10	Jelani House
Appendix A-11	Jelani Family Program
Appendix A-12	Balboa Teen Health Center (BTHC)
Appendix A-13	Fiscal Intermediary, Dimensions Clinic

1. Agency and Program Information

Program Name:

Bayview Hunters Point Foundation

Bayview Hunters Point Integrated Behavioral Health Program for Children (BVHP IBHPC)

Program Address:

5815 Third Street

San Francisco, CA 94124

Telephone: (415) 822-7500

Facsimile: (415) 822-9767

Jacob K. Moody, Executive Director

Lillian Shine, Deputy Director

Erin Zielinski, Program Director, BVHP IBHPC

Program Code: 38516

2. Nature of Document

☐ New

☐ Renewal

☒ Modification

Provider of Behavioral Health Services

3. Goal Statement

The BVHP IBHPC provides behavioral health and prevention services to children, adolescents, and their families. BVHP IBHPC provides age-specific outpatient behavioral health services to children through the age of 18 to:

- improve functioning in the home, school, and community,
- improve family support to caregivers,
- promote growth and development,
- prevent psychiatric decompensation

Services will be provided in a culturally sensitive, community-based setting. Prevention and early intervention services will be provided through behavioral health consultation on site at the BVHP IBHPC's clinic, in classrooms throughout various SFUSD schools and in community based childcare settings when appropriate.

4. Target Population

The BVHP IBHPC will serve a target population of clients in San Francisco's behavioral health system who meet the County's eligibility guidelines and admissions criteria as identified through the Access Information referral system. More specifically, residents of Southeast Neighborhoods to include Potrero Hill, Visitation Valley, and Sunnydale emphasizing on children and families in public housing, of all cultural backgrounds. In

addition, we will be focusing on schools that are located specifically within the SFUSD's Bay View's Superintendent Zone. Referrals will be accepted from various city-wide children, youth, and family programs, including Access, ERMHS (Educationally Related Mental Health Services- formally AB3632), Foster Care Mental Health, Child Crisis, Family Mosaic, CPS, and The Juvenile Justice System

BVHP IBHPC has provided services for the following populations of children:

- preschool aged children with social-emotional difficulties, often associated with developmental delays
- school-aged children eligible for ERMHS services who require psychotherapy to benefit from special education
- children and youth with behavioral difficulties, often at risk of school suspension
- children involved with child welfare due to neglect or abuse
- children exposed to family or community violence
- children whose parents are recovering from substance abuse or addiction
- youth involved with juvenile probation due to conduct disorder or gang involvement

Approximately 81% of the children served are African-Americans; about 7% Latino, 6% Asian /Pacific Islander and 5% Caucasian; with 95% are EPTSD Medi-Cal eligible.

5. Modality of Service/Intervention

A. Modality: See CRDC, Exhibit B

B. Definition of Billable Services:

Mental Health Services, Assessment, Therapy, Collateral, Case Management, Crisis Intervention, Outreach Services/Consultation Services

The program will adhere to CBHS guidelines regarding assessment and treatment of indigent child and adolescent clients, who will be referred to Medi-Cal, Healthy Families or Healthy Kids, if eligible.

<i>Program A</i>	<i>B</i>	<i>C</i>	<i>D</i>
<i>Units of Service (UOS) Description</i>	<i>Units of Service</i>	<i>Number of Clients</i>	<i>Unduplicated Clients (UDC)</i>
<i>Mental Health Services:</i>	<i>158,001</i>	<i>88</i>	<i>88</i>

<i>Medication Support</i>	<i>939</i>		
<i>Crisis Intervention</i>	<i>750</i>		
<i>Case Management Brokerage</i>	<i>19,000</i>		
<i>Community Client Services</i>	<i>160</i>		
<i>Total UDC Served</i>			<i>88</i>

6. Methodology

6A. Community Engagement and Outreach

BVHP IBHPC conducts community engagement and outreach through various community activities and agencies within Bay View, Hunter's Point, Potrero Hill, and Visitation Valley. We will participate in city-wide events. Different staff members will participate in various service provider networks or sit on various boards that involve community organizations and groups specific to the Bay View Hunter's Point neighborhoods. When appropriate, IBHPC fliers are left for advertisement and connections. We use the Internet to reach beyond our targeted neighborhood of the southeast section of the city.

6B. Admission Criteria

Clients served at BVHPF's IBHPC must meet requirements of CBHS and SFDPH. They must be a San Francisco County resident and meet medical necessity to be enrolled in BVHP IBHPC. If they are in-between counties, they can be seen for services up to 30 days, meeting the requirements for Medi-Cal eligibility or Healthy San Francisco. An additional option is allowed if one's family income level is within the state's uniform patient fee schedule for community mental health services. They may also qualify based on assessments done through ERMHS, SFUSD, SIT (Student Intervention team) and Child Crisis.

6C. Delivery Model

The following is a detailed summary of how IBHPC conducts outpatient services. In all cases, there will be close monitoring and oversight by the clinicians and program supervisors, addressing the different stages of change in recovery to ensure the stability and consistency of treatment:

Program services will be delivered within the context of integrated mental health and substance abuse service guidelines, when appropriate. This includes several components

of integrated programs considered evidence-based according to Drake, Essock, and colleagues (2001). These components include:

- *Staged interventions* where stages of treatment (engagement, persuasion, active treatment and relapse prevention) are delivered based on individual readiness for each stage.
- *Motivational interventions* which involve helping the individual identify goals and recognize that not managing one's illnesses interferes with attaining these goals.
- *Counseling* to help clients develop skills and supports to control symptoms and pursue an abstinent lifestyle.
- *Social support interventions* which recognize the role of social networks and peer support in recovery from dual disorders.
- *Long-term perspective* which recognizes that recovery may occur over months or years.
- *Comprehensiveness* in helping a child and their family transform many aspects of their life habits, stress, management, friends, activities and educational goals.
- *Cultural sensitivity and competence* which are critical to engaging clients.

Here are some of the following strategies that clinicians and interns will use:

Motivational Interviewing, Cognitive Behavioral Therapy, Insight Oriented Therapy, Family Systems Therapy, Evidence-Based Practices. These strategies mentioned will use the following in one form or another:

- *Assessments*
- *Group Therapy*
- *Individual Therapy*
- *Collateral Services*
- *Targeted Case Management*
- *Medication Support Services*
- *Crisis Intervention*
- *Case Management/Brokerage*
- *Services to Dually Diagnosed Clients*
- *Referral Services*
- *Urgent Care*

The IBHPC operates from 9:00 A.M. to 6:00 P.M. Monday through Friday. Early morning or evening services are available by appointment. Referral and intake services are coordinated through the IBHPC staff members and supervisors for approval. When parents call, they are offered an intake appointment within 24 to 48 hours. Evening appointments can be arranged. Children are generally seen before or after school.

The IBHPC utilizes brief therapy strategies in a flexible, creative manner. Intensive services are offered during the first two months. Less intensive services are available

afterward for follow-up and support as needed. Information and referral are provided for a wide range of related programs in the community.

Both individual and conjoint family sessions are provided for children, their caregivers, and their family. The child is usually assessed in a play therapy setting. Classroom observation, on-site collaboration and problem-solving with teachers and other para-professional school support staff, is provided on a regular basis. The assigned therapist at BVHP's IBHPC will attend individual educational placement meetings to determine the medical necessity for out-patient behavioral health services on a case by case basis. Outreach visits to the home, hospital, or juvenile hall are also offered when necessary.

6D. Exit Criteria

The exit criteria for BVHP IBHPC is based upon the client, family, or other outside agencies in where behavioral health services are required by, indicate that they have met their goals for treatment. Staff will meet with the client and family members, along with any additional collateral program team members, to process terminating treatment and that a client's goals have, in fact, been met. Staff will have provided linkages to outside independent services such as special educational services at another school, housing, case managers, medical providers, job training, substance abuse and medication services during treatment so that there is a network of continuous resources for the client, and their family if need be. These criteria may also be met by a client becoming a meds-only client, transitioning out of children's services and into TAY services, or all other special outside program requirements have been met.

6E. Staffing

The BVHP IBHPC is a component of a community-based human service agency representing a diverse, multi-ethnic population. The program is staffed with licensed and license-eligible marriage & family therapists, social workers, psychologists, and board certified psychiatrists who are oriented to the community and responsive to the issues of ethnicity, culture, language, and gender. We also have an internship program, consisting of four graduate-level registered interns with the California Board of Behavioral Sciences that represent a broad range of different cultures to serve the diverse population of clients at BVHP IBHPC. The Foundation understands the importance of race, culture and language in its service provision, and maintains staffing and programming which appropriately respond to these issues. Recruitment and hiring of staff ensures competency to deliver and manage culturally and linguistically appropriate services to the population served, and provision of effective program and therapeutic interventions designed to meet the special clinical needs of diverse populations. Diverse populations include those from racial, ethnic and cultural backgrounds, the homeless, and individuals of varied sexual orientations and disabilities.

7. Objectives and Measurements

A. Required Objectives

All objectives and descriptions of how objectives will be measured are contained in the CBHS document entitled Performance Objectives FY 14-15.

B. Individualized Program Objectives

None

8. Continuous Quality Improvement

We have a committee of three staff- one licensed that meets once a week for an hour and a half to randomly go through client's charts.

The way that we determine what charts have to be PURQC's is the following:

One month or 15 hours after the date of opening we require all of our clinicians to PURQC their client's chart. We have a 12 point check list:

- 1) Assessment
- 2) Diagnosis (accurate and justified)
- 3) Treatment Plan of Care Goals specific, observable or quantifiable; reflected in notes and client's signature with date
- 4) Progress notes (include intervention and response)
- 5) Treatment modalities/frequency, appropriateness in relation to treatment plan
- 6) Case conference requirements- appropriate ROI's and in the client's file
- 7) Step- down required and why
- 8) Termination and Discharge
- 9) If a Co- Signature is missing and on which document
- 10) Referrals
- 11) Discuss with supervisor
- 12) Other

We have a, 'Recommendation Feedback to the Clinician' section to fill out. This is where we indicate that signatures are missing, ID boxes at the top of each page, front and back, need to be filled out, or make goals quantifiable etc. From this information gathered, we either approve the PURQC and give authorization in accordance with the PURQC SFCBH Children's Service Intensity Guidelines, or not. The other options are, approved with adjustment, based on the information gathered from this form. Conditional approval, authorization is granted and resubmitted within a week's time or denied. The reviewer signs the form and dates it. We keep a log of all of the PURQC forms signed, approved or disallowed, and the number of hours requested for authorization. We return the PURQC recommendations to the clinicians of clients' charts for the clinicians to make appropriate corrections and return the recommendation sheet to the PURQC committee the following week to review again. Once the initial PURQC is authorized, the chart is then PURQC'd once every six months in accordance to the client's treatment plan of care renewal date.

In our monthly staff meetings we will discuss quality performance objectives with all staff members to review what BVHP IBHPC's policies and procedures are so that the 8551-6 (children's program) can stay on track with the mandated CBHS FY 13-14 performance objectives. This will include internal trainings on all objectives relevant to out-patient mental health services as listed in section seven of this document. In addition, the program director and clinical supervisor will run certain AVATAR reports to monitor performance objectives internally and intercede when we find there are issues. This will be done on a weekly/ bi-monthly/monthly basis to assure the quality of clinical documentation for a client's chart. Regarding cultural competency, staff members of BVHP IBHPC will attend trainings on various cultural issues given by CBHS and/or SFDPH when offered. In addition, the program director will set up various guest speakers and trainings to be offered on site to BVHP IBHPC staff. When a direct client request is made, the program director and clinical supervisor will accommodate the client's request to the best of our ability, and in the best interest of the client's treatment. For example, offering a client an African American female therapist. We also make available required forms to be filled out by the client in the language they are the most familiar with.

9. Required Language (If applicable):

N/A

1. Identifiers:

Program Name: Balboa Teen Health Center MH Services
Program Address: 1000 Cayuga Avenue Room 156
City, State, ZIP: San Francisco CA 94112
Telephone: 415.469.4512 FAX: 415.337.2135
Website Address: www.sfdph.org

Contractor Address:
City, State, ZIP:
Person Completing this Narrative:
Telephone:
Email Address:

Program Code(s): RU 38518

2. Nature of Document:

☐ New ☐ Renewal ☒ Modification

3. Goal Statement:

- Provide prevention and early intervention behavioral health services including (1) prevention activities that address stigma, and increase awareness of and access to services, (2) screening, assessment, short-term crisis and individual/group counseling services to students and their families
- Integrate completely into the student support efforts at Balboa High School provided through the San Francisco Unified School District.

