

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare Foundation SERVICE RW Part A- CQM

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel			
Classification: (S. Najuna, 25.047% FTE) Senior Project Manager - Quality Contracts \$91,435.86 annual salary / 12 X 25.047% FTE X 12 months Position Description: This position is responsible for the design and implementation of programs and projects, tracking and trending the quality indicators, establishing and utilizing benchmarks and thresholds as quality indicators, developing corrective action plans in collaboration with management as needed, development of the annual QI Plan and implementation of internal quality improvement projects. In addition, this position assures the ongoing, quarterly, semiannual and annual QI reporting and evaluations as prescribed in the overall QI plan.		22,902	
Fringe Benefits 24.99% of Total Personnel Costs		5,723	
TOTAL PERSONNEL	\$0	\$28,625	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
TOTAL OTHER	\$	\$0	\$
SUBTOTAL (Total Personnel and Total Other)	\$	\$28,625	\$
Administration 0% (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)			
TOTAL BUDGET (Subtotal & Administration)	\$	\$28,625	\$

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: __
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: __
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A: AHF General Funds and Outpatient/Ambulatory budget.

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare FoundationSERVICE Food Services

					A	B	C
Budget Category					Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel							
Classification: (Name, FTE) Position Description							
Classification: (Name, FTE) Position Description							
Classification: (Name, FTE) Position Description							
Classification: (Name, FTE) Position Description							
Fringe Benefits XX.XX% of Total Personnel Costs							
TOTAL PERSONNEL					\$0	\$0	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)							
Food Services: To provide Food Voucher assistance to eligible clients. (\$80 / client / month)					0.00	56,640	0
	Avg # of clients/month	Cost per client	Total/ Month	Total/ Year			
Food Voucher	59	\$80	\$4,720	\$56,640			
TOTAL OTHER					\$0	\$56,640	\$0
SUBTOTAL (Total Personnel and Total Other)					\$0	\$56,640	\$0
Administration (0.957%) (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)					0.00	542	0
TOTAL BUDGET (Subtotal & Administration)					\$0	\$57,182	\$0

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: 673
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$84.97
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A:

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare FoundationSERVICE Medical Case Management

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel			
<p>Classification: (M. Velasquez, E. Washington, 25.00% FTE) Program Manager (\$76,000 annual salary X 15.00% FTE Upland HCC) (\$76,000 annual salary X 10.00% FTE Riverside HCC)</p> <p>Position Description: To oversee the Medical Case Management staff and operations and to ensure compliance with scope of work and required quality and programmatic requirements are met. In addition, Erica will also be providing nurse care management services to all eligible clients who require care management services. She is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. She is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. She will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.</p>		19,000	
<p>Classification: (A. Bejinez, 90% FTE) Medical Case Manager (\$70,000 annual salary X 55% FTE Upland HCC) (\$70,000 annual salary X 35% FTE Riverside HCC)</p> <p>Position Description: To provide nurse care management services to all eligible clients who require care management services. MCM is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. MCM is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. The MCM will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse,</p>		63,000	

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attend case conferences, required meetings, and community events as assigned.			
Classification: (A. Cerda, 90.% FTE) Case Worker (\$56,096 annual salary X 55% FTE Upland HCC) (\$56,096 annual salary X 35% FTE Riverside HCC) Position Description: The Case Worker (CW) will assist the MCM and PCM in care coordination, including following up on referrals and linkages to services. The position will be responsible for data entry on care plan results and tracking outcomes. The CW will also coordinate with AHF Linkage Specialists and clinic staff to enroll newly diagnosed patients in medical care quickly and efficiently.		50,487	
Fringe Benefits 24.99% of Total Personnel Costs		33,108	
TOTAL PERSONNEL	\$0	\$165,595	\$0
<i>Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)</i>			
Program Supplies - Includes supplies and material required for the day-to-day operation of the program (e.g., paper goods, pens and pencils, forms, fasteners, tape, computer software, etc.)		In-Kind	
Rent – Covers partial rent expense for the leased clinic space utilized for RW services for both locations.		In-Kind	
TOTAL OTHER	\$0	\$0	\$0
SUBTOTAL (Total Personnel and Total Other)	\$0	\$165,595	\$0
Administration (7.856%) (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)		13,009	
TOTAL BUDGET (Subtotal & Administration)	\$0	\$178,604	\$0

