



Contract Number

20-1178 A-4

SAP Number

4400015713

Department of Public Health

Department Contract Representative	Monica Rivera
Telephone Number	(909) 361-0211
Contractor	AIDS Healthcare Foundation
Contractor Representative	Jafari Harris
Telephone Number	(904) 855-9917
Contract Term	March 1, 2021 – February 28, 2026
Original Contract Amount	\$3,070,075
Amendment Amount	\$139,888
Total Contract Amount	3,209,963
Cost Center	9300371000
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

Amendment No. 4

It is hereby agreed to amend Contract No. 20-1178, effective November 19, 2024, as follows:

SECTION V. FISCAL PROVISIONS

Paragraph A and C is amended to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed \$3,209,963, of which \$3,209,963 may be federally funded, and shall be subject to availability of other funds to the County. If the funding source notifies the County that such funding is terminated or reduced, the County shall determine whether this Contract will be terminated or the County's maximum obligation reduced. The County will notify the Contractor in writing of its determination and of any change in funding amounts. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

Original Contract	\$1,244,826	March 1, 2021 through February 29, 2024
Amendment No. 1	(\$43,335) decrease	March 1, 2021 through February 29, 2024
Amendment No. 2	\$ 606,974	March 1, 2022 through February 29, 2024

Amendment No. 3	\$1,261,610	March 1, 2023 through February 28, 2026
Amendment No. 4	\$139,888	March 1, 2024 through February 28, 2026

It is further broken down by Program Year as follows:

Program Year	Dollar Amount
March 1, 2021 through February 28, 2022	\$400,497
March 1, 2022 through February 28, 2023	\$703,984
March 1, 2023 through February 29, 2024	\$655,198*
March 1, 2024 through February 28, 2025	\$725,142
March 1, 2025 through February 28, 2026	\$725,142
Total	\$3,209,963

*This amount includes a decrease of \$48,786 from the previous year.

- C. Contractor shall provide monthly invoices to the County within twenty (20) calendar days or earlier following the month in which services were provided in the format designated in the Invoice (Attachment K), attached hereto and incorporated herein by this reference. Invoices submitted after the required due date will be paid at the sole discretion of the County. Progress and utilization reports must be entered into ARIES before the invoice is submitted for payment. Contractor will submit all supporting documentation for all line items and clearly identify the supporting data/information of the submitted invoice, including utilization reports printed from ARIES and logs (as required). Invoices submitted without corresponding utilization, narrative reports, and supporting documentation will not be processed and will be returned to Contractor. Failure to submit documents as required may result in the delay of payment to the Contractor. The County reserves the right to revise invoice formats to meet updated program requirements. Refer to RWP Policy #2: Monthly Invoice/Reporting Packet for most recent requirements. Invoices shall be submitted to:

Ryan White Program Office
 Department of Public Health
 451 E. Vanderbilt Way, 2nd Floor
 San Bernardino, CA 92408
 Main Line: (909) 387-6492
 FAX: (909) 387-6493

X. GENERAL PROVISIONS

Paragraph A is amended to read as follows:

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below:

Contractor: AIDS Healthcare Foundation
 6255 W. Sunset Blvd., 21st Floor
 Los Angeles, CA 90028

County: (Program Information)
 San Bernardino County
 Department of Public Health
 Attn: Ryan White Program Office
 451 E. Vanderbilt Way, 2nd Floor
 San Bernardino, CA 92408

County: (Contract Information)
San Bernardino County
Department of Public Health
Attn: Contracts and Grants Unit
451 E. Vanderbilt Way, 3rd Floor, Suite 325
San Bernardino, CA 92408

ATTACHMENTS

- ATTACHMENT A – Remove and replace SCOPE OF WORK for Program Year 2024-2025 (Revised August 2024)
ATTACHMENT J – Remove and replace PROGRAM BUDGET AND ALLOCATION PLAN for Program Year 2024-2025 (Revised August 2024)

All other terms and conditions of Contract No. 20-1178 remain in full force and effect.

This agreement may be executed in any number of parts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of the Contract (whether by facsimile, PDF, or other email transmission), which signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: NOV 19 2024

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
San Bernardino County

By [Signature] Deputy



AIDS Healthcare Foundation

(Print or type name of corporation, company, contractor, etc.)