4. Target Population:

Age: Youth ages 11-19.
Gender: Male, Female, and Transgender youth.
Economic Status: low income, general assistance, and unemployed.
Ethnic background and language needs: Latino, Asian, Pacific Islander, African American, Filipino, White, and Mixed Race. Languages: English, Spanish, Chinese
Zip codes primarily served: 94112, 94134, 94131, 94124, 94127, 94110.

5. Modality(s)/Intervention(s):

Units of Service (UOS) Description	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Mental Health Promotion hour 1.5 FTE x 40 hours/week x 42 weeks x .3352 level of effort %	817	1200	
Community Client Services 1.5 FTE x 40 hours/week x 42 weeks x .4683 level of effort %	1452	150	
Total UOS Delivered	2269		
Total UDC Served			1200

Units of Service (UOS) Description	Units of Service	Number of Clients	Unduplicated Clients (UDC)
Leadership Development	200	20	
Outreach and Engagement	215	1200	
Screening and Assessment	250	250	
Crisis Intervention	50	20	
Training and Coaching	120	10	
Mental Health Consultation	129	50	
Individual Therapeutic Services	1000	143	
Group Therapeutic Services	180	50	
Total UOS Delivered	2269		
Total UDC Served			1200

Prevention and Strategies:

Youth N= 900

Adult N= 244

Total UOS = 789

Leadership Development (MHSA Activity Category)

- (1) Youth Advisory Board (YAB): The behavioral health team will work with BTHC's Youth Advisory Board (YAB) and coordinator to (1) train peer advocates/educators and (2) review/update power point presentation and other outreach materials that (a) address the issue of stigma related to youth accessing BH services, (b) educate on minor consent and access to services, and (c) present several behavioral health issues common to our target population with support options.

Timeline: July 2014- June 2015: ongoing peer development and training

UOS: 200 hours leadership development - youth training/development

Outreach and Engagement (MHSA Activity Category)

- (2) YAB outreach and engagement: Supports the clinic's Health education curriculum in which the YAB will work with BTHC Health Education staff to provide education for all 9th graders at Balboa and other high schools; topics include minor consent laws, access to services for youth, anti-stigma messages as it relates to youth and BH services, adolescent relationship abuse, and other relevant topics. The YAB will also reach other students through school community events and BalTV.

Timeline: August/September 2014: revisions to curriculum as needed

October: train teachers and youth outreach workers district-wide

October – June: implement curriculum

UOS: 66 hours outreach and engagement (20 classes X 1.5 hours for each class)

(3)ELL class presentations: Balboa High School has a significant number of students who are newly arrived to the United States and San Francisco. Most are just learning English, have not acculturated to this country, and some have suffered significant trauma in their lives. Bilingual staff (Spanish, Cantonese), will work alone or in collaboration with bilingual youth from the YAB to make presentations in ELL classes. Purpose includes supporting positive acculturation, identifying any issues of concern which may lead to an ongoing lunch group or identifying students interested in individual assessment and early intervention services.

Timeline: August 2014: Review curriculum, update and modify as needed.

September 2014-June 2015: offer curriculum in all ELL classes

UOS: 24 hours outreach/engagement (8 classes X 1.25 hours + 16 hours prep)

(4) Parent Outreach/engagement: BTHC staff will work with parent liaisons at Balboa High School to inform parents of services available through BTHC and to engage them in planning activities throughout the year; this may include attendance and presentations at monthly school Parent-Teacher-Student Association (PTSA) meetings and utilizing the PTSA newsletter to send out information and elicit feedback on a monthly basis.

Timeline: September 2014-June 2015:

UOS: 20 hours total

(5) Parent workshops: BTHC staff and YAB will offer periodic workshops on issues cogent to adolescent development and parent roles in positive interventions and support. These workshops will help parents to understand normal adolescent development, identify issues impacting positive development, and address parental roles in limit setting, boundaries and consequences. With assistance from the YAB, these workshops may also offer help in increasing communication between parent and child.

Timeline: September 2014-May 2015: offer a minimum of 3 workshops as determined by BTHC staff, BHS administration and parent liaison.

UOS: 15 hours (3 2-hour presentations + 3 hour prep. for each workshop)

Screening and Assessment (MHSA Activity Category)

(6) Screening: 150 youth

Any student can self-refer for behavioral health services at BTHC. However, students are most often referred for screening and assessment by someone other than themselves including a friend or parent, school faculty, intra-clinic referral, or from another agency or school. Behavioral health staff meets with the student to screen (identify issues) and assess (determine level of need for intervention). During the assessment phase, staff also determines whether the client meets criteria for minor consent or requires parental consent to continue to treatment phase.

When indicated, parents and/or other family members may be requested to participate in services with their child. In these cases, the family will be asked to come in for an assessment visit which may lead to an agreement for time limited treatment.

Timeline: July 2014 – June 2015, services are ongoing

UOS: 150 hours screening (150 youth/families X average 60 minute screening)

(7) Assessment: 100 youth will be assessed for services

Timeline: services are ongoing July 2014 – June 2015

UOS: 100 hours assessment services (100 youth X one hour)

Crisis Response (MHSA Activity Category)

(8) Crisis intervention: will be provided as needed; this may include both individual and group services;
Timeline: services are ongoing August 2014 – June 2015
UOS: 50 hours crisis intervention (20 youth X 2.5 hours average time spent/client)

Training and Coaching (MHSA Activity Category)

(9) Training Seminar: training/client consultation seminar for postgraduate interns and staff; training focus on treatment modalities, specific client presentations, minor consent, ethics, working with families, etc

Timeline: August 2014 – May 2015
UOS: 90 hours training and coaching (30 seminars @ 2 hours each + 1 hour prep each seminar)

(10) BTHC Behavioral Health Staff will participate in an All CHPY Conference/Consulting Group which will include mental health providers from all CHPY sites.

Timeline: July 2014 – June 2015: provision of monthly consult group
UOS: 18 hours training and coaching (6 groups at 2 hours each plus 1 hour online prep per group)

(11) Faculty/staff training: BTHC behavioral health staff will provide education and information to Balboa faculty and administration on topics including CPS reporting and follow-up, suicide prevention, and identifying youth with behavioral health issues and successful referral to clinic services. This will occur periodically through faculty/staff meetings.

Timeline: September 2014-June 2015: a minimum of three presentations will be made to Balboa faculty and staff as determined by BHS Principal and BTHC Director
UOS: 12 hours (3 one hour trainings + 9 hours preparation)

Mental Health Consultation (MHSA Activity Category)

(12) Staff Consultation: these services included staff participation in school-based meetings such as Student Success Teams and other student oriented meetings. Staff will also work with individual teachers or other agency staff on behalf of client/family needs. Staff will attend a minimum of 40 school-based meetings and consult with a minimum of 50 adults.

Timeline: September 2014 – June 2015: services are ongoing
UOS: 50 hours group consultation (25 meetings X 2 hours each)

UOS: 50 hours individual consultation (100 individual consults X 30 minutes average)

Early Intervention Services

Youth N= 150 (125 individual, 50 group with duplication)
+ Family members/Other Adults as indicated
UOS = 1180

Individual Therapeutic Services (MHSA Activity Category)

(13) Brief individual/family therapy: utilizing motivational interviewing, CBT, brief therapy, and systems theory, a minimum of 100 youth will access individual and family services

UOS: 1000 hours individual therapy/counseling (125 youth/families x average 6 one hour sessions plus average 2 hour charting time per youth – includes youth already screened/assessed from prior year)

Group Therapeutic Services (MHSA Activity Category)

(14) Groups: High School/ Various: This year BTHC will offer a minimum of 3 group series to meet student needs as determined by student feedback, BHS faculty and staff input, and clinic capacity.

UOS: 180 hours (60 groups x 3 hours group/prep/charting)

6. Methodology:

A. The services of Balboa Teen Health Center are targeted to youth that live and/or go to school in the Southeast Sector of San Francisco, particularly the students of Balboa High School. In order to promote services and recruit participants, BTHC maintains an active role in school events in the central quad. Additionally, as a component of the Comprehensive Sexual Education conducted by BTHC health educators annually with all Balboa HS freshmen, students are given tours of the clinic which include a description of the services available and a Q and A session with Clinic staff. The Balboa Teen Health Center has a Youth Advisory Board (YAB) which is comprised annually of 12+ students from Balboa High School. YAB members play a very active role in developing and implementing the outreach and engagement components of the BTHC Outpatient Behavioral Health Program. YAB members provide classroom interventions in collaboration with BTHC health educators, presenting on issues including minor consent and mental health counseling. The YAB also provides a vital sounding board for Behavioral Health staff, providing general feedback on services provided and ideas for how services could be made more youth positive and accessible.

B. Eligibility criteria for YAB membership: (1) brief written application; (2) interviewed by current YAB members who vote on new membership with Coordinator input.

Eligibility for Peer Resources: every school year, students in PULSE/peer resources self-select to work with BTHC staff on a particular health topic after hearing a pitch from BH Services staff.

Intake criteria for individual and group services: services are available to any SFUSD student ages 12-19; whether students are self-referred or referred by someone else, all are screened and assessed, and for those youth who consent to services, goals are developed by mutual agreement between client and counselor.

C. BTHC is open Monday – Friday between the hours of 8:30 am and 5 pm; as needed, services may be offered later in the evening to accommodate family involvement. Direct services are provided in clinic, in classrooms, and in some instances in the community. Outreach and engagement services are provided through use of social media (BalTV, school loop, web-based, etc). BTHC has made considerable efforts to develop a truly multidisciplinary team that provides a seamless, comprehensive system of care for clients which includes:

- Warm handoffs between disciplines including utilizing a behaviorist model in primary care, which tends to work equally as well with health education.
- Use of weekly all-staff client review so that medical, behavioral and education staff can all contribute to treatment plans, and share information to support client success.
- Close working relationships with Balboa High School faculty and Administration (the most significant referral source for BTHC's programs)
- Single point of intake- whichever discipline students' access first completes the preliminary steps for intake (i. e. consents signed, HIPAA signed, psychosocial history completed, etc.) so that this process does not need to be repeated if a client accesses several services.

Linkages: Collaborative relationships are in place to provide additional services for specific populations including:

- RAMS – provides periodic services targeting A/PI youth at BTHC.
- Huckleberry Youth Programs and Larkin Street Youth Services – access to supportive housing and other services

- Urban Services YMCA – partnership offering substance abuse prevention and treatment services for Denman and Balboa students

D. Youth will show readiness for discharge by successfully completing treatment plan goals which may include (1) successful strategies for dealing with stress and mental health issues in the family or with peers (if identified), (2) increased school attendance, participation (3) reduced risky sexual behaviors and increased safer sex practices for those youth who identify as sexually active, and (4) improved health habits as compared to baseline measures particularly related to nutrition, sleep, exercise, and mood. Successful completion may also be tied to youth's ability to follow through and engage in other services he or she is referred to, to support and maintain positive life changes.

E. BTHC Behavioral Health Services staff includes 3 full time MFT mental health/substance abuse counselors, 3 MFT Graduate Interns, 1 Americorps member, 1 full time Health Educator, and one part time Health Educator. Outreach and Engagement and Leadership Development activities are conducted by all BH Services staff. Crisis Intervention and Screening and Assessment are provided by staff MFTs and Graduate Interns. Training and Coaching are conducted with the participation of all staff. Mental Health Consultation is provided by staff MFTs, secondarily by MFT Graduate interns. Individual and Group Therapeutic services are provided by staff and intern MFTs. Funding for this program includes, in addition to MHSA, funding from the California Wellness Foundation, the Metta Fund, and City General Funds; MHSA does not support health education staff or the AmeriCorps member.

Systems Transformation Methodology:

- MHSA →** 1. One of the primary MHSA tenets is consumer participation/engagement. Programs must identify how participants and/or their families are engaged in the development, implementation and/or evaluation of programs. This can include peer-employees, advisory committees, etc.

Consumer/Participant Engagement in program development/implementation/evaluation:

- A. Youth Advisory Board – support peer outreach and engagement, delivery of significant services, and program evaluation (youth are paid a stipend)
- B. Annual CBHS Client Satisfaction Survey – all therapy clients (individual and group) are offered opportunity to complete
- C. Active participation in monthly PTSA meetings allow us to engage parents and obtain feedback on what services they want, how best to deliver

- MHSA →** 2. Efforts to improve service coordination result in a seamless experience for clients.

As stated earlier in 6C., BTHC has made a concerted effort over time to create a multidisciplinary team that can provide a seamless, comprehensive system of care for clients. As stigma around accessing behavioral health services continues to impinge on youths' willingness to utilize these services, we continue to see significant numbers of students coming in with somatic complaints requesting to see "the nurse"; the ability to provide a warm handoff to behavioral health staff helps ensure that youth get what they need. Additionally, the "single point of intake" as described earlier, reduces redundant

paperwork for youth and is more consumer friendly. Finally, we have relationships with a number of CBOs to provide direct linkages for additional services: for example – we work

closely with the OMIE Beacon and refer back and forth between Denman, Leadership and BTHC around substance abuse prevention and treatment. Huckleberry Youth Programs and Larkin Street Youth Services allow us entry into supportive and emergency housing services.

