

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

**Contract Number**

20-1183 A-5

**SAP Number**

4400015717

## Department of Public Health

<b>Department Contract Representative</b>	Monica Rivera
<b>Telephone Number</b>	(909) 361-0211
<b>Contractor</b>	SAC Health System
<b>Contractor Representative</b>	Gemma Gonzales
<b>Telephone Number</b>	(909) 259-9113 ext. 1827
<b>Contract Term</b>	March 1, 2021 – February 28, 2026
<b>Original Contract Amount</b>	\$2,537,052
<b>Amendment Amount</b>	\$600,970
<b>Total Contract Amount</b>	\$3,138,022
<b>Cost Center</b>	9300371000
<b>Grant Number (if applicable)</b>	N/A

**IT IS HEREBY AGREED AS FOLLOWS:****Amendment No. 5**

It is hereby agreed to amend Contract No. 20-1183, 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 \$3,138,022, of which \$3,138,022 may be federally funded, and shall be subject to availability of 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	\$1,035,768	March 1, 2021 through February 29, 2024
Amendment No. 1	(\$36,057) decrease	March 1, 2021 through February 29, 2024
Amendment No. 2	\$100,000 increase	March 1, 2021 through February 28, 2022

Amendment No. 3	\$402,110	March 1, 2022 through February 29, 2024
Amendment No. 4	\$1,035,231	March 1, 2023 through February 28, 2026
Amendment No. 5	\$ 600,970	March 1, 2023 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	\$333,237
March 1, 2022 through February 28, 2023	\$584,292
March 1, 2023 through February 29, 2024	\$539,841*
March 1, 2024 through February 28, 2025	\$840,326
March 1, 2025 through February 28, 2026	\$840,326
Total	\$3,138,022

\*This amount includes a decrease of \$44,451 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, 2<sup>nd</sup> 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: SAC Health System  
 250 S. "G" Street  
 San Bernardino, CA 92410

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

San Bernardino, CA 92408

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

**ATTACHMENTS**

ATTACHMENT A – Remove and replace SCOPE OF WORK for Program Year 2024-25 (Revised August 2024)  
ATTACHMENT J – Remove and replace PROGRAM BUDGET AND ALLOCATION for Program Year 2024-25  
(Revised August 2024)

**All other terms and conditions of Contract No. 20-1183 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

By Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By [Signature]  
Deputy



SAC Health System

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

By Jason Lohr

(Authorized signature - sign in blue ink)

Name Jason Lohr

(Print or type name of person signing contract)

Title Chief Executive Officer

(Print or Type)

Dated: 11/14/2024

Address On File

**FOR COUNTY USE ONLY**

Approved as to Legal Form

► [Signature]

Adam Ebright, Deputy County Counsel

Date 11/14/2024

Reviewed for Contract Compliance

►

Date

Reviewed/Approved by Department

► [Signature]

Joshua Dugas (Nov 14, 2024 15:17 PST)

Joshua Dugas, Director of Public Health

Date 11/14/2024

## SCOPE OF WORK – PART A

USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED GRANT AND SERVICE

Contract Number:	
Contractor:	SAC Health
Grant & Period:	Part A Contract March 1, 2024 – February 28, 2025.
Service Category:	Oral Health Care
Service Goal:	Improve or maintain the oral health of HIV+ clients throughout the TGA to sustain proper nutrition.
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. Improved or maintained oral health.

	SA1	SA2	SA3	SA4	SA5	SA6	FY 24/25
	West Riv.	Mid Riv.	East Riv.	San B West	San B East	San B Desert	TOTAL
Proposed Number of Clients	164	86	74	133	258	91	806
Proposed Number of Visits = Regardless of number of transactions or number of units	843	535	482	700	1222	554	4336
Proposed Number of Units = Transactions or 15 min encounters	5863	3815	3472	5052	4680	3943	26825

