

# HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)

Co-Applicant Board Meeting Agenda  
 Ravenswood | 1885 Bay Road (Health Education) East Palo Alto  
 February 7, 2019; 9:00 - 11:00am

AGENDA	SPEAKER(S)	TAB	TIME
<b>A. CALL TO ORDER</b>	Brian Greenberg		9:00am
<b>B. CHANGES TO ORDER OF AGENDA</b>			9:05am
<b>C. PUBLIC COMMENT</b> Persons wishing to address on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes and the total time allocated to Public Comment is fifteen minutes. If there are more than five individuals wishing to speak during Public Comment, the Chairperson may choose to draw only five speaker cards from those submitted and defer the rest of the speakers to a second Public Comment at the end of the Board meeting. In response to comments on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2) However, the Boards general policy is to refer items to staff for comprehensive action or report.			9:07am
<b>D. CONSUMER INPUT/GUEST SPEAKER