By ► Michael Weinstein

Michael Weinstein (Oct 30, 2024 15:48 PDT)

(Authorized signature - sign in blue ink)

Name Michael Weinstein

(Print or type name of person signing contract)

Title President

(Print or Type)

Dated: Oct 30, 2024

Address On File

FOR COUNTY USE ONLY

Approved as to Legal Form

► [Signature]

Adam Ebright, Deputy County Counsel

Date Oct 30, 2024

Reviewed for Contract Compliance

►

Date

Reviewed/Approved by Department

► [Signature]

Joshua Dugas, Director of Public Health

Date Oct 30, 2024

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Medical Case Management
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	29			55			84
Proposed Number of Visits = Regardless of number of transactions or number of units	88			165			253
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	350			658			1008

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Activities: Needs Assessment and Individualized Service Plan Implementation Activity #1-1: An RN Case Manager meets with client for initial assessment, which is comprised of a comprehensive checklist of	1, 4	03/01/24-02/28/25	Initial Assessment will be documented in ARIES/HCC and the client's medical record ISP will be documented in ARIES/HCC and the client's

psychosocial and healthcare needs. Implementation Activity #1-2: The RN Case Manager works with client to create a coordinated, Individualized Service Plan (ISP). <ul style="list-style-type: none"> ● Meets with clients during the year to discuss goals and benchmarks achieved in care plan, and make any necessary revisions or additions. ● Check-in calls to the patient will be provided in between client visits. ● The plan will be discussed and updated as need, at least every 6 months. 			medical record The RNCM will document quarterly visits and check in calls within the Care Plan.
Element #2: Activities: Adherence Monitoring and Support Implementation Activity #2-1: Adherence case management and counseling <ul style="list-style-type: none"> ● Provide adherence tools and education to increase patient literacy about HIV and the importance of ART adherence which will be delivered in both written and verbal forms. ● Assess specific barriers to adherence and develop motivation and skills needed to overcome barriers. ● Develop effective strategies to overcome obstacles to adherence. Implementation Activity #2-2: Ongoing collaboration with a clients' other treatment providers, such as community-based case managers and substance abuse counselors to further promote and coordinate adherence and support.	1, 4	03/01/24-02/28/25	Patient retention reports will document maintenance of clients seen every three months by AHF medical staff and phone calls made to clients. Medical records will document the referrals that clients receive including a nutritionist, specialty health providers, mental health services, food security, etc., and follow-up calls made to referral sources.
Element #3: Activities: Referral and Follow-up Services Implementation Activity #3-1: Work with linking agencies to ensure ongoing referrals and promote AHF services. Participate in TGA planning activities and community-based health efforts. Implementation Activity #3-2: Follow-up on Provider referrals for mental health, specialty providers, and needed psychosocial services such as financial assistance, housing, food, etc. <ul style="list-style-type: none"> ● Provide ongoing advocacy services on behalf of clients 	1, 4	03/01/24-02/28/25	Formal linkage agreements on file and renewed as required Medical records will document the referrals that clients receive Referral Coordinator will track referrals and follow up on referrals provided to clients.

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	
Contractor:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Non-Medical Case Management
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	28			52			80
Proposed Number of Visits = Regardless of number of transactions or number of units	84			156			240
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	336			624			960

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:

Element #1:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Activities: Referral and Follow-up Services Implementation Activity #1-1: Work with linking agencies to ensure ongoing referrals and promote AHF services. Participate in TGA planning activities and community-based health efforts.	1, 4	03/01/24-02/28/25	Formal linkage agreements on file and renewed as required. Medical records will document the referrals that clients receive.

Implementation Activity #1-2: Follow-up on referrals for needed psychosocial services such as financial assistance, housing, food, etc. ● Provide ongoing advocacy services on behalf of clients			PCM will track referrals and follow up on referrals provided to clients.
--	--	--	--

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024– February 28, 2025
Service Category:	Mental Health
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SASix San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	15			29			44
Proposed Number of Visits = Regardless of number of transactions or number of units	45			87			132
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	181			348			529

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:			SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1:					
Activities: Referral			1, 4	03/01/24-02/28/25	Referral will be documented in the client's medical record and ARIES/HCC
Implementation Activity #1-1: The client may request, or Medical					

