

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

Second Amendment

THIS AMENDMENT (this "Amendment") is made as of **July 1, 2016**, in San Francisco, California, by and between **HealthRIGHT360** ("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 contract term, increase the contract amount, and update standard contractual;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract numbers 2011-08/09 and 41279-13/14 dated May 3, 2013 and April 4, 2016 respectively;

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 January 1, 2014 between Contractor and City, as amended by the:

First amendment **dated April 3, 2014, contract Number BPHM14000011 and**
Second amendment: **this 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. of the Agreement currently reads as follows:

2. Terms of the Agreement. Subject to Section 1, the term of this Agreement shall be from January 1, 2014 through June 30, 2016.

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

2. Terms of the Agreement. Subject to Section 1, the term of this Agreement shall be from January 1, 2014 through December 31, 2018.

2b. Services Contractor Agrees to Perform. Section 4 of the Agreement is hereby replaced in its entirety to read as follows:

4. Services Contractor Agrees to Perform. The Contractor agrees to perform the services provided for in Appendix A, "Services to be provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.

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

5. Compensation. Compensation shall be made in monthly payments on or before the 15th 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 30th day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Thirty Three Million Eight Hundred Seventy Six Thousand Nine Hundred Seventy One Dollars (\$33,876,971)**. 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 15th 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 30th day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Sixty Two Million Seven Hundred Ninety Seven Thousand Seven Hundred Ninety Six Dollars (\$62,797,796)**. 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.

2d. Payment; Invoice Format. Section 7 is hereby replaced in its entirety to read as follows:

7. Payment; Invoice Format. Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number. All amounts paid by City to Contractor shall be subject to audit by City. Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."

2e. Submitting False Claims. Section 8. is hereby replaced in its entirety to read as follows:

8. Submitting False Claims; Monetary Penalties. Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement

to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

2f. Disallowance. Section 9. is hereby replaced in its entirety to read as follows:

9. Disallowance.

a. **Refund.** If Contractor claims or receives payment from City for a service, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other Agreement. By executing this Agreement, Contractor certifies that Contractor is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Contractor acknowledges that this certification of eligibility to receive federal funds is a material terms of the Agreement.

b. **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement. The incorporated terms may be found in Appendix K, "Grant Terms."

2g. Independent Contractor; Payment of Taxes and Other Expenses. Section 14 is hereby replaced in its entirety to read as follows:

14. Independent Contractor; Payment of Taxes and Other Expenses.

a. **Independent Contractor.** Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.

b. **Payment of Taxes and Other Expenses.** Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorney's fees, arising from this section.

2h. Insurance. Section 15. is hereby replaced in its entirety to read as follows:

15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- 1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- 2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
- 3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- 4) Blanket Fidelity Bond (Commercial Blanket Bond): Limits in the amount of the Initial Payment provided for in the Agreement
- 5) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with the Services.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

- 1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- 2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in the Section entitled "Notices to the Parties."

d. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

e. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

f. Before commencing any Services, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

g. The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

h. If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

i. Notwithstanding the foregoing, the following insurance requirements are waived or modified in accordance with the terms and conditions stated in Appendix C. Insurance.

2i. Indemnification Section 16. is hereby replaced in its entirety to read as follows:

16. Indemnification. Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement.

2j. Default; Remedies. Section 20 is hereby replaced in its entirety to read as follows:

20. Default; Remedies.

a. Each of the following shall constitute an event of default ("Event of Default") under this Agreement:

1) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

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|---|---|
| 8. Submitting False Claims; Monetary Penalties. | 53 Compliance with laws |
| 10. Taxes | 55 Supervision of minors |
| 15. Insurance | 57. Protection of private information |
| 24. Proprietary or confidential information of City | 64. Protected Health Information |
| 30. Assignment | Add item 1 of Appendix D attached to this Agreement |
| 37 Drug-free Workplace policy | |

2) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, and such default continues for a period of ten days after written notice thereof from City to Contractor.

3) Contractor (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Contractor or of any substantial part of Contractor's property or (e) takes action for the purpose of any of the foregoing.

4) A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (b) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (c) ordering the dissolution, winding-up or liquidation of Contractor.

b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such Event of Default and any liquidated damages due from Contractor pursuant to the terms of this Agreement or any other agreement.

c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

2k. Rights and Duties upon Termination or Expiration. Section 22 is hereby replaced in its entirety to read as follows

22. Rights and Duties upon Termination or Expiration.

This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:

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|---|---|
| 8. Submitting false claims | 24. Proprietary or confidential information of City |
| 9. Disallowance | 26. Ownership of Results |
| 10. Taxes | 27. Works for Hire |
| 11. Payment does not imply acceptance of work | 28. Audit and Inspection of Records |
| 13. Responsibility for equipment | 48. Modification of Agreement. |
| 14. Independent Contractor; Payment of Taxes and Other Expenses | 49. Administrative Remedy for Agreement Interpretation. |
| 15. Insurance | 50. Agreement Made in California; Venue |
| 16. Indemnification | 51. Construction |
| 17. Incidental and Consequential Damages | 52. Entire Agreement |
| 18. Liability of City | 56. Severability |
| | 57. Protection of private information |
| | 64. Protected Health Information |
| | Add item 1 of Appendix D attached to this Agreement |

2l. Proprietary or Confidential Information of City. Section 24 is hereby replaced in its entirety to read as follows:

24. Proprietary or Confidential Information of City. Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

2m. Section 25. Notice to the Parties. Section 25 is hereby replaced in its entirety to read as follows

25. Notices to the Parties. Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To CITY: Office of Contract Management and Compliance
Department of Public Health
1380 Howard Street, Room 419
San Francisco, California 94103

FAX: (415) 255-3088
e-mail: Junko.craft@sfdph.org

And: John Fordham
1380 Howard Street, 4th Floor
San Francisco, Ca 94103

FAX: (415) 255-3529
e-mail: John.fordham@sfdph.org

To CONTRACTOR: Vitka Eisen, MSW, EdD
HealthRIGHT360
1735 Mission Street
San Francisco, CA 94103

FAX: (415) 970-7500
e-mail: veisen@healthright360.org

Either party may change the address to which notice is to be sent by giving written notice thereof to the other party. If e-mail notification is used, the sender must specify a Receipt notice. Any notice of default must be sent by registered mail.

2n. Audit and Inspection of Records. Section 28 is hereby replaced in its entirety to read as follows:

28. Audit and Inspection of Records. Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

2o. Replacing “Earned Income Credit (EIC) Forms” Section with “Consideration of Criminal History in Hiring and Employment Decisions” Section. Section 32. “Earned Income Credit (EIC) Forms” is hereby replaced in its entirety to read as follows:

32. Consideration of Criminal History in Hiring and Employment Decisions.

a. Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Contractor’s obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

b. The requirements of Chapter 12T shall only apply to a Contractor’s or Subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

c. Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor’s failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

d. Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received, base an Adverse Action on an applicant’s or potential applicant for employment’s, or employee’s: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from

the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

e. Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32.(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

f. Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

g. Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

h. Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

2p. Requiring Minimum Compensation for Covered Employees. Section 43 is hereby replaced in its entirety to read as follows:

43. Requiring Minimum Compensation for Covered Employees.

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

2q. Requiring Health Benefits for Covered Employees. Section 44 is hereby replaced in its entirety to read as follows:

44. Requiring Health Benefits for Covered Employees.

Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.

e. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

h. Contractor shall keep itself informed of the current requirements of the HCAO.

i. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

j. Contractor shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.

m. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than \$75,000 in the fiscal year.

2r. Modification of Agreement. Section 48 is hereby replaced in its entirety to read as follows

48. Modification of Agreement. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

2s. Sugar-Sweetened Beverage Prohibition. Section 58. is hereby replaced in its entirety to read as follows:

58. Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

2t. Food Service Waste Reduction. Section 59 is hereby replaced in its entirety to read as follows:

59. Food Service Waste Reduction Requirements. Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

2u. Protected Health Information. Section 64. is hereby added as follows:

64. Protected Health Information. [DPH2] Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

2v. Delete Appendix A (Description of Services), and replace in its entirety with Appendix A (Services to be provided by contractor) dated 7/1/16.

2w. Add Appendices A-1 through A-12 dated 7/1/16.

2x. Delete Appendices B (Calculation of Charges), and replace in its entirety with Appendices B (Calculation of Charges) dated 7/1/16.

2y. Add Appendices B-1 through B-12 dated 7/1/16.

2z. Delete Appendix D (Additional Term), and replace in its entirety with Appendix D (Additional Term) dated 7/1/16.

2aa. Delete Appendix E (Business Associate Addendum), and replace in its entirety with Appendix E (Business Associate Addendum) dated 10/29/15.

2bb. Add Appendix K (Federal Grants – DUNS#).

2cc. Add Appendix L (Asset Management and Reporting Requirements).

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

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.

RECEIVED
16 SEP 27 PM 4:40
PURCHASING DEPARTMENT

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

CITY

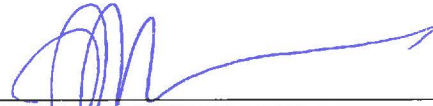
CONTRACTOR

Recommended by:

HealthRIGHT360



Barbara Garcia, MPA
Director of Health
Department of Public Health



Vitka Eisen, MSW, EdD
Chief Executive Officer
1735 Mission Street
San Francisco, CA 94103

City vendor number: 08817

Approved as to Form:

Dennis J. Herrera
City Attorney



Kathy Murphy
Deputy City Attorney

Approved:



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

Appendices	
A	Services to be provided by contractor
A-1 through A-12	Scope of Work
B	Calculation of Charges
B-1 through B-12	Budget Summary
D	Additional Term
E	Business Associate Addendum
K	Federal Grants -DUNS Number
L	Asset Management and Reporting Requirements

Appendix A
Community Behavioral Health Services
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to **Program Person**, Contract Administrator 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. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter

referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

I. 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.

J. 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.

K. 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."

L. Client Fees and Third Party Revenue:

(1) Fees required by Federal, state or City laws or regulations to be billed to the client, client's family, Medicare or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.

(2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City, but will be settled during the provider's settlement process.

M. CBHS Electronic Health Records System

Treatment Service Providers use the CBHS Electronic Health Records System and follow data reporting procedures set forth by SFDPH Information Technology (IT), CBHS Quality Management and CBHS Program Administration.

N. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

O. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service for any mode of service hereunder, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

P Quality Improvement:

CONTRACTOR agrees to develop and implement a Quality Improvement Plan based on internal standards established by CONTRACTOR applicable to the SERVICES as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Improvement Plan.

Q. Working Trial Balance with Year-End Cost Report

If CONTRACTOR is a Non-Hospital Provider as defined in the State of California Department of Mental Health Cost Reporting Data Collection Manual, it agrees to submit a working trial balance with the year-end cost report.

R. Harm Reduction

The program has a written internal Harm Reduction Policy that includes the guiding principles per Resolution # 10-00 810611 of the San Francisco Department of Public Health Commission.

S. Compliance with Community Behavioral Health Services Policies and Procedures

In the provision of SERVICES under CBHS contracts, CONTRACTOR shall follow all applicable policies and procedures established for contractors by CBHS, as applicable, and shall keep itself duly informed of such policies. Lack of knowledge of such policies and procedures shall not be an allowable reason for noncompliance.

T. Fire Clearance

Space owned, leased or operated by San Francisco Department of Public Health **providers**, including satellite sites, and used by CLIENTS or STAFF **shall** meet local fire codes. Providers shall undergo of fire safety inspections at least every three (3) years and documentation of fire safety, or corrections of any deficiencies, shall be made available to reviewers upon request.”

2. Description of Services

Detailed description of services are listed below and are attached hereto

- Appendix A-1 CBHS CYF Care management
- Appendix A-2 CBHS CYF Family Mosaic Project
- Appendix A-3 CBHS CYF Foster Care Migration
- Appendix A-4 CBHS CYF SPMP Foster Care
- Appendix A-5 CBHS BHS Mental Health Services
- Appendix A-6 CBHS BHS Substance Abuse (SA) Services
- Appendix A-7 CBHS Drug Court Treatment Center
- Appendix A-8 CBHS Treatment Access Program (TAP)
- Appendix A-9 Project Homeless Connect (PHC)
- Appendix A-10 The Anchor Program
- Appendix A-11 Community Oriented Primary Care (COPC) FI Services
- Appendix A-12 Street Violence Intervention & Prevention

B. Staff Management/Human Resources: Human Resources management team assigned to CYF Care Management services will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by CYF Care Management Program Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. CYF Care Management program staff:

1.0 FTE Administrative Analyst: Prepare check writing invoices, reconciliation, and monitoring.

1.0 FTE Administrative Assistant: Performs administrative and clerical tasks for Mission Family Center

1.0 FTE Clerk Typist/Receptionist: Performs administrative and clerical tasks for CYF Care Management team.

1.0 FTE Inpatient Discharge Coordinator: Coordinates & links referred clients to services such as outpatient and intensive outpatient services. Ensures compliance with contract requirements.

1.0 FTE Mental Health Case Manager (TBS): Coordinates & links referred clients to services such as School Based Services & Therapeutic Behavioral Services. Ensures compliance with contract requirements.

.37 FTE Secretary: Performs administrative and clerical tasks for SE Child Family Therapy Center

1.0 FTE PTI Coordinator: Responsible for ensuring the timeliness and quality of all data collected from community partners delivering Triple P, the Incredible Years, and other family-focused programs.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative positions providing infrastructure support. Service deliverables measured in staff hours.

