

RYAN WHITE PART A/MAI PROGRAM BUDGET AND ALLOCATION PLAN
Fiscal Year March 1, 2019 – February 29, 2020

AGENCY NAME: AIDS Healthcare Foundation **SERVICE** Medical Case Management

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
<i>Personnel</i>			
<u>Classification:</u> (TBD March 2019, 25% FTE) Program Manager (80,000 annual salary / 12 X 25% FTE X 12 months) <u>Position Description:</u> 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. (Upland and Riverside HCC)	60,000	20,000	80,000
<u>Classification:</u> (MCM, E. Washington 40% FTE) (\$69,359 annual salary / 12 X 40% FTE X 12 months) <u>Position Description:</u> 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, the medical provider 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. One full-time 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. (Upland HCC)	41,615	27,744	69,359

<p><u>Classification:</u> (MCM, E. Washington 10% FTE) (\$69,359 annual salary / 12 X 10% FTE X 12 months)</p> <p><u>Position Description:</u> 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, the medical provider 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. One full-time 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. (Riverside HCC)</p>	62,423	6,936	69,359
<p><u>Classification:</u> (MCM/Referral Coordinator, C.Martinez) (\$50,855 annual salary / 12 X 50% FTE X 12 months).</p> <p><u>Position Description:</u> 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. (Upland HCC)</p>	25,428	25,427	50,855
<p><u>Classification:</u> (March 2019, 22.122% FTE) MCM Referral Coordinator (\$43,000 annual salary / 12 X 22.122% FTE X 12 months).</p> <p><u>Position Description:</u> 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. (Riverside HCC)</p>	33,488	9,512	43,000

Fringe Benefits 23.69% of Total Personnel Costs	52,818	21,231	74049
TOTAL PERSONNEL	\$275,772	\$110,850	\$386,622
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
Telephone - Cell phones used by Medical Case Manager in the provision of Medical Case Management Services, this includes: contacting clients, coordinating services among providers as needed, and conferencing with Clinical Administrator for guidance on acute clients (\$40 X 40% X 12= \$192) + (\$40 X 10% X 12= \$48)	240	240	480
Rent - Total rent is \$4,987.25/month or \$59,847 Annually and Ryan MCM program utilizes 25% of the space. Rent is calculated @ 25% of \$4,987.25/month for 12 months (Upland HCC)	44,885	14,962	59,847
Rent - Total rent is \$7,627.50/month or \$91,530 annually and Ryan MCM program utilizes 10% of the space. Rent is calculated @ 10% of \$7,627.50/month for 12 months (Riverside HCC)	82,377	9,153	91,530
TOTAL OTHER	\$127,502	\$24,355	\$151,857
SUBTOTAL (Total Personnel and Total Other)	\$403,274	\$135,205	\$538,479
Administration 10% Indirect Cost	40,327	13,521	53,848
TOTAL BUDGET (Subtotal & Administration)	\$443,601	\$148,726	\$592,327

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:** 1020
- **Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided:** 145.81
(This is your agency's RW cost for care per unit)

²**List Other Payers Associated with funding in Column A:**

AHF General funds and Non-MCM Budget

AGENCY NAME: AIDS Healthcare Foundation SERVICE Medical Transportation Services

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
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 clients access to health care or support services using multiple forms of transportation throughout the TGA.	0	15,179	15,179
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Enter item name and description			
TOTAL OTHER	\$0	\$15,179	\$15,179
SUBTOTAL (Total Personnel and Total Other)	\$0	\$15,179	\$15,179
Administration (Limited to 10% of total service budget) (Includes a detailed description of items within such as managerial staff, etc. See next page.)	0	1,518	1,518
TOTAL BUDGET (Subtotal & Administration)	\$0	\$16,697	\$16,697

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: 512
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: 32.61
(This is your agency's RW cost for care per unit)

²List Other Payers Associated with funding in Column A:

AGENCY NAME: AIDS Healthcare Foundation SERVICE Non-Medical Case Management

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
<i>Personnel</i>			
<u>Classification:</u> (TBD, March 2019, 12.452% FTE) Program Manager (80,000 annual salary / 12 X 12.452% FTE X 12 months) <u>Position Description:</u> 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. (Upland and Riverside HCC)	70,038	9,962	80,000
<u>Classification:</u> (MCM, E. Washington, 35% FTE) (\$69,359 annual salary / 12 X 35% FTE X 12 months) <u>Position Description:</u> The MCM works with the Medical Care Management Team to provide support through identification and cataloging community resources, supporting the psychosocial needs of members and participation in interdisciplinary team meetings. Ensures comprehensive and thorough assessment of patient's psychosocial needs, particularly as they relate to mental health and substance abuse use issues. The MCM will also assist patients as needed through the delivery of interventions focused on substance use, mental health, risk reduction and disclosure/partner notification. Performs assessments, develops care plans, monitors and conducts follow-ups in addition to interventions. (Upland HCC)	45,083	24,276	69,359

