

SCOPE OF WORK – MAI USE A SEPARATE SCOPE OF WORK FOR EACH PROPOSED GRANT AND SERVICE	
Contract Number:	
Contractor:	Foothill AIDs Project
Grant & Period:	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">X</div> <div>Part A Contract March 1, 2019 – February 29, 2020</div> </div>
	Part B Contract April 1, 2019 – March 31, 2020
Service Category:	Early Intervention Services (MAI)
Service Goal:	<p>Quickly link HIV African-American and Hispanic/Latino infected individuals to testing services, core medical services, and support services necessary to support treatment adherence and maintenance in medical care. Decreasing the time between acquisition of HIV and entry into care will facilitate access to medications, decrease transmission rate, and improve health outcomes.</p>
Service Health Outcomes:	<ul style="list-style-type: none"> • If RW-funded test: maintain 1.1% positivity rate or higher (targeted testing) • Link newly diagnosed HIV+ medical care in 30 days or less • Improve retention in care (at least 1 medical visit in each 6 month period) • Improve viral suppression rate

Black/African-American	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 19/20 TOTAL	FY 18/19 TOTAL	
Number of Clients	0	0	0	10	130	10		150	300	
Number of Visits = Regardless of number of transactions or number of units	0	0	0	50	300	50		400	750	
Number of Units = Transactions or 15 min encounters	0	0	0	50	900	50		1000	3600	

Hispanic/Latino	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 19/20 TOTAL	FY 18/19 TOTAL	
Number of Clients	0	0	0	25	250	25		300	540	
Number of Visits = Regardless of number of transactions or number of units	0	0	0	25	500	25		550	1080	
Number of Units = Transactions or 15 min encounters	0	0	0	100	1200	100		1400	5230	

TOTAL MAI (sum of two tables above)										
	SA1 West Riv	SA2 Mid Riv	SA3 East Riv	SA4 San B West	SA5 San B East	SA6 San B Desert		FY 19/20 TOTAL	FY 18/19 TOTAL	

Number of Clients	0	0	0	35	380	35		450	840	
Number of Visits = Regardless of number of transactions or number of units	0	0	0	75	800	75		950	1830	
Number of Units = Transactions or 15 min encounters	0	0	0	150	2100	150		2400	8830	

Planned Service Delivery and Implementation Activities	Service Area	Timeline	Process Outcomes
<ul style="list-style-type: none"> One-on-one, in-depth encounters 	4,5,6	3/1/2019 -2/29/2020	Client file will evidence encounters in case notes entered in ARIES and on outreach logs
<ul style="list-style-type: none"> Coordination with local HIV Prevention Programs 	4,5,6	3/1/2019 -2/29/2020	FAP maintain collaboration with Riverside and San Bernardino DPH and other local prevention programs to coordinate outreach activities. Documentation of outreach activities and attendance to prevention meetings is kept in program binder and entered in the ARIES ACE dashboard.
<ul style="list-style-type: none"> Identify and problem-solve barriers to care 	4,5,6	3/1/2019 -2/29/2020	Client file will evidence in case note entered in ARIES identification of barriers to care and plan to problem-solve such barriers.
<ul style="list-style-type: none"> Referrals to testing, medical care, and support services 	4,5,6	3/1/2019 -2/29/2020	Client file will evidence referrals to medical care and support services via the Referral Tracking Plan. Referrals to medical and support services along with their outcome will be documented in ARIES. Referrals to testing will be documented in outreach log and sign-in sheet.
<ul style="list-style-type: none"> Utilize the Navigation approach to reconnect those that have fallen out of care 	4,5,6	3/1/2019 -2/29/2020	FAP follow-up/no contact protocol includes mail, community, home visit, and phone contact. Client file will evidence attempts to contact, education and support provided to address barriers to care. Attempts and contact with client will be documented in ARIES.
<ul style="list-style-type: none"> Establish and maintain formal linkages with traditional (prisons, homeless shelters, treatment centers, etc) and non-traditional (faith-based organizations, community centers, hospitals, etc.) entry points 	4,5,6	3/1/2019 -2/29/2020	Memoranda of Understanding (MOU) are kept at Administration. Staff maintain a List of Collaborators (traditional and non-traditional) which depicts the name of the agency collaborating, the target population, the type and frequency of outreach activity to be provided at the site.

<ul style="list-style-type: none"> • Provide education/information regarding availability of testing and HIV care services to HIV+ those affected by HIV, and caregivers. Activities that are exclusively HIV prevention education are prohibited. 	4,5,6	3/1/2019 -2/29/2020	Client file will evidence education of the HIV system of care in case note entered in ARIES. Sign-in sheets document location as well as attendees information for outreach activities. HIV testing and counseling activities will be documented in individual records including test result.
<ul style="list-style-type: none"> • Utilize standardized, required documentation to record encounters, progress 	4,5,6	3/1/2019 -2/29/2020	Client will file evidence use of standardized, required documentation to include Bridge/EIS Consent form, Enrollment form and Progress report form among others.
<ul style="list-style-type: none"> • Maintain update, quantifiable, required documentation to accommodate reporting and evaluation. 	4,5,6	3/1/2019 -2/29/2020	Encounters are documented in ARIES. Referrals and their outcome are documented in ARIES. Outreach activities are documented in sign-in sheets and outreach logs.
<ul style="list-style-type: none"> • If MAI-funded, develop and implement specific evidence-based activities proven effective for African-American and Hispanic populations 	4,5,6	3/1/2019 -2/29/2020	FAP uses Targeted Outreach to identify targeted African-American and Hispanic populations.
<ul style="list-style-type: none"> • Eligibility worker will collaborate with EIS case manager to conduct eligibility certification and re-certification every six months. 	4,5,6	3/1/2019 -2/28/2020	Client file will evidence documents supporting eligibility for services according to the Inland Empire HIV Planning Council Standards.
<ul style="list-style-type: none"> • Services are provided based on established C&L Competency Standards 	4,5,6	3/1/2019 -2/29/2020	Staff education on FAP cultural competency plan as well as other cultural competency trainings is tracked and documented in agency Training Binder. Staff providing direct services to clients should be culturally and linguistically competent, aware and appreciative of the needs of PLWHA. Client file will document preferred language as well as any other pertinent information in order to provide culturally and linguistically competent services.