<p>Provider or RN Case Manager may provide a referral to mental health services as needed.</p> <p>Implementation Activity #1-2: The Referral coordinator will review referrals and work with both the benefits counselors to ensure that Ryan White Eligibility is current and with the front desk to ensure that patient receives an appointment.</p>			<p>Eligibility will be documented in the client's medical record and ARIES/HCC</p> <p>Appointment will be documented in the client's medical record and ARIES/HCC</p>
<p>Element #2:</p> <p>Activities: Telehealth Mental Health Appointments</p> <p>Implementation Activity #2-1: The assigned medical assistant and/or nurse will be responsible for outreaching to patients on the schedule to ensure attendance to appointment and understanding of "telehealth" mental health services.</p> <p>Implementation Activity #2-2: Psychiatrist will conduct client appointments through a secured telehealth portal provided by AHF's Telepsychiatry Vendor, Global Physician Solutions, LLC (GPS)</p> <p>The psychotherapist will conduct client appointments through AHF licensed Zoom and/or EZTel.</p> <p>Implementation Activity #2-3: Psychiatrist and psychotherapist will check-in (via phone and/or Teams) with assigned medical assistant to coordinate patient care and discharge planning. The psychiatrist will check in with the assigned medical assistant or nurse at the beginning of each psychiatry clinic as well as before and after seeing a patient.</p> <p>Implementation Activity #2-4: Psychiatrist and psychotherapist will conduct initial assessments and treatment plans.</p>	1, 4	03/01/24-02/28/25	<p>Services will be documented in the client's medical record and ARIES/HCC</p> <p>A medical assistant will ensure that, if necessary, the patient receives instructions for lab work.</p> <p>Medical assistant will ensure follow-up appointments are scheduled in AthenaOne at the end of each visit</p> <p>Assessments and treatment plans on the client's medical record and ARIES/HCC</p>
<p>Element #3:</p> <p>Activities: Safety Plans and Emergency Referrals</p> <p>Implementation Activity #3-1: Mental Health patients with a history of suicide attempts or ideation and/or homicide ideation will be required to work on a safety plan with the psychiatrist or psychotherapist.</p> <p>Implementation Activity #3-2: A patient with a high acuity level of psychiatric care and needs will appropriately be referred to an intensive psychiatric facility and/or emergency department.</p>	1, 4	03/01/24-02/28/25	<p>Safety plans will be documented in the client's medical record and ARIES/HCC</p> <p>Medical records will document the referrals that clients receive</p>

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	
Contractor:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Food Services
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY24/25 TOTAL
Proposed Number of Clients	22			38			60
Proposed Number of Visits = Regardless of number of transactions or number of units	60			108			168
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	241			432			673

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:			SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Activities: Provide Food Voucher assistance Implementation Activity #1: Provide \$80 food voucher to each client monthly			1, 4	03/01/24-02/28/25	Record number of food vouchers provided to client in EMR (AthenaOne) and ARIES/HCC

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024– February 28, 2025
Service Category:	Medical Transportation
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	20			35			55
Proposed Number of Visits = Regardless of number of transactions or number of units	69			126			195
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	280			506			786

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/ Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Activities: Provide Medical Transportation Implementation Activity #1: Provide gas cards, bus passes, taxi and ride share (Uber, Lyft) trips to clients	1, 4	03/01/24-02/28/25	Record number of gas cards, bus passes, taxi and ride share (Uber, Lyft) trips provided to client in EMR (AthenaOne) and ARIES/HCC.

SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED SERVICE CATEGORY

Contract Number:	
Contractor:	AIDS Healthcare Foundation
Grant Period:	March 1, 2024 – February 28, 2025
Service Category:	Outpatient/Ambulatory Health Services
Service Goal:	To maintain or improve the health status of persons living with HIV/AIDS in the TGA
Service Health Outcomes:	Improved or maintained CD4 cell count; improved or maintained CD4 cell count, as a % of total lymphocyte cell count; Improved or maintained viral load

	SA1 Riv	West	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert	FY 24/25 TOTAL
Proposed Number of Clients	31				59			90
Proposed Number of Visits = Regardless of number of transactions or number of units	93				177			270
Proposed Number of Units = Transactions or 15 min encounters (See Attachment P)	372				708			1080

Group Name and Description (must be HIV+ related)	Service Area of Service Delivery	Targeted Population	Open/Closed	Expected Avg. Attend. per Session	Session Length (hours)	Sessions per Week	Group Duration	Outcome Measures
• N/A								
•								
•								

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:	SERVICE AREA	TIMELINE	PROCESS OUTCOMES
Element #1: Activities: Outpatient Medical Visits Implementation Activity #1-1: Increase current patient census for regular monitoring and treatment for HIV infection according to guidelines for treatment for established and new clients.	1, 4	03/01/24-02/28/25	Documentation of timely appointments and medical care will be documented in ARIES/HCC. QI activities and ARIES reports will document maintenance or improvement of clients CD4 counts & viral loads, prophylactic