7. Objectives and Measurements:

Individualized Performance Objective: By 6/30/15, 80% of 9th graders participating in a Youth Advisory Board led classroom activity will rate their comfort level in accessing these services as moderately comfortable or better as documented in pre and post tests.

MHSA GOAL: Increased ability to cope with stress and express optimism and hope for the future.

Individualized Performance Objective: By 6/30/15, a minimum of 50 youth accessing early intervention services at BTHC will, by self-report post a minimum of 3 sessions, identify (1) one or more skills they have successfully utilized to reduce stress or other related symptoms, and (2) one positive goal they are currently putting time into, as documented in post session tests.

Participant Satisfaction Objective:

By 6/30/15, BTHC will receive an average consumer rating of 4.5 or higher for the question "staff treated me with respect", demonstrating a high a degree of client satisfaction, as documented in the 2014-15 CBHS Consumer Satisfaction Survey.

8. Continuous Quality Improvement:

"Quality Assurance and Continuous Quality Improvement requirements will be addressed in the CBHS Declaration of Compliance."

9. Required Language: N/A

1. Identifiers:

1. Agency and Program Identification

Name: Bayview Hunters Point Foundation for Community Improvement
Fiscal Intermediary for Community Oriented Primary Care, Dimensions Clinic
Address: 150 Executive Park, Suite 2800
San Francisco, CA 94134
Phone: 415-468-5100
Fax: 415-468-5104
Contact Name: Amy Peterson, Director, Primary Care Youth Programs

2. Nature of Document:

☐ New ☐ Renewal ☒ Modification

3. Goal Statement

As a Fiscal Intermediary, Bayview Hunters Point Foundation for Community Improvement shall provide two staff members to support a portion of the outreach and engagement activities of the Dimensions Clinic. The Dimensions Clinic provides primary care services, behavioral health services (mental health and substance use). The goal of the provided staff is to conduct outreach and engagement is to connect individuals to appropriate treatment (i.e. primary care and behavioral health services).

4. Target Population

The priority population for the Dimensions Clinic outreach and engagement activities are transitional aged youth (TAY) aged twelve to twenty-five who identify as lesbian, bisexual, transgender, and/or queer (LGBTQ).

5. Modality and Program Description

As a fiscal intermediary, Bayview Hunters Point Foundation for Community Improvement shall provide all human resource related services to the two staff. Bayview Hunters Point Foundation for Community Improvement shall work with the Primary Care Youth Programs to ensure that fiscal reporting and payments related to the staff are accurate.

The Dimensions Clinic is a primary care setting, which provides comprehensive care, including primary care, , sexual health, HIV prevention and education, case management mental health, substance use services, and referrals and linkages to youth in the Castro-Mission Health Center. It is primarily staffed by the Department of Public Health (DPH). Bayview Hunters Point Foundation for Community Improvement provides two staff for a portion of Dimensions Clinic's outreach and engagement (outreach services 45/ 20-29).

6. Methodology

Bayview Hunters Point Foundation for Community Improvement staff shall provide outreach and engagement in appropriate settings in order to connect individuals to appropriate services. Services take place at the following sites: Castro Mission Health Center, Larkin Street Youth Services, San Francisco LGBT Center, and Lavender Youth and Recreation Center (LYRIC).

7. Outcome Objectives and Measurements

Bayview Hunters Point Foundation for Community Improvement staff shall increase the number of individuals who are connected to primary care. This will be measured by collecting data on individuals who receive outreach services and checking which of those individuals also appear as active in E-Clinical Works (ECW) health record. This measurement is an approximation of whether outreach and engagement resulted in connection to services.

This data shall be collected by Bayview Hunters Point Foundation for Community Improvement staff as outreach and engagement activities are conducted. The data shall be compiled 45 days after the close of each fiscal year by the Director, Primary Care Youth Programs.

8. Continuous Quality Improvement

Bayview Hunters Point Foundation for Community Improvement shall meet with the Primary Care Youth Programs to develop Quality Improvement plans, as needed, related to the outreach and engagement portion of the Dimensions Clinic.

9. Required Language (If applicable):

N/A

Appendix B
Calculation of Charges

1. Method of Payment

A. Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to the Contract Administrator and the CONTROLLER and must include the Contract Progress Payment Authorization number or Contract Purchase Number. All amounts paid by CITY to CONTRACTOR shall be subject to audit by CITY. The CITY shall make monthly payments as described below. Such payments shall not exceed those amounts stated in and shall be in accordance with the provisions of Section 5, COMPENSATION, of this Agreement.

B. Upon the effective date of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health of an invoice or claim submitted by Contractor, and of each year's revised Appendix A (Description of Services) and each year's revised Appendix B (Program Budget and Cost Reporting Data Collection Form), and within each fiscal year, the CITY agrees to make an initial payment to CONTRACTOR not to exceed \$1,268,887 which is twenty-five per cent (25%) of the General Fund and Prop 63 portion of the CONTRACTOR'S allocation for the applicable fiscal year.

C. CONTRACTOR agrees that within that fiscal year, this initial payment shall be recovered by the CITY through a reduction to monthly payments to CONTRACTOR during the period of October 1 through March 31 of the applicable fiscal year, unless and until CONTRACTOR chooses to return to the CITY all or part of the initial payment for that fiscal year. The amount of the initial payment recovered each month shall be calculated by dividing the total initial payment for the fiscal year by the total number of months for recovery. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the initial payment for that fiscal year being due and payable to the CITY within thirty (30) calendar days following written notice of termination from the CITY.

Compensation for all SERVICES provided by CONTRACTOR shall be paid in the following manner. For the purposes of this Section, "General Fund" shall mean all those funds which are not Work Order or Grant funds. "General Fund Appendices" shall mean all those appendices which include General Fund monies.

(1) Fee For Service (Monthly Reimbursement by Certified Units at Budgeted Unit Rates):

Appendices	Invoice #
B-7	M01
B-6	M06
B-1	S01
B-2	S01
B-4	S01
B-5	S01
B-4a	S02
B-3	S06

CONTRACTOR shall submit monthly invoices in the format attached, Appendix F, and in a form acceptable to the Contract Administrator, by the fifteenth (15th) calendar day of each month, based upon the number of units of service that were delivered in the preceding month. All deliverables associated with the SERVICES defined in Appendix A times the unit rate as shown in the appendices cited in this paragraph shall be reported on the invoice(s) each month. All charges incurred under this Agreement shall be due and payable only after SERVICES have been rendered and in no case in advance of such SERVICES.

(2) Cost Reimbursement (Monthly Reimbursement for Actual Expenditures within Budget):

Appendices	Invoice #
B-9	M02
B-9	M03
B-12	M04

B-8	M05
B-13	M08
B-9	M10
B-4a	S02
B-10	S13
B-11	S14

CONTRACTOR shall submit monthly invoices in the format attached, Appendix F, and in a form acceptable to the Contract Administrator, by the fifteenth (15th) calendar day of each month for reimbursement of the actual costs for SERVICES of the preceding month. All costs associated with the SERVICES shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after SERVICES have been rendered and in no case in advance of such SERVICES.

B. Final Closing Invoice
Fee For Service Reimbursement:

Appendices	Invoice #
B-7	M01
B-6	M06
B-1	S01
B-2	S01
B-4	S01
B-5	S01
B-4a	S02
B-3	S06

A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of each fiscal year of the Agreement, and shall include only those SERVICES rendered during the referenced period of performance. If SERVICES are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to CITY. CITY'S final reimbursement to the CONTRACTOR at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in Appendix B attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

(3) Cost Reimbursement:

Appendices	Invoice #
B-9	M02
B-9	M03
B-12	M04
B-8	M05
B-13	M08
B-9	M10
B-4a	S02
B-10	S13
B-11	S14

A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of each fiscal year of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to CITY.

C. Payment shall be made by the CITY to CONTRACTOR at the address specified in the section entitled "Notices to Parties."

2. Program Budgets and Final Invoice

A. Program Budgets are listed below and are attached hereto.

Appendix B-01	Methadone Maintenance
Appendix B-02	Jail Methadone Courtesy Dosing Program
Appendix B-03	HIV Set Aside: Routine Opt-Out HIV Screening, Counseling and Placement
Appendix B (4a & 4b)	Youth Moving Forward
Appendix B-05	Youth Services - Primary Prevention
Appendix B-06	Bayview Hunters Point Integrated Behavioral Health Program
Appendix B-07	Bayview Hunters Point Integrated Behavioral Health Program for Children
Appendix B-08	Anchor Program
Appendix B-09	Family Mosaic (Fiscal Intermediary)
Appendix B-10	Jelani House
Appendix B-11	Jelani Family Program
Appendix B-12	Balboa Teen Health Center Behavioral Health Services
Appendix B-13	Fiscal Intermediary, Dimensions Clinic

B. Compensation

Compensation shall be made in monthly payments on or before the 30th day after the DIRECTOR, in his or her sole discretion, has approved the invoice submitted by CONTRACTOR. The breakdown of costs and sources of revenue associated with this Agreement appears in Appendix B, Cost Reporting/Data Collection (CR/DC) and Program Budget, attached hereto and incorporated by reference as though fully set forth herein. The maximum dollar obligation of the CITY under the terms of this Agreement shall not exceed Forty Six Million Four Hundred Sixty Five Thousand Seven Hundred Forty Nine Dollars (\$46,465,749) for the period of July 1, 2010 through December 31, 2017.

CONTRACTOR understands that, of this maximum dollar obligation, \$4,628,195 is included as a contingency amount and is neither to be used in Appendix B, Budget, or available to CONTRACTOR without a modification to this Agreement executed in the same manner as this Agreement or a revision to Appendix B, Budget, which has been approved by the Director of Health. CONTRACTOR further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable CITY and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by the Controller. CONTRACTOR agrees to fully comply with these laws, regulations, and policies/procedures.

(1) For each fiscal year of the term of this Agreement, CONTRACTOR shall submit for approval of the CITY's Department of Public Health a revised Appendix A, Description of Services, and a revised Appendix B, Program Budget and Cost Reporting Data Collection form, based on the CITY's allocation of funding for SERVICES for the appropriate fiscal year. CONTRACTOR shall create these Appendices in compliance with the instructions of the Department of Public Health. These Appendices shall apply only to the fiscal year for which they were created. These Appendices shall become part of this Agreement only upon approval by the CITY.

(2) CONTRACTOR understands that, of the maximum dollar obligation stated above, the total amount to be used in Appendix B, Budget and available to CONTRACTOR for the entire term of the contract is as follows, notwithstanding that for each fiscal year, the amount to be used in Appendix B, Budget and available to CONTRACTOR for that fiscal year shall conform with the Appendix A, Description of Services, and a Appendix B, Program Budget and Cost Reporting Data Collection form, as approved by the CITY's Department of Public Health based on the CITY's allocation of funding for SERVICES for that fiscal year.

July 1, 2010 through June 30, 2011	\$4,979,847
July 1, 2011 through June 30, 2012	\$5,297,012
July 1, 2012 through June 30, 2013	\$5,851,149
July 1, 2013 through June 30, 2014	\$5,966,386

July 1, 2014 through June 30, 2015	\$5,623,082
July 1, 2015 through June 30, 2016	\$5,623,082
July 1, 2016 through June 30, 2017	\$5,623,082
July 1, 2017 through December 31, 2017	\$3,328,615
Total	<u>\$42,292,255</u>

(3) CONTRACTOR understands that the CITY may need to adjust sources of revenue and agrees that these needed adjustments will become part of this Agreement by written modification to CONTRACTOR. In event that such reimbursement is terminated or reduced, this Agreement shall be terminated or proportionately reduced accordingly. In no event will CONTRACTOR be entitled to compensation in excess of these amounts for these periods without there first being a modification of the Agreement or a revision to Appendix B, Budget, as provided for in this section of this Agreement.

C. CONTRACTOR agrees to comply with its Budget as shown in Appendix B in the provision of SERVICES. Changes to the budget that do not increase or reduce the maximum dollar obligation of the CITY are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. CONTRACTOR agrees to comply fully with that policy/procedure.

D. No costs or charges shall be incurred under this Agreement nor shall any payments become due to CONTRACTOR until reports, SERVICES, or both, required under this Agreement are received from CONTRACTOR and approved by the DIRECTOR as being in accordance with this Agreement. CITY may withhold payment to CONTRACTOR in any instance in which CONTRACTOR has failed or refused to satisfy any material obligation provided for under this Agreement.