Classification: (MCM, E. Washington, 10% FTE) (\$69,359 annual salary / 12 X 10% FTE X 12 months)	62,423	6,936	69,359
Position Description: The MCM works with the Medical Care Management Team to provide support through identification and cataloging community resources, supporting the psychosocial needs of members and participation in interdisciplinary team meetings. Ensures comprehensive and thorough assessment of patient's psychosocial needs, particularly as they relate to mental health and substance abuse use issues. The MCM will also assist patients as needed through the delivery of interventions focused on substance use, mental health, risk reduction and disclosure/partner notification. Performs assessments, develops care plans, monitors and conducts follow-ups in addition to interventions. (Riverside HCC)			
Fringe Benefits 23.69% of Total Personnel Costs	42,060	9,754	51,814
TOTAL PERSONNEL	\$219,604	\$50,928	\$270,532
Other (Other items related to service provision such as supplies, rent, utilities, depreciation, maintenance, telephone, travel, computer, equipment, etc. can be added below)			
Telephone - Cell phones used by MCM in the provision of Medical Case Management Services, this includes: contacting clients, coordinating services among providers as needed, and conferencing with Clinical Administrator for guidance on acute clients (\$40 X 35% X 12 months = \$168) + (\$40 X 10% X 12 months = \$48)	264	216	480
TOTAL OTHER	\$264	\$216	\$480
SUBTOTAL (Total Personnel and Total Other)	\$219,868	\$51,144	\$271,012
Administration 10% Indirect Cost	21,987	5,114	27,101
TOTAL BUDGET (Subtotal & Administration)	\$241,855	\$56,258	\$298,113

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:** 1020
- **Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided:** 55.15
(This is your agency's RW cost for care per unit)

²**List Other Payers Associated with funding in Column A:**

AHF General Funds and MCM Budget

AGENCY NAME: AIDS Healthcare Foundation **SERVICE** Outpatient / Ambulatory Health Services

	A	B	C
Budget Category	Non-RW Cost (Other Payers) ²	RW Cost	Total Cost ¹
<i>Personnel</i>			
<u>Classification:</u> (I. J. Davis-Hatcher, 22% FTE) Medical Director (\$163,363 annual salary / 12 X 22% FTE X 12 months) <u>Position Description:</u> 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. (Upland HCC)	127,423	35,940	163,363
<u>Classification:</u> (I. J. Davis-Hatcher, 10% FTE) Medical Director (\$163,363 annual salary / 12 X 10% FTE X 12 months) <u>Position Description:</u> 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. (Riverside HCC)	147,027	16,336	163,363
<u>Classification:</u> (M. Johnson, 22% FTE) Nurse Manager (\$95,067 annual salary / 12 X 22% FTE X 12 months) <u>Position Description:</u> 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. (Upland HCC)	74,152	20,915	95,067

<p><u>Classification:</u> (M. Johnson, 10% FTE) Nurse Manager (\$95,067 annual salary / 12 X 10% FTE X 12 months)</p> <p><u>Position Description:</u> 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. (Riverside HCC)</p>	85,560	9,507	\$95,067
<p><u>Classification:</u> (G. Cuevas, 22% FTE) Medical Assistant (\$37,213 annual salary / 12 X 22% FTE X 12 months)</p> <p><u>Position Description:</u> 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. (Upland HCC)</p>	29,026	8,187	37,213
<p><u>Classification:</u> (G. Cuevas , 10% FTE) Medical Assistant (\$37,213 annual salary / 12 X 10% FTE X 12 months)</p> <p><u>Position Description:</u> 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. (Riverside HCC)</p>	33,492	3,721	37,213
<p><u>Classification:</u> (C. Alvarez, 22% FTE) Benefits Counselor (\$35,006 annual salary / 12 X 22% FTE X 12 months)</p> <p><u>Position Description:</u> 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. (Upland HCC)</p>	27,305	7,701	35,006

Classification: (C. Alvarez, 10% FTE) Benefits Counselor (\$35,006 annual salary / 12 X 10% FTE X 12 months)	31,505	3,501	35,006
<u>Position Description</u> 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. (Riverside HCC)			
Fringe Benefits 23.69% of Total Personnel Costs	131,596	25,066	156,662
TOTAL PERSONNEL	\$687,086	\$130,874	\$817,960
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.	47,941	19,817	67,758
TOTAL OTHER	\$47,941	\$19,817	\$67,758
SUBTOTAL (Total Personnel and Total Other)	\$735,027	\$150,691	\$885,718
Administration 10% Indirect Cost	73,503	15,069	88,572
TOTAL BUDGET (Subtotal & Administration)	\$808,530	\$165,760	\$974,290

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: 1920
- Total Ryan White Budget (Column B) Divided by Total RW Units to be Provided: 86.33
(This is your agency's RW cost for care per unit)

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