<ul style="list-style-type: none"> ● Clinic staff schedule clients every three months minimum. The Primary Care Provider (PCP) conducts regular viral load & CD4 counts; monitors for opportunistic infections; side effects & other medical conditions, diagnoses, and treatment of common physical and mental conditions; and continuing care and management of chronic conditions. ● Provides specialty referrals as needed ● Provider prescribes and manages medication therapy and provides education and counseling on health issues. ● New and established clients: Conduct physical examination, take medical history, develop treatment plan, provide risk assessment and early intervention, diagnose and treat medical conditions, diagnostic testing, and education and counseling. ● AHF clinic staff schedules patients and follow-up on no-shows. ● AHF clinic staff provides all medical services in a culturally and linguistically competent manner. <p>Implementation Activity #1-2: Enroll new clients at a rate of 12 per month for a total of 120 new clients by the end of the contract period.</p> <p>Implementation Activity #1-3: Average patient visits to a minimum of 30 clients per month.</p>			<p>treatment, etc. according to NIH, AAHIVM, EDPHS, and HRSA standards.</p> <p>ARIES/HCC, Weekly QI indicators and Patient Retention reports will document maintenance of clients seen every 3 months.</p> <p>Formal linkage agreements on file and renewed as required. Referrals from linking agencies will indicate new client intake (and whether they are Newly Diagnosed or Aware/Not in Care).</p> <p>Documentation of new clients in ARIES/HCC</p> <p>Documentation of client visits in ARIES/HCC</p>
<p>Element #2:</p> <p>Activities: Specialty medical referrals</p> <p>Implementation Activity #2-1: Dietary consults – AHF will continue to subcontract with Nutrition Ink for HIV specialty dietary consults.</p> <ul style="list-style-type: none"> ● HIV knowledgeable dieticians will provide individualized nutrition education and counseling sessions to clients referred by the Provider <p>Implementation Activity #2-2: Physician provides specialty referrals for mammograms, oncology, diagnostic imaging; etc.</p>	1, 4	03/01/24-02/28/25	<p>Patient records (ARIES/HCC) reflect PCP's specialty referrals; invoices will reflect subcontractor time in clinic; referral and dietary notes will be documented in medical record.</p> <p>Patient records (ARIES/HCC) reflect PCP's specialty referrals.</p>
<p>Element #3:</p> <p>Activities: Provider Education</p> <p>Implementation Activity 3-1: PCP provides education and information regarding treatment adherence, opportunistic infections, medication side effects, etc.</p>	1, 4	03/01/24-02/28/25	<p>Patient records and PCP notes will reflect topics discussed during patient visits.</p>

Budget Training Outline

- Budget/Cost Categories vs Service Categories
- Cost Allocation Plan
- Line Item Budget Format
- Budget Narrative Justification Format
- Administrative vs Indirect Costs
- Redistribution vs Reallocation
- Budget Modifications; 25% redistribution
- Board of Supervisors Approval Requirements

Billing Training

- Categorical Billing
- Necessary Accompanied Backups
- Necessary In-House Backups
- Billing Barriers/Common Errors
- Allowable Purchases
- Allowable Client Billing
- (Incentives/transportation/food, etc.)

Service Category Training

- Discrete Service Categories and Allowable Expenses
- Services Budgeted/Billed vs Services Provided