8. Continuous Quality Assurance and Improvement: DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring

Contractor: HealthRIGHT 360

City Fiscal Year: FY16-17

CMS#:

Appendix A- 1

Contract Term: 07/01/2016-06/30/2017

Funding Source(s): MH County General Fund/MHSA/HSA
Work Order/SFCFC Work Order

compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** CBHS CYF Family Mosaic Project

Address: 1380 Howard St.

City, State, ZIP: San Francisco, CA 94134

Telephone: 415-762-0216

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Family Mosaic program.

4. **Priority Population:** The Family Mosaic Project (FMP) is a capitated Medi-Cal program where the San Francisco Mental Health Plan is paid a capitated monthly rate via a contract with the State Department of Health Care Services for enrolled youth up to 21 years. The purpose of this program is to provide intensive case management and wrap-around services to high risk youth up to 18 years of age and their families with a goal of stabilizing the whole family by addressing various needs. FMP seeks to improve the well-being of emotionally disturbed children and youth, who are at risk for out-of-home placement.

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the FMP activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward FMP's goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
DPH Units of Service - Mode 60/SFC 78, Other Non-Medi-Cal Client Support	14,307	
Total Services Delivered	14,037	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the FMP team. This will be a collaborative project with close coordination with the SFDPH and the FMP Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the FMP Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. Fiscal Management: Fiscal management team assigned to FMP will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the FMP Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to FMP services will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360

management or other supervision as determined by the FMP Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. FMP Staff:

1.0 FTE Business Office Administrator: Responsibilities include overseeing the administration of the business office, ensuring compliance with FMP Health Plan regulations and requirements, capitation plan liaison, supervising staff, and providing facilities management. Leads and oversees business office at FMP.

1.0 FTE Senior Accountant: Responsibilities include monitoring expenditures, preparing monthly/quarterly expenditure reports, fiscal reports, MUNI ordering, and responding to vendor and provider inquiries. Performs accounting functions at FMP.

1.0 FTE Operation & Facility Specialist: Responsibilities include reception coverage, ordering supplies and submitting city employee timesheets. Provides operations support at FMP

1.0 FTE Office & Claims Specialist: Responsibilities include claim processing, client disenrollment and client release of information. Performs administrative and clerical tasks.

1.0 FTE Business & Operations Supervisor: Responsibilities include service authorizations, provider billing and client enrollment. Performs administrative and clerical duties.

1.0 FTE Capitation Coordinator: Responsibilities include processing enrollment and disenrollment information, submitting capitation data to DHCS, monitoring eligibility requirements and overseeing client release of information. Performs administrative and clerical duties.

.63 FTE Secretary: Schedules appointments and coordinates connection between CYF management and FMP with respect to fiscal, administrative, facilities, human resources, and other operational needs.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative positions providing infrastructure support. Service deliverables measured in staff hours.

8. Continuous Quality Assurance and Improvement:

Contractor: HealthRIGHT 360

City Fiscal Year: FY16-17

CMS#:

Appendix A- 2

Contract Term: 07/01/2016-06/30/2017

Funding Source(s): General Fund/SAMHSA Grant/FMP
Capitated Medi-Cal

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** CYF Foster Care Migration
Address: 1380 Howard St.
City, State, ZIP: San Francisco, CA 94134
Telephone: 415-762-0216

Contractor Address: 1735 Mission St.
City, State, ZIP: San Francisco, CA 94103
Person Completing this Narrative: Nick Hancock
Telephone: 415-255-3776
Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFPDH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Foster Care Migration program.

The goal of Foster Care Migration program is to assess clients' behavioral health needs and to provide relevant and timely linkage to behavioral health services to all children, youth and families served by HSA Family Children's Services. In addition, Foster Care Migration providers attend HSA Child and Family Team meetings focused on behavioral health in order to engage families in services. Foster Care Migration receives, on average, 70 new referrals per month.

4. **Priority Population:** All children, youth and families served by SF County HSA Family and Children's Services.
5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the Foster Care Migration program activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the Foster Care Migration program's goals in close collaboration with SFPDH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:
- Protect the assets of the organization and of the contract;
 - Ensure the maintenance of accurate records of HR360's financial activities;
 - Provide a framework for HR360's financial decision making;
 - Establish and enforce operating standards and behavioral expectations;
 - Serve as a training resource for financial staff; and
 - Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Foster Care Migration DPH Units of Service - Mode 60/SFC 78, Other Non-Medi-Cal Client Support	3,530	
Total Services Delivered	3,530	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the Foster Care Migration program team. This will be a collaborative project with close coordination with the SFDPH and the Foster Care Migration Program Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Foster Care Migration Program Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. **Fiscal Management:** Fiscal management team assigned to the Foster Care Migration program will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the Foster Care Migration Program Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the Foster Care Migration program will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by Foster Care Migration Program Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. Foster Care Migration program staff:

3.0 FTE Administrative Assistants (hired through temp agency until civil service conversion completes): Process the incoming referrals in the FCMH Data Management System, log them in Avatar, open and close each Avatar episode, maintain the Avatar Scheduler, including placing reminder calls for appointments to clients, assign clinicians and track clinicians attendance at all HSA Child and Family Team meetings.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives:

- At least 50% of children or youth will show improvement in at least one of the following CANS domains: Presentation, Impact on Functioning, Risk Behaviors, or Child Strengths; if not met, the program must demonstrate at least a 10 percentage point improvement from the prior year's score on this objective.
- 100% of clients will have a completed CANS reassessment in AVATAR within 12 months from the episode opening date.
- At least 50% of all clients age 2 and over who receive medication services will have height, weight, and blood pressure measured and recorded in the AVATAR Health Monitoring Form at least once during the fiscal year.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** CYF Skilled Professional Medical Personnel (SPMP) Foster Care
Address: 1380 Howard St.
City, State, ZIP: San Francisco, CA 94134
Telephone: 415-762-0216

Contractor Address: 1735 Mission St.
City, State, ZIP: San Francisco, CA 94103
Person Completing this Narrative: Nick Hancock
Telephone: 415-255-3776
Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the CYF SPMP Foster Care program.

The goal of CYF SPMP Foster Care program is to assess clients' behavioral health needs and to provide relevant and timely linkage to behavioral health services to all children, youth and families served by HSA Family Children's Services. In addition, CYF SPMP Foster Care providers attend HSA Child and Family Team meetings focused on behavioral health in order to engage families in services. CYF SPMP Foster Care receives, on average, 70 new referrals per month.

4. **Priority Population:** All children, youth and families served by SF County HSA Family and Children's Services.
5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the CYF SPMP Foster Care program activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the CYF SPMP Foster Care program's goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:
- Protect the assets of the organization and of the contract;
 - Ensure the maintenance of accurate records of HR360's financial activities;
 - Provide a framework for HR360's financial decision making;
 - Establish and enforce operating standards and behavioral expectations;
 - Serve as a training resource for financial staff; and
 - Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
CYF SPMP Foster Care DPH Units of Service - Mode 60/SFC 78, Other Non-Medi-Cal Client Support	5,521	
Total Services Delivered	5,521	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the CYF SPMP Foster Care program team. This will be a collaborative project with close coordination with the SFDPH and the CYF SPMP Foster Care Program Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the CYF SPMP Foster Care Program Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

- A. **Fiscal Management:** Fiscal management team assigned to the CYF SPMP Foster Care program will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the CYF SPMP Foster Care Program Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the CYF SPMP Foster Care program will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by CYF SPMP Foster Care Program Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. CYF SPMP Foster Care program staff:

3.0 FTE Early Childhood Senior Community Coordinators: Provide CANS assessments, treatment for small caseload, while also providing oversight and tracking for Utilization Review for all (approximately 1,200) children, youth and families served by HSA Family Children's Services. They attend administrative reviews, provide clinical consultation, provide data and information to both child welfare and to behavioral health in order to track that all clients who need behavioral health services are receiving the appropriate and recommended services and the right level of care.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives:

- At least 50% of children or youth will show improvement in at least one of the following CANS domains: Presentation, Impact on Functioning, Risk Behaviors, or Child Strengths; if not met, the program must demonstrate at least a 10 percentage point improvement from the prior year's score on this objective.
- 100% of clients will have a completed CANS reassessment in AVATAR within 12 months from the episode opening date.
- At least 50% of all clients age 2 and over who receive medication services will have height, weight, and blood pressure measured and recorded in the AVATAR Health Monitoring Form at least once during the fiscal year.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** BHS Mental Health Services
Address: 1380 Howard St.
City, State, ZIP: San Francisco, CA 94134
Telephone: 415-762-0216

Contractor Address: 1735 Mission St.
City, State, ZIP: San Francisco, CA 94103
Person Completing this Narrative: Nick Hancock
Telephone: 415-255-3776
Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFPDH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of:
- Community Facilities Manager
 - Crisis Intervention Counselor
 - BHS Billing and Claims Unit
 - Transgender Health Services Evaluator
4. **Priority Population:** Clients served by DPH Behavioral Health Services.
5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the BHS Mental Health Services activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the BHS Mental Health Services' goals in close collaboration with SFPDH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:
- Protect the assets of the organization and of the contract;
 - Ensure the maintenance of accurate records of HR360's financial activities;
 - Provide a framework for HR360's financial decision making;
 - Establish and enforce operating standards and behavioral expectations;
 - Serve as a training resource for financial staff; and
 - Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
DPH Units of Service - Mode 60/SFC 78, Other Non-Medi-Cal Client Support Expenses		
Unit Type: Staff Hour	16,782	NA
Total Services Delivered	16,782	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the BHS Mental Health Services team. This will be a collaborative project with close coordination with the SFDPH and the Behavioral Health Services (BHS) Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the BHS Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

- A. **Fiscal Management:** Fiscal management team assigned to the BHS Mental Health Services activities will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the BHS Mental Health Services activities will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by BHS Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. Mental Health Services Staff:

1.0 FTE Community Facility Manager: Coordinate and supervise the operations of an approximately 15,000 sq. ft. multi-tenant City and County of San Francisco community facility located at 1099 Sunnydale Avenue. The Community Facility Manager performs managerial work in operating this shared-space facility that includes both non-profit and city staffed service providers. The facility's management will be performed under the direction of San Francisco Department of Public Health staff and in collaboration with San Francisco Real Estate Division staff. The Community Facility Manager is responsible for overseeing the facilities' day to day operations including scheduling of shared space and resources, coordinating the work of staff hired through service contracts (security), and maintenance reporting. The Community Facility Manager also performs other related work as required.

.12 FTE Crisis Intervention Counselor: Provides training on crisis intervention for DPH crisis response team on delivering resolution-focused and person-centered crisis intervention with adults and children/families that diminishes the need for 5150/PES/inpatient hospitalization.

7.0 FTE Medi-Cal Billing Clerks: Provide data entry and ancillary claims processing support required to ensure accurate and compliant billing of behavioral health services to various third party payers. Duties include manual entries required in the CBHS Avatar system, maintaining external database files to track and monitor electronic transaction files, verify Clients' eligibility and benefits information, processing Providers' service error corrections and adjustments, other follow-up actions needed.

1.0 FTE Lead Evaluator: responsible for evaluation and reporting activities required by MHSA and the Transgender Health Services program.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative positions providing infrastructure support. Service deliverables measured in staff hours.

8. Continuous Quality Assurance and Improvement:

Contractor: HealthRIGHT 360

City Fiscal Year: FY16-17

CMS#:

Appendix A- 5

Contract Term: 07/01/2016-06/30/2017

Funding Source(s): MH General Fund, MHSA

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** BHS Substance Abuse (SA) Services

Address: 1380 Howard St.

City, State, ZIP: San Francisco, CA 94134

Telephone: 415-762-0216

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFPDH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of:

- a. Methadone Van (Parking and Counseling Space)
- b. Office-Based Opioid Treatment (OBOT)
- c. BHS Support Compliance Consultant
- d. CYF Substance Abuse Expenses

4. **Priority Population:** Substance Abuse clients served by DPH Behavioral Health Services.

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the BHS SA Services activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the BHS SA Services goals in close collaboration with SFPDH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Methadone Van – Supt-00 SA County Support	12	
OBOT – HRTC Supt-00 SA County Support	368	
BHS Support – Compliance Consultant Supt-01 SA-Support QA's	2,760	
Total Services Delivered	3,140	N/A

Modality(s)/Intervention(s) Service Detail:

- A. Methadone Van (Parking and Counseling Space): Methadone Van Parking space for a mobile van to deliver methadone and office space for counseling to community members for the potential of increasing the number of opiate users admitted to methadone treatment without impacting existing community facilities.
- B. OBOT (HRTC Subcontract): Goal is to reduce opiate use and move services closer to subunit of population that does not come to other provider sites. We purchase a limited number of outpatient counseling hours from a nonprofit in the tenderloin (Harm Reduction Treatment Center) Mostly people addicted to opiates who receive methadone from their primary care provider.
- C. BHS Support (Formerly Training Fund):
 - i. Compliance Consultant: Supporting the Business Office of Contract Compliance, the consultant manages a complex database that tracks the performance of nonprofit organizations that provide services to DPH. The consultant creates reports for approximately 375 programs totaling more than \$300M in spending.
 - ii. Allows for subcontracting and/or direct payments for training activities and technical assistance needs of Substance Use Disorder Prevention providers.

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the BHS SA Services team. This will be a collaborative project with close coordination with the SFDPH and the Substance Abuse Services Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Substance Abuse Services Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development,

and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. Fiscal Management: Fiscal management team assigned to the BHS SA Services activities will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the Substance Abuse Services Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the BHS SA Services activities will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by Substance Abuse Services Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative activities providing infrastructure support to Substance Abuse activities and programs. The service objectives of the programs themselves are evaluated as follows:

- **Methadone Van (Parking and Counseling Space):** All of the clients who use either Van or Counseling spaces are enrolled in methadone treatment. All treatment data is captured and evaluated on a sophisticated data site. So, for instance, length of time in treatment, adherence, dose, absences, and discharge status are analyzed and compared to other sites and with other counties. The space is not evaluated separately from the clients using that space.

