

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

**24-1000**

SAP Number

## Department of Public Health

Department Contract Representative	Dominic Herrera
Telephone Number	(909) 665-2647
Contractor	California Department of Public Health, Office of Refugee Health
Contractor Representative	Christine Murto
Telephone Number	(916) 552-8264
Contract Term	10/1/2024 through 9/30/2025
Original Contract Amount	Fee-for-service reimbursement
Amendment Amount	
Total Contract Amount	Fee-for-service reimbursement
Cost Center	9300081000
Grant Number (if applicable)	800237

### Briefly describe the general nature of the contract:

Accept and approve Award and Agreement (Award No. 24-36-90899-00) from the California Department of Public Health, for the Refugee Health Assessment Program, to provide health assessments for newly arrived refugees and other eligible entrants in San Bernardino and Riverside Counties, for reimbursement of \$106 per comprehensive health assessment and \$53,486 in administrative costs, retroactively for the period of October 1, 2024, through September 30, 2025.

#### FOR COUNTY USE ONLY

Approved as to Legal Form

*Daniel Pasek*

Daniel Pasek (Oct 10, 2024 15:54 PDT)

Daniel Pasek, Deputy County Counsel

Date 10/10/2024

Reviewed for Contract Compliance

▶

Date

Reviewed/Approved by Department

*Joshua Dugas*

Joshua Dugas (Oct 10, 2024 16:07 PDT)

Joshua Dugas, Director

Date 10/10/2024



TOMÁS J. ARAGÓN, MD, DrPH  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

September 2, 2024

Kelli Clark  
San Bernardino County  
451 E. Vanderbilt Suite 200  
San Bernardino, CA 92408

Dear Kelli,

**Refugee Health Assessment Program (RHAP) - Federal Fiscal Year (FFY) 2024-25  
Award Number 24-36-90899-00**

This letter covers the Refugee Health Assessment Program (RHAP) reimbursement information for the period of October 1, 2024 through September 30, 2025. The Office of Refugee Health (ORH) will reimburse the county at the rate per completed health assessment and the award amount below to cover administrative costs for the 2024-25 period:

1. \$105.70 for a **comprehensive** (fully completed) health assessment
2. \$53,486.30 for **administrative costs**

The reimbursement rate is for the provision of health assessment services to refugees, asylees, entrants from Haiti and Cuba, special immigrant visa holders, federally certified victims of human trafficking, eligible parolees, and other eligible entrants, as required per the 2024-25 ORH Policy and Procedure Manual. The Manual includes criteria for full health assessments.

The comprehensive health assessment rate is based on the approved budget medical screening costs not covered by Medi-Cal as a per person cost. Approved administrative costs may be invoiced quarterly and must reflect actual cost incurred during the reporting period.

**The reimbursement rate is for the costs of patient care that is not billable to Medi-Cal.** For patients that have not qualified for Medi-Cal at the time of the health assessment and who cannot be enrolled in Medi-Cal or Refugee Medical Assistance (RMA) (for example, those who are lost to follow up or have moved), ORH will consider reimbursement for health assessment costs on a case-by-case basis for those seen in

Office of Refugee Health, MS 5204 • P.O. Box 997377 • Sacramento, CA 95899-7377  
(916) 552-8252 • (916) 636-6248 FAX  
Internet Address: [www.cdph.ca.gov](http://www.cdph.ca.gov)



September 2, 2024

the first 90 days of arrival, adjudication, or certification. Documentation and approval from the ORH Chief are required and reimbursement is limited.

#### Allowable Administrative Costs

Allowable costs include coordination and scheduling with resettlement agencies and patients, verifying Medi-Cal eligibility, preparing pre-arrival medical records, interpreting, data entry into RHEIS, data cleaning and analysis/epidemiological reporting, and overall program administration and coordination.

Please note: This award is subject to an appropriation of funds from the Federal Office of Refugee Resettlement, thus rate and/or award could be adjusted.

To receive reimbursement, please complete the following:

1. Complete and sign the enclosed Certifications, Assurances, and Requirements Agreement Acceptance
2. Review RHEIS Users List - Stikethrough users who no longer need access to RHEIS and **bold** users who need to be added to have access to RHEIS
3. RHEIS DUA Attachment C – Agreement to Comply with Confidentiality Requirements
4. RHEIS DUA Attachment D – Confidentiality of Patient Information
5. Submission Checklist
6. Submit signed documents to [Amy.Voong@cdph.ca.gov](mailto:Amy.Voong@cdph.ca.gov) by **September 23, 2024**.