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: 1,008
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$177.19
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A: AHF General Funds and Non-MCM Budget

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare FoundationSERVICE Medical Transportation Services

					A	B	C
Budget Category					Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel							
Classification: (Name, FTE) Position Description							
Classification: (Name, FTE) Position Description							
Classification: (Name, FTE) Position Description							
Fringe Benefits XX.XX% of Total Personnel Costs							
TOTAL PERSONNEL					\$0	\$0	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)							
Medical Transportation Services: To enhance client's access to health care or support services using multiple forms of transportation throughout the TGA.					0.00	56,280	
	Number of projected clients to serve / year	Number of Visits / year	Avg per round trip	Total			
Gas Cards	250	3	\$70	\$52,500			
Bus Passes	13	3	\$70	\$2,730			
Lyft	5	3	\$70	\$1,050			
TOTAL OTHER					\$0	\$56,280	
SUBTOTAL (Total Personnel and Total Other)					\$0	\$56,280	
Administration (0.329 %) (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)					0.00	185	
TOTAL BUDGET (Subtotal & Administration)					\$0	\$56,465	

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: 786
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$71.84
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A:

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare Foundation SERVICE Mental Health Services

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel			
<p>Classification: (TBD, 60% FTE) LCSW (\$100,000 annual salary / 12 X 40.00%% FTE X 12 months for Upland HCC) + (\$100,000 annual salary / 12 X 20.00% FTE X 12 months for Riverside HCC)</p> <p>Position Description: The Licensed Clinical Social Worker (LCSW) registered by the California Board of Behavioral Sciences with provide psychotherapy services (and/or telehealth psychotherapy) to clients using an array of treatment modalities including Cognitive Behavioral Therapy, Interpersonal Therapy, Motivational Interviewing, etc. The LCSW will contract with patient for a minimal of 6 treatment sessions. The LCSW will conduct in initial psycho-social assessment and develop a comprehensive, measurable treatment plan with the patient. The LCSW will monitor progress in symptomology reduction at every session and review treatment plan objectives throughout course of treatment. The LCSW will collaborate with internal (i.e., medical providers, nurses, case managers) and external (i.e., community-based organizations and/or public benefit services) resources to help the patient achieve a higher level of functioning and decrease barriers to HIV treatment.</p>		60,000	
<p>Classification: (B. Quintana, 13.5% FTE) Medical Assistants (\$49,920 annual salary / 12 X 8.0% FTE X 12 months for Upland HCC) + (\$49,920 annual salary / 12 X 5.5% FTE X 12 months for Riverside HCC)</p> <p>Position Description: The MA will assist the psychiatrist and psychotherapist with any telehealth related issues, including scheduling and coordination of visit as well as with any lab work ordered by the psychiatrist. The MA will serve as a liaison between patient and provider. She will ensure that patients are comfortable with their mental health service. The MA will be responsible for the psychiatry clinic patient schedule, including doing the one week and two day before their appointment reminder call. In addition, the MA will be responsible to ensure that the psychiatry schedule is booked with the appropriate psychiatry referrals. The MA will ensure that patients leave with</p>		6,740	