- **OBOT (HRTC Subcontract):** Consistent counseling notes are recorded; attendance, progress in treatment and case outcome are recorded and analyzed the same as all other formal DPH substance treatment
- **BHS Support (Formerly Training Fund):** Training goals are set by regular DPH staff. Each training engagement has pre-agreed material and outcomes. Participant satisfaction surveys and brief post-test are administered.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** Drug Court Treatment Center
Address: 509 6th St.
City, State, ZIP: San Francisco, CA 94107
Telephone: 415-222-6150

Contractor Address: 1735 Mission St.
City, State, ZIP: San Francisco, CA 94103
Person Completing this Narrative: Nick Hancock
Telephone: 415-255-3776
Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFPDH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Drug Court Treatment Center. Includes support for court-ordered substance abuse counseling, case management, drug testing, and ancillary services for pre-plea drug offenders and their family members including offenders with prior felony convictions, probationers, and/or parolees.
4. **Priority Population:** Court-ordered substance abuse treatment clients.
5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the Drug Court Treatment Center activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the Drug Court Treatment Center's goals in close collaboration with SFPDH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:
 - Protect the assets of the organization and of the contract;
 - Ensure the maintenance of accurate records of HR360's financial activities;
 - Provide a framework for HR360's financial decision making;
 - Establish and enforce operating standards and behavioral expectations;
 - Serve as a training resource for financial staff; and
 - Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Anc-87 Drug Court Other	19,024	360
Total Services Delivered	19,024	360

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the Drug Court Treatment Center team. This will be a collaborative project with close coordination with the SFDPH and the BHS Drug Court Treatment Center

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Drug Court Treatment Center Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. Fiscal Management: Fiscal management team assigned to the Drug Court Treatment Center will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the Drug Court Treatment Center Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the Drug Court Treatment Center will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360

management or other supervision as determined by Drug Court Treatment Center Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. Drug Court Treatment Center Staff:

- 1.0 FTE Program Coordinator: Provides overall coordination, supervision, and clinical oversight to the operation of the Drug Court Treatment Center. Interfaces with Court leadership and works as part of a collaborative stakeholder process that oversees the Adult Drug Court.
- 1.0 FTE Assistant Program Coordinator: Assists the Coordinator on day-to-day operations of the Drug Court Treatment Center. Supervises administrative staff and coordinates toxicological screening protocols.
- 1.0 FTE Treatment Coordinator: Coordinates group treatment and trains Drug Court staff in conducting group sessions.
- 6.0 FTE Counselor/Case Manager: Provides clinical care and support to defendant's participants in the San Francisco Drug Court. Develops and implements plans of care, and makes regular reports to the Court on compliance.
- 1.0 FTE Senior Administrative Assistant: Supports day-to-day operation of the Drug Court Treatment Center, providing administrative functions and Court related responsibilities. Assists in collating Court documents and reports and other duties as assigned.
- .34 FTE Senior Implementation Engineer: Provides overall information technology support and application guidance to Drug Court. Works with DPH IT to ensure adequate and smooth IT operations and necessary infrastructure.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives:

- 55% of eligible and suitable clients will receive placement authorization into treatment services as determined by Avatar.
- 100% of eligible and suitable clients will be administered toxicological screening to ensure appropriate level of care as determined by the Drug Court database.
- 35% of eligible and suitable clients will successfully dispose of criminal proceedings at the conclusion of their Drug Court commitment as determined by the Court and supported through the Court case management system and the Drug Court database.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health

Contractor: HealthRIGHT 360

City Fiscal Year: FY16-17

CMS#:

Appendix A- 7

Contract Term: 07/01/2016-06/30/2017

Funding Source(s): Substance Abuse General Fund

Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** Treatment Access Program (TAP)

Address: 509 6th St.

City, State, ZIP: San Francisco, CA 94107

Telephone: 415-222-6150

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Treatment Access Program (TAP).

4. **Priority Population:** Behavioral health clients seeking mental health and substance abuse treatment services.

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the TAP activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the TAP's goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
SecPrev-21 SA Sec-Prev Referrals/Screening/Intake	21,456	
Total Services Delivered	21,456	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the TAP team. This will be a collaborative project with close coordination with the SFDPH and TAP.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Behavioral Health Access Center Program Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. **Fiscal Management:** Fiscal management team assigned to TAP will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the TAP Program Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. **Staff Management/Human Resources:** Human Resources management team assigned to TAP will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by the TAP Director. They will provide

hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. TAP Staff:

- 1.0 FTE Assistant Program Coordinator: Assists the Program Coordinator in day-to-day operations of the TAP program. Supervises administrative staff and provides overall office management.
- 7.0 FTE Counselor/Case Manager: Administers assessment, referral, and placement authorization of substance use and mentally ill clients into community based care. Interfaces with the Adult Probation Department to ensure that eligible clients meet all terms of probation.
- 3.0 FTE Administrative Assistant: Supports the day-to-day administrative needs of TAP. Provides customer service and public facing presence to vulnerable individuals seeking care. Assist with medical records and other administrative functions.
- .66 FTE Senior Implementation Engineer: Provides overall information technology support and application guidance to TAP programs and Drug Court. Works with DPH IT to ensure adequate and smooth IT operations and necessary infrastructure.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives:

Treatment Access Program (TAP):

- 55% of eligible clients will successfully place into treatment services in FY16-17 as determined by Avatar
- 50% of clients will participate with satisfactory completion in pre-treatment/treatment engagement activities as determined by sign-in/sign out.
- 75% of clients will be seen by clinical staff within 90 minutes of registration as determined by the TAP database.

TAP Offender Treatment Program

- 50% of clients will complete the terms of their probation having successfully engaged in treatment services as determined through the probation case management system
- 75% of Post Release Community Supervision probationers will be seen by clinical staff within 3 business days of release by an institution as determined by the OTP database and the OTP OD log.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health

Contractor: HealthRIGHT 360

City Fiscal Year: FY16-17

CMS#:

Appendix A- 8

Contract Term: 07/01/2016-06/30/2017

Funding Source(s): Substance Abuse General Fund,
State SACPA Fund

Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** Project Homeless Connect (PHC)

Address: 25 Van Ness Ave, #340

City, State, ZIP: San Francisco, CA 94102

Telephone: 415-503-2123

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Project Homeless Connect (PHC).

4. **Priority Population:** Homeless individuals in San Francisco. PHC served 5,383 individuals in the last fiscal year. Demographics overview:

- 60% between the ages of 25 – 55 years old
- 40% African-American, 30% Caucasian, 10% Latino, 7% Asian/Pacific Islander
- 70% Male 12% Veteran
- 50% self-identify as homeless

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the PHC activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward PHC's goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

A unit of service for this contract is one month of fiscal management/intermediary and human resources services.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
7/1/2016-06/30/2017 To provide one month of Fiscal Intermediary Services to support staff who manage PHC	12	
Total Services Delivered	12	N/A

6. Methodology:

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the PHC team. This will be a collaborative project with close coordination with the SFDPH and the PHC Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the PHC Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

A. Fiscal Management: Fiscal management team assigned to the PHC will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the PHC Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to PHC will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by the PHC Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. PHC Staff:

1.0 FTE Executive Director: Executes mission of serving 5,000+ homeless individuals annually. Create growth strategy that has expanded PHC to include daily services, mobile model, and increased engagement for community and corporate groups. Oversee fundraising for \$1.4 million agency and maintain partnerships with major donors.

1.0 FTE Deputy Director: Supervision of Director-level staff. Implement new programming, build evaluation processes for continuous improvement, and work with Executive Director to determine agency priorities. Provide daily oversight of 14-person office.

1.0 FTE Director of Resources: Oversee Resource Specialists when team is off-site, no supervision responsibility. This position will become increasingly key as PHC services move toward a mobile model in 2017.

1.0 FTE Director of Services: Manage Resource Specialists and Resource Manager. Work with staff and external partners to ensure that Every Day Connect continues to provide high-quality, reliable services for participants on a daily basis.

1.0 FTE Services Manager: Recruits, organizes, and coordinates service providers at PHC events and Everyday Connect.

1.0 FTE Volunteer Manager: Engage 4,000+ volunteers annually in giving back around homelessness in SF. With Director of Marketing & Development, maintain relationships with corporate stakeholders and manage \$250,000 in-kind donation program.

1.0 FTE Logistics Manager: Responsible for on-the-ground planning of PHC one-stop shop service events and mobile services. Secure permits, venues, transportation, and other logistical details as needed.

1.0 FTE Marketing Associate: Design visual communication for PHC's multiple audiences of volunteers, corporate stakeholders, and nonprofit providers. With Director of Development, create and executive fundraising and engagement strategy.

4.0 FTE Resource Specialist: Administer in-office programs. These are key on-the-ground staff serving upwards of 60 individuals every day at 25 Van Ness and at weekly off-site events.

1.0 FTE Operations Manager: Maintain organization, administration, and human resources needs in 14-person office. Assist with event-related planning as needed.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative positions providing infrastructure support. Service deliverables measured in staff hours.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name: The Anchor Program**

Address: 1701 Ocean Ave

City, State, ZIP: San Francisco, CA 94112

Telephone: 415-452-2200

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Anchor Program. The Anchor Program is a collaboration between SFDPH's Behavioral Health Services (BHS) and Golden Gate Regional Services. It involves a multidisciplinary team working within the O.M.I Family Center.

4. **Priority Population:** High-risk, dually diagnosed behavioral health clients at risk of psychiatric crisis or hospitalization.

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the Anchor Program activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward the Anchor Program's goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
7/1/2016-06/30/2017 DPH Mode 15 MHS/CM/MedSpt	61,393	
Total Services Delivered	61,393	N/A

6. **Methodology:** The program objective is to avert psychiatric crisis and reduce hospitalization rates for a very high risk dually diagnosed population. The multidisciplinary team utilizes proactive interventions to identify early warning signs and design behavioral treatment plans. The caseload comprises of consumers who are dually diagnosed with a developmental disability and a mental health diagnosis.

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the Anchor Program team. This will be a collaborative project with close coordination with the SFDPH and the Anchor Program Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Anchor Program Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

- A. **Fiscal Management:** Fiscal management team assigned to the Anchor Program will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the Anchor Program Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to the Anchor Program will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by the Anchor Program Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. The Anchor Program Staff:

- 1.0 FTE Therapist: Delivers Case Management/Brokerage, Crisis Management, Mental Health Services, and Outreach to a high risk population of dually diagnosed individuals.
- 1.0 FTE Administrative Assistant: Supervise subordinate staff such as the peer interns, sign timesheets, and provide Avatar data entry and scheduling support.
- 1.0 FTE Peer Advocate: Light clerical duties, facilitation of peer support and socialization groups, other duties as assigned by the Administrative Assistant.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: The program will target 40 to 60 individuals with developmental disabilities, including mental retardation, cerebral palsy, epilepsy, autism and related conditions. These individuals are frequent users of emergency and inpatient mental health services. To be considered for the project the individuals must have a history of multiple admissions to the psychiatric emergency services and inpatient facilities, a history of unsuccessful community placement, drug and alcohol use, and behavioral problems.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name:** Community Oriented Primary Care (COPC) FI Services

Address: 25 Van Ness Ave, #500

City, State, ZIP: San Francisco, CA 94102

Telephone: 415-437-6346

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the San Francisco Department of Public Health (SFDPH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the Community Oriented Primary Care (COPC)'s Medical Respite and Sobering Center program and Nutrition Consultation services on behalf of COPC to San Francisco shelters.

4. **Priority Population:** Fiscal management services will be provided to COPC's Medical Respite and Sobering Center program. Program management, clinical oversight through chart review and consultation, and help triaging referrals from the hospital will be provided to the Medical Respite and Sobering Center program. Nutrition Consultation services will be provided to shelters regarding meal planning for the shelters.

5. **Modality(s)/Intervention(s):** HR360 will facilitate services related to grantee project compliance, data importation, fiscal management, and quality improvement activities. HR360 will provide administrative support to subcontractors, consultants and staff engaged in the COPC's Medical Respite/Sobering Center and Nutrition Consultation activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward COPC's Medical Respite/Sobering Center and Nutrition Consultation goals in close collaboration with SFDPH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

A unit of service for this contract is one month of fiscal management/intermediary and human resources services.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
7/1/2016-06/30/2017 To provide one month of Fiscal Intermediary Services to support staff who manage COPC's Medical Respite/Sobering Center and Nutrition Consultation services	12	
Total Services Delivered	12	N/A

6. **Methodology:**

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support COPC's Medical Respite/Sobering Center and Nutrition Consultation services. This will be a collaborative project with close coordination with the SFDPH and the Chief Operations Officer of COPC.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the Chief Operations Officer of COPC. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

- A. **Fiscal Management:** Fiscal management team assigned to Continuum of HIV Prevention, Care, and Treatment will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the Chief Operations Officer of COPC. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and

Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

B. Staff Management/Human Resources: Human Resources management team assigned to COPC's Medical Respite/Sobering Center and Nutrition Consultation services will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by the Chief Operations Officer of COPC. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

C. COPC FI Services Subcontract Positions:

- UCSF Physician will serve as the Medical Respite and Sobering Center Director providing leadership, along with the Administrative Director, and clinical consultation. The Medical Respite and Sobering Center provides specialized healthcare services to homeless patients in San Francisco. The Center serves as an important discharge option for San Francisco General and private hospitals as well as a drop off point for individuals with chronic alcoholism in need of stabilization services.
- The Registered Dietician will provide nutrition consultation services to shelters primarily in the Tenderloin and SOMA neighborhoods.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives: These are administrative positions providing infrastructure support. Service deliverables measured in staff hours.

