

Local Assistance Base Award

Summary Budget FY 2019-2020

Jurisdiction: San Bernardino

Submission Date: 5/3/2019

LINE ITEM CATEGORY	AMOUNT
Personnel (With Benefits)	\$195,863.57
Benefits	\$94,719.81
Personnel (Non-Benefit)	\$0.00
Travel	\$5,000.00
Equipment	\$5,000.00
Supplies	\$10,393.62
Anti-TB Medications	\$9,212.00
Subcontracts	\$0.00
Other	\$0.00
TOTAL DIRECT COSTS	\$320,189.00
Indirect Costs	\$43,419.00
TOTAL BUDGET	\$363,608.00

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Local Assistance Base Award Detail Budget FY 2019-2020

Jurisdiction: San Bernardino

Submission Date: 5/3/2019

LINE ITEM CATEGORY					AMOUNT
Personnel - With benefits (title, new or continuing, annual salary, FTE, months)					
Title	New/Cont	Annual	FTE	Months	
1. Office Assistant II	Continuing	\$ 54,534	10%	12	\$ 3,676
2. Clinic Supervisor-Public Health	Continuing	\$ 173,188	10%	12	\$ 11,673
3. Registered Nurse II	Continuing	\$ 126,519	61%	12	\$ 52,020
4. Registered Nurse II	Continuing	\$ 126,519	61%	12	\$ 52,020
5. Health Services Assistant I	Continuing	\$ 60,289	50%	12	\$ 20,318
6. Health Services Assistant I	Continuing	\$ 60,289	50%	12	\$ 20,318
7. Health Services Assistant I	Continuing	\$ 60,289	20%	12	\$ 8,127
8. Health Services Assistant I	Continuing	\$ 60,289	20%	12	\$ 8,127
9. Health Services Assistant II	Continuing	\$ 67,383	20%	12	\$ 9,084
10. Communicable Disease Investigator	Continuing	\$ 82,505	10%	12	\$ 5,561
11. Office Specialist	Continuing	\$ 73,262	10%	12	\$ 4,938
Total Personnel (with benefits)					\$ 195,863.57
Benefits (rate, actual salary)					
Title	Rate (%)	Actual			
1. Office Assistant II	48.36%	\$ 3,676			\$ 1,778
2. Clinic Supervisor-Public Health	48.36%	\$ 11,673			\$ 5,645
3. Registered Nurse II	48.36%	\$ 52,020			\$ 25,157
4. Registered Nurse II	48.36%	\$ 52,020			\$ 25,157
5. Health Services Assistant I	48.36%	\$ 20,318			\$ 9,826
6. Health Services Assistant I	48.36%	\$ 20,318			\$ 9,826
7. Health Services Assistant I	48.36%	\$ 8,127			\$ 3,930
8. Health Services Assistant I	48.36%	\$ 8,127			\$ 3,930
9. Health Services Assistant II	48.36%	\$ 9,084			\$ 4,393
10. Communicable Disease Investigator	48.36%	\$ 5,561			\$ 2,689
11. Office Specialist	48.36%	\$ 4,938			\$ 2,388
Total Benefits					\$ 94,719.81
Personnel - Non-benefit (title, new or continuing, annual salary, FTE, months)					
Title	New/Cont	Annual	FTE	Months	
1.		\$ -	0%	0	\$ -
Total Personnel (Non-Benefit)					\$ -
TOTAL - PERSONNEL SERVICES					\$ 290,583

Jurisdiction:	San Bernardino
Submission Date:	5/3/2019

March 2018

Local Assistance Base Award

Detail Budget FY 2019-2020

Jurisdiction: San Bernardino

Submission Date: 5/3/2019

LINE ITEM CATEGORY			AMOUNT	
Indirect Costs (Indicate method used, e.g., direct, indirect and rate) (State approved rate based on application submitted by Contractor. Not to exceed 15% of total allowable direct costs or 25% of total personnel costs)				
	Amount	Rate (%)		
Personnel Services	\$ 290,583	14.942%	\$	43,419
Total Direct Costs	\$ 320,189	0%	\$	-
Total Indirect Costs			\$	43,419