E. In no event shall the CITY be liable for interest or late charges for any late payments.

F. CONTRACTOR understands and agrees that should the CITY'S maximum dollar obligation under this Agreement include State or Federal Medi-Cal revenues, CONTRACTOR shall expend such revenues in the provision of SERVICES to Medi-Cal eligible clients in accordance with CITY, State, and Federal Medi-Cal regulations. Should CONTRACTOR fail to expend budgeted Medi-Cal revenues herein, the CITY'S maximum dollar obligation to CONTRACTOR shall be proportionally reduced in the amount of such unexpended revenues. In no event shall State/Federal Medi-Cal revenues be used for clients who do not qualify for Medi-Cal reimbursement.

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number:	00341		Prepared By/Phone #: Lillian Shine / 415-468-5100		Appendix/Page #: B, Page 1		
Contractor Name:	Bayview Hunters Point Foundation						
Contract CMS #:	7013						
Contract Appendix Number:	B-1	B-2	B-3	B-4	B-5	B-6	B-7
Appendix A/Program Name:	Outpatient Methadone Maintenance	Methadone Jail Courtesy Dosing	AIDS Opt-Out HIV Early Intervention	Youth Moving Forward	Youth Services Prevention/ Strengthening Families	Adult Behavioral Health Services	Children's Behavioral Health Services
Provider Number:	383816	383816	383816	383817	383817	3851	3851
Program Code(s):	38164 & 38163	89163	38163 & 38164	38171	N/A	38513	38516
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15
FUNDING USES							
Salaries & Employee Benefits:	713,500	134,920	6,870	291,600	85,160	691,400	386,590
Operating Expenses:	434,787	85,650	15,451	172,384	8,810	270,846	35,725
Capital Expenses:	-	-	-	-	-	-	-
Subtotal Direct Expenses:	1,148,287	220,570	22,321	463,984	93,970	962,246	422,315
Indirect Expenses:	137,794	26,468	2,679	55,678	11,275	115,470	50,678
Indirect %:	12%	12%	12%	12%	12%	12%	12%
TOTAL FUNDING USES	1,286,081	247,038	25,000	519,662	105,245	1,077,716	472,993
BHS MENTAL HEALTH FUNDING SOURCES							
MH FED - SDMC Regular FFP (50%)						313,572	222,761
MH STATE - MH Realignment						154,812	
MH STATE - PSR EPSDT							200,485
MH STATE - Family Mosaic Capitated Medi-Cal							
MH COUNTY - General Fund						584,332	49,747
MH STATE - MHSA						25,000	
MH WORK ORDER - Dept. Children, Youth & Families							
MH STATE - SAMHSA							
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	1,077,716	472,993
BHS SUBSTANCE ABUSE FUNDING SOURCES							
SA FED - SAPT Fed Discretionary, CFDA #93.959	891,449	243,387		319,497			
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959				136,908			
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959					105,245		
SA FED - SAPT HIV Set-Aside, CFDA #93.959			25,000				
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959							
SA FED - Drug Medi-Cal, CFDA #93.778	187,813						
SA STATE - PSR Drug Medi-Cal	187,813						
SA STATE - PSR Women and Children							
SA COUNTY - General Fund	19,006	3,651		63,257			
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	1,286,081	247,038	25,000	519,662	105,245	-	-
OTHER DPH FUNDING SOURCES							
TOTAL OTHER DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES	1,286,081	247,038	25,000	519,662	105,245	1,077,716	472,993
NON-DPH FUNDING SOURCES							
TOTAL NON-DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	1,286,081	247,038	25,000	519,662	105,245	1,077,716	472,993

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number:	00341		Prepared By/Phone #: Lillian Shine / 415-468-5100		Appendix/Page #: B, Page 2		
Contractor Name:	Bayview Hunters Point Foundation						
Contract CMS #:	7013						
Contract Appendix Number:	B-8	B-9	B-10	B-11	B-12	B-13	
Appendix A/Program Name:	Anchor Program	Family Mosaic Wraparound	Jelani House	Jelani Family Program	Balboa Teen Health Center	Dimensions LGBT Outpatient	
Provider Number:	38A1	8957	380145	380145	3851	Pending	
Program Code(s):	38A13	8957	01452 & 01455	38502 & 38505	38518	N/A	
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	TOTAL
FUNDING USES							
Salaries & Employee Benefits:	44,812	85,080	548,630	532,520	217,863	85,570	3,824,515
Operating Expenses:	567	3,231	86,272	64,488	17,396	524	1,196,131
Capital Expenses:	-	-	-	-	-	-	-
Subtotal Direct Expenses:	45,379	88,311	634,902	597,008	235,259	86,094	5,020,646
Indirect Expenses:	5,600	10,596	76,188	71,641	28,038	10,331	602,436
Indirect %:	12%	12%	12%	12%	12%	12%	12%
TOTAL FUNDING USES	50,979	98,907	711,090	668,649	263,297	96,425	5,623,082
Employee Fringe Benefits %:							33.30%
BHS MENTAL HEALTH FUNDING SOURCES							
MH FED - SDMC Regular FFP (50%)							536,333
MH STATE - MH Realignment	11,223						166,035
MH STATE - PSR EPSDT							200,485
MH STATE - Family Mosaic Capitated Medi-Cal		60,656					60,656
MH COUNTY - General Fund	39,756	8,960				1,425	684,220
MH STATE - MHSA					263,297		288,297
MH WORK ORDER - Dept. Children, Youth & Families						95,000	95,000
MH STATE - SAMHSA		29,291					29,291
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	50,979	98,907	-	-	263,297	96,425	2,060,317
BHS SUBSTANCE ABUSE FUNDING SOURCES							
SA FED - SAPT Fed Discretionary, CFDA #93.959			130,969	140,491			1,725,793
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959							136,908
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959							105,245
SA FED - SAPT HIV Set-Aside, CFDA #93.959							25,000
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959			303,190				303,190
SA FED - Drug Medi-Cal, CFDA #93.778							187,813
SA STATE - PSR Drug Medi-Cal							187,813
SA STATE - PSR Women and Children			182,286				182,286
SA COUNTY - General Fund			94,645	528,158			708,717
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	-	-	711,090	668,649	-	-	3,562,765
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES	50,979	98,907	711,090	668,649	263,297	96,425	5,623,082
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	50,979	98,907	711,090	668,649	263,297	96,425	5,623,082

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: Bayview Hunters Point Foundation				Appendix/Page #: B-1, Page 1		
Provider Name: BVHP Outpatient Methadone Maintenance				07/01/15		
Provider Number: 383816						
Program Name:	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance	Outpatient Methadone Maintenance - Detox	Outpatient Methadone Maintenance - Detox	
Program Code:	38164	38164	38164	38163	38163	
Mode/SFC (MH) or Modality (SA):	NTP-48	NTP-48	NTP-48	NTP-48	NTP-48	
Service Description:	SA-Narcotic Tx Narc Replacement Therapy All Svcs	SA-Narcotic Tx Narc Replacement Therapy All Svcs	SA-Narcotic Tx Narc Replacement Therapy All Svcs	SA-Narcotic Tx Narc Replacement Therapy All Svcs	SA-Narcotic Tx Narc Replacement Therapy All Svcs	TOTAL
Service Description Detail:	Dosing	Individual Counseling	Group Counseling	Detox Dosing	Detox Counseling	
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	
FUNDING USES						
Salaries & Employee Benefits:	452,823	253,746	2,092	1,106	3,733	713,500
Operating Expenses:	275,935	154,627	1,276	674	2,275	434,787
Capital Expenses:						-
Subtotal Direct Expenses:	728,758	408,373	3,368	1,780	6,008	1,148,287
Indirect Expenses:	87,453	49,003	403	214	721	137,794
TOTAL FUNDING USES:	816,210	457,376	3,771	1,994	6,730	1,286,081
BHS MENTAL HEALTH FUNDING SOURCES						
						-
						-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES						
BHS SUBSTANCE ABUSE FUNDING SOURCES						
Index Code						
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	569,622	319,196	2,631	-	891,449
SA FED - Drug Medi-Cal, CFDA #93.778	HMHSCCRES227	120,009	67,249	555	-	187,813
SA STATE - PSR Drug Medi-Cal	HMHSCCRES227	120,009	67,249	555	-	187,813
SA COUNTY - General Fund	HMHSCCRES227	6,570	3,682	30	1,994	19,006
						-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		816,210	457,376	3,771	1,994	1,286,081
OTHER DPH FUNDING SOURCES						
						-
						-
TOTAL OTHER DPH FUNDING SOURCES						
TOTAL DPH FUNDING SOURCES		816,210	457,376	3,771	1,994	1,286,081
NON-DPH FUNDING SOURCES						
						-
						-
TOTAL NON-DPH FUNDING SOURCES						
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		816,210	457,376	3,771	1,994	1,286,081
BHS UNITS OF SERVICE AND UNIT COST						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:	400			96		
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	
DPH Units of Service:	65,612	30,492	1,068	160	449	
Unit Type:	Slot Days	Slot Days	Slot Days	Slot Days	Slot Days	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	12.44	15.00	3.53	12.44	15.00	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	12.44	15.00	3.53	12.44	15.00	
Published Rate (Medi-Cal Providers Only):	12.44	15.00	3.53	12.44	15.00	
Unduplicated Clients (UDC):	198	198	198	5	5	198

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Outpatient Methadone Maintenance

Appendix/Page #: B-1, Page 2
07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Director of Narcotics & Substance Abuse	0.69	54,900	0.69	54,900								
Administrative Assistant	0.90	29,800	0.90	29,800								
Medical Records/Billing Technician	0.76	28,900	0.76	28,900								
Intake/Billing Clerk	0.85	24,200	0.85	24,200								
Nurse Practitioner/Physician	0.50	36,000	0.50	36,000								
LVN/Coordinator	0.59	37,500	0.59	37,500								
Licensed Vocational Nurse	2.00	96,400	2.00	96,400								
Methadone Coordinator	1.00	51,100	1.00	51,100								
Counselors	5.00	169,700	5.00	169,700								
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
Totals:	12.29	\$528,500	12.29	\$528,500	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	35%	185,000	35%	185,000								
---------------------------	-----	---------	-----	---------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$713,500

\$713,500

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Outpatient Methadone Maintenance

Appendix/Page #: B-1, Page 3
07/01/15

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	127,980	127,980				
Utilities (telephone, electricity, water, gas)	38,948	38,948				
Building Repair/Maintenance	14,870	14,870				
Materials & Supplies:						
Office Supplies	13,050	13,050				
Photocopying	-	-				
Printing	303	303				
Program Supplies	-	-				
Computer hardware/software	18,007	18,007				
General Operating:						
Training/Staff Development	506	506				
Insurance	17,198	17,198				
Professional License	14,568	14,568				
Permits	-	-				
Equipment Lease & Maintenance	5,463	5,463				
Staff Travel:						
Local Travel	506	506				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
Consultant/Subcontractor:						
Medical Director: Dr. Alexis Williams @ \$100 per hr - FY14-15	43,753	43,753				
Medical Director: Catherine Olsom, MD, \$100 per hr - FY14-15	43,753	43,753				
	-	-				
Other:						
Medical Supplies & Medical Waste Disposal	38,139	38,139				
Lab Testing	21,244	21,244				
Security Services	30,754	30,754				
Vehicle Expenses	1,416	1,416				
Advertising	1,214	1,214				
Client Activities	3,115	3,115				
TOTAL OPERATING EXPENSE	434,787	434,787				

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-2, Page 1</u>	
Provider Name: <u>BVHP Methadone Jail Courtesy Dosing</u>				07/01/15	
Provider Number: <u>383816</u>					
Program Name:	Methadone Jail Courtesy Dosing				
Program Code:	89163				
Mode/SFC (MH) or Modality (SA):	NTP-41				
Service Description:	SA-Narcotic Tx Prog OP Meth Detox (OMD)				
FUNDING TERM:	07/01/14 - 06/30/15				TOTAL
FUNDING USES					
Salaries & Employee Benefits:	134,920	-	-	-	134,920
Operating Expenses:	85,650	-	-	-	85,650
Capital Expenses:	-				-
Subtotal Direct Expenses:	220,570	-	-	-	220,570
Indirect Expenses:	26,468				26,468
TOTAL FUNDING USES:	247,038	-	-	-	247,038
BHS MENTAL HEALTH FUNDING SOURCES					
					-
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES					
	Index Code				
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	243,387			243,387
SA COUNTY - General Fund	HMHSCCRES227	3,651			3,651
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		247,038	-	-	247,038
OTHER DPH FUNDING SOURCES					
					-
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		247,038	-	-	247,038
NON-DPH FUNDING SOURCES					
					-
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		247,038	-	-	247,038
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:	400				
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS				
DPH Units of Service:	19,858				
Unit Type:	Slot Days				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES ONLY):	12.44				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	12.44				
Published Rate (Medi-Cal Providers Only):	12.44				
Unduplicated Clients (UDC):	66				Total UDC:
					66