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: N/A.

1. **Program Name: San Francisco Street Violence Intervention and Prevention (SFSVIP) Program**

Address: 150 Executive Park, Suite 1180

City, State, ZIP: San Francisco, CA 94134

Telephone: 415-762-0216

Contractor Address: 1735 Mission St.

City, State, ZIP: San Francisco, CA 94103

Person Completing this Narrative: Nick Hancock

Telephone: 415-255-3776

Email Address: nick.hancock@sfdph.org

2. **Nature of Document:**

☐ New ☒ Renewal ☐ Modification

3. **Goal Statement:** HealthRIGHT 360 (HR360), in collaboration with the Mayor's Office and the San Francisco Department of Public Health (SFPDH), will provide fiscal and human resource management services, subcontractors, consultants, and staff in support of the San Francisco Street Violence Intervention and Prevention (SFSVIP) program.

4. **Priority Population:** At-risk, highly at-risk, and in-risk systems-involved youth ages 10-30. These youth may receive outreach services, diversion/intervention services or aftercare services as a result of hanging out in known hot spots, schools or community based altercations, support community events and wounding /violence incidence.

5. **Modality(s)/Intervention(s):** HR360 will provide administrative support to subcontractors, consultants and staff engaged in the SFSVIP activities. HR360 is responsible for its subcontractors', consultants', and staff performance. Subcontractors, consultants, and staff will work toward SFSVIP's goals in close collaboration with SFPDH staff. In addition, HR360 will use Generally Accepted Accounting Principles (GAAP) and the agency's own Accounting Policies and Procedures to:

- Protect the assets of the organization and of the contract;
- Ensure the maintenance of accurate records of HR360's financial activities;
- Provide a framework for HR360's financial decision making;
- Establish and enforce operating standards and behavioral expectations;
- Serve as a training resource for financial staff; and
- Ensure compliance with federal, state, local, and DPH legal, contractual, and reporting requirements.

A unit of service for this contract is one month of fiscal management/intermediary and human resources services.

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
7/1/2016-06/30/2017 DPH Mode 60/78 NonMCal Client Support Exp	4	
7/1/2016-06/30/2017 DPH MHSA Administration	1,077	
Total Services Delivered	1,081	N/A

6. **Methodology:** The Street Violence Intervention and Prevention program (SFSFSVIP) is a street outreach and crisis response program created to reduce and intervene in youth related street violence for the City and County of San Francisco. The program's vision is to successfully intervene and reduce youth related street violence by providing crisis response and street outreach to youth and young adults (ages 10 – 30) impacted by street violence. SFSVIP provides street outreach, crisis response, and community mobilization services.

HR360 will provide fiscal management/intermediary administrative services, subcontractors, consultants, and staff to support the SFSVIP team. This will be a collaborative project with close coordination with the SFDPH and the SFSVIP Program Director.

Fiscal Management for this program consists of developing and monitoring the budget; managing employee payroll and benefits; managing programmatic expenditures such as invoice payments and travel reimbursements according to budget plan; executing contractual agreements and maintaining all program documentation as related to this contract. HR360 will also be responsible for compliance and adherence with the City and County of San Francisco fund management policies to ensure project success.

Staff Management for this program consists of primary human resource management processes and will be coordinated with the SFSVIP Program Director. It will include managing HR360 employee benefits; monitoring HR360 employee training, skill development, and performance evaluations on regular basis, and implementing HR360 employee discipline when necessary.

- A. **Fiscal Management:** Fiscal management team assigned to the SFSVIP program will include a Budget Manager, a Financial Analyst, and an Accounts Payable Specialist. These staff will work closely with the SFDPH Program Administrator and the SFSVIP Program Director. The HR360 Budget Manager, in collaboration with the SFDPH Program Administrator, will serve as the lead team member assigned to the contract and will oversee all fiscal management activities. In addition the Budget Manager will issue and monitor all subcontracts and consultant agreements. The Financial Analyst (FA), working closely with the Accounts Payable Specialist and the SFDPH Program Administrator, will be responsible for monthly expenses and annual cost reporting, including the tracking of all costs against each cost center's budget, generating invoices

on a monthly basis to SFDPH, and providing oversight and assurance that all expenses are charged and invoiced appropriately. The FA in conjunction with the Budget Manager will also provide a monthly statement of activities, assistance with budget modifications, and be responsible for final financial reconciliation and reporting. In addition the FA and Accounts Payable Specialist are responsible for vendor management, including ensuring vendors are set up correctly with required documentation.

- B. Staff Management/Human Resources:** Human Resources management team assigned to SFSVIP services will include a Budget Manager and the Human Resources Generalist. HR360 HR will oversee HR360 staff hired and assigned to the project. HR360 staff will at all times be under the direction and control of HR360 management or other supervision as determined by SFSVIP Program Director. They will provide hands on, comprehensive training to all employees so they are familiar with HR360's HR policies and procedures in order to provide comprehensive supervision to HR360 contracted employees. The staff on this project is administrative staff and will not be responsible for project work or data.

A. SFSVIP program staff:

1.0 FTE SFSVIP Director: Responsible to oversee the overall operation. The director oversees a citywide team of staff responsible for street outreach and crisis intervention in neighborhood corridors most impacted by street violence, and works closely with the Department of Public Health's Crisis Response Team and San Francisco Police Department as the point of contact for the City and County's crisis response system.

1.0 FTE Street Outreach Manager: The Street Violence Prevention Outreach Manager oversees the outreach and staffing operations of the San Francisco Street Violence Intervention Program. The Street Outreach Manager supervises the SFSVIP team of staff responsible for street outreach and crisis intervention in various SF neighborhoods. The Outreach Manager works closely with the SFSVIP Director, Department of Public Health's Crisis Response Team and San Francisco Police Department staff for all prevention and outreach operations.

1.0 FTE Crisis Response Manager: The Crisis Response Manager will ensure that the SFSVIP team appropriately responds to crisis in various SF neighborhoods. The Crisis Response Manager will work closely with the Director, Street Outreach Manager, Department of Public Health's Crisis Response Team and San Francisco Police Department staff for all prevention and outreach operations.

2.0 FTE Community Mediator: The Community Mediator works closely with the Department of Public Health's Crisis Response Team and San Francisco Police Department staff to deploy staff for prevention and intervention in street violence and to assure proper referrals and linkages to interested clients.

4.0 FTE Violence Prevention Services Coordinator: The Violence Prevention Services Coordinator is responsible to coordinate SVIP daily operations and deploy staff to participate in street outreach; public education and community mobilization in his/her designated area (zone). This position has the skills and abilities of the three positions under his/her supervision. This position has the abilities to instruct staff how to conduct outreach, coordinate groups/workshops, how to facilitate conflict mediations, respond to crisis situations. This position also works with at risk, in risk and high risk youth. This person has a credible reputation in all of the following neighborhoods. Western Addition/ South of Market & Tenderloin, Mission and Visitation Valley and Bayview-Hunter's Point/Potrero Hill and are able to quell tensions or violence within these neighborhoods.

4.0 FTE Street Outreach Worker – Intervener (III): The Street Outreach Worker Intervener has the skills and abilities to work with in-risk youth. This person coordinates and facilitates conflict mediations, responds to crisis situations and prevents further retaliation, if needed and are able to work under intense situations. This person has a credible reputation in all of the following neighborhoods- Western Addition/ South of Market & Tenderloin, Mission and Visitation Valley and Bayview-Hunter's Point/Potrero Hill and are able to quell tensions or violence within these neighborhoods. They are still responsible for the other functions of a street outreach worker and it is not expected of them to only focus on group facilitation. This allows each team the ability to have groups conducted in their assigned zone.

4.0 FTE Street Outreach Worker - Facilitator (II): The Street Outreach Worker Facilitator has the skills and abilities to facilitate and coordinate groups/workshops, act as a spokesperson for SVIP during meetings, assist their coordinator with administrative functions for the team, work with high-risk youth and have the ability to communicate with in-risk youth. They are still responsible for the other functions of a street outreach worker.

12.0 FTE Street Outreach Worker (I): The Street Outreach Worker has the skill and ability to conduct street outreach, in which they will become more familiar with at-risk youth in the zone they are assigned. They will be shadowing other levels, in order to learn advanced skills, such as group facilitation, mediation and crisis response. (If need be we would like to have the ability to hire one outreach position that does not clear the HR360 vehicle insurance be able to clear however must be able to clear with within two years from the time of hire. They will be hired on a provisional basis, with a signed contract.

7. Objectives and Measurements:

Fiscal Intermediary Objectives: All objectives, and descriptions of how objectives will be measured, are contained in the document entitled DPH Fiscal Intermediary Performance Objectives FY16-17.

Service Objectives:

- 100 youth will receive SFSVIP referral services (RDA Data Summary)
- 85% of participants will receive at least one successful referral (RDA Data Summary)

- 150 youth will receive Intensive mentorship services (RDA Data Summary)
- The Crisis Response Manager will respond to 100% of the cases within the 30 days of a violent act perpetrated on an individual and will provide referral services to CRT, a mental health program in the community, to the District Attorney's Victims Services or an identified community based agency (RDA Report), if needed.
- 240 youth/young adults will receive conflict resolution mediations (RDA Report)

8. Continuous Quality Assurance and Improvement:

DPH staff will monitor contract compliance through the Business Office of Contract Compliance (BOCC), ensuring compliance with Health Commission policies, and all contractor requirements including, but not limited to, Harm Reduction, and Health Insurance Portability and Accountability Act (HIPAA). HR360's own CQI activities will monitor, enhance, and improve the quality of fiscal management and program services delivered.

9. Required Language: 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.

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):

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):

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

(1) Fee For Service Reimbursement:

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.

(2) Cost Reimbursement:

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."

D. Upon execution of this Agreement, contingent upon prior approval by the CITY'S Department of Public Health 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 twenty-five per cent (25%) of the General Fund and Prop63 portion of the CONTRACTOR'S allocation for the applicable fiscal year.

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, 2016 through June 30, 2017 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.

2. Program Budgets and Final Invoice

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

- Appendix B-1 CBHS CYF Care management
- Appendix B-2 CBHS CYF Family Mosaic Project
- Appendix B-3 CBHS CYF Foster Care Migration
- Appendix B-4 CBHS CYF SPMP Foster Care
- Appendix B-5 CBHS BHS Mental Health Services
- Appendix B-6 CBHS BHS Substance Abuse (SA) Services
- Appendix B-7 CBHS Drug Court Treatment Center
- Appendix B-8 CBHS Treatment Access Program (TAP)
- Appendix B-9 Project Homeless Connect
- Appendix B-10 The Anchor Program
- Appendix B-11 Community Oriented Primary Care (COPC) FI Services
- Appendix B-12 Street Violence Intervention & Prevention

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 **Sixty Two Million Seven Hundred Ninety Seven Thousand Seven Hundred Ninety Six Dollars (\$62,797,796)** for the period of January 1, 2014 through December 31, 2018.

CONTRACTOR understands that, of this maximum dollar obligation, \$6,728,335 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.

January 1, 2014 through June 30, 2014	\$5,829,820
July 1, 2014 through June 30, 2015	\$10,992,618
July 1, 2015 through June 30, 2016	\$9,828,156
July 1, 2016 through June 30, 2017	\$9,205,335
July 1, 2017 through June 30, 2018	\$13,475,688
July 1, 2018 through December 31, 2018	\$6,737,844
January 1, 2014 through December 31, 2018	\$56,069,461
Contingency	\$6,728,335
January 1, 2014 through December 31, 2018	\$62,797,796