PLANNED SERVICE DELIVERY AND IMPLEMENTATION ACTIVITIES:		SERVICE AREA	TIMELINE	PROCESS OUTCOMES
<b>Element #1: Comprehensive Oral Exam</b> <b>Activities:</b> <ul style="list-style-type: none"> <li>New clients will have a complete oral examination recorded in their chart within 60 days of initial visit.</li> </ul>		1,2,3,4,5,6	03/01/24-02/28/25	Completion of 100% oral examination monitored by chart review within electronic dental record.
<b>Element #2: Development of Treatment Plan</b> <b>Activities:</b> <ul style="list-style-type: none"> <li>All new clients will have treatment plan developed in their chart based on oral examination and documented that the treatment plan has been discussed with the client.</li> <li>All returning clients for periodic examination will have a new treatment plan in the chart based on oral examination and documented that the treatment plan has been discussed with the client.</li> <li>Relevant findings will be recorded in client's dental chart</li> </ul>		1,2,3,4,5,6	03/01/24-02/28/25	Completion of 100% of treatment planning developed and documented which will be monitored by chart review.  Chart review.  Chart review.
<b>Element #3: Treatment Visit</b> <b>Activities:</b> <ul style="list-style-type: none"> <li>The dentist, registered dental hygienists, assistants and program specialists, will be assigned to work 40 hours of dental clinic service each week.</li> </ul>		1,2,3,4,5,6	03/01/24-02/28/25	Projected unit of service and unduplicated client visits will be measured by SAC Health dental clinic schedule.
<b>Element #4: Development of Oral Hygiene Plan</b> <b>Activities:</b> <ul style="list-style-type: none"> <li>Clients with periodontal disease will require six-week follow-up evaluation after the initial periodontal treatment (deep/root cleaning). The client will be in a three-four month's recall until compliant to treatment, then they will be on a six-month recall program.</li> <li>Clients without periodontal disease and no predisposing factors will be on six-month hygiene program after the initial prophylactic visits.</li> </ul>		1,2,3,4,5,6	03/01/24-02/28/25	Completion of 100% of oral hygiene plan developed for each client will be monitored by chart review and appointment schedule.

<p><b>Element #5: Preventive Visit</b></p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Returning clients for periodic examination after six months of initial examination and oral prophylactic visits will receive another preventive care such as oral prophylaxis to maintain compliance with their oral health care.</li> </ul>	1,2,3,4,5,6	03/01/24-02/28/25	By pre-appointment schedule/or sending recall notices.
<p><b>Element #6: Emergency Care Visit</b></p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>SAC Health dental clinic will provide 40 hours of emergency service each week.</li> </ul>	1,2,3,4,5,6	03/01/24-02/28/25	Achievement of this objective will be measured by SAC Health clinic schedule.
<p><b>Element #7: Services based on C&amp;L Competency Standards</b></p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>SAC Health clinic conduct diversity education and training to staff regarding culturally and linguistically appropriate service delivery to African American and Hispanic/Latino.</li> <li>SAC Health clinic conducts patient experience surveys that are culturally and linguistically appropriate service delivery to African American and Hispanic/Latino.</li> </ul>	1,2,3,4,5,6	03/01/24-02/28/25	<p>Mandatory annual training developed and implemented by SAC Health People Success Team.</p> <p>Electronic Surveys are distributed 24 hours after completion of visit and available in English and Spanish.</p> <p>Paper Surveys are coded to obtain data about specific sites, departments, and providers. Completed surveys are tabulated by an external company and Quality Department will prepare the report to be presented to the SAC Health Governing Board</p>
<p><b>Element #7: Dental Specialty Services</b></p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>SAC Health clinic will utilize non-Ryan White Provider for dental specialty services such as Periodontist and Oral Pathology that are beyond the scope of a general dentist.</li> <li>SAC Health dental clinic will provide 40 hours of continuity of care upon completion of specialty services.</li> </ul>	1,2,3,4,5,6	03/01/24-02/28/25	All HIV clients receiving specialty services are reported as eligible scopes.