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Methadone Jail Courtesy Dosing

Appendix/Page #: B-2, Page 2
 07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term:	7/1/14 - 6/30/15	Term:	7/1/14 - 6/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Director of Narcotics & Substance Abuse	0.15	12,000.00	0.15	12,000								
Administrative Assistant	0.10	3,310.00	0.10	3,310								
Medical Records/Billing Technician	0.24	9,130.00	0.24	9,130								
Intake/Billing Clerk	0.15	4,270.00	0.15	4,270								
LVN/Coordinator	0.41	26,050.00	0.41	26,050								
Licensed Vocational Nurse	1.00	48,660.00	1.00	48,660								
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
Totals:	2.05	\$103,420	2.05	\$103,420	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	30%	\$31,500	30%	\$31,500								
---------------------------	-----	----------	-----	----------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$134,920

\$134,920

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Methadone Jail Courtesy Dosing

Appendix/Page #:

B-2, Page 3

07/01/15

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	25,090	25,090				
Utilities (telephone, electricity, water, gas)	7,942	7,942				
Building Repair/Maintenance	3,474	3,474				
Materials & Supplies:						
Office Supplies	2,283	2,283				
Photocopying	-	-				
Printing	-	-				
Program Supplies	-	-				
Computer hardware/software	2,830	2,830				
General Operating:						
Training/Staff Development	-	-				
Insurance	2,829	2,829				
Professional License	3,971	3,971				
Permits	-	-				
Equipment Lease & Maintenance	1,390	1,390				
Staff Travel:						
Local Travel	201	201				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
Consultant/Subcontractor:						
Medical Director: Alexis Williams, MD, \$100 per hr - FY 14-15	15,686	15,686				
	-	-				
	-	-				
	-	-				
Other:						
Medical Supplies	8,340	8,340				
Security Services	4,467	4,467				
Vehicle Expenses	6,949	6,949				
Advertising	198	198				
	-	-				

TOTAL OPERATING EXPENSE

85,650

85,650

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-3, Page 1</u>	
Provider Name: <u>BVHP AIDS Opt-Out HIV Early Intervention</u>				07/01/15	
Provider Number: <u>383816</u>					
Program Name:		AIDS Opt-Out HIV Early Intervention			
Program Code:		38163 & 38164			
Mode/SFC (MH) or Modality (SA):		Anc-72			
Service Description:		SA-Ancillary Svcs HIV Counseling Services			TOTAL
FUNDING TERM:		07/01/14 - 06/30/15			
FUNDING USES					
Salaries & Employee Benefits:		6,870			6,870
Operating Expenses:		15,451			15,451
Capital Expenses:		-			-
Subtotal Direct Expenses:		22,321			22,321
Indirect Expenses:		2,679			2,679
TOTAL FUNDING USES:		25,000	-	-	25,000
BHS MENTAL HEALTH FUNDING SOURCES					
					-
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES					
		Index Code			
SA FED - SAPT HIV Set-Aside, CFDA #93.959		HMHSCCRES227	25,000		25,000
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES			25,000	-	25,000
OTHER DPH FUNDING SOURCES					
					-
					-
TOTAL OTHER DPH FUNDING SOURCES			-	-	-
TOTAL DPH FUNDING SOURCES			25,000	-	25,000
NON-DPH FUNDING SOURCES					
					-
					-
TOTAL NON-DPH FUNDING SOURCES			-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)			25,000	-	25,000
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):		FFS			
DPH Units of Service:		250			
Unit Type:		Number Served			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		100.00			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		100.00			
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):		250			250

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: AIDS Opt-Out HIV Early Intervention

Appendix/Page #: B-3, Page 2
07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Director of Narcotics & Substance Abuse	0.07	5,570.00	0.07	5,570								
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
Totals:	0.07	\$5,570	0.07	\$5,570	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	23%	\$1,300	23%	\$1,300								
----------------------------------	-----	---------	-----	---------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$6,870

\$6,870

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: AIDS Opt-Out HIV Early Intervention

Appendix/Page #: B-3, Page 3
07/01/15

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	2,967	2,967				
Utilities (telephone, electricity, water, gas)	1,762	1,762				
Building Repair/Maintenance	-					
Materials & Supplies:						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	1,821	1,821				
Computer hardware/software	-					
General Operating:						
Training/Staff Development	-					
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
Phlebotomist: Corina Flores 4 hrs x \$18 per hr FY 14-15	5,934	5,934				
	-					
Other:						
Lab Tests	2,967	2,967				
	-					
	-					
	-					
TOTAL OPERATING EXPENSE	15,451	15,451	-	-	-	-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-4, Page 1</u>	
Provider Name: <u>BVHP Youth Moving Forward</u>				07/01/15	
Provider Number: <u>383817</u>					
Program Name:	Youth Moving Forward	Youth Moving Forward	Youth Moving Forward		
Program Code:	38171	38171	38171		
Mode/SFC (MH) or Modality (SA):	Nonres-33	Nonres-34	SecPrev-19		
Service Description:	SA-Nonresidntl ODF Grp	SA-Nonresidntl ODF Indv	SA-Sec Prev Outreach		TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15		
FUNDING USES					
Salaries & Employee Benefits:	\$47,390	142,170	102,040	-	291,600
Operating Expenses:	40,450	121,831	10,103	-	172,384
Capital Expenses:				-	-
Subtotal Direct Expenses:	87,840	264,001	112,143	-	463,984
Indirect Expenses:	10,540	31,680	13,458	-	55,678
TOTAL FUNDING USES:	98,380	295,681	125,601	-	519,662
BHS MENTAL HEALTH FUNDING SOURCES					
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES					
	Index Code				
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	60,569	181,706	77,222	319,497
SA FED - SAPT Adolescent Tx Svcs, CFDA #93.959	HMHSCCRES227	25,954	77,864	33,090	136,908
SA COUNTY - General Fund	HMHSCCRES227	11,857	36,111	15,289	63,257
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		98,380	295,681	125,601	519,662
OTHER DPH FUNDING SOURCES					
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		98,380	295,681	125,601	519,662
NON-DPH FUNDING SOURCES					
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		98,380	295,681	125,601	519,662
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):		100			
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	CR		
DPH Units of Service:		1,042	3,132	1,256	
Unit Type:	Staff Hour	Staff Hour	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		94.40	94.40	100.00	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		94.40	94.40	100.00	
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):		54	90	25	90

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Youth Moving Forward

Appendix/Page #: B-4, Page 2
07/01/15

	TOTAL		Nonres-33/34 General Fund HMHSCCRES227		SecPrev-19 General Fund HMHSCCRES227							
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Program Director	0.40	24,400	0.260	15,860.00	0.140	8,540.00						
Program Administrator	0.40	20,100	0.260	13,065.00	0.140	7,035.00						
Administrative Assistant	0.44	14,500	0.286	9,425.00	0.154	5,075.00						
Counselors	4.00	131,400	2.600	85,410.00	1.400	45,990.00						
Clinical Supervisor	0.29	24,000	0.188	15,600.00	0.102	8,400.00						
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										

Employee Fringe Benefits:	36%	77,200	36%	50,200	36%	27,000						
---------------------------	-----	--------	-----	--------	-----	--------	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$291,600

\$189,560

\$102,040

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Youth Moving Forward

Appendix/Page #: _____

B-4, Page 3

07/01/15

Expenditure Category	TOTAL	Nonres-33/34 General Fund HMHSCCRES227	SecPrev-19 General Fund HMHSCCRES227			
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15			
Occupancy:						
Rent	79,792	75,115	4,677			
Utilities (telephone, electricity, water, gas)	11,401	10,733	668			
Building Repair/Maintenance	11,400	10,732	668			
Materials & Supplies:						
Office Supplies	4,276	4,025	251			
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	6,268	5,901	367			
General Operating:						
Training/Staff Development	2,136	2,011	125			
Insurance	3,420	3,220	200			
Professional License	11,400	10,732	668			
Permits	-					
Equipment Lease & Maintenance	2,565	2,415	150			
Staff Travel:						
Local Travel	6,412	6,036	376			
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
All Cover IT Support Services: FY 13-14, \$398 per month	8,550	8,049	501			
	-					
Other:						
Recreational/Project Supplies	7,126	6,708	418			
Food for Client Activities	4,276	4,025	251			
Security Services	1,710	1,610	100			
Advertising	211	199	12			
Vehicle Expenses	11,441	10,770	671			
	-					
TOTAL OPERATING EXPENSE	172,384	162,281	10,103	-	-	-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>					Appendix/Page #: <u>B-5, Page 1</u>	
Provider Name: <u>BVHP Youth Services Prevention/Strengthening Families</u>					07/01/15	
Provider Number: <u>383817</u>						
Program Name:	Youth Services Prevention/Strengthening Families	Youth Services Prevention/Strengthening Families	Youth Services Prevention/Strengthening Families	Youth Services Prevention/Strengthening Families		
Program Code:	N/A	N/A	N/A	N/A		
Mode/SFC (MH) or Modality (SA):	PriPrev-13	PriPrev-12	PriPrev-15	PriPrev-16		
Service Description:	SA-PriPrevention Education	SA-PriPrevention Info Dissemination	SA-PriPrevention Problem Id's/Referrals	SA-PriPrevention Cmnty Based		TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15		
FUNDING USES						
Salaries & Employee Benefits:	\$57,814	10,642	346	16,358	-	85,160
Operating Expenses:	5,981	1,101	36	1,692	-	8,810
Capital Expenses:						-
Subtotal Direct Expenses:	63,795	11,743	382	18,050	-	93,970
Indirect Expenses:	7,655	1,409	45	2,166	-	11,275
TOTAL FUNDING USES:	71,450	13,152	427	20,216	-	105,245
BHS MENTAL HEALTH FUNDING SOURCES						
						-
						-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES						
SA FED - SAPT Primary Prevention Set-Aside, CFDA #93.959	HMHSCCRES227	71,450	13,152	427	20,216	-
						-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		71,450	13,152	427	20,216	-
OTHER DPH FUNDING SOURCES						
						-
						-
TOTAL OTHER DPH FUNDING SOURCES	-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		71,450	13,152	427	20,216	-
NON-DPH FUNDING SOURCES						
						-
						-
TOTAL NON-DPH FUNDING SOURCES	-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		71,450	13,152	427	20,216	-
BHS UNITS OF SERVICE AND UNIT COST						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS		
DPH Units of Service:	837	154	5	237		
Unit Type:	Staff Hour	Staff Hour	Staff Hour	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	85.36	85.40	85.40	85.30		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	85.36	85.40	85.40	85.30		
Published Rate (Medi-Cal Providers Only):						Total UDC:
Unduplicated Clients (UDC):	40	40	40	40		40

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Youth Services Prevention/Strengthening Families

Appendix/Page #: B-5, Page 2
07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term: 07/01/14 - 06/30/15		Term: 07/01/14 - 06/30/15		Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Program Director	0.25	15210.00	0.25	15,210								
Administrative Assisstant	0.385	12450.00	0.385	12,450								
Case Manager	1.00	35000.00	1.00	35,000								
										</		

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Youth Services Prevention/Strengthening Families

Appendix/Page #: B-5, Page 3
07/01/15

Expenditure Category	TOTAL	General Fund HMHSCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	4,777	4,777				
Utilities (telephone, electricity, water, gas)	645	645				
Building Repair/Maintenance	611	611				
Materials & Supplies:						
Office Supplies	218	218				
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	489	489				
General Operating:						
Training/Staff Development	-					
Insurance	133	133				
Professional License	167	167				
Permits	-	-				
Equipment Lease & Maintenance	88	88				
Staff Travel:						
Local Travel	133	133				
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
	-					
	-					
Other:						
Recreational/Project Supplies	378	378				
Food for Client Activities	882	882				
Security Services	38	38				
Advertising	17	17				
Vehicle Expenses	234	234				
	-					