PCN's

- 15-01
- 16-02
- 21-02

AIDS Healthcare Foundation
Part A - Medical Case Management
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
Assoc Dir of MC Coordination (Ayoola Greaves)	\$ 120,000	10%	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000
Program Manager (Diana Martinez) Upland	\$ 81,000	15%	\$ 12,150.00	\$ 12,150.00	\$ -	\$ 12,150
Program Manager (Diana Martinez) Riverside	\$ 81,000	10%	\$ 8,100.00	\$ 8,100.00	\$ -	\$ 8,100
Medical Case Manager (Alexandra Cerda) Upland	\$ 65,000	55%	\$ 35,750.00	\$ 35,750.00	\$ -	\$ 35,750
Medical Case Manager (Alexandra Cerda) Riverside	\$ 65,000	35%	\$ 22,750.00	\$ 22,750.00	\$ -	\$ 22,750
Case Worker (Marcos Aceves) Upland	\$ 58,240	55%	\$ 32,032.00	\$ 32,032.00	\$ -	\$ 32,032
Case Worker (Marcos Aceves) Riverside	\$ 58,240	40%	\$ 23,296.00	\$ 23,296.00	\$ -	\$ 23,296
Personnel Subtotal			\$ 146,078.00	\$ 134,078.00	\$ 12,000.00	\$ 146,078.00
Fringe						
		Percent	Program Cost	Direct Costs	Admin Costs	Program Total
401K		3.22%	\$ 4,703.71	\$ 4,317.31	\$ 386.40	\$ 4,703.71
Health Insurance		10.99%	\$ 16,053.97	\$ 14,735.17	\$ 1,318.80	\$ 16,053.97
Life Insurance		0.20%	\$ 292.16	\$ 268.16	\$ 24.00	\$ 292.16
Workers' Comp		0.98%	\$ 1,431.56	\$ 1,313.96	\$ 117.60	\$ 1,431.56
Payroll Taxes		7.65%	\$ 11,174.97	\$ 10,256.97	\$ 918.00	\$ 11,174.97
Accrued Vacation		0.20%	\$ 292.16	\$ 268.16	\$ 24.00	\$ 292.16
Fringe Subtotal		23.24%	\$ 33,948.53	\$ 31,159.73	\$ 2,788.80	\$ 33,948.53
Total Personnel			\$ 180,026.53	\$ 165,237.73	\$ 14,788.80	\$ 180,026.53
Other						
			Program Cost	Direct Costs	Admin Costs	Program Total
Incentives (MCM support group)			\$ 13,317.47	\$ 13,317.47	\$ -	\$ 13,317.47
Other Total			\$ 13,317.47	\$ 13,317.47	\$ -	\$ 13,317.47
Direct			\$ 193,344.00	\$ 178,555.20	\$	\$ 178,555.20
Admin					\$ 14,788.80	\$ 14,788.80
\$			\$ 193,344.00	\$ 178,555.20	\$ 14,788.80	\$ 193,344.00
%			100%	92%	8%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Medical Case Management
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel

\$ 134,078.00

Program Manager (Diana Martinez) - 25% FTE @ \$81,000/year

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.

Medical Case Manager (Alexandra Cerda) - 90% FTE @ \$65,000/year

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, attend case conferences, required meetings, and community events as assigned.

Case Worker (Marcos Aceves) - 95% FTE @ \$58,240/year

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.

Fringe

\$ 31,159.73

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Other

\$ 13,317.47

Incentives

To provide voucher assistance to clients who participate in the support group for MCM (22 clients per month, cost per client \$50)

Direct Costs Total

\$ 178,555.20

Administrative Costs

Personnel

\$ 12,000.00

Assoc Dir of MC Coordination (Ayoola Greaves) - 10% FTE @ \$120,000/year

The Associate Director will oversee the MCM program. The administrative duties will include complying with all contract obligations, scope of work, reporting, incentive plan and supervision of all staff. Also, responsible for scheduling and ongoing site assessments and effectiveness.

Fringe

\$ 2,788.80

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Administrative Costs Total

\$ 14,788.80

AIDS Healthcare Foundation
Part A - Case Management
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel					
Care Manager (Cerde, Alexandra) Upland	\$ 65,000	3.5%	\$ 2,275.00	\$ 2,275.00	\$ 2,275.00
Care Manager (Cerde, Alexandra) Riverside	\$ 65,000	2.5%	\$ 1,654.26	\$ 1,654.26	\$ 1,654.26
NM Care Manager (Pedro Aguilera) Upland	\$ 62,488	50.00%	\$ 31,243.78	\$ 31,243.78	\$ 31,243.78
NM Care Manager (Pedro Aguilera) Riverside	\$ 62,488	40.00%	\$ 24,995.02	\$ 24,995.02	\$ 24,995.02
Personnel Subtotal			\$ 60,168.06	\$ 60,168.06	\$ 60,168.06
Fringe					
		Percent	Program Cost	Direct Costs	Program Total
401K		3.22%	\$ 1,915.55	\$ 1,915.55	\$ 1,915.55
Health Insurance		10.99%	\$ 6,612.47	\$ 6,612.47	\$ 6,612.47
Life Insurance		0.20%	\$ 120.34	\$ 120.34	\$ 120.34
Workers' Comp		0.98%	\$ 589.65	\$ 589.65	\$ 589.65
Payroll Taxes		7.65%	\$ 4,602.86	\$ 4,602.86	\$ 4,602.86
Accrued Vacation		0.20%	\$ 120.09	\$ 120.09	\$ 120.09
Fringe Subtotal		23.24%	\$ 13,960.94	\$ 13,960.94	\$ 13,960.94
Total Personnel			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
Direct			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
\$			\$ 74,129.00	\$ 74,129.00	\$ 74,129.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Case Management
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel

\$ 60,168.06

Care Manager (Alexandra Cerda) - 6% FTE @ \$65,000/year

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.