Submit your quarterly invoice to ORH with the following information:

- Award Number **24-36-90899-00**
- List separately quarterly administrative costs and number of fully completed health assessments.
- Attach the RHEIS invoice report, including patients served, covering the dates of the invoice period in an encrypted email.
- Attach administrative cost details and supporting documentation
- Include your county name, quarter billed, "RHAP", and the fiscal year "24-25" in your invoice number (ex. County Q# RHAP FY24-25).

The health assessments must be completed in accordance with the RHAP medical instructions (see Manual, Section III C). Should any assessment(s) not meet with the CDPH/ORH medical instructions, the invoice will be returned, and payment withheld until the required components are completed in full.

San Bernardino County

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If you have any questions or need further clarification, please contact me at [Christine.Murto@cdph.ca.gov](mailto:Christine.Murto@cdph.ca.gov) or (916) 552-8264.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Murto".

Christine Murto, PhD  
Chief, Office of Refugee Health

Enclosure

cc: Amy Voong  
California Department of Public Health  
Office of Refugee Health  
MS 5204, P.O. Box 997377  
Sacramento, CA 95899-7377



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
SUBMISSION CHECKLIST  
Budget Period: October 1, 2024 – September 30, 2025**

**Awardee:**

**Award Number:**

- ☐ Submission Checklist
- ☐ Certifications, Assurances, and Requirements Agreement Acceptance
- ☐ Attachment C – Agreement of Employee/Data Recipient to Comply with Confidentiality requirements
- ☐ Attachment D – Confidentiality of Patient Information

SIGNED AND CERTIFIED THAT A COPY OF  
THIS DOCUMENT HAS BEEN DELIVERED  
TO THE CHAIRMAN OF THE BOARD  
LYNNA MONELL  
Clerk of the Board of Supervisors  
of the County of San Bernardino

By \_\_\_\_\_

Deputy



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
CERTIFICATIONS, ASSURANCES, AND REQUIREMENTS  
AGREEMENT ACCEPTANCE Budget Period: October 1, 2024 –  
September 30, 2025**

I agree to provide the following certifications, assurances and requirements and to comply with the Office of Refugee Health's (ORH) FY 2024-25 ORH Policy and Procedure Manual and any other conditions stipulated by the California Department of Public Health, ORH:

1. Ensure the provision of health assessment services to refugees, asylees, entrants from Haiti and Cuba, special immigrant visa holders, certified victims of human trafficking, and other eligible entrants, are completed as required in the California Refugee Health Assessment Medical Instructions.
2. Ensure all interested ORR eligible individuals are provided a health assessment upon request. Every effort should be made by the RHAP program to assist eligible patients to enroll in Medi-Cal or Refugee Medical Assistance (RMA). No patient will be denied service or billed due to lack of ability to qualify for Medi-Cal or RMA.
3. Ensure compliance with RHAP Objectives.
4. Enter into the Refugee Health Electronic Information System (RHEIS) all arrivals from CDC's Electronic Disease Notification (EDN) regardless of whether the health assessment was started or not.
5. Ensure that required health assessment data will be entered into RHEIS accurately and within 30 days of completing the health assessment.
6. Conduct data and medical quality assurance monitoring on a regular basis.
7. Ensure each client's I-94 or other proof of eligibility form is reviewed and a copy kept in the client's medical record to confirm eligibility status and for audit purposes.
8. Ensure that billings to Medi-Cal related to the health assessment process are only for costs not funded by this award.
9. Comply with all required ORH deadlines and applicable requests.
10. Comply with all sections of the RHAP/RHEIS Data Use and Disclosure Agreement (DUDA)
  - Ensure page 11 of the DUDA is signed/updated every 3 years.
  - Ensure Attachment C: 'Agreement by Employee/Data Recipient to Comply with Confidentiality Requirements' and Attachment D: 'Confidentiality of Patient Information' of the DUDA is signed/updated for each RHEIS user annually
11. If RHAP services are Subcontracted, I will be responsible to ensure that all RHAP requirements are completed by the Subcontractor.
12. Notify the ORH within 7 days of anticipated discontinuation of RHAP services.
13. Identify a staff (Refugee Health Coordinator) to be in charge of communicating with the local Refugee Resettlement Agencies and the State.