(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: 00348		Prepared By/Phone #: Paul Kroger / 415-912-1820				Fiscal Year: 16-17	
CMS #7429	Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Summary Page 1 of 2		Funding Notification Date: 9/9/16
Appendix Number	B-1	B-2	B-3	B-4	B-5	B-6	B-7
Program Name	CYF Care Management	CYF Family Mosaic Project	CYF Fostercare Migration	CYF SPMP Fostercare	BHS MH Services	BHS SA Services	Drug Court Treatment Center
Provider Number	00038	00038	00038	00038	00038	383800	383804
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	421,722	508,874	-	397,220	518,705	-	803,814
Operating Expenses	3,001	2,341	128,048	-	-	255,412	290,350
Capital Expenses	-	-	-	-	-	-	-
Subtotal Direct Expenses	424,723	511,215	128,048	397,220	518,705	255,412	1,094,164
Indirect Expenses	46,720	56,234	14,085	43,696	57,056	28,096	120,359
Indirect %	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%	11.00%
TOTAL FUNDING USES	471,443	567,449	142,133	440,916	575,761	283,508	1,214,523
BHS MENTAL HEALTH FUNDING SOURCES							
	FAMIS						
MH COUNTY - General Fund	HMHMCC730515	-	-	-	471,000	-	-
MH STATE - MH Realignment	HMHMCC730515	-	-	-	-	-	-
MH STATE - MHSA WET Project	PMHS63-1708	-	-	-	-	-	-
MH STATE - MHSA INN Project	PMHS63-1713	-	-	-	104,761	-	-
MH STATE - Family Mosaic Capitated	HMHMCP8828CH	-	337,626	-	-	-	-
MH COUNTY - General Fund CYF	HMHMCP751594	385,393	34,705	-	65,305	-	-
MH COUNTY - General Fund CYF WO CODB	HMHMCP751594	-	-	3,467	9,161	-	-
MH WORK ORDER - CFC Pre-School	HMHMCHPFAPWO	26,050	-	-	-	-	-
MH WORK ORDER - HSA Fostercare	HMHMCHFOSTWO	-	-	138,666	-	-	-
MH WORK ORDER - HSA EPSDT GF Match	HMHMCHMTPEWO	-	-	-	366,450	-	-
MH WORK ORDER - SFCFC First Five	HMHMCHPTINWO	60,000	-	-	-	-	-
MH FED - SAMHSA FMP Grant, CFDA 93.958	HMM007-1702	-	195,118	-	-	-	-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		471,443	567,449	142,133	440,916	575,761	-
BHS SUBSTANCE ABUSE FUNDING SOURCES							
	FAMIS						
SA STATE - PSR Drug Court	HMHSCCRES227	-	-	-	-	-	777,096
SA COUNTY - General Fund	HMHSCCRES227	-	-	-	-	283,508	437,427
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	283,508	1,214,523
OTHER DPH FUNDING SOURCES							
	FAMIS						
Community Health - DCYF CRN Work Order	HCHCCHCCRNWO	-	-	-	-	-	-
COPC - Tom Waddell General Fund	HCHAPTWUHCGF	-	-	-	-	-	-
COPC - Medical Respite General Fund	HCHAPMEDRESP	-	-	-	-	-	-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		471,443	567,449	142,133	440,916	575,761	1,214,523
NON-DPH FUNDING SOURCES							
	FAMIS						
HOM - DHSH General Fund	HOMELESSCPGF	-	-	-	-	-	-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		471,443	567,449	142,133	440,916	575,761	1,214,523

DPH 1: Department of Public Health Contract Budget Summary

DHCS Legal Entity Number: 00348		Prepared By/Phone #: Paul Kroger / 415-912-1820				Fiscal Year: 16-17	
CMS #7429	Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)			Summary Page 2 of 2		Funding Notification Date: 9/9/16	
Appendix Number	B-8	B-9	B-10	B-11	B-12		
Program Name	Treatment Access Program	Project Homeless Connect	Anchor Program	COPC FI Services	Street Violence Intervention & Prevention		
Provider Number	383800	n/a	3880	n/a	See CRDC		TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17		7/1/15-8/31/16
FUNDING USES							
Salaries & Employee Benefits	798,686	1,022,123	177,184	-	1,948,640		6,596,968
Operating Expenses	34,240	10,343	18,718	197,342	666,334		1,606,129
Capital Expenses	-	-	-	-	90,000		90,000
Subtotal Direct Expenses	832,926	1,032,466	195,902	197,342	2,704,974	-	8,293,097
Indirect Expenses	91,622	113,572	21,548	21,707	297,543		912,238
Indirect %	11.00%	11.00%	11.00%	11.00%	11.00%		11.00%
TOTAL FUNDING USES	924,548	1,146,038	217,450	219,049	3,002,517	-	9,205,335
Contract-Wide Employee Fringe Benefits %:							28.20%
BHS MENTAL HEALTH FUNDING SOURCES							
MH COUNTY - General Fund	HMHMCC730515	-	-	172,560	-	80,824	724,384
MH STATE - MH Realignment	HMHMCC730515	-	-	44,890	-	-	44,890
MH STATE - MHSA WET Project	PMHS63-1708	-	-	-	-	107,693	107,693
MH STATE - MHSA INN Project	PMHS63-1713	-	-	-	-	-	104,761
MH STATE - Family Mosaic Capitated	HMHMCP8828CH	-	-	-	-	-	337,626
MH COUNTY - General Fund CYF	HMHMCP751594	-	-	-	-	-	485,403
MH COUNTY - General Fund CYF WO CODB	HMHMCP751594	-	-	-	-	-	12,628
MH WORK ORDER - CFC Pre-School	HMHMCHPFAPWO	-	-	-	-	-	26,050
MH WORK ORDER - HSA Fostercare	HMHMCHFOSTWO	-	-	-	-	-	138,666
MH WORK ORDER - HSA EPSDT GF Match	HMHMCHMTEPWO	-	-	-	-	-	366,450
MH WORK ORDER - SFCFC First Five	HMHMCHPTINWO	-	-	-	-	-	60,000
MH FED - SAMHSA FMP Grant, CFDA 93.958	HMM007-1702	-	-	-	-	-	195,118
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		-	-	217,450	-	188,517	2,603,669
BHS SUBSTANCE ABUSE FUNDING SOURCES							
SA STATE - PSR Drug Court	HMHSCCRES227	-	-	-	-	-	777,096
SA COUNTY - General Fund	HMHSCCRES227	924,548	-	-	-	-	1,645,483
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		924,548	-	-	-	-	2,422,579
OTHER DPH FUNDING SOURCES							
Community Health - DCYF CRN Work Order	HCHCCHCCRNWO	-	-	-	-	2,814,000	2,814,000
COPC - Tom Waddell General Fund	HCHAPTWUHC GF	-	-	-	35,000	-	35,000
COPC - Medical Respite General Fund	HCHAPMEDRESP	-	-	-	184,049	-	184,049
							-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	219,049	2,814,000	3,033,049
TOTAL DPH FUNDING SOURCES		924,548	-	217,450	219,049	3,002,517	8,059,297
NON-DPH FUNDING SOURCES							
HOM - DSHS General Fund	HOMELESSCPGF	HOMELESSCPGF	1,146,038	-	-	-	1,146,038
							-
TOTAL NON-DPH FUNDING SOURCES		-	1,146,038	-	-	-	1,146,038
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		924,548	1,146,038	217,450	219,049	3,002,517	9,205,335

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-1	
Provider/Program Name: CYF Care Management		Page 1		Funding Notification Date: 9/9/16	
Provider Number: 00038				Fiscal Year: 16-17	
Program Name	CBHS CYF Care Management	CBHS CYF Care Management	CBHS CYF Care Management		
Program Code	38CX	38CX	38CX		
Mode/SFC (MH) or Modality (SA)	60/78	60/78	60/78		
Service Description	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp		TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES					
Salaries & Employee Benefits	344,200	23,468	54,054	-	421,722
Operating Expenses	3,001	-	-	-	3,001
Capital Expenses	-	-	-	-	-
Subtotal Direct Expenses	347,201	23,468	54,054	-	424,723
Indirect Expenses	38,192	2,582	5,946	-	46,720
TOTAL FUNDING USES	385,393	26,050	60,000	-	471,443
BHS MENTAL HEALTH FUNDING SOURCES		FAMIS			
MH COUNTY - General Fund CYF	HMHMCP751594	385,393			385,393
MH WORK ORDER - CFC Pre-School	HMHMCHPFAPWO		26,050		26,050
MH WORK ORDER - SFCFC First Five	HMHMCHPTINWO			60,000	60,000
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		385,393	26,050	60,000	471,443
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-
OTHER DPH FUNDING SOURCES					
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		385,393	26,050	60,000	471,443
NON-DPH FUNDING SOURCES					
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		385,393	26,050	60,000	471,443
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 NTP					
Cost Reimbursement (CR) or Fee-For-Service (FFS)		CR	CR	CR	
Units of Service		9,273	607	1,840	
Unit Type		Staff Hour	Staff Hour	Staff Hour	
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)		41.56	42.92	32.61	
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)		41.56	42.92	32.61	
Published Rate (Medi-Cal Providers Only)		-	-	-	Total UDC:
Unduplicated Clients (UDC)		0	0	0	0

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)
 Program Name: CYF Care Management

Page 2

Appendix #: B-1

Funding Notification Date: 9/9/16

	TOTAL		General Fund HMMHCP751594		CFC Pre-School Work Order HMMHCHPFAPWO		SFCJC First Five Work Order HMMHCHPTINWO					
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Administrative Analyst	1.00	56,375	0.67	38,069	0.33	18,306						
Administrative Assistant	1.00	45,414	1.00	45,414								
Clerk Typist/ Receptionist	1.00	34,338	1.00	34,338								
Inpatient Discharge Coordinator	1.00	58,054	1.00	58,054								
Mental Health Case Manager (TBS)	1.00	62,265	1.00	62,265								
Secretary	0.37	28,385	0.37	28,385								
Parent Training Institute Coordinator	1.00	44,126		1,962			1.00	42,164				
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
Totals:	6.37	328,957	5.04	268,487	0.33	18,306	1.00	42,164	-	-	-	-

Employee Fringe Benefits:	28.20%	92,765	28.20%	75,713	28.20%	5,162	28.20%	11,890	#DIV/0!	-	-	-
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TOTAL SALARIES & BENEFITS

421,722

344,200

23,468

54,054

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-1

Program Name: CYF Care Management

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	General Fund HMMHCP751594	CFC Pre-School Work Order HMMHCHPFAPWO	SFCJC First Five Work Order HMMHCHPTINWO		
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:
Occupancy:						
Rent						
Utilities (Telephone, Electricity, Water, Gas)						
Building Repair/Maintenance						
Materials & Supplies:						
Office Supplies		2,500				
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		501				
Consultant/Subcontractor:						
Other:	-					
	-					

TOTAL OPERATING EXPENSE

3,001

3,001

-

-

-

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-2	
Provider/Program Name: CYF Family Mosaic Project			Page 1	Funding Notification Date: 9/9/16	
Provider Number: 00038			Fiscal Year: 16-17		
Program Name	CBHS CYF Family Mosaic Project	CBHS CYF Family Mosaic Project	CBHS CYF Family Mosaic Project		
Program Code	8957	8957	8957		
Mode/SFC (MH) or Modality (SA)	60/78	60/78	60/78		
Service Description	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp		TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES					
Salaries & Employee Benefits	31,265	302,998	174,611		508,874
Operating Expenses	-	1,170	1,171		2,341
Capital Expenses	-	-	-		-
Subtotal Direct Expenses	31,265	304,168	175,782	-	511,215
Indirect Expenses	3,440	33,458	19,336		56,234
TOTAL FUNDING USES	34,705	337,626	195,118	-	567,449
BHS MENTAL HEALTH FUNDING SOURCES		FAMIS			
MH STATE - Family Mosaic Capitated	HMHMCP8828CH		337,626		337,626
MH COUNTY - General Fund CYF	HMHMCP751594	34,705			34,705
MH FED - SAMHSA FMP Grant, CFDA 93.958	HMM007-1702			195,118	195,118
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		34,705	337,626	195,118	567,449
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-
OTHER DPH FUNDING SOURCES					
					-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-
TOTAL DPH FUNDING SOURCES		34,705	337,626	195,118	567,449
NON-DPH FUNDING SOURCES					
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		34,705	337,626	195,118	567,449
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 NTP					
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR	CR	CR		
Units of Service	2,364	7,065	4,608		
Unit Type	Staff Hour	Staff Hour	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	14.68	47.79	42.34		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	14.68	47.79	42.34		
Published Rate (Medi-Cal Providers Only)	-	-	-		Total UDC:
Unduplicated Clients (UDC)	0	0	0		0

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-2

Program Name: CYF Family Mosaic Project

Funding Notification Date: 9/9/16

	TOTAL		General Fund HMMHCP751594		Capitated Medi-Cal HMMHCP8828CH		SAMHSA FMP Grant HMM007-1702					
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Business Office Administrator	1.00	69,088	0.05	3,386	0.96	65,700						
Senior Accountant	1.00	71,851	0.05	3,407	0.95	68,444	-	-				
Operation & Facility Specialist	1.00	48,527	0.04	8,525	-	-	0.91	40,002				
Office & Claims Specialist	1.00	58,045	0.07	4,189	0.41	23,856	0.53	30,000				
Business & Operation Supervisor	1.00	60,081	0.08	4,881	0.52	31,000	0.43	24,200				
Capitation Coordinator	1.00	47,348	1.00		1.00	47,348						
Secretary	0.63	42,000					0.63	42,000				
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	-	-										
Totals:	7.63	396,938	1.29	24,388	3.84	236,348	2.50	136,202	-	-	-	-

Employee Fringe Benefits:	28.2%	111,936	28.2%	6,877	28.2%	66,650	28.2%	38,409				
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TOTAL SALARIES & BENEFITS

508,874	31,265	302,998	174,611	-	-
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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)
 Program Name: CYF Family Mosaic Project

Page 3

Appendix #: B-2
 Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	General Fund HMMHCP751594	Capitated Medi-Cal HMMHCP8828CH	SAMHSA FMP Grant HMM007-1702		
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:
Occupancy:	-					
Rent	-					
Utilities (Telephone, Electricity, Water, Gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:	-					
Office Supplies	670		670			
Photocopying	-					
Printing	-					
Program Supplies				1,171		
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	500		500			
Consultant/Subcontractor:	-					
	-					
Other:	-					
	-					

TOTAL OPERATING EXPENSE

2,341	-	1,170	1,171	-	-
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DPH 2: Department of Public Health Cost Reporting/Data Collection (CRDC)