NM Care Manager (Pedro Aguiler) - 90% FTE @ \$62,488/year

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.

Fringe

\$ 13,960.94

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Direct Costs Total

\$ 74,129.00

AIDS Healthcare Foundation
Part A - Medical Care
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Program Total
Personnel					
Medical Director (Agmas, Wollelaw Woretaw) Upland	\$ 212,000	24%	\$ 50,880.00	\$ 50,880.00	\$ 50,880.00
Medical Director (Agmas, Wollelaw Woretaw) Riverside	\$ 212,000	13%	\$ 27,996.72	\$ 27,996.72	\$ 27,996.72
Nurse Manager (Choi, Allison) Upland	\$ 114,000	23%	\$ 26,220.00	\$ 26,220.00	\$ 26,220.00
Nurse Manager (Choi, Allison) Riverside	\$ 114,000	13%	\$ 14,820.00	\$ 14,820.00	\$ 14,820.00
Medical Assistant (Mayra Torres) Upland	\$ 52,000	23%	\$ 11,960.00	\$ 11,960.00	\$ 11,960.00
Medical Assistant (Mayra Torres) Riverside	\$ 52,000	13%	\$ 6,760.00	\$ 6,760.00	\$ 6,760.00
Benefits Counselor (Cynthia Cisneros) Upland	\$ 56,160	23%	\$ 12,916.80	\$ 12,916.80	\$ 12,916.80
Benefits Counselor (Cynthia Cisneros) Riverside	\$ 56,160	13%	\$ 7,300.80	\$ 7,300.80	\$ 7,300.80
Referral Coordinator (Deisy Garcia) Upland	\$ 55,390	25%	\$ 13,847.45	\$ 13,847.45	\$ 13,847.45
Referral Coordinator (Deisy Garcia) Riverside	\$ 55,390	15%	\$ 8,308.46	\$ 8,308.46	\$ 8,308.46
Personnel Subtotal			\$ 181,010.22	\$ 181,010.22	\$ 181,010.22
Fringe					
		Percent	Program Cost	Direct Costs	Program Total
401K		3.22%	\$ 5,828.53	\$ 5,828.53	\$ 5,828.53
Health Insurance		10.99%	\$ 19,893.02	\$ 19,893.02	\$ 19,893.02
Life Insurance		0.20%	\$ 362.02	\$ 362.02	\$ 362.02
Workers' Comp		0.98%	\$ 1,773.90	\$ 1,773.90	\$ 1,773.90
Payroll Taxes		7.65%	\$ 13,847.28	\$ 13,847.28	\$ 13,847.28
Accrued Vacation		0.20%	\$ 362.02	\$ 362.02	\$ 362.02
Fringe Subtotal		23.24%	\$ 42,066.78	\$ 42,066.78	\$ 42,066.78
Total Personnel			\$ 223,077.00		\$ 223,077.00
Contractual					
			Program Cost	Direct Costs	Program Total
Laboratory			\$ 10,789.00	\$ 10,789.00	\$ 10,789.00
Specialty Referral			\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Contractual Total			\$ 30,789.00	\$ 30,789.00	\$ 30,789.00
Direct			\$ 253,866.00	\$ 253,866.00	\$ 253,866.00
\$			\$ 253,866.00	\$ 253,866.00	\$ 253,866.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Medical Care
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel

\$ 181,010.22

Medical Director (Agmas, Wollelaw Woretaw) - 37% FTE @ \$212,000/year

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.

Nurse Manager (Allison Choi) - 36% FTE @ \$114,000/year

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.

Medical Assistant (Mayra Torres) - 36% FTE @ \$52,000/year

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.

Benefits Counselor (Cynthia Cisneros) - 36% FTE @ \$56,160/year

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.

Referral Coordinator (Daisy Garcia) - 40% FTE @ \$55,390/year

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.

Fringe

\$ 42,066.78

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Contractual

\$ 30,789.00

Laboratory

\$ 10,789.00

AHF is requesting funds to provide laboratory services to clients. Services will be continued to be provided by Lab Corp. Based on the GL report, \$91,000 was the total expense on client labs for FY23-24 (back-up may be provided if needed). We are expecting FY24-25 to generate a similar expense. Due to budget constraints, AHF will cover the remaining balance of the laboratory services expenses out of general operating funds.