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their return appointment at the end of their current appointment. The MA will also activate the patient interpreter services unit, if necessary, during a patient encounter.			
<p>Classification: (N. Valdez, 5.0% FTE) National Prog Dir of MH Services (\$137,585 annual salary / 12 X 3.0% FTE X 12 months for Upland HCC) + (\$137,585 annual salary / 12 X 2.0% FTE X 12 months for Riverside HCC)</p> <p>Position Description: The National Program Director of Mental Health, currently, is Nathalie Valdez, a Licensed Clinical Social Worker in the state of CA with 20 years of experience working with people living with HIV/AIDS in a medical care setting. Nathalie is a graduate of Columbia University School of Social Work. Nathalie 's goal is to integrate Mental Health to the medical services of the clinic to enhance the patient's care and optimize their treatment plan outcomes. Nathalie and her team collaborate on patient care with nursing, case management, pharmacy and medical providers, including psychiatry.</p>		6,879	
<p>Fringe Benefits 24.99% of Total Personnel Costs</p>		18,397	
TOTAL PERSONNEL	\$0	\$92,016	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
TOTAL OTHER	\$	\$0.00	\$
SUBTOTAL (Total Personnel and Total Other)	\$	\$92,016	\$
Administration 9.2% (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)		8,484	
TOTAL BUDGET (Subtotal & Administration)	\$	\$100,500	\$

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- **Total Number of Ryan White Units to be Provided for this Service Category:** 529
- **Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided:** \$189,98
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A: AHF General Funds and Outpatient/Ambulatory budget.

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare FoundationSERVICE Non-Medical Case Management

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel			
<p>Classification: (M. Velasquez, E. Washington, 3% FTE) Program Manager (\$76,000 annual salary X 2% FTE Upland HCC) (\$76,000 annual salary X 1% FTE Riverside HCC)</p> <p>Position Description: To oversee the Medical Case Management staff and operations and to ensure compliance with scope of work and required quality and programmatic requirements are met. in addition, Erica will also be providing nurse care management services to all eligible clients who require care management services. She is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. She is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. She will provide ongoing education and support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.</p>		2,280	
<p>Classification: (A. Bejinez, 5% FTE) Medical Case Manager (\$70,000 annual salary X 3% FTE Upland HCC) (\$70,000 annual salary X 2% FTE Riverside HCC)</p> <p>Position Description: To provide nurse care management services to all eligible clients who require care management services. MCM is responsible for assessing, determining acuity levels, developing a plan of care based upon needs identified in the initial health risk assessment, medical plan of care and the patient's health goals. MCM also provides Transportation Services, Food Services and Emergency Financial Assistant Services for eligible clients. MCM is also responsible for educating the patient concerning HIV disease and any other co-morbid conditions in addition to adherence to the medical plan of care and medication regimens. The MCM will provide ongoing education and</p>		3,500	

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

support to patients who are receiving care management services through telephonic, electronic, face-to-face interventions in the clinic, patient home or venue mutually agreed upon by the patient and the nurse, attend case conferences, required meetings, and community events as assigned.			
<p>Classification: (S. Espinoza, 61% FTE) NM Case Manager (\$68,356.4 annual salary X 35.5% FTE Upland HCC) (\$68,356.4 annual salary X 25.5% FTE Riverside HCC)</p> <p>Position Description: The Non-Medical Case Manager is responsible for projecting and integrating the Mission and Core Values of AHF in the provision of Case Management to clients served by the San Bernardino Ryan White which includes both the Upland HCC and Riverside HCC. The NMCM will be responsible for reaching the clients through all available means of communication, including but not limited to phone calls, text messages, emails, physical mail, and community outreach to parks, food pantries, and shelters. The person in this role must have experience directly supporting LGBTQ+ individuals, people of color, active drug users, people with severe cognitive deficits, and/or street-involved (homeless) individuals. Under the direction of the Medical Case Management Supervisor or designee, the Non-Medical Case Manager worker shall adhere to a proactive case management model intended to serve persons living with HIV with multiple complex psychosocial and/or health-related needs that focuses on maintaining HIV infected persons in systems of primary medical care to improve HIV-related health outcomes.</p>		41,697	
<p>Fringe Benefits 24.99% of Total Personnel Costs</p>		11,865	
TOTAL PERSONNEL	\$0	\$59,342	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
TOTAL OTHER	\$0		\$0
SUBTOTAL (Total Personnel and Total Other)	\$0	\$59,342	\$0
<p>Administration (5.779%) (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)</p>		3,429	