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)		Contract Appendix #: B-3	
Provider/Program Name: CYF Fostercare Migration		Page 1	Funding Notification Date: 9/9/16
Provider Number: 00038		Fiscal Year: 16-17	
Program Name	CBHS CYF Fostercare Migration		
Program Code	8997		
Mode/SFC (MH) or Modality (SA)	60/78		
Service Description	Other Non-MediCal Client Support Exp		TOTAL
FUNDING TERM	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES			
Salaries & Employee Benefits	-		-
Operating Expenses	128,048		128,048
Capital Expenses	-		-
Subtotal Direct Expenses	128,048	-	128,048
Indirect Expenses	14,085		14,085
TOTAL FUNDING USES	142,133	-	142,133
BHS MENTAL HEALTH FUNDING SOURCES			
	FAMIS		
MH COUNTY - General Fund CYF WO CODB	HMHMCP751594	3,467	3,467
MH WORK ORDER - HSA Fostercare	HMHMCHFOSTWO	138,666	138,666
			-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		142,133	142,133
BHS SUBSTANCE ABUSE FUNDING SOURCES			
			-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-
OTHER DPH FUNDING SOURCES			
			-
TOTAL OTHER DPH FUNDING SOURCES		-	-
TOTAL DPH FUNDING SOURCES		142,133	142,133
NON-DPH FUNDING SOURCES			
			-
TOTAL NON-DPH FUNDING SOURCES		-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		142,133	142,133
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 NTP			
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR		
Units of Service	3,530		
Unit Type	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	40.26		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	40.26		
Published Rate (Medi-Cal Providers Only)	-		
Unduplicated Clients (UDC)	0		Total UDC: 0

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-3

Program Name: CYF Fostercare Migration

Funding Notification Date: 9/9/16

	TOTAL		HSA Fostercare WO HMHMCHFOSTWO & GF WO CODB HMMHCP751594									
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Administrative Assistant												
Clinical Case Manager												
Receptionist												
Administrative Assistant												
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Totals:	-	-	-	-	-	-	-	-	-	-	-	-

Employee Fringe Benefits:	#DIV/0!	-	#DIV/0!	-								
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TOTAL SALARIES & BENEFITS

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-3

Program Name: CYF Fostercare Migration

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	HSA Fostercare WO HMHMCHFOSTWO & GF WO CODB HMMHCP751594				
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:	Term:
Occupancy:	-					
Rent	-					
Utilities (Telephone, Electricity, Water, Gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:	-					
Office Supplies	5,000	5,000				
Photocopying	-					
Printing	-					
Program Supplies	10,000	10,000				
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	5,000	5,000				
Consultant/Subcontractor:	-					
	-					
Other:	-					
Temp Agency- 2 Temp Position at FCMHP (Crystal Cremer & Sabrina Su) \$30.60/hr paid to Temp Agency (July 2016-June 2017)	108,048	108,048				
TOTAL OPERATING EXPENSE	128,048	128,048	-	-	-	-

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)			Contract Appendix #: B-4	
Provider/Program Name: CYF SPMP Fostercare			Page 1	
Provider Number: 00038			Funding Notification Date: 9/9/16	
			Fiscal Year: 16-17	
Program Name	CBHS CYF SPMP Fostercare	CBHS CYF SPMP Fostercare		
Program Code	8997	8997		
Mode/SFC (MH) or Modality (SA)	60/78	60/78		
Service Description	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp		TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES				
Salaries & Employee Benefits	58,832	338,388	-	397,220
Operating Expenses	-	-	-	-
Capital Expenses	-	-	-	-
Subtotal Direct Expenses	58,832	338,388	-	397,220
Indirect Expenses	6,473	37,223	-	43,696
TOTAL FUNDING USES	65,305	375,611	-	440,916
BHS MENTAL HEALTH FUNDING SOURCES				
	FAMIS			
MH COUNTY - General Fund CYF	HMHMCP751594	65,305		65,305
MH COUNTY - General Fund CYF WO CODB	HMHMCP751594		9,161	9,161
MH WORK ORDER - HSA EPSDT GF Match	HMHMCHMTEPWO		366,450	366,450
				-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		65,305	375,611	440,916
BHS SUBSTANCE ABUSE FUNDING SOURCES				
				-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-
OTHER DPH FUNDING SOURCES				
				-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-
TOTAL DPH FUNDING SOURCES		65,305	375,611	440,916
NON-DPH FUNDING SOURCES				
				-
TOTAL NON-DPH FUNDING SOURCES		-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		65,305	375,611	440,916
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 NTP				
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR	CR		
Units of Service	825	4,696		
Unit Type	Staff Hour	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	79.16	79.99		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	79.16	79.99		
Published Rate (Medi-Cal Providers Only)	-	-		Total UDC:
Unduplicated Clients (UDC)	0	0		0

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-4

Program Name: CYF SPMP Fostercare

Funding Notification Date: 9/9/16

	TOTAL		General Fund HMMHCP751594		HSA Children's Match WO HMHMCHMTCHWO & GF WO CODB HMMHCP751594							
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17				Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Early Childhood Senior Community Coordinator	1.00	103,281	0.15	15,297	0.85	87,984						
Early Childhood Senior Community Coordinator	1.00	103,281	0.15	15,297	0.85	87,984						
Early Childhood Senior Community Coordinator	1.00	103,282	0.15	15,297	0.85	87,985						
	-	-										
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	-	-										
Totals:	3.00	309,844	0.45	45,891	2.55	263,953	-	-	-	-	-	-

Employee Fringe Benefits:	28.2%	87,376	28.2%	12,941	28.2%	74,435			-				
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TOTAL SALARIES & BENEFITS

397,220

58,832

338,388

1

1

DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-4

Program Name: CYF SPMP Fostercare

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	General Fund HMMHCP751594	HSA Children's Match WO HMMHCHMTCHWO & GF WO CODB HMMHCP751594			
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:
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:	-					
	-					

TOTAL OPERATING EXPENSE

- - - - -

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)					Contract Appendix #: B-5		
Provider/Program Name: BHS MH Services				Page 1	Funding Notification Date: 9/9/16		
Provider Number: 00038				Fiscal Year: 16-17			
Program Name	Sunnydale Community Facility	Medi-Cal Billing Clerks	Crisis Intervention	MH Administration			
Program Code	n/a	n/a	n/a	n/a			
Mode/SFC (MH) or Modality (SA)	60/78	60/78	60/78	40/00			
Service Description	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp	Other Non-MediCal Client Support Exp	MHSA Administration			TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17			7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	88,862	319,117	16,346	94,380	-	-	518,705
Operating Expenses	-	-	-	-	-	-	-
Capital Expenses	-	-	-	-	-	-	-
Subtotal Direct Expenses	88,862	319,117	16,346	94,380	-	-	518,705
Indirect Expenses	9,774	35,103	1,798	10,381	-	-	57,056
TOTAL FUNDING USES	98,636	354,220	18,144	104,761	-	-	575,761
BHS MENTAL HEALTH FUNDING SOURCES							
FAMIS							
MH COUNTY - General Fund	HMHMCC730515	98,636	354,220	18,144			471,000
MH STATE - MHSA INN Project	PMHS63-1713				104,761		104,761
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		98,636	354,220	18,144	104,761	-	575,761
BHS SUBSTANCE ABUSE FUNDING SOURCES							
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-	-
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		98,636	354,220	18,144	104,761	-	575,761
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		98,636	354,220	18,144	104,761	-	575,761
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)							
Units of Service	CR	CR	CR	CR			
	1,840	12,881	221	1,840			
Unit Type	Staff Hour	Staff Hour	Staff Hour	Staff Hour			
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES ONLY)	53.61	27.50	82.10	56.94			
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	53.61	27.50	82.10	56.94			
Published Rate (Medi-Cal Providers Only)	-	-	-	-			Total UDC:
Unduplicated Clients (UDC)	0	0	0	0			0

	TOTAL		Sunnydale Community Facility General Fund HMHMCC730515		Medi-Cal Billing Clerks General Fund HMHMCC730515		Crisis Intervention General Fund HMHMCC730515		MH Administration MHSA INN PMHS63-1713					
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Community Facility Manager	1.00	69,315	1.00	69,315										
Crisis Intervention Counselor	0.12	12,750					0.12	12,750						
Medi-Cal Billing Clerks	7.00	248,921			7.00	248,921								
Lead Evaluator	1.00	73,619							1.00	73,619.00				
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Employee Fringe Benefits:	28.2%	114,100	28.2%	19,547	28.2%	70,196	28.2%	3,596	28.2%	20,761	-	-
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TOTAL SALARIES & BENEFITS

518,705

88,862

319,117

16,346

94,380

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1

DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-5

Program Name: BHS MH Services

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	Sunnydale Community Facility General Fund HMHMCC730515	Medi-Cal Billing Clerks General Fund HMHMCC730515	Crisis Intervention General Fund HMHMCC730515	MH Administration MHSA INN PMHS63-1713		
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17		
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:	-						
	-						
	-						

TOTAL OPERATING EXPENSE

- - - - -

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-6			
Provider/Program Name: BHS SA Services			Page 1	Funding Notification Date: 9/9/16			
Provider Number: 383800			Fiscal Year: 16-17				
Program Name	OBOT Methadone Van	OBOT Harm Reduction Thearapy Center	BHS Support				
Program Code	n/a	n/a	n/a				
Mode/SFC (MH) or Modality (SA)	Supt-00	Supt-00	Supt-00				
Service Description	SA-County Support	SA-County Support	SA-County Support				TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17				7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	-	-	-				-
Operating Expenses	54,845	34,534	166,033				255,412
Capital Expenses	-	-	-				-
Subtotal Direct Expenses	54,845	34,534	166,033	-	-	-	255,412
Indirect Expenses	6,033	3,799	18,264				28,096
TOTAL FUNDING USES	60,878	38,333	184,297	-	-	-	283,508
BHS MENTAL HEALTH FUNDING SOURCES							
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES FAMIS							
SA COUNTY - General Fund	HMHSCCRES227	60,878	38,333	184,297			283,508
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		60,878	38,333	184,297	-	-	283,508
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		60,878	38,333	184,297	-	-	283,508
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		60,878	38,333	184,297	-	-	283,508
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR	CR	CR				
Units of Service	12	368	2,760				
Unit Type	Months	Staff Hour	Staff Hour				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	5,073.17	104.17	66.77				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	5,073.17	104.17	66.77				
Published Rate (Medi-Cal Providers Only)	-	-	-				Total UDC:
Unduplicated Clients (UDC)	0	0	0				0

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-6

Program Name: BHS SA Services

Funding Notification Date: 9/9/16

	TOTAL		OBOT Methadone Van General Fund HMHSCCRES227		OBOT HRTC General Fund HMHSCCRES227		BHS Support General Fund HMHSCCRES227							
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries					FTE	Salaries
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Employee Fringe Benefits:		-		-		-		-						-
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TOTAL SALARIES & BENEFITS

	-	-	-	-				
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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-6

Program Name: BHS SA Services

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	OBOT Methadone Van General Fund HMHSCCRES227	OBOT HRTC General Fund HMHSCCRES227	BHS Support General Fund HMHSCCRES227			
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17			
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:	-						
Harm Reduction Therapy Center	34,534		34,534				
BHS Support Consultants	166,033			166,033			
Other:	-						
OBOT Methadone Van	54,845	54,845					
	-						
	-						
	-						

TOTAL OPERATING EXPENSE

255,412

54,845

34,534

166,033

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)		Contract Appendix #: B-7	
Provider/Program Name: Drug Court Treatment Center		Page 1	Funding Notification Date: 9/9/16
Provider Number: 383804		Fiscal Year: 16-17	
Program Name	Drug Court Treatment Center		
Program Code	38041		
Mode/SFC (MH) or Modality (SA)	Anc-87		
Service Description	Drug Court-Other Tx Related Svcs		TOTAL
FUNDING TERM	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES			
Salaries & Employee Benefits	803,814		803,814
Operating Expenses	290,350		290,350
Capital Expenses	-		-
Subtotal Direct Expenses	1,094,164		1,094,164
Indirect Expenses	120,359		120,359
TOTAL FUNDING USES	1,214,523	-	1,214,523
BHS MENTAL HEALTH FUNDING SOURCES			
			-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES			
	FAMIS		
SA STATE - PSR Drug Court	HMHSCCRES227	777,096	777,096
SA COUNTY - General Fund	HMHSCCRES227	437,427	437,427
			-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	1,214,523	-	1,214,523
OTHER DPH FUNDING SOURCES			
			-
TOTAL OTHER DPH FUNDING SOURCES	-	-	-
TOTAL DPH FUNDING SOURCES	1,214,523	-	1,214,523
NON-DPH FUNDING SOURCES			
			-
TOTAL NON-DPH FUNDING SOURCES	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	1,214,523	-	1,214,523
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 NTP			
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR		
Units of Service	19,024		
Unit Type	Staff Hour		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	63.84		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	63.84		
Published Rate (Medi-Cal Providers Only)	-		Total UDC:
Unduplicated Clients (UDC)	360		360

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-7

Program Name: Drug Court Treatment Center

Funding Notification Date: 9/9/16

	TOTAL	PSR Drug Court & General Fund HMHSCCRES227										
	Term:	7/1/16-6/30/17	Term:	7/1/16-6/30/17	Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Program Coordinator	1.00	82,000	1.00	82,000								
Asst Program Coordinator	1.00	70,000	1.00	70,000								
Treatment Coordinator	1.00	60,000	1.00	60,000								
Counselor/Case Manager	6.00	330,000	6.00	330,000								
Senior Administrative Assistant	1.00	52,000	1.00	52,000								
Senior Implementation Engineer	0.34	33,000	0.34	33,000								
-	-	-										
-	-	-										
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Total:	10.34	627,000	10.34	627,000	-	-	-	-	-	-	-	-