TOTAL OPERATING EXPENSE

8,810

8,810

- - - -

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: Bayview Hunters Point Foundation							Appendix/Page #: B-6, Page 1
Provider Name: BVHP Adult Behavioral Health Services							07/01/15
Provider Number: 3851							
Program Name:	Adult Behavioral Health Services	Adult Behavioral Health Services	Adult Behavioral Health Services	Adult Behavioral Health Services	Adult Behavioral Health Services	Adult Behavioral Health Services	
Program Code:	38513	38513	38513	38513	38513	N/A	
Mode/SFC (MH) or Modality (SA):	15/10-57	15/60-69	15/70-79	15/01-09	45/20-29	60/72	
Service Description:	MH Svcs	Medication Support	Crisis Intervention-OP	Case Mgt Brokerage	Commty Client Svcs	CS-Client Flexible Support Exp	TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	05/01/15 - 06/30/15	
FUNDING USES							
Salaries & Employee Benefits:	500,611	108,394	3,595	51,326	27,474	-	691,400
Operating Expenses:	179,946	38,962	1,292	18,449	9,876	22,321	270,846
Capital Expenses:							-
Subtotal Direct Expenses:	680,557	147,356	4,887	69,775	37,350	22,321	962,246
Indirect Expenses:	81,666	17,683	587	8,373	4,482	2,679	115,470
TOTAL FUNDING USES:	762,223	165,039	5,474	78,148	41,832	25,000	1,077,716
BHS MENTAL HEALTH FUNDING SOURCES							
MH FED - SDMC Regular FFP (50%)	HMHMCC730515	236,439	51,194	1,698	24,241	-	313,572
MH STATE - MH Realignment	HMHMCC730515	112,092	24,271	805	11,492	6,152	154,812
MH COUNTY - General Fund	HMHMCC730515	413,692	89,574	2,971	42,415	35,680	584,332
MH STATE - MHSA (PEI)	HMHMPPROP63					25,000	25,000
	PMHS63-1510						-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		762,223	165,039	5,474	78,148	41,832	1,077,716
BHS SUBSTANCE ABUSE FUNDING SOURCES							
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-	-
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		762,223	165,039	5,474	78,148	41,832	1,077,716
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		762,223	165,039	5,474	78,148	41,832	1,077,716
DISCOUNTS OF SERVICE AND UNIT COST							
Number of Beds Purchased (if applicable):							
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):							
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:							
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	CR	
DPH Units of Service:	293,163	34,672	1,386	39,074	400	126	
Unit Type:	Staff Minute	Staff Minute	Staff Minute	Staff Minute	Staff Hour	Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	2.60	4.76	3.95	2.00	104.58	198.41	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	2.60	4.76	3.95	2.00	104.58	198.41	
Published Rate (Medi-Cal Providers Only):	2.67	4.88	4.36	2.05	114.61		
Unduplicated Clients (UDC):	350	75	5	125	45		Total UDC: 350

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Adult Behavioral Health Services

Appendix/Page #: B-6, Page 2
07/01/15

	TOTAL		General Fund HMMCC730515		MHSA (PEI) HMMMPROP63 PMHS63-1510							
	Term: 07/01/14 - 06/30/15		Term: 07/01/14 - 06/30/15		Term: 05/01/15 - 06/30/15		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Director of Behavioral Health	0.30	22,500	0.30	22,500								
Director of Narcotic & Substance Abuse	0.09	7,200	0.09	7,200								
Director of Compliance & QA	0.20	10,100	0.20	10,100								
Medical Records Technician	0.75	27,900	0.75	27,900								
Receptionist	0.75	24,100	0.75	24,100								
Medical Director	0.50	75,100	0.50	75,100								
Clinical Supervisor	0.75	45,000	0.75	45,000								
Therapist/Licensed	2.00	103,800	2.00	103,800								
Therapist/Unlicensed	3.00	146,200	3.00	146,200								
Certified Substance Abuse Counselor	1.00	34,000	1.00	34,000								
Psychologist	0.25	7,100	0.25	7,100								
Psychiatrist	0.30	20,300	0.30	20,300								
Director of Clinical Services	0.11	9,100	0.11	9,100								
Totals:	10.00	532,400	10.00	532,400	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	30%	159,000	30%	159,000								
---------------------------	-----	---------	-----	---------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

691,400

\$691,400

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Adult Behavioral Health Services

Appendix/Page #: B-6, Page 3

07/01/15

Expenditure Category	TOTAL	General Fund HMHMCC730515	MHSA (PEI) HMHMPROP63 PMHS63-1510			
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	05/01/15 - 06/30/15			
Occupancy:						
Rent	144,948	144,948				
Utilities (telephone, electricity, water, gas)	27,453	27,453				
Building Repair/Maintenance	3,452	3,452				
Materials & Supplies:						
Office Supplies	6,135	6,135				
Photocopying	-	-				
Printing	407	407				
Program Supplies	686	686				
Computer hardware/software	-	-				
General Operating:						
Training/Staff Development	699	699				
Insurance	30,504	30,504				
Professional License	-	-				
Permits	-	-				
Equipment Lease & Maintenance	6,609	6,609				
Staff Travel:						
Local Travel	712	712				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
Consultant/Subcontractor:						
Intern Stipends 3 interns \$20.00 per hr. 469.35 hrs.	8,555	8,555				
All Cover IT Support Services \$150.00 Hr x 62.59 Hrs.	9,547	9,547				
Abner Boles; \$129.53/hr, 15 hrs/wk, 8.4 wks (May-June)	18,321	-	16,321			
Other:						
Vehicle Expenses	2,185	2,185				
Client Related Expenses	305	305				
Advertising	76	76				
Client Services/Peer/Stipends	4,794	4,794				
Security Services	1,458	1,458				
Stipends	6,000	-	6,000			
	-	-				

TOTAL OPERATING EXPENSE

270,846

248,525

22,321

-

-

-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-7, Page 1</u>		
Provider Name: <u>BVHP Children's Behavioral Health Services</u>				07/01/15		
Provider Number: <u>3851</u>						
Program Name:	Children's Behavioral Health Services	Children's Behavioral Health Services	Children's Behavioral Health Services	Children's Behavioral Health Services	Children's Behavioral Health Services	
Program Code:	38516	38516	38516	38516	38516	
Mode/SFC (MH) or Modality (SA):	15/10-57	15/60-69	15/70-79	15/01-09	45/20-29	
Service Description:	MH Svcs	Medication Support	Crisis Intervention-OP	Case Mgt Brokerage	Commty Client Svcs	TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	
FUNDING USES						
Salaries & Employee Benefits:	335,760	3,614	2,482	31,057	13,677	386,590
Operating Expenses:	31,028	334	229	2,870	1,264	35,725
Capital Expenses:						-
Subtotal Direct Expenses:	366,788	3,948	2,711	33,927	14,941	422,315
Indirect Expenses:	44,014	474	325	4,072	1,793	50,678
TOTAL FUNDING USES:	410,802	4,422	3,036	37,999	16,734	472,993
BHS MENTAL HEALTH FUNDING SOURCES						
	Index Code					
MH FED - SDMC Regular FFP (50%)	HMHMCP751594	201,352	2,083	1,430	17,896	222,761
MH STATE - PSR EPSDT	HMHMCP751594	181,218	1,874	1,287	16,106	200,485
MH COUNTY - General Fund	HMHMCP751594	28,232	465	319	3,997	49,747
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		410,802	4,422	3,036	37,999	472,993
BHS SUBSTANCE ABUSE FUNDING SOURCES						
						-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-
OTHER DPH FUNDING SOURCES						
						-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-
TOTAL DPH FUNDING SOURCES		410,802	4,422	3,036	37,999	472,993
NON-DPH FUNDING SOURCES						
						-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		410,802	4,422	3,036	37,999	472,993
BHS UNITS OF SERVICE AND UNIT COST						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS	FFS	FFS	FFS	FFS	
DPH Units of Service:	158,001	929	750	19,000	160	
Unit Type:	Staff Minute	Staff Minute	Staff Minute	Staff Minute	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES ONLY):	2.60	4.76	4.05	2.00	104.58	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	2.60	4.76	4.05	2.00	104.58	
Published Rate (Medi-Cal Providers Only):	2.67	4.88	4.36	2.05	114.61	Total UDC:
Unduplicated Clients (UDC):	88	25	3	50	25	88

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Children's Behavioral Health Services

Appendix/Page #: B-7, Page 2
07/01/15

	TOTAL		General Fund HMHMCP751594									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Director of Behavioral Health	0.49	36700.00	0.49	36,700								
Director of Compliance, & QA	0.15	7550.00	0.15	7,550								
Medical Records Technical	0.25	9300.00	0.25	9,300								
Receptionist	0.25	8020.00	0.25	8,020								
Clinical Supervisor	0.25	15000.00	0.25	15,000								
Psychiatrist	0.50	52000.00	0.50	52,000								
Therapist	3.50	171200.00	3.50	171,200								
Director of Clinical Services	0.11	4820.00	0.11	4,820								
Totals:	5.50	\$304,590	5.50	\$304,590	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	27%	82,000	27%	82,000								
---------------------------	-----	--------	-----	--------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$386,590

\$386,590

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Appendix/Page #:

B-7, Page 3

Program Name: Children's Behavioral Health Services

07/01/15

Expenditure Category	TOTAL	General Fund HMMCP751594				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	17,799	17,799				
Utilities (telephone, electricity, water, gas)	4,715	4,715				
Building Repair/Maintenance	2,051	2,051				
Materials & Supplies:						
Office Supplies	1,326	1,326				
Photocopying	-	-				
Printing	104	104				
Program Supplies	820	820				
Computer hardware/software	-	-				
General Operating:						
Training/Staff Development	123	123				
Insurance	4,060	4,060				
Professional License	148	148				
Permits	-	-				
Equipment Lease & Maintenance	984	984				
Staff Travel:						
Local Travel	185	185				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
Consultant/Subcontractor:						
hrs.	1,722	1,722				
	-	-				
	-	-				
Other:						
Vehicle Expenses	433	433				
Client Related Expenses	492	492				
Advertising	246	246				
Books/Publications	66	66				
Medical Supplies	33	33				
Security Services	270	270				
Client Services/Peer/Stipends	148	148				
TOTAL OPERATING EXPENSE	35,725	35,725	-	-	-	-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-8, Page 1</u>	
Provider Name: <u>BVHP Anchor Program</u>				07/01/15	
Provider Number: <u>38A1</u>					
Program Name:		<u>Anchor Program</u>			
Program Code:		<u>38A13</u>			
Mode/SFC (MH) or Modality (SA):		<u>15/10-57</u>			
Service Description:		<u>MH Svcs</u>			
FUNDING TERM:		<u>07/01/14 - 06/30/15</u>			
				TOTAL	
FUNDING USES					
Salaries & Employee Benefits:		<u>44,812</u>			<u>44,812</u>
Operating Expenses:		<u>567</u>			<u>567</u>
Capital Expenses:					<u>-</u>
Subtotal Direct Expenses:		<u>45,379</u>	<u>-</u>	<u>-</u>	<u>45,379</u>
Indirect Expenses:		<u>5,600</u>			<u>5,600</u>
TOTAL FUNDING USES:		<u>50,979</u>	<u>-</u>	<u>-</u>	<u>50,979</u>
BHS MENTAL HEALTH FUNDING SOURCES					
		Index Code			
MH STATE - MH Realignment		<u>HMHMCC730515</u>	<u>11,223</u>		<u>11,223</u>
MH COUNTY - General Fund		<u>HMHMCC730515</u>	<u>39,756</u>		<u>39,756</u>
TOTAL BHS MENTAL HEALTH FUNDING SOURCES			<u>50,979</u>	<u>-</u>	<u>50,979</u>
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					<u>-</u>
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES			<u>-</u>	<u>-</u>	<u>-</u>
OTHER DPH FUNDING SOURCES					
					<u>-</u>
TOTAL OTHER DPH FUNDING SOURCES			<u>-</u>	<u>-</u>	<u>-</u>
TOTAL DPH FUNDING SOURCES			<u>50,979</u>	<u>-</u>	<u>50,979</u>
NON-DPH FUNDING SOURCES					
					<u>-</u>
TOTAL NON-DPH FUNDING SOURCES			<u>-</u>	<u>-</u>	<u>-</u>
TOTAL FUNDING SOURCES (DPH AND NON-DPH)			<u>50,979</u>	<u>-</u>	<u>50,979</u>
BRS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):		<u>CR</u>			
DPH Units of Service:		<u>16,993</u>			
Unit Type:		<u>Staff Minute</u>			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		<u>3.00</u>			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		<u>3.00</u>			
Published Rate (Medi-Cal Providers Only):					
Unduplicated Clients (UDC):		<u>5</u>			<u>5</u>
				Total UDC:	

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Anchor Program

Appendix/Page #: B-8, Page 2
07/01/15

	TOTAL		MH Realignment HMMCC730515		General Fund HMMCC730515							
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Therapist	1.00	14,238	0.22	4,334	0.78	9,904						
Administrative Assistant	1.00	11,341	0.22	2,143	0.78	9,198						
Peer Advocate	1.00	9,956	0.22	1,780	0.78	8,176						

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Anchor Program

Appendix/Page #: _____

B-8, Page 3

07/01/15

Expenditure Category	TOTAL	MH Realignment HMMCC730515	General Fund HMMCC730515			
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15			
Occupancy:						
Rent	-					
Utilities (telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:						
Office Supplies	467		467			
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
General Operating:						
Training/Staff Development						
Insurance	100		100			
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
	-					
	-					
Other:						
	-					
	-					
	-					
	-					