Local Assistance Base Award Line Item Justification FY 2019-2020

Jurisdiction: San Bernardino
Submission Date: 5/3/2019

PERSONNEL - With Benefit
Clinic Supervisor-Public Health (Continuing)(Jenny Gonzalez Hernandez)(0.1 FTE) This position coordinates the homeless housing activity and supervises TB medical-related activities, including staff who manage cases, coordinates care, performs direct observed therapy and counsels patients. This position supports priority areas one and two.
Registered Nurse II (Continuing)(Khaterina Guerrero)(0.60 FTE)This position provides case management and LTBI services including ensuring patients complete therapy, contact investigations and follow-up, patient education, provides DOT consultation to Health Services Assistants. This position is also the AIDS program liaison and is responsible for case management of co-infected AIDS/HIV clients. This position supports priority areas one and two (Housing Personnel Funds: \$13,789).
Registered Nurse II (Continuing)(Sabrina Cordova (0.60 FTE)This position provides case management and latent TB infection (LTBI) services including ensuring patients complete therapy, contact investigations and follow-up, patient education, provides DOT consultation to Health Services Assistants. This position also fulfills the duties of the inter-jurisdictional and correctional liaison nurse. This position supports priority areas one and two (Housing Personnel Funds: \$13,790).
Communicable Disease Investigator (Continuing)(Jennifer Rosales)(0.1 FTE) This position conducts contact investigations of persons exposed to active TB cases.
Health Services Assistant I (Continuing)(Katherine Myers)(0.7 FTE)This position provides directly observed therapy (DOT) services and other patient services including client transportation and translation. This position supports priority areas one and two.
Health Services Assistant I (Continuing)(Bac Lam)(0.5 FTE)This position provides directly observed therapy (DOT) services and other patient services including client transportation and translation. This position supports priority areas one and two.
Health Services Assistant I (Continuing)(Dolores Robles)(0.2 FTE)This position provides B waiver care coordination, provides case manager assistance, processed MOTTs and assists with DOT, transportation, clerical support and translation. This position supports priority areas one and two.
Health Services Assistant II (Continuing)(Denise Ramirez)(0.2 FTE)This position provides B waiver care coordination, provides case manager assistance, assists with DOT, transportation, clerical support and translation. This position supports priority areas one and two.
Office Assistant II (Continuing)(Beverly Villa)(0.1 FTE) This position provides general clerical support to the TB Program, including data entry, preparing charts and answering phones. This position supports priority area one and two.

Local Assistance Base Award Line Item Justification FY 2019-2020

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Office Specialist (Continuing)(Toni Nigro)(0.1 FTE) This position provides general clerical support to the TB Program, including data entry, preparing charts and answering phones. This position supports priority area one and two.

PERSONNEL - Non-Benefit

TRAVEL

Within jurisdiction: Travel is required for public health personnel to perform field DOT, case investigations, home visits, provider visits and transport of patients. 3,003 mi @ 0.58/mi = \$1,742
 Outside jurisdiction: Travel is required for conferences and seminars = \$3,258

EQUIPMENT

SUPPLIES

General office expenses in the amount of \$5,324

Office supplies Bizhub printer/scanner \$5,000

Clinic supplies expenses in the amount of \$5,070

Anti-TB Medication

Anti-TB Medication to treat patients - \$9,212

OTHER

Indirect Overhead Cost: Rate @ 14.942% of Grant Personnel Salary & Benefits
 (\$288,053 x 14.942% = \$43,041)

Allocation of Personnel Matrix Instructions

Fiscal Year 2019-2020

Completing the Personnel Matrix

Each position listed in this matrix should have some portion of Full Time Equivalent (FTE) listed under TB Activities. **Please list each staff person only once on the matrix.**

The matrix has a table for each staffing function in the tuberculosis (TB) control program (e.g., TB controller, PHN, DOT worker). For staff who perform more than one function, please enter staff in the category that corresponds to the majority of their duties and list all additional duties in the "additional duties" space in that section.

Special instructions for nurses: under Major Duties, please check all activities each nurse is engaged in.

Name and Title: Enter the name and position title of each employee assigned to TB control. Include employees funded by the California Department of Public Health (CDPH) Tuberculosis Control Branch (TBCB), county general funds and other sources.

Full Time Equivalent (FTE): The purpose of this field is to provide each employee's percent of effort devoted to TB control activities. Enter the number of full time equivalents (FTE) devoted to "TB" and to "Other Public Health Activities". 1 FTE equals 100%. For example, a PHN working full time might be assigned to the TB Program a total of 50% (.50 FTE) and .50 FTE to other communicable disease activities.

Additional Duties beyond the Stated Definition Above: Enter any key responsibilities of the position that are not included in the given position definition.

Funding Source: Check all the appropriate boxes to identify the funding source for the employee.

- **TBCB:** Position is funded completely or partially through funds received from the CDPH TBCB.
- **Direct Federal:** Position is funded completely or partially through funds directly received from the federal government for TB control activities. This applies to Centers for Disease Control and Prevention Cooperative Agreement recipients only.
- **Local:** Position is funded completely or partially through funds received from the local jurisdiction for Tuberculosis Control.
- **Medi-Cal:** Position is funded completely or partially through funds received from Medi-Cal. Please refer to Part 3, Section 1.2B of the Tuberculosis Control Local Assistance Standards and Procedures Manual for detailed instructions regarding Medi-Cal fee-for-service reimbursement.
- **Other:** Position is funded completely or partially through funds received from sources other than the above list. *If you select Other as a funding source, please specify the source (for example, The California Endowment).*

Allocation of Personnel Matrix Fiscal Year 2019 - 2020

Jurisdiction San Bernardino

Each position listed in this matrix should have some portion of Full Time Equivalent (FTE) listed under TB Activities.