Print Name: Melanie Bird-Livingston

Official Title: Division Chief

Email: melanie.bird-livingston@dph.sbcounty.gov

Required Signature:



County Official Signature     Dawn Rowe

Date: OCT 22 2024

Title: Chair, Board of Supervisors

## Attachment C

### Agreement by Employee/Data Recipient to Comply with Confidentiality Requirements

#### *Summary of Statutes Pertaining to Confidential Public Health Records and Penalties for Disclosure*

All HIV/AIDS case reports and any information collected or maintained in the course of surveillance-related activities that may directly or indirectly identify an individual are considered *confidential public health record(s)* under California Health and Safety Code (HSC), Section 121035(c) and must be handled with the utmost confidentiality. Furthermore, HSC §121025(a) prohibits the disclosure of HIV/AIDS-related public health records that contain any personally identifying information to any third party, unless authorized by law for public health purposes, or by the written consent of the individual identified in the record or his/her guardian/conservator. Except as permitted by law, any person who negligently discloses information contained in a confidential public health record to a third party is subject to a civil penalty of up to \$5,000 plus court costs, as provided in HSC §121025(e)(1). Any person who willfully or maliciously discloses the content of a public health record, except as authorized by law, is subject to a civil penalty of \$5,000-\$25,000 plus court costs as provided by HSC §121025(e)(2). Any willful, malicious, or negligent disclosure of information contained in a public health record in violation of state law that results in economic, bodily, or psychological harm to the person named in the record is a misdemeanor, punishable by imprisonment for a period of up to one year and/or a fine of up to \$25,000 plus court costs (HSC §121025(e)(3)). Any person who is guilty of a confidentiality infringement of the foregoing type may be sued by the injured party and shall be personally liable for all actual damages incurred for economic, bodily, or psychological harm as a result of the breach (HSC §121025(e)(4)). Each disclosure in violation of California law is a separate, actionable offense (HSC §121025(e)(5)).

Because an assurance of case confidentiality is the foremost concern of the California Department of Public Health, Office of AIDS (CDPH/OA), any actual or potential breach of confidentiality shall be immediately reported. In the event of any suspected breach, staff shall immediately notify the director or supervisor of the local health department's HIV/AIDS surveillance unit who in turn shall notify the CDPH/OA Surveillance Section Chief or designee. CDPH/OA, in conjunction with the local health department and the local health officer shall promptly investigate the suspected breach. Any evidence of an actual breach shall be reported to the law enforcement agency that has jurisdiction.

#### *Employee Confidentiality Pledge*

I recognize that in carrying out my assigned duties, I may obtain access to private information about persons diagnosed with HIV or AIDS that was provided under an assurance of confidentiality. I understand that I am prohibited from disclosing or otherwise releasing any personally identifying information, either directly or indirectly, about any individual named in any HIV/AIDS confidential public health record. Should I be responsible for any breach of confidentiality, I understand that civil and/or criminal penalties may be brought against me. I acknowledge that my responsibility to ensure the privacy of protected health information contained in any electronic records, paper documents, or verbal communications to which I may gain access shall not expire, even after my employment or affiliation with the Department has terminated.

By my signature, I acknowledge that I have read, understand, and agree to comply with the terms and conditions above.

_____ Employee name (print)	_____ Employee Signature	_____ Date
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_____ Supervisor name (print)	_____ Supervisor Signature	_____ Date
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\_\_\_\_\_  
Name of Employer

**PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.**

## Attachment D

California Department of Public Health  
Office of Refugee Health  
Refugee Health Electronic Information System (RHEIS)

### CONFIDENTIALITY OF PATIENT INFORMATION

On behalf of the State of California Department of Public Health, Office of Refugee Health (CDPH/ORH), you have been authorized to work with confidential medical information and individual medical records. Such information is not to be shared with unauthorized employees, family, friends and/or acquaintances. It is illegal and unethical to disclose any information including:

- Record, case or medical identification number
- Discuss patient identity, name, date of birth, gender, etc.
- Discuss clinical activity of test results
- Discuss case with other employees
- Disclosure of medical insurance or method of payment
- Answer telephone inquiries
- Sharing or transfer of medical records physically, electronically or by mail

As an authorized RHEIS user, you agree to access the RHEIS system only for performance of legitimate governmental business. RHEIS users must ensure the integrity, security, and confidentiality of RHEIS data and permit appropriate disclosure and use of such data only as permitted by law.

You agree that you are responsible for complying with your County's Privacy and Information Security Policies when accessing the RHEIS system. You are also responsible for the confidentiality and security of your selected password. Never leave your computer terminal or workstation unattended when using RHEIS. The following preventive measures must be taken to protect your password:

- Keep your password a secret to yourself.
- Shared passwords are strictly prohibited.
- Passwords should be changed on a regular basis.
- RHEIS will also prompt you to change your password every 60 days.
- Do not write or paste your password on your terminal.
- Do not automate your password in a data file, log-on script, or macro.

CDPH/ORH reserves the right to terminate the RHEIS account of any user at any time.

I, \_\_\_\_\_ have read the above and acknowledge my responsibility to conform to this policy.  
(Print name of RHEIS user)

County \_\_\_\_\_

Work Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Work Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

County RHAP Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* If the County RHAP Coordinator authorized you to be a RHEIS user and you are a non-RHAP staff member, then the County RHAP will be responsible in providing RHEIS technical service to you.