TOTAL OPERATING EXPENSE

567

567

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-9, Page 1</u>	
Provider Name: <u>BVHP Family Mosaic Wraparound</u>				07/01/14	
Provider Number: 8957					
Program Name:	Family Mosaic Wraparound	Family Mosaic Wraparound	Family Mosaic Wraparound		
Program Code:	8957	8957	8957		
Mode/SFC (MH) or Modality (SA):	60/70	60/70	60/70		
Service Description:	CS-Client Hsng Support Exp	CS-Client Hsng Support Exp	CS-Client Hsng Support Exp		TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15		
FUNDING USES					
Salaries & Employee Benefits:	50,927	8,000	26,153		85,080
Operating Expenses:	3,231				3,231
Capital Expenses:					-
Subtotal Direct Expenses:	54,158	8,000	26,153	-	88,311
Indirect Expenses:	6,498	960	3,138		10,596
TOTAL FUNDING USES:	60,656	8,960	29,291	-	98,907
BHS MENTAL HEALTH FUNDING SOURCES					
MH STATE - Family Mosaic Capitated Medi-Cal	HMHMCP8828CH	60,656			60,656
MH COUNTY - General Fund	HMHMCP751594		8,960		8,960
MH STATE - SAMHSA	HMHMCHGRANTS HMM007-1502			29,291	29,291
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		60,656	8,960	29,291	98,907
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					-
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-
OTHER DPH FUNDING SOURCES					
					-
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		60,656	8,960	29,291	98,907
NON-DPH FUNDING SOURCES					
					-
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		60,656	8,960	29,291	98,907
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR	CR	CR		
DPH Units of Service:	9,613	1,420	4,642		
Unit Type:	Staff Hour	Staff Hour	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES ONLY):	6.31	6.31	6.31		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	6.31	6.31	6.31		
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):	57				57

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Family Mosaic Wraparound

Appendix/Page #: B-9, Page 2
 07/01/15

	TOTAL		General Fund HMMCP751594		Family Mosaic Capitated Med-Cal HMMCP8828CH		SAMHSA HMMRCGRANTS HMM007-1402			
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Sr. Accountant	0.50	2,000.00			0.5000	1,000	0.5000	1,000.00		
Operation & Facility Specialist	1.00	17,373.00			0.65	11,617	0.35	5,756.00		
Office & Claims Specialist	1.00	15,702.00			0.64	10,174	0.36	5,528.00		
Business & Operation Supervisor	1.00	23,778.00			0.640	15,830	0.360	8,148.00		
BVHP Administrative Aide	0.03	1,304.00			0.03	1,304				
Totals:	3.53	\$60,157	0.00	\$0	2.46	\$39,725	1.57	\$20,432	0.00	\$0

Employee Fringe Benefits:	41%	\$24,923	#DIV/0!	\$8,000	28%	\$11,202	28%	\$5,721			
----------------------------------	-----	----------	---------	---------	-----	----------	-----	---------	--	--	--

TOTAL SALARIES & BENEFITS		\$85,080		\$8,000		\$50,927		\$26,153		\$0	\$0
--------------------------------------	--	-----------------	--	----------------	--	-----------------	--	-----------------	--	------------	------------

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Family Mosaic Wraparound

Appendix/Page #:

B-9, Page 3

07/01/15

Expenditure Category	TOTAL	General Fund HMMHCP751594	Family Mosaic Capitated Med-Cal HMMHCP8828CH	SAMHSA HMMHRCGRANTS HMM007-1402		
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15	07/01/14 - 06/30/15		
Occupancy:						
Rent	-					
Utilities (telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:						
Office Supplies						
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
General Operating:						
Training/Staff Development	-					
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance						
Staff Travel:						
Local Travel						
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
	-					
	-					
Other:						
Wrap Around Services	3,231		3,231			
	-					
	-					
TOTAL OPERATING EXPENSE	3,231	-	3,231	-	-	-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-10, Page 1</u>	
Provider Name: <u>BVHP Jelani House</u>				07/01/15	
Provider Number: <u>380145</u>					
Program Name:		Jelani House			
Program Code:		01452 & 01455			
Mode/SFC (MH) or Modality (SA):		Res-51			
Service Description:		SA-Res Recov Long Term (over 30 days)			TOTAL
FUNDING TERM:		07/01/14 - 06/30/15			
FUNDING USES					
Salaries & Employee Benefits:		548,630		-	548,630
Operating Expenses:		86,272	-	-	86,272
Capital Expenses:				-	-
Subtotal Direct Expenses:		634,902	-	-	634,902
Indirect Expenses:		76,188			76,188
TOTAL FUNDING USES:		711,090	-	-	711,090
BHS MENTAL HEALTH FUNDING SOURCES					
					-
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES					
SA FED - SAPT Perinatal Set-Aside, CFDA #93.959		HMHSCCRES227	303,190		303,190
SA STATE - PSR Women and Children		HMHSCCRES227	182,286		182,286
SA COUNTY - General Fund		HMHSCCRES227	94,645		94,645
SA FED - SAPT Fed Discretionary, CFDA #93.959		HMHSCCRES227	130,969		130,969
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES			711,090	-	711,090
OTHER DPH FUNDING SOURCES					
					-
					-
TOTAL OTHER DPH FUNDING SOURCES			-	-	-
TOTAL DPH FUNDING SOURCES			893,376	-	893,376
NON-DPH FUNDING SOURCES					
					-
					-
TOTAL NON-DPH FUNDING SOURCES			-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)			893,376	-	893,376
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):		8			
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):		FFS			
DPH Units of Service:		3,102			
Unit Type:		Bed Days			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):		288.00			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):		288.00			
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):		15			15

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
Program Name: Jelani House

Appendix/Page #: B-10, Page 2
07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Program Director	0.50	38,500	0.50	38,500								
Operations Coordinator	0.50	24,000	0.50	24,000								
Childcare Supervisor	0.27	11,220	0.27	11,220								
Intake Specialist	0.50	20,500	0.50	20,500								
Facility Coordinator	0.50	21,500	0.50	21,500								
Temporary Clinical Support	0.50	21,000	0.50	21,000								
Early Childhood Care Prov.	1.59	40,000	1.59	40,000								
Integrated Tx Specialist	1.00	44,000	1.00	44,000								
Senior Counselors	3.00	87,600	3.00	87,600								
Residential Counselors	2.40	65,400	2.40	65,400								
Residential Monitor	1.20	30,000	1.20	30,000								
Totals:	11.96	\$403,720	11.96	\$403,720	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	36%	144,910	36%	\$144,910							
---------------------------	-----	---------	-----	-----------	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$548,630

\$548,630

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Jelani House

Appendix/Page #: B-10, Page 3

07/01/15

Expenditure Category	TOTAL	General Fund HMHSCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	-					
Utilities (telephone, electricity, water, gas)	51,902	51,902				
Building Repair/Maintenance	5,540	5,540				
Materials & Supplies:		-				
Office Supplies	-	-				
Photocopying	-	-				
Printing & Reproduction	-	-				
Program Supplies	-	-				
Computer hardware/software	-	-				
General Operating:		-				
Training/Staff Development	-	-				
Insurance	20,150	20,150				
Professional License	5,860	5,860				
Permits	-	-				
Equipment Lease & Maintenance	1,440	1,440				
Staff Travel:		-				
Local Travel	-	-				
Out-of-Town Travel	-	-				
Field Expenses	-	-				
Consultant/Subcontractor:		-				
mos.	1,380	1,380				
	-	-				
	-	-				
	-	-				
Other:		-				
	-	-				
	-	-				
	-	-				
	-	-				

TOTAL OPERATING EXPENSE

86,272

86,272

- - - -

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>						Appendix/Page #: <u>B-11, Page 1</u>
Provider Name: <u>BVHP Jelani Family Program</u>						<u>07/01/15</u>
Provider Number: <u>380145</u>						
Program Name:	Jelani Family Program					
Program Code:	38502 & 38505					
Mode/SFC (MH) or Modality (SA):	Res-51					
Service Description:	SA-Res Recov Long Term (over 30 days)					TOTAL
FUNDING TERM:	07/01/14 - 06/30/15					
FUNDING USES						
Salaries & Employee Benefits:	532,520	-	-	-	-	532,520
Operating Expenses:	64,488					64,488
Capital Expenses:						-
Subtotal Direct Expenses:	597,008	-	-	-	-	597,008
Indirect Expenses:	71,641					71,641
TOTAL FUNDING USES:	668,649	-	-	-	-	668,649
BHS MENTAL HEALTH FUNDING SOURCES						
						-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES						
SA COUNTY - General Fund	HMHSCCRES227	528,158				528,158
SA FED - SAPT Fed Discretionary, CFDA #93.959	HMHSCCRES227	140,491				140,491
						-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		668,649	-	-	-	668,649
OTHER DPH FUNDING SOURCES						
						-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-
TOTAL DPH FUNDING SOURCES		668,649	-	-	-	668,649
NON-DPH FUNDING SOURCES						
						-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		668,649	-	-	-	668,649
BHS UNITS OF SERVICE AND UNIT COST						
Number of Beds Purchased (if applicable):	8					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	FFS					
DPH Units of Service:	2,322					
Unit Type:	Bed Days					
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	288.00					
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	288.00					
Published Rate (Medi-Cal Providers Only):						
Unduplicated Clients (UDC):	20					Total UDC:
						20

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Jelani Family Program

Appendix/Page #: B-11, Page 2
07/01/15

	TOTAL		General Fund HMHSCCRES227									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Program Director	0.50	38,500	0.50	38,500								
Operations Coordinator	0.50	24,000	0.50	24,000								
Childcare Supervisor	0.27	11,220	0.27	11,220								
Intake Specialist	0.50	20,500	0.50	20,500								
Facility Coordinator	0.50	21,500	0.50	21,500								
Temporary Clinical Support	0.50	21,000	0.50	21,000								
Early Childhood Care Prov.	1.48	52,000	1.48	52,000								
Residential Counselor	1.60	44,000	1.60	44,000								
Integrated Tx Specialist	1.00	39,000	1.00	39,000								
Senior Counselor	3.00	87,600	3.00	87,600								
Residential Monitor	1.20	30,000	1.20	30,000								
Totals:	11.05	\$389,320	11.05	\$389,320	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	37%	\$143,200	37%	\$143,200								
---------------------------	-----	-----------	-----	-----------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$532,520

\$532,520

\$0

\$0

\$0

\$0

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Jelani Family Program

Appendix/Page #: B-11, Page 3

07/01/15

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	\$ -					
Utilities (telephone, electricity, water, gas)	\$ 35,178.00	\$ 35,178.00				
Building Repair/Maintenance	\$ 7,510.00	\$ 7,510.00				
Materials & Supplies:						
Office Supplies	\$ -	\$ -				
Photocopying	\$ -	\$ -				
Printing	\$ -	\$ -				
Program Supplies	\$ -	\$ -				
Computer hardware/software	\$ -	\$ -				
General Operating:		\$ -				
Training/Staff Development	\$ -	\$ -				
Insurance	\$ 7,810.00	\$ 7,810.00				
Professional License	\$ 3,320.00	\$ 3,320.00				
Permits	\$ -	\$ -				
Equipment Lease & Maintenance	\$ -	\$ -				
Staff Travel:		\$ -				
Local Travel	\$ -	\$ -				
Out-of-Town Travel	\$ -	\$ -				
Field Expenses	\$ -	\$ -				
Consultant/Subcontractor:		\$ -				
Clinical Director: Heather Brown \$50 x 10.82 hrs / mo x 12 mos.	\$ 4,740.00	\$ 4,740.00				
	\$ -	\$ -				
	\$ -	\$ -				
	\$ -	\$ -				
Other:		\$ -				
	\$ -	\$ -				
Bank, PR processing & Legal Fees	\$ -	\$ -				
Childcare supplies	\$ 950.00	\$ 950.00				
Food	\$ 890.00	\$ 890.00				
Equipment Maintenance	\$ 1,600.00	\$ 1,600.00				
Household Supplies	\$ 710.00	\$ 710.00				
Taxes, Licenses, permits, subscriptions, memberships	\$ -	\$ -				
Subscriptions	\$ -	\$ -				
Vehicle expenses	\$ 1,190.00	\$ 1,190.00				
Resident related expenses	\$ 590.00	\$ 590.00				
	\$ -					