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

TOTAL BUDGET (Subtotal & Administration)	\$0	\$62,771	\$0
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¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: 960
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$65.39
(*This is your agency's RW cost for care per unit*)

²List Other Payers Associated with funding in Column A: AHF General Funds and MCM Budget

PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2023-24

AGENCY NAME: AIDS Healthcare FoundationSERVICE Outpatient / Ambulatory Health Services

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
Personnel			
<p>Classification: (Dr. A.Wollelaw Woretaw 27% FTE) Medical Director (\$212,100 annual salary X 17.5% FTE Upland HCC) (\$212,100 annual salary X 9.5% FTE Riverside HCC)</p> <p>Position Description: The HCC Medical Director's responsibilities include seeing patients, reviewing laboratory results, prescribing client appropriate medication, and reviewing patient charts. In addition, the Medical Director coordinates the front office, nurses, case manager, and the HCC leadership team to optimize client care. Lastly, the Medical Director participates in AHF-wide Medical Staff meetings and in weekly, CME-accredited HIV rounds.</p>		57,267	
<p>Classification: (TBD, 28% FTE) Nurse Manager (\$109,400 annual salary X 18% FTE Upland HCC) (\$109,400 annual salary X 10% FTE Riverside HCC)</p> <p>Position Description: The Nurse Manager provides and directs patient care. The Nurse Manager's responsibilities include: supervising nurse staff, assessing patients, providing patient education especially around adherence counseling, and overseeing/controlling medical supplies.</p>		30,632	
<p>Classification: (B. Quintana, 28% FTE) Medical Assistant (\$49,920 annual salary X 18% FTE Upland HCC) (\$49,920 annual salary X 10% FTE Riverside HCC)</p> <p>Position Description: The Medical Assistant position assists medical and nursing staff. The Medical Assistant's responsibilities include: documenting patient information during visits, collecting patient samples, performing phlebotomy when needed, and reviewing follow-up needs with patients.</p>		13,978	
<p>Classification: (V. Evans Upland, S. Walker Riverside, 28% FTE) Benefits Counselor (\$58,045 annual salary X 18% FTE Upland HCC) (\$58,045 annual salary X 10% FTE Riverside HCC)</p>		16,252	

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Position Description: This position is responsible for client intake interviews, financial and benefits screening and eligibility verification, document preparation and updates, and maintenance of financial/eligibility data in medical record.			
Classification: (D. Garcia, 28% FTE) Referral Coordinator (\$49,920 annual salary X 18% FTE Upland HCC) (\$49,920 annual salary X 10% FTE Riverside HCC) Position Description: To coordinate medical specialty referral process, ensures accuracy and completeness of referral forms; maintains medical specialty referral log and monitors referral status; maintains referral log information in EMR; assists patients with referral appointment scheduling, confirming appointments and placing reminder calls to patients; serves as liaison to specialty providers, transmitting patient information, lab results, test data and physician notes; obtains test results, data and notes from specialty provider.		13,978	
Fringe Benefits 24.99% of Total Personnel Costs		33,013	
TOTAL PERSONNEL	\$0	\$165,120	\$0
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
Labs - AHF is requesting funds to provide laboratory services to clients. Services will be continued to be provided by Lab Corp.		4,249	
TOTAL OTHER	\$0	\$4,249	\$0
SUBTOTAL (Total Personnel and Total Other)	\$0	\$169,369	\$0
Administration (0%) (limited to 10% of total service budget) (Include a detailed description of items within such as managerial staff etc. See next page.)			
TOTAL BUDGET (Subtotal & Administration)	\$0	\$169,369	\$0

¹ Total Cost = Non-RW Cost (Other Payers) + RW Cost (A+B)

- Total Number of Ryan White Units to be Provided for this Service Category: 1,080
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: \$156.82
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A: AHF General Funds