[illegible]**TOTAL SALARIES & BENEFITS**

803,814

803,814

1

1

DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-7

Program Name: Drug Court Treatment Center

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	PSR Drug Court & General Fund HMHSCCRES227				
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:	Term:
Occupancy:						
Rent	100,800	100,800				
Utilities (Telephone, Electricity, Water, Gas)	30,000	30,000				
Building Repair/Maintenance	18,000	18,000				
Materials & Supplies:	-					
Office Supplies	15,000	15,000				
Photocopying	-					
Printing	-					
Program Supplies	15,000	15,000				
Computer Hardware/Software	-					
General Operating:	-					
Training/Staff Development	9,000	9,000				
Insurance	4,500	4,500				
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	18,000	18,000				
Staff Travel:	-					
Local Travel	3,000	3,000				
Out-of-Town Travel	5,050	5,050				
Field Expenses	-					
Consultant/Subcontractor:	-					
	-					
	-					
Other:	-					
Client Drug Testing	36,000	36,000				
Client Expenses	36,000	36,000				
	-					

TOTAL OPERATING EXPENSE

290,350

290,350

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-8			
Provider/Program Name: Treatment Access Program				Page 1		Funding Notification Date: 9/9/16	
Provider Number: 383800				Fiscal Year: 16-17			
Program Name	Treatment Access Program						
Program Code	99089						
Mode/SFC (MH) or Modality (SA)	SecPrev-21						
Service Description	SA-Sec Prev Referrals/Screening/Intake						TOTAL
FUNDING TERM	7/1/16-6/30/17						7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	798,686						798,686
Operating Expenses	34,240						34,240
Capital Expenses	-						-
Subtotal Direct Expenses	832,926	-	-	-	-	-	832,926
Indirect Expenses	91,622						91,622
TOTAL FUNDING USES	924,548	-	-	-	-	-	924,548
BHS MENTAL HEALTH FUNDING SOURCES							
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES							
SA COUNTY - General Fund	HMHSCCRES227	924,548					924,548
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	924,548	-	-	-	-	-	924,548
OTHER DPH FUNDING SOURCES							
TOTAL OTHER DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES	924,548	-	-	-	-	-	924,548
NON-DPH FUNDING SOURCES							
TOTAL NON-DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)	924,548	-	-	-	-	-	924,548
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR						
Units of Service	21,456						
Unit Type	Staff Hour						
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	43.09						
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	43.09						
Published Rate (Medi-Cal Providers Only)	-						Total UDC:
Unduplicated Clients (UDC)	2,010						2,010

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-8

Program Name: Treatment Access Program

Funding Notification Date: 9/9/16

	TOTAL		General Fund HMHSCCRES227									
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE		FTE	Salaries	FTE	Salaries
Assistant Program Coordinator	1.00	75,000	1.00	75,000								
Counselor/Case Manager	7.00	350,000	7.00	350,000								
Administrative Assistant	3.00	132,000	3.00	132,000								
Senior Implementation Engineer	0.66	66,000	0.66	66,000								
	-	-										
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Totals:	11.66	623,000	11.66	623,000	-	-	-	-	-	-	-	-

Employee Fringe Benefits:	28.2%	175,686	28.2%	175,686		-		-				
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TOTAL SALARIES & BENEFITS

798,686

798,686

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-8

Program Name: Treatment Access Program

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	General Fund HMHSCCRES227				
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:	Term:
Occupancy:	-					
Rent	-					
Utilities (Telephone, Electricity, Water, Gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:	-					
Office Supplies	6,000	6,000				
Photocopying	-					
Printing	-					
Program Supplies	6,000	6,000				
Computer Hardware/Software	-					
General Operating:	-					
Training/Staff Development	6,000	6,000				
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:	-					
Local Travel	3,000	3,000				
Out-of-Town Travel	3,000	3,000				
Field Expenses	-					
Consultant/Subcontractor:	-					
	-					
Other:	-					
Client Expenses	10,240	10,240				

TOTAL OPERATING EXPENSE

34,240

34,240

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)			Contract Appendix #: B-9				
Provider/Program Name: Project Homeless Connect			Page 1		Funding Notification Date: 9/9/16		
Provider Number: n/a			Fiscal Year: 16-17				
	Project Homeless Connect	Everyday Connect					
Program Name							
Program Code	n/a	n/a					
Mode/SFC (MH) or Modality (SA)	n/a	n/a					
Service Description	n/a	n/a					TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17					7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	427,526	594,597					1,022,123
Operating Expenses	4,017	6,326					10,343
Capital Expenses	-	-					-
Subtotal Direct Expenses	431,543	600,923	-	-	-	-	1,032,466
Indirect Expenses	47,470	66,102					113,572
TOTAL FUNDING USES	479,013	667,025	-	-	-	-	1,146,038
BHS MENTAL HEALTH FUNDING SOURCES							
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES							
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	-	-	-	-	-	-	-
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES	-	-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES	-	-	-	-	-	-	-
NON-DPH FUNDING SOURCES							
	FAMIS						
HOM - DSHS General Fund	HOMELESSCPGF	479,013	667,025				1,146,038
							-
TOTAL NON-DPH FUNDING SOURCES		479,013	667,025	-	-	-	1,146,038
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		479,013	667,025	-	-	-	1,146,038
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)							
	CR	CR					
Units of Service	n/a	n/a					
Unit Type	n/a	n/a					
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	n/a	n/a					
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	n/a	n/a					
Published Rate (Medi-Cal Providers Only)	n/a	n/a					Total UDC:
Unduplicated Clients (UDC)	n/a	n/a					n/a

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-9

Program Name: Project Homeless Connect

Funding Notification Date: 9/9/16

	TOTAL		Project Homeless Connect General Fund HOMELESSCPGF		Everyday Connect General Fund HOMELESSCPGF							
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Executive Director	1.00	117,304	0.50	58,652	0.50	58,652						
Deputy Director	1.00	90,000	0.50	45,000	0.50	45,000						
Director of Resources	1.00	71,984	0.50	35,992	0.50	35,992						
Director of Services	1.00	75,000	0.50	37,500	0.50	37,500						
Services Manager	1.00	52,000	0.25	13,000	0.75	39,000						
Volunteer Manager	1.00	52,000	0.60	31,200	0.40	20,800						
Logistics Manager	1.00	52,000	0.80	41,600	0.20	10,400						
Marketing Associate	1.00	45,000	0.50	22,500	0.50	22,500						
Resource Specialist	4.00	192,000	0.48	23,040	3.52	168,960						
Operations Manager	1.00	50,000	0.50	25,000	0.50	25,000						
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Totals:	13.00	797,288	5.13	333,484	7.87	463,804	-	-	-	-	-	-

Employee Fringe Benefits:	28.2%	224,835	28.2%	94,042	28.2%	130,793						
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TOTAL SALARIES & BENEFITS

1,022,123

427,526

594,597

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-9

Program Name: Project Homeless Connect

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	Project Homeless Connect General Fund HOMELESSCPGF	Everyday Connect General Fund HOMELESSCPGF			
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:
Occupancy:	-					
Rent	-					
Utilities (Telephone, Electricity, Water, Gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:	-					
Office Supplies	2,210	860	1,350			
Photocopying	-					
Printing	-					
Program Supplies	1,980	770	1,210			
Computer Hardware/Software	-					
General Operating:	-					
Training/Staff Development	3,790	1,470	2,320			
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:	-					
Local Travel	2,363	917	1,446			
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:	-					
	-					
Other:	-					
	-					

TOTAL OPERATING EXPENSE

10,343

4,017

6,326

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-10			
Provider/Program Name: Anchor Program			Page 1		Funding Notification Date: 9/9/16		
Provider Number: 3880				Fiscal Year: 16-17			
Program Name	Anchor Program	Anchor Program	Anchor Program				
Program Code	38803	38803	38803				
Mode/SFC (MH) or Modality (SA)	15/10-57	15/01-09	15/60-69				
Service Description	MH Svcs	Case Mgt Brokerage	Medication Support				TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17				7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	129,345	40,752	7,087				177,184
Operating Expenses	13,664	4,305	749				18,718
Capital Expenses	-	-					-
Subtotal Direct Expenses	143,009	45,057	7,836	-	-	-	195,902
Indirect Expenses	15,730	4,956	862				21,548
TOTAL FUNDING USES	158,739	50,013	8,698	-	-	-	217,450
BHS MENTAL HEALTH FUNDING SOURCES							
FAMIS							
MH COUNTY - General Fund	HMHMCC730515	125,970	39,688	6,902			172,560
MH STATE - MH Realignment	HMHMCC730515	32,769	10,325	1,796			44,890
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		158,739	50,013	8,698	-	-	217,450
BHS SUBSTANCE ABUSE FUNDING SOURCES							
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-	-	-
OTHER DPH FUNDING SOURCES							
							-
TOTAL OTHER DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL DPH FUNDING SOURCES		158,739	50,013	8,698	-	-	217,450
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		158,739	50,013	8,698	-	-	217,450
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)							
	CR	CR	CR				
Units of Service	42,601	17,332	1,461				
Unit Type	Staff Minute	Staff Minute	Staff Minute				
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	3.73	2.89	5.95				
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	3.73	2.89	5.95				
Published Rate (Medi-Cal Providers Only)							Total UDC:
Unduplicated Clients (UDC)	60	55	17				60

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-10

Program Name: Anchor Program

Funding Notification Date: 9/9/16

	TOTAL		MH Realignment & General Fund HMHMCC730515									
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
Therapist	1.00	56,499	1.00	56,499								
Administrative Assistant	1.00	43,632	1.00	43,632								
Peer Advocate	1.00	38,078	1.00	38,078								
	-	-										
	-	-										
	-	-										
	-	-										
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	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
Totals:	3.00	138,209	3.00	138,209	-	-	-	-	-	-	-	-

Employee Fringe Benefits:	28.2%	38,975	28.2%	38,975		-						
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TOTAL SALARIES & BENEFITS

177,184

177,184

-

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 3

Appendix #: B-10

Program Name: Anchor Program

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	MH Realignment & General Fund HMHMCC730515				
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:	Term:
Occupancy:	-					
Rent	-					
Utilities (Telephone, Electricity, Water, Gas)	-					
Building Repair/Maintenance	-					
Materials & Supplies:	-					
Office Supplies	3,600	3,600				
Photocopying	-					
Printing	-					
Program Supplies	5,518	5,518				
Computer Hardware/Software	-					
General Operating:	-					
Training/Staff Development	4,800	4,800				
Insurance	-					
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	-					
Staff Travel:	-					
Local Travel	4,800	4,800				
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:	-					
	-					
Other:	-					
	-					
	-					
	-					
TOTAL OPERATING EXPENSE	18,718	18,718	-	-	-	-

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-11			
Provider/Program Name: COPC FI Services				Page 1		Funding Notification Date: 9/9/16	
Provider Number: n/a				Fiscal Year: 16-17			
Program Name	Shelter Nutritionist	Medical Respite					
Program Code	n/a	n/a					
Mode/SFC (MH) or Modality (SA)	n/a	n/a					
Service Description	n/a	n/a					TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17					7/1/16-6/30/17
FUNDING USES							
Salaries & Employee Benefits	-	-					-
Operating Expenses	31,532	165,810					197,342
Capital Expenses	-	-					-
Subtotal Direct Expenses	31,532	165,810	-	-	-	-	197,342
Indirect Expenses	3,468	18,239					21,707
TOTAL FUNDING USES	35,000	184,049	-	-	-	-	219,049
BHS MENTAL HEALTH FUNDING SOURCES							
							-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES	-	-	-	-	-	-	-
BHS SUBSTANCE ABUSE FUNDING SOURCES							
							-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES	-	-	-	-	-	-	-
OTHER DPH FUNDING SOURCES							
	FAMIS						
COPC - Tom Waddell General Fund	HCHAPTWUHC GF	35,000					35,000
COPC - Medical Respite General Fund	HCHAPMEDRESP		184,049				184,049
							-
TOTAL OTHER DPH FUNDING SOURCES		35,000	184,049	-	-	-	219,049
TOTAL DPH FUNDING SOURCES		35,000	184,049	-	-	-	219,049
NON-DPH FUNDING SOURCES							
							-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		35,000	184,049	-	-	-	219,049
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 NTP							
Cost Reimbursement (CR) or Fee-For-Service (FFS)	CR	CR					
Units of Service	n/a	n/a					
Unit Type	n/a	n/a					
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES Only)	n/a	n/a					
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	n/a	n/a					
Published Rate (Medi-Cal Providers Only)	n/a	n/a					Total UDC:
Unduplicated Clients (UDC)	n/a	n/a					n/a

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Page 2

Appendix #: B-11

Program Name: COPC FI Services

Funding Notification Date: 9/9/16[illegible]

Employee Fringe Benefits:	#DIV/0!	-		-	-	-	-	-	-	-
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TOTAL SALARIES & BENEFITS

10/10/2010

11/11/2019

11/11/2016

10/10/2016

DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Appendix #: B-11

Program Name: COPC FI Services

Page 3

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	Shelter Nutritionist General Fund HCHAPTWUHC GF	Medical Respite General Fund HCHAPMEDRESP			
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:	Term:
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:	-					
Shelter Nutritionist	31,532	31,532				
Medical Respite Director from UCSF School of Medicine	165,810		165,810			
Other:	-					
	-					