TOTAL OPERATING EXPENSE

\$64,488

\$64,488

\$0

\$0

\$0

\$0

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>				Appendix/Page #: <u>B-12, Page 1</u>	
Provider Name: <u>BVHP Balboa Teen Health Center</u>				07/01/15	
Provider Number: <u>3851</u>					
Program Name:	Balboa Teen Health Center	Balboa Teen Health Center			
Program Code:	38518	38518			
Mode/SFC (MH) or Modality (SA):	45/10-19	45/20-29			
Service Description:	MH Promotion	Commty Client Svcs			TOTAL
FUNDING TERM:	07/01/14 - 06/30/15	07/01/14 - 06/30/15			
FUNDING USES					
Salaries & Employee Benefits:	76,288	141,575	-	-	217,863
Operating Expenses:	7,349	10,047	-	-	17,396
Capital Expenses:					-
Subtotal Direct Expenses:	83,637	151,622	-	-	235,259
Indirect Expenses:	9,969	18,069	-		28,038
TOTAL FUNDING USES:	93,606	169,691	-	-	263,297
BHS MENTAL HEALTH FUNDING SOURCES					
	Index Code				
MH STATE - MHSA (PEI)	HMHMPROP63	93,606	169,691		263,297
	PMHS63-1510				-
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		93,606	169,691	-	263,297
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					-
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-
OTHER DPH FUNDING SOURCES					
					-
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		93,606	169,691	-	263,297
NON-DPH FUNDING SOURCES					
					-
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		93,606	169,691	-	263,297
BHS UNITS OF SERVICE AND UNIT COST					
Number of Beds Purchased (if applicable):					
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):					
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:					
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR	CR			
DPH Units of Service:	817	1,452	-		
Unit Type:	Staff Hour	Staff Hour			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	114.60	116.89			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	114.60	116.89			
Published Rate (Medi-Cal Providers Only):					Total UDC:
Unduplicated Clients (UDC):	1,200	150			1,200

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Balboa Teen Health Center

Appendix/Page #: B-12, Page 2
07/01/15

	TOTAL		MHSA (PEI) HMHMPROP63 PMHS63-1510									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
BH Coordinator	1.00	60000.00	1.00	60000.00								
MFTI Therapist	0.76	34577.00	0.76	34577.00								
Medical Registration Clerk	1.00	37000.00	1.00	37000.00								
Admin Asst	0.75	39500.00	0.75	39500.00								
Totals:	3.51	\$171,077	3.51	\$171,077	0.00	\$0	0.00	\$0	0.00	\$0	0.00	\$0

Employee Fringe Benefits:	27%	\$46,786	27%	\$46,786								
---------------------------	-----	----------	-----	----------	--	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS	\$217,863	\$217,863	\$0	\$0	\$0	\$0
---------------------------	-----------	-----------	-----	-----	-----	-----

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Balboa Teen Health Center

Appendix/Page #: B-12, Page 3

07/01/15

Expenditure Category	TOTAL	MHSA (PEI) HMMHMPROP63 PMHS63-1510				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	-					
Utilities (telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	5,528	5,528				
Computer hardware/software	-					
General Operating:						
Training/Staff Development	24	24				
Insurance	4,213	4,213				
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
	-					
	-					
Other:						
Participant Incentives/Food for Groups	4,783	4,783				
YAB Member Stipends	2,848	2,848				
	-					
	-					
TOTAL OPERATING EXPENSE	17,396	17,396	-	-	-	-

DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: <u>Bayview Hunters Point Foundation</u>					Appendix/Page #: <u>B-13, Page 1</u>	
Provider Name: <u>BVHP Dimensions LGBT Outpatient</u>					07/01/15	
Provider Number: <u>Pending</u>						
Program Name:	Dimensions LGBT Outpatient					
Program Code:	N/A					
Mode/SFC (MH) or Modality (SA):	45/20-29					
Service Description:	Community Client Svcs					TOTAL
FUNDING TERM:	07/01/14 - 06/30/15					
FUNDING USES						
Salaries & Employee Benefits:	85,570	-	-	-	-	85,570
Operating Expenses:	524	-	-	-	-	524
Capital Expenses:						-
Subtotal Direct Expenses:	86,094	-	-	-	-	86,094
Indirect Expenses:	10,331					10,331
TOTAL FUNDING USES:	96,425	-	-	-	-	96,425
BHS MENTAL HEALTH FUNDING SOURCES						
MH WORK ORDER - Dept. Children, Youth & Families	HMHMCHDMCLWO	95,000				95,000
MH COUNTY - WO CODB General Fund	HMHMCP751594	1,425				1,425
						-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		96,425	-	-	-	96,425
BHS SUBSTANCE ABUSE FUNDING SOURCES						
						-
						-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-
OTHER DPH FUNDING SOURCES						
						-
						-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-
TOTAL DPH FUNDING SOURCES		96,425	-	-	-	96,425
NON-DPH FUNDING SOURCES						
						-
						-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		96,425	-	-	-	96,425
BHS UNITS OF SERVICE AND UNIT COST						
Number of Beds Purchased (if applicable):						
SA Only - Non-Res 33 - ODF # of Group Sessions (classes):						
SA Only - Licensed Capacity for Medi-Cal Provider with Narcotic Tx Program:						
Cost Reimbursement (CR) or Fee-For-Service (FFS):	CR					
DPH Units of Service:	950					
Unit Type:	Staff Hour					
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only):	101.50					
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES):	101.50					
Published Rate (Medi-Cal Providers Only):						Total UDC:
Unduplicated Clients (UDC):	50					50

DPH 3: Salaries & Benefits Detail

Contractor Name: Bayview Hunters Point Foundation
 Program Name: Dimensions LGBT Outpatient

Appendix/Page #: B-13, Page 2
 07/01/15

	TOTAL		DCYF Workorder HMMCHDMCLWO									
	Term:	07/01/14 - 06/30/15	Term:	07/01/14 - 06/30/15	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Therapist 1	0.80	49,920	0.80	49,920								
Therapist 2	0.28	17,650	0.28	17,650								
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										

Employee Fringe Benefits:	27%	\$	18,000.00	27%	\$18,000							
---------------------------	-----	----	-----------	-----	----------	--	--	--	--	--	--	--

TOTAL SALARIES & BENEFITS

\$85,570	\$85,570	\$0	\$0	\$0	\$0
----------	----------	-----	-----	-----	-----

DPH 4: Operating Expenses Detail

Contractor Name: Bayview Hunters Point Foundation

Program Name: Dimensions LGBT Outpatient

Appendix/Page #: _____

B-13, Page 3

07/01/15

Expenditure Category	TOTAL	DCYF Workorder HMHMCHDMCLWO				
Term:	07/01/14 - 06/30/15	07/01/14 - 06/30/15				
Occupancy:						
Rent	-					
Utilities (telephone, electricity, water, gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:						
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	-					
Computer hardware/software	-					
General Operating:						
Training/Staff Development	-					
Insurance	-					
Professional License	-	-				
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:						
Local Travel	-					
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:						
	-					
	-					
Other:						
Participant Incentives	524	524				
	-					
	-					

TOTAL OPERATING EXPENSE

524

524

-

-

-

-

DPH 7: Contract-Wide Indirect DetailContractor Name: Bayview Hunters Point Foundation07/01/15**1. SALARIES & BENEFITS**

Position Title	FTE	Salaries
Executive Director	0.80	107,200
Deputy Director	0.80	88,200
Executive Assistant	0.80	33,500
Senior Accountant	0.80	56,600
AP/Payroll Accountant	0.80	42,200
Director of Clinical Services	0.27	24,000
Director of Compliance	0.13	6,800
EMPLOYEE FRINGE BENEFITS		83,778
TOTAL SALARIES & BENEFITS		442,278

2. OPERATING COSTS

Expenditure Category	Amount
Office Rent	50,000
Supplies	30,000
Consultants	50,000
Insurance	20,000
Audit Fees	10,158
TOTAL OPERATING COSTS	160,158

TOTAL INDIRECT COSTS
(Salaries & Benefits + Operating Costs)602,436



Appendix E
San Francisco Department of Public Health
Business Associate Agreement

7/1/15

This Business Associate Agreement (“Agreement”) supplements and is made a part of the contract or Memorandum of Understanding (“CONTRACT”) by and between the City and County of San Francisco, Covered Entity (“CE”) and Contractor, Business Associate (“BA”). To the extent that the terms of the Contract are inconsistent with the terms of this Agreement, the terms of this Agreement shall control.

In order to access SFDPH Systems, BA must have their employees/agents sign and retain in their files the *User Agreement for Confidentiality, Data Security and Electronic Signature* form located at <https://www.sfdph.org/dph/files/HIPAAdocs/2015Revisions/ConfSecElecSigAgr.pdf>

During the term of this contract, the BA will be required to complete the *SFDPH Privacy, Data Security and Compliance Attestations* located at <https://www.sfdph.org/dph/files/HIPAAdocs/PDSCAttestations.pdf> and the *Data Trading Partner Request [to Access SFDPH Systems]* located at <https://www.sfdph.org/dph/files/HIPAAdocs/DTPAuthorization.pdf>

RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information (“PHI”) (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the CONTRACT in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this Agreement.
- D. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this Agreement to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the HIPAA Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this Agreement, the parties agree as follows:

1. Definitions.

- a. **Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an



unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

- b. **Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
- c. **Business Associate** is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- d. **Covered Entity** means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- e. **Data Aggregation** means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- f. **Designated Record Set** means a group of records maintained by or for a CE, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- g. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this Agreement, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.
- h. **Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
- i. **Health Care Operations** means any of the following activities: i) conducting quality assessment and improvement activities; ii) reviewing the competence or qualifications of health care professionals; iii) underwriting, enrollment, premium rating, and other activities related to the creation, renewal, or replacement of a contract of health insurance or health benefits; iv) conducting or arranging for medical review, legal services, and auditing functions; v) business planning development; vi) business management and general administrative activities of the entity. This shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- j. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
- k. **Protected Health Information or PHI** means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the



provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this Agreement, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.

- l. **Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
- m. **Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
- n. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- o. **Unsecured PHI** means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

2. Obligations of Business Associate.

- a. **Permitted Uses.** BA may use, access, and/or disclose PHI only for the purpose of performing BA's obligations for or on behalf of the City and as permitted or required under the Contract [MOU] and Agreement, or as required by law. Further, BA shall not use PHI in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2), and 164.504(e)(4)(i)].
- b. **Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations for or on behalf of the City and as permitted or required under the Contract [MOU] and Agreement, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Agreement and used or disclosed only as required by law



Appendix E
San Francisco Department of Public Health
Business Associate Agreement

7/1/15

or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2. k. of the Agreement, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose PHI other than as permitted or required by the Contract and Agreement, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Contract or this Agreement, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).
- e. **Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.d. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.
- f. **Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least



Appendix E
San Francisco Department of Public Health
Business Associate Agreement

7/1/15

six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and

(iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.

- g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.
- h. **Amendment of Protected Information.** Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- i. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- j. **Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum



Appendix E
San Francisco Department of Public Health
Business Associate Agreement

7/1/15

necessary” to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.

- k. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- l. **Notification of Breach.** BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the Agreement; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws.

[42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]

- m. **Breach Pattern or Practice by Business Associate’s Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent’s obligations under the Contract or this Agreement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent’s obligations under the Contract or this Agreement within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

3. Termination.

- a. **Material Breach.** A breach by BA of any provision of this Agreement, as determined by CE, shall constitute a material breach of the CONTRACT and this Agreement and shall provide grounds for immediate termination of the CONTRACT and this Agreement, any provision in the CONTRACT to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** CE may terminate the CONTRACT and this Agreement, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or



other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

- c. **Effect of Termination.** Upon termination of the CONTRACT and this Agreement for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this Agreement to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- d. **Civil and Criminal Penalties.** BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).
- e. **Disclaimer.** CE makes no warranty or representation that compliance by BA with this Agreement, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

4. Amendment to Comply with Law.

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the CONTRACT or this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the CONTRACT or this Agreement when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Contract or this Agreement providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

5. Reimbursement for Fines or Penalties.



Appendix E
San Francisco Department of Public Health
Business Associate Agreement

7/1/15

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days.

Attachments (links)

- ***Privacy, Data Security, and Compliance Attestations*** located at <https://www.sfdph.org/dph/files/HIPAAdocs/PDSCAttestations.pdf>
- ***Data Trading Partner Request to Access SFDPH Systems and Notice of Authorizer*** located at <https://www.sfdph.org/dph/files/HIPAAdocs/DTPAuthorization.pdf>
- ***User Agreement for Confidentiality, Data Security and Electronic Signature Form*** located at <https://www.sfdph.org/dph/files/HIPAAdocs/2015Revisions/ConfSecElecSigAgr.pdf>

Office of Compliance and Privacy Affairs
San Francisco Department of Public Health
101 Grove Street, Room 330, San Francisco, CA 94102 Office
email: compliance.privacy@sfdph.org
Office telephone: 415-554-2787
Confidential Privacy Hotline (Toll-Free): 1-855-729-6040
Confidential Compliance Hotline: 415-642-5790