Specialty Referral

\$ 20,000.00

To be utilized for RW clients who need to be referred to a specialist for any number of reasons for conditions related to their HIV (oncology, urology, proctology, cardiology) AHF's direct cost of building the specialty network involves the following. \$15,000 will be utilized to pay specialists for this consults and up to \$5,000 to cover:

- AHF Provider Relations (PR) staff identifying specialists to be in the network
- The PR representative will be interviewing, recruiting and negotiating contracts with the network providers to provide services. PR will also be orienting them to the program, how to bill and other necessary processes in order to serve the population seamlessly.
- Our AHF Credentialing specialist will be conducting the credentialing of the specialty providers and our Medical Director will review and approve qualified specialty provider enrollment in the RW network.
- AHF will provide utilization management through our RN Utilization Review Nurse to assure all patients are eligible and that the specialty services meet the requirements for RW, e.g., HIV+, consult related to HIV care and/or complication/comorbid condition management

Direct Costs Total

\$ 253,866.00

AIDS Healthcare Foundation
Part A - Mental Health
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	Direct Costs	Admin Costs	Program Total
Personnel						
LC Social Worker (Ramirez, Norma) Upland	\$ 97,058.44	27.00%	\$ 26,205.78	\$ 26,205.78	\$ -	\$ 26,205.78
LC Social Worker (Ramirez, Norma) Riverside	\$ 97,058.44	18.35%	\$ 17,809.21	\$ 17,809.21	\$ -	\$ 17,809.21
Medical Assistant (Torres, Mayra) Upland	\$ 52,000.00	10.00%	\$ 5,200.00	\$ 5,200.00	\$ -	\$ 5,200.00
Medical Assistant (Torres, Mayra) Riverside	\$ 52,000.00	5.00%	\$ 2,600.00	\$ 2,600.00	\$ -	\$ 2,600.00
National Prog Dir of MH (Nathalie Valdez) Upland	\$ 153,990.00	2.25%	\$ 3,464.78	\$ -	\$ 3,464.78	\$ 3,464.78
National Prog Dir of MH (Nathalie Valdez) Riverside	\$ 153,990.00	1.25%	\$ 1,924.88	\$ -	\$ 1,924.88	\$ 1,924.88
Personnel Subtotal			\$ 57,204.64	\$ 51,814.99	\$ 5,389.65	\$ 57,204.64

	Percent	Program Cost	Direct Costs	Admin Costs	Program Total
Fringe					
401K	3.22%	\$ 1,841.99	\$ 1,668.44	\$ 173.55	\$ 1,841.99
Health Insurance	10.99%	\$ 6,286.79	\$ 5,694.47	\$ 592.32	\$ 6,286.79
Life Insurance	0.20%	\$ 114.41	\$ 103.63	\$ 10.78	\$ 114.41
Workers' Comp	0.98%	\$ 560.61	\$ 507.79	\$ 52.82	\$ 560.61
Payroll Taxes	7.65%	\$ 4,376.16	\$ 3,963.85	\$ 412.31	\$ 4,376.16
Accrued Vacation	0.20%	\$ 114.41	\$ 103.63	\$ 10.78	\$ 114.41
Fringe Subtotal	23.24%	\$ 13,294.36	\$ 12,041.80	\$ 1,252.55	\$ 13,294.36

Total Personnel \$ 70,499.00 \$ 63,856.80 \$ 6,642.20 \$ 70,499.00

Direct	\$ 70,499.00	\$ 63,856.80	\$ 6,642.20	\$ 70,499.00
Admin			\$ 6,642.20	\$ 6,642.20
\$	\$ 70,499.00	\$ 63,856.80	\$ 6,642.20	\$ 70,499.00
%	100%	91%	9%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Mental Health
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Personnel

\$ 51,814.99

LC Social Worker (Ramirez, Norma) - 45.35% FTE @ \$97,058/year

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.

Medical Assistant (Torres, Mayra) - 15% FTE @ \$52,000/year

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 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.

Fringe

\$ 12,041.80

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Direct Costs Total

\$ 63,856.80

Administrative Costs

Personnel

\$ 5,389.65

National Prog Dir of MH (Nathalie Valdez) - 3.50% FTE @ \$153,990/year

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

Fringe

\$ 1,252.55

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Administrative Costs Total

\$ 6,642.20

AIDS Healthcare Foundation
Part A - Food
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

		Program Cost	Direct Costs	Program Total
Other				
	Food Vouchers (60 clients per month, cost per client \$80)	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
	Other Total	\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
Direct		\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
\$		\$ 57,399.00	\$ 57,399.00	\$ 57,399.00
%		100.00%	100.00%	100.00%

* Only include these in "Other" if they are not already included in Indirect

\$ -

AIDS Healthcare Foundation
Part A - Food
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Other