## 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



SAC HEALTH  
Ending the HIV Epidemic  
SACH Overall Line Item Budget  
Budget Period 3/1/2023 - 2/29/2024

Budget Example

Personnel	Salary	Program FTE	Program Cost	CQM Costs	Program Total
LUERA, MONICA, CLINIC MANAGER	76,992.86	34.48600%	\$ 26,552.00	\$ 26,552.00	\$ 26,552.00
Personnel Subtotal			\$ 26,552.00	\$ 26,552.00	\$ 26,552.00
Fringe		Percent	Program Cost	CQM Costs	Program Total
FICA		9.0%	\$ 2,390.00	\$ 2,390.00	\$ 2,390.00
Staff Insurance		15.0%	\$ 3,983.00	\$ 3,983.00	\$ 3,983.00
Retirement		8.0%	\$ 2,124.00	\$ 2,124.00	\$ 2,124.00
Worker's Compensation		1.5%	\$ 396.50	\$ 396.50	\$ 396.50
Other Benefits		1.5%	\$ 396.50	\$ 396.50	\$ 396.50
Fringe Subtotal		35.0%	\$ 9,290.00	\$ 9,290.00	\$ 9,290.00
Total Personnel				\$	\$ 35,842.00
CQM				\$	\$ 35,842.00
\$			\$ 35,842.00	\$ 35,842.00	\$ 35,842.00
%			100%	100%	100%

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

SAC HEALTH  
Ending the HIV Epidemic  
Budget Narrative Justification  
Budget Period 3/1/2024 - 2/29/2025