TB Controller: Coordinates overall functioning of the TB program. Establishes and implements program policies and procedures.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Susan Strong TB Controller	30%		- TB Controller - Establishes medical policies and procedures for the program - TB Clinic MD	☐ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	

TB Program Manager: Works with the TB Controller to oversee the development, implementation, management, and evaluation of the TB Control Program.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Susan Strong Program Manager	20%	50%	- Program policies and procedure approval - Budget and fiscal - Program representation	☐ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☒ Other	Immunization and HIV surveillance grants

Nurse(s): Public Health Nurses (PHNs), Registered Nurses (RNs), and Licensed Vocational Nurses (LVNs) that perform TB case and clinical management and perform other clinical functions, including work in a TB clinic.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Major Duties (check all that apply)	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Jenny Gonzalez Hernandez Clinic Supervisor Public Health	10%	30%	Case Management ☐ Management ☐ TB Clinic ☒ Supervision ☐ Other:	- Policies and procedures - Support day to day operations	☒ TBCB ☐ Federal ☐ Local ☐ Medi-Cal ☒ Other	Immunization Grant
+ -	Khaterina Guerrero	60%	40%	Case Management ☒ Management ☐ TB Clinic ☐ Supervision ☐ Other:	- STD care coordination	☒ TBCB ☐ Federal ☒ Local ☐ Medi-Cal ☐ Other	
+ -	Sabrina Cordova	60%	40%	Case Management ☒ Management ☐ TB Clinic ☐ Supervision ☐ Other:	- Inter-jurisdictional nurse - Correctional nurse	☒ TBCB ☐ Federal ☒ Local ☐ Medi-Cal ☐ Other	

Communicable Disease Investigators (CDIs): Perform contact investigation, field investigation, locate patients, serve legal orders.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Jennifer Rosales	10%	90%		☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	Immunization Grant

Directly Observed Therapy (DOT) Workers: Facilitate adherence to TB treatment by performing direct observation of ingestion of TB therapy.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Katherine Myers	70%	30%	- STD testing	☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	
+ -	Bac Lam	50%	50%	- Serving legal orders - Translation - Transportation (specimens to the lab and patients to clinic)	☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	
+ -	Dolores Robles	20%	80%	- Translation - Transportation of patients to clinic	☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	Immunization Grant
+ -	Denise Ramirez	20%	80%		☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☒ Other	

Epidemiologist: Coordinate the collection and analysis of TB-related data

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Ruchi Pancholy	10%	90%		☐ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☒ Other	HIV, STD, PRP Grants

Clerical: Provide support to facilitate efficient functioning of the TB program.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Maricela Hernandez Office Assistant II	10%	90%		☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☒ Other	Immunization Grant
+ -	Toni Nigro Office Specialist	10%	90%		☒ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☒ Other	immunization Grant

Clinic Staff (List only staff not listed above): Perform activities to facilitate the efficient functioning of the TB clinic.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
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# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -	Arimi Vicencio	2%	98%	Register clients for TB clinic appointments and complete paperwork for clinic.	☐ TBCB ☐ Direct Federal ☒ Local ☐ Medi-Cal ☐ Other	

Other Staff (List only staff not listed above): Perform activities to facilitate the efficient functioning of the TB clinic.

# of Rows	Name and Title	% FTE TB Activities	% FTE Other Activities	Additional Duties Beyond Stated Definition Above	Funding Source	Describe funding if "Other"
+ -					☐ TBCB ☐ Direct Federal ☐ Local ☐ Medi-Cal ☐ Other	

**Certification of Established
Electronic Directly Observed Therapy (eDOT)
Policy and Procedures**

Jurisdiction: San Bernardino County

Local Assistance Subvention Award

The Contactor named above hereby certifies that a policy and procedures document has been established for the use of electronic directly observed therapy (eDOT) that includes the minimum requirements listed in the California Department of Public Health-California Tuberculosis Controllers Association joint guidelines, "Guidelines for Electronic Directly Observed Therapy (eDOT) Program Protocols in California 2016."

Please sign and return this form with your funding request for equipment and services for use with eDOT. Local assistance award funds cannot be used to purchase cell phones or computers for use by patients.



Authorized Signature

4/17/2019

Date

Jenny Hernandez, PHN, MSN

Print Name

Clinic Supervisor

Title

Guidelines for eDOT Program Protocols in California 2016 can be found on the CTCA website at:

http://www.ctca.org/filelibrary/CDPH_CTCA%20eDOT%20Guidelines%20-%20Cleared-%20081116.pdf