\$ 57,399.00

Food Vouchers

To provide Food Voucher assistance to eligible clients. 60 clients per month at \$80 per client

Direct Costs Total

\$ 57,399.00

AIDS Healthcare Foundation
Part A - Medical Transportation
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

		Program Cost	Direct Costs	Program Total
Other				
	Medical Transportation Services (55 clients per month at \$70 per voucher)	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
	Other Total	\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
Direct		\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
\$		\$ 45,011.00	\$ 45,011.00	\$ 45,011.00
%		100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - Medical Transportation
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

Direct Costs

Other

\$ 45,011.00

Medical Transportation Services

To enhance client's access to health care or support services using multiple forms of transportation throughout the TGA. 54 clients per month at \$70 per voucher.

Direct Costs Total

\$ 45,011.00

AIDS Healthcare Foundation
Part A - RW CQM
Line Item Budget
Budget Period 3/1/2024 - 2/28/2025

	Salary	Program FTE	Program Cost	CQM Costs	Program Total
Personnel					
Senior Project Manager-Quality (Sandra Bahaya)	\$ 97,792	25.63%	\$ 25,068.16	\$ 25,068	\$ 25,068
Personnel Subtotal			\$ 25,068.16	\$ 25,068.16	\$ 25,068.16
Fringe					
		Percent	Program Cost	CQM Costs	Program Total
401K		3.22%	\$ 807.19	\$ 807.19	\$ 807.19
Health Insurance		10.99%	\$ 2,754.99	\$ 2,754.99	\$ 2,754.99
Life Insurance		0.20%	\$ 50.14	\$ 50.14	\$ 50.14
Workers' Comp		0.98%	\$ 245.67	\$ 245.67	\$ 245.67
Payroll Taxes		7.65%	\$ 1,917.71	\$ 1,917.71	\$ 1,917.71
Accrued Vacation		0.20%	\$ 50.14	\$ 50.14	\$ 50.14
Fringe Subtotal		23.24%	\$ 5,825.84	\$ 5,825.84	\$ 5,825.84
Total Personnel			\$ 30,894.00	\$ 30,894.00	\$ 30,894.00
Direct			\$ 30,894.00	\$	-
CQM				\$ 30,894.00	\$ 30,894.00
\$			\$ 30,894.00	\$ 30,894.00	\$ 30,894.00
%			100%	100%	100%

* Only include these in "Other" if they are not already included in Indirect

AIDS Healthcare Foundation
Part A - RW CQM
Budget Narrative Justification
Budget Period 3/1/2024 - 2/28/2025

CQM Costs

Personnel

\$ 25,068.16

Senior Project Manager-Quality (Sandra Bahaya) - 25.63% FTE @ \$97,792/year

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.

Fringe

\$ 5,825.84

Fringe covers the following below; this calculated based on the Statement of Functional Expenses

401K	3.22%
Health Insurance	10.99%
Life Insurance	0.20%
Workers' Comp	0.98%
Payroll Taxes	7.65%
Accrued Vacation	0.20%
Total	<u>23.24%</u>

Other

CQM Costs

\$ 30,894.00

45 CFR part 75, subpart E

Direct Cost Definitions

<https://www.ecfr.gov/current/title-45/section-75.413>

Indirect Costs

<https://www.ecfr.gov/current/title-45/section-75.414>

Policy Clarification Notices

PCN 15-01 Treatment of Costs under the 10% Administrative Cap for Ryan White HIV/AIDS Program Parts A, B, C, and D

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/pcn-15-01.pdf>

PCN 15-01 Frequently Asked Questions

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faq-policy-clarification-notice-15-01.pdf>

PCN 16-02 Eligible Individuals and Allowable Uses of Funds

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/service-category-pcn-16-02-final.pdf>

PCN 16-02 Housing Services FAQ

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/housing-faqs-final.pdf>

PCN 16-02 Standalone Dental Insurance FAQ

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faqs-dental-insurance.pdf>

PCN 16-02 Frequently Asked Questions

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/faq-service-definitions-pcn-final.pdf>

PCN 21-02 Determining Client Eligibility & Payor of Last Resort in the Ryan White HIV/AIDS Program

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/pcn-21-02-determining-eligibility-polr.pdf>

PCN 21-02 Dear Colleague Letter

<https://ryanwhite.hrsa.gov/sites/default/files/ryanwhite/grants/dear-colleague-letter-pcn-21-02-polr.pdf>

Ryan White Part A Funding Guidance

<https://www.grants.gov/web/grants/view-opportunity.html?oppld=333255>