<b>Direct Costs</b>	
<b>Personnel</b>	\$ 158,514.00
<b>Arostegui, Lisette; Hygienist - .5 FTE @ \$96,860.30/year</b>	
Provides dental hygiene assessment and development , planning and implementation of a dental hygiene care plan. It also includes oral health education and counseling. Performs preventive and therapeutic interventions, including oral prophylaxis, subgingival and supragingival scaling and root planning.	
<b>Toledo, Zuliy; RDA - 0.5 FTE @ \$46,367.90/year</b>	
Seat and prepare patients for their visit. Prepare instruments and operator for dental procedures. Pre-treatment health history—check for possible pre-medication requirements and drug allergies. Performs all chairside assisting with the dentist. Operate radiographic equipment and film processing. Maintain adequate supplies for daily use. Perform all laboratory dental procedures (pouring and trimming models). Assist provider, inform patients of any change in treatment, and assist in giving oral hygiene instructions. Encourage patients to complete dental treatment and return for follow-up visits. Performs breakdown/disinfection of the treatment rooms. Prepares sterilization equipment for everyday operation. Performs all necessary sterilization procedures. Maintains handpiece and sterilizer. Distributes and inventories supplies. Performs flushing evacuation lines of the treatment rooms	
<b>Ventura Oseguera, Nancy; RDA - 0.50 FTE @ \$50,145.90/year</b>	
Seat and prepare patients for their visit. Prepare instruments and operator for dental procedures. Pre-treatment health history—check for possible pre-medication requirements and drug allergies. Performs all chairside assisting with the dentist. Operate radiographic equipment and film processing. Maintain adequate supplies for daily use. Perform all laboratory dental procedures (pouring and trimming models). Assist provider, inform patients of any change in treatment, and assist in giving oral hygiene instructions. Encourage patients to complete dental treatment and return for follow-up visits. Performs breakdown/disinfection of the treatment rooms. Prepares sterilization equipment for everyday operation. Performs all necessary sterilization procedures. Maintains handpiece and sterilizer. Distributes and inventories supplies. Performs flushing evacuation lines of the treatment rooms	
<b>Guzman, Darlene; Dental Navigator - 0.50 FTE @ \$70,789.20/year</b>	
Manage and monitor treatment plan presentation and coordination of benefits from various dental program (Medicaid, PPO plan, RW and sliding fee program). Register, re-enroll, recertify patients in ARIES. Sets up appointment and answers phone. Collects demographic information. Enter patient information into the Aries system. Arrange referral services and does eligibility determination for program coverage benefits. Also maintains recall system (check ups).	
<b>Salazar, Roxanne; Dental Grant Coordinator - 0.50 FTE @ \$52,863.10/year</b>	
Coordinate the delivery of dental services to an assigned client population of persons with HIV infection in a manner consistent with the policies and procedures of the organization and related program protocols. Ensure timely and coordinated access to various dental programs and support services and continuity of care through establishment of a single, coordinated dental treatment plan and ongoing assessment of the client's needs and personal support system. Serve as one of the representative for the HIV statewide web-based electronic system (ARIES) for the Inland Empire HIV program and act as a resource and referral source for clients, making recommendations concerning various program benefits.	
<b>Fringe</b>	\$ 41,213.00
26% Benefits including, CQM, Fica, Workers Compensation, Medical, Dental, Vision, Retirement (Dental benefits adjust for actual benefit rate per auditor.)	
<b>Personnel Without Benefits</b>	\$ 111,404.00
<b>Dr. Turner, Rodney; Dentist - 0.5020 FTE @ \$221,900/year</b>	
Provides dental services including development of comprehensive treatment plan and oral hygiene maintenance plan. Also provides emergency dental care, preventive care (prophylaxis and coronal polishing), periodontal, restorative, endodontic, prosthetic and oral surgery procedures. Educate patient about oral health. Provides referrals for procedures which exceed provider's scope of work and prescribes necessary medication for dental related cases. (NO BENEFITS)	
<b>Supplies</b>	\$ 137,500.00
Dental Supply consumable goods such as gloves, masks, tongue depressors, swabs, dental restorative materials, impression materials, hygiene supplies and other dental disposable supplies use in day-to-day operation etc. Durable goods such as blood pressure monitors, thermometers, cavity tips and other items as needed to take vitals and other dental diagnostic equipment." (275,000 x .50 = 137,500)	
<b>Contractual</b>	\$ 100,000.00
Contract with Smile Plus Dental Lab for crown and fixed bridge fabrication Contract for TNT Dental Lab to fabricate removable denture and partial denture	
<b>Other</b>	\$ 217,769.00
Rent for facility to perform direct and administrative activities 50% Direct Utilities for facility to perform direct and administrative activities 50% Direct Repair and maintenance for facility to perform direct and administrative activities 50% Direct	
<b>Direct Costs Total</b>	\$ 766,400.00
<b>Administrative Costs</b>	
<b>Personnel</b>	\$ 38,084.00
<b>WENDELL, MELISSA; GRANTS MANAGER .10 FTE @ \$79,705.00/YR</b>	
Grants Manager oversees billing of invoices, maintaining budget, tracking expenditures and administrative duties	
<b>GONZALEZ, GEMMA; DENTAL OPERATIONS MANAGER .10 FTE @ \$127,816.00/YR</b>	
The Dental Operations Manager administers the daily operations of the SAC Health Dental Department. Manages the day-to-day patient admissions and access operations, staff, policies, and practices. Maintains standardized admission processes to ensure accurate data collection, positive patient experience, and effective coordination between clinical and administrative teams. Monitors operational metrics to improve processes, increase efficiency, or correct problems. Establishes policies and standards to preserve patient confidentiality, ensure data security, and comply with all applicable regulations. Ensures that project/department milestones/goals are met and adhering to approved budgets.	
<b>KOHR, MIRANDA; EXECUTIVE DENTAL DIRECTOR .10 FTE @ \$167,200.00/YR (PRO RATED PAY SALARY BASED ON START DATE)</b>	
Executive Dental Director oversees all dental operations, including patient care, supervision of dental staff, budget management, and compliance with regulatory agencies/requirements (e.g. OSHA, DPH) development and implementation of policies and procedures governing all aspects of dental operations, infection control, quality assurance, equipment maintenance, patient complaints and incident reporting. Responsible for ensuring high quality and efficient delivery of dental services.	
<b>CQM Costs</b>	
<b>Personnel</b>	\$ 26,552.00
<b>Luera, Monica; Dental Clinic Manager [CQM. - 0.345 FTE @ \$76,992.86/year</b>	
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	
<b>Fringe</b>	\$ 9,290.00
35% Benefits including, CQM, Fica, Workers Compensation, Medical, Dental, Vision, Retirement (Dental benefits adjust for actual benefit rate per auditor.)	
<b>CQM Costs</b>	\$ 35,842.00

## **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>