TOTAL OPERATING EXPENSE

197,342

31,532

165,810

-

-

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

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)				Contract Appendix #: B-12	
Provider/Program Name: Street Violence Intervention & Prevention				Page 1	
Funding Notification Date: 9/9/16					
Provider Number:	00038	00038	n/a	Fiscal Year: 16-17	
Program Name	Street Violence Intervention & Prevention	Street Violence Intervention & Prevention	Street Violence Intervention & Prevention		
Program Code	n/a	n/a	n/a		
Mode/SFC (MH) or Modality (SA)	60/78	40/00	n/a		
Service Description	Other Non-MediCal Client Support Exp	MHSA Administration	n/a		TOTAL
FUNDING TERM	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17		7/1/16-6/30/17
FUNDING USES					
Salaries & Employee Benefits	-	-	1,948,640		1,948,640
Operating Expenses	21,013	97,021	548,300		666,334
Capital Expenses	-	-	90,000		90,000
Subtotal Direct Expenses	21,013	97,021	2,586,940	-	2,704,974
Indirect Expenses	2,311	10,672	284,560		297,543
TOTAL FUNDING USES	23,324	107,693	2,871,500	-	3,002,517
BHS MENTAL HEALTH FUNDING SOURCES					
FAMIS					
MH COUNTY - General Fund	HMHMCC730515	23,324	57,500		80,824
MH STATE - MHSA WET Project	PMHS63-1708		107,693		107,693
					-
TOTAL BHS MENTAL HEALTH FUNDING SOURCES		23,324	107,693	57,500	188,517
BHS SUBSTANCE ABUSE FUNDING SOURCES					
					-
TOTAL BHS SUBSTANCE ABUSE FUNDING SOURCES		-	-	-	-
OTHER DPH FUNDING SOURCES					
FAMIS					
Community Health - DCYF CRN Work Order	HCHCCHCCRNWO		2,814,000		2,814,000
					-
TOTAL OTHER DPH FUNDING SOURCES		-	2,814,000	-	2,814,000
TOTAL DPH FUNDING SOURCES		23,324	107,693	2,871,500	3,002,517
NON-DPH FUNDING SOURCES					
					-
TOTAL NON-DPH FUNDING SOURCES		-	-	-	-
TOTAL FUNDING SOURCES (DPH AND NON-DPH)		23,324	107,693	2,871,500	3,002,517
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 NTP					
Cost Reimbursement (CR) or Fee-For-Service (FFS)					
	CR	CR	CR		
Units of Service	4	1,077	n/a		
Unit Type	Client Day	Staff Hour	n/a		
Cost Per Unit - DPH Rate (DPH FUNDING SOURCES ONLY)	5,831.00	100.00	n/a		
Cost Per Unit - Contract Rate (DPH & Non-DPH FUNDING SOURCES)	5,831.00	100.00	n/a		
Published Rate (Medi-Cal Providers Only)					
Unduplicated Clients (UDC)	n/a	n/a	n/a		Total UDC: n/a

DPH 3: Salaries & Benefits Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Appendix #: B-12

Program Name: Street Violence Intervention & Prevention

Page 2

Funding Notification Date: 9/9/16

	TOTAL		General Fund HMHMCC730515		MHSA WDET PMHS63-1608		DCYF CRN Work Order HCHCCHCCRNWO & GF WO CODB HMHMCC730515					
	Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term: 7/1/16-6/30/17		Term:		Term:	
Position Title	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries	FTE	Salaries
SVIP Director	1.00	90,000					1.00	90,000				
Street Outreach Manager	1.00	75,000					1.00	75,000				
Crisis Response Manager	1.00	65,000					1.00	65,000				
Community Mediator	2.00	130,000					2.00	130,000				
Violence Prevention Services Coordinator	4.00	240,000					4.00	240,000				
Street Outreach Worker III - Intervener	4.00	200,000					4.00	200,000				
Street Outreach Worker II - Facilitator	4.00	192,000					4.00	192,000				
Street Outreach Worker I	12.00	528,000					12.00	528,000				
	-	-										
	-	-										
	-	-										
	-	-										
	-	-										
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	-	-										
	-	-										
	-	-										
Totals:	29.00	1,520,000	-	-	-	-	29.00	1,520,000	-	-	-	-

Employee Fringe Benefits:	28.2%	428,640		-		-	28.2%	428,640		-		
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TOTAL SALARIES & BENEFITS

1,948,640

-

-

1,948,640

-

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DPH 4: Operating Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)

Appendix #: B-12

Program Name: Street Violence Intervention & Prevention

Page 3

Funding Notification Date: 9/9/16

Expenditure Category	TOTAL	General Fund HMHMCC730515	MHSA WDET PMHS63-1608	DCYF CRN Work Order HCHCCHCCRNWO & GF WO CODB HMHMCC730515		
	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term: 7/1/16-6/30/17	Term:	Term:
Occupancy:	-					
Rent	120,000			120,000		
Utilities (Telephone, Electricity, Water, Gas)	30,000			30,000		
Building Repair/Maintenance	9,000			9,000		
Materials & Supplies:	-					
Office Supplies	-					
Photocopying	-					
Printing	-					
Program Supplies	19,000			19,000		
Computer Hardware/Software	3,000			3,000		
General Operating:	-					
Training/Staff Development	25,000			25,000		
Insurance	25,000			25,000		
Professional License	-					
Permits	-					
Equipment Lease & Maintenance	18,000			18,000		
Staff Travel:	-					
Local Travel	6,000			6,000		
Out-of-Town Travel	-					
Field Expenses	-					
Consultant/Subcontractor:	-					
Sal Nunez PhD, Curriculum Developer	107,021		97,021	10,000		
Mental Health Consultants	45,000			45,000		
Evaluation Consultants	30,000			30,000		
Other:	-					
Vehicle Expense	28,300			28,300		
Client Crisis	20,000			20,000		
Client Bereavement	121,013	21,013		100,000		
Client Incentives	60,000			60,000		
TOTAL OPERATING EXPENSE	666,334	21,013	97,021	548,300	-	-

DPH 5: Capital Expenses Detail

Contractor Name: HealthRIGHT 360 (Fiscal Intermediary)
 Program Name: Street Violence Intervention & Prevention

Page 4

Appendix #:

B-12

Funding Notification Date:

9/9/16

1. Equipment

Item Description	Quantity	Serial #/VIN #	Funding Source	Purchase Cost Each	Total Cost
Van to transport clients to and from treatment and medical appointments.	2		DCYF CRN Work Order (HCHCCHCCRNWO)	45,000	90,000
					-
					-
					-
					-
					-
Total Equipment Cost					90,000

2. Remodeling

Description	Total Cost
Total Remodeling Cost	-

Total Capital Expenditure

(Equipment plus Remodeling Cost)

90,000

DPH 6: Contract-Wide Indirect Detail

Contractor Name HealthRIGHT 360 (Fiscal Intermediary)

Funding Notification Date: 9/9/16

Page 1

1. SALARIES & BENEFITS

Position Title	FTE	Salaries
Chief Executive Officer	0.224	46,905
Chief Financial Officer	0.247	42,346
Chief Information Officer	0.247	33,660
Chief Operating Officer	0.124	8,470
VP of Quality and Compliance	0.235	12,379
VP of Development	0.165	10,858
Research and Evaluation Director	0.156	10,951
Workforce Development Director	0.021	1,516
Controller	0.247	24,613
Grants Director	0.247	16,939
Budget Manager	0.107	8,403
Fiscal Projects Director	0.247	13,029
Budget/Fiscal Analyst	0.230	12,445
Payroll Manager	0.247	16,026
Budget Coordinator	0.247	10,858
General Ledger Accountant	0.046	2,324
Accounts Payable	0.491	21,679
Billing Specialist	0.247	13,029
Billing Assistant	0.247	8,770
Human Resources Director	0.122	7,467
Human Resources Analyst	0.247	10,858
Human Resources Coordinator	0.247	8,780
Electronic Medical Records Manager	0.245	10,750
EMR OPs Software Development Director	0.247	19,544
EMR Training and Data Analyst	0.170	6,032
Client Programmer II	0.061	3,634
IT Manager - Data Control	0.247	11,631
Senior IT Systems Analyst	0.137	6,948
IT Analyst	0.247	10,531
PC Support Analyst	0.247	10,531
IT Specialist - Data Specialist	0.272	7,894
IT Specialist - Data Entry	0.247	7,177
IT Specialist - Data Control	0.247	7,177
IT Data Analyst	0.085	2,634
Donations Manager	0.247	11,943
Travel Coordinator	0.124	5,815
Administrative Assistant	0.203	5,559
Procurement Manager	0.247	10,858
Driver/Procurement Assistant	0.045	1,332
Facility Operations Director	0.014	1,049
Transportation and Facility Manager	0.011	656
Maintenance Staff	0.056	1,593
		-
EMPLOYEE FRINGE BENEFITS		150,534
TOTAL SALARIES & BENEFITS		636,127

2. OPERATING COSTS

Expenditure Category	Amount
Rent	67,573
Utilities (Telephone, Electricity, Water, Gas)	24,294
Building Repair/Maintenance	2,042
Office Supplies	16,619
Insurance	31,640
Training/Staff Development	4,009
Staff Travel (Local & Out of Town)	26,049
Rental of Equipment	20,662
Payroll Service	7,231
IT Licenses	22,613
Program Licenses	53,379
TOTAL OPERATING COSTS	278,111

TOTAL INDIRECT COSTS

(Salaries & Benefits + Operating Costs)

912,238

**Appendix D
Additional Terms**

1. *PROTECTED HEALTH INFORMATION AND BAA*

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, transmission, and storage of health information.

The parties acknowledge that CONTRACTOR is one of the following:

- ☒ CONTRACTOR will render services under this contract that include possession or knowledge of identifiable Protected Health Information (PHI), such as health status, health care history, or payment for health care history obtained from CITY. Specifically, CONTRACTOR will:

- Create PHI
- Receive PHI
- Maintain PHI
- Transmit PHI and/or
- Access PHI

The Business Associate Agreement (BAA) in Appendix E is required. Please note that BAA requires attachments to be completed.

- ☐ CONTRACTOR will not have knowledge of, create, receive, maintain, transmit, or have access to any Protected Health Information (PHI), such as health status, health care history, or payment for health care history obtained from CITY.

The Business Associate Agreement is not required.

2. *THIRD PARTY BENEFICIARIES*

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

Appendix E



San Francisco Department of Public Health Business Associate Agreement

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.

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



San Francisco Department of Public Health
Business Associate Agreement

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 HITECT 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



San Francisco Department of Public Health
Business Associate Agreement

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 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.



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- 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 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.



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Business Associate Agreement

- 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 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



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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



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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.

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.

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

Appendix K
Federal Grants – DUNS #

USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

Search Results

Your search returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	HEALTHRIGHT 360	Status: Active
DUNS: 060142130	CAGE Code: 1ZLB6	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 07/16/2016	Delinquent Federal Debt? No	
Purpose of Registration: All Awards		

Glossary

[Search](#)

[Results](#)

[Entity](#)[Exclusion](#)

[Search](#)

[Filters](#)

[By Record Status](#)[By Functional Area - Entity Management](#)[By Functional Area - Performance Information](#)

SAM | System for Award Management 1.0

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

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APPENDIX L

ASSET MANAGEMENT AND REPORTING REQUIREMENTS

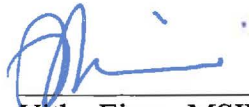
In 2016, the San Francisco Board of Supervisors approved a resolution that authorized the subordination of two existing Seismic and Safety Loan Program loans, secured in part by real property commonly known as 890 Hayes Street and 214 Haight Street, to a new loan from the Nonprofit Finance Fund to HealthRIGHT 360 in the amount of \$8,500,000 for the construction of HealthRIGHT 360's new headquarters and clinic located at 1563 Mission Street. In consideration of the City and County of San Francisco having subordinated its Deeds of Trust on 890 Hayes Street and 214 Haight Street to the Nonprofit Finance Fund, HealthRIGHT 360 hereby agrees as follows:

So long as the Nonprofit Finance Funds Deeds of Trust remain on the 214 Haight and the 890 Hayes Street Properties (the "Effective Period"), HealthRIGHT 360 agrees as follows:

1. HealthRIGHT 360 shall provide quarterly financial statements for the entirety of HealthRIGHT 360 within sixty (60) days of the period's end for the calendar quarters ending September 30, December 31, March 31, and June 30 to the San Francisco Department of Public Health, Chief Financial Officer located at 101 Grove, Room 308, San Francisco, CA 94110.
2. HealthRIGHT 360 shall provide notice to the San Francisco Department of Public Health ("SFDPH") of any proposed merger negotiations in a timely manner. A timely manner shall mean that HealthRIGHT 360 will notify SFDPH with regard to potential mergers by informing SFDPH within three business days of the execution any documents regarding an intent to enter into merger negotiations or an intent to merge.
3. HealthRIGHT 360 shall obtain prior consent from SFDPH before filing any merger agreement with the California Secretary of State or any other Secretary of State, and such consent shall be timely, shall be considered in good faith, and shall not be unreasonably withheld by SFDPH. SFDPH's shall respond within 30 days from the date that HealthRIGHT 360 provides a merger plan to SFDPH. If the response from SFDPH exceeds 30 days, HealthRIGHT 360 shall provide notice to SFDPH that its response is overdue and provide SFDPH with an additional ten days to respond. If SFDPH continues to fail to respond this will be considered implied approval and HealthRIGHT 360 shall proceed with the merger.
4. HealthRIGHT 360 shall not place any additional deeds of trust on 890 Hayes Street and 214 Haight Street without the prior written approval of the Mayor's Office of Housing and Community Development ("MOHCD").
5. Health RIGHT 360 shall maintain compliance with updated MOHCD asset management requirements including, without limitation, maintaining capital reserves and required property insurance.

6. HealthRIGHT 360 agrees the failure to comply with any provision of this Appendix L shall be a material breach of this Agreement.

APPROVED:



Vitka Eisen, MSW, EdD
President & CEO
HealthRIGHT 360

Date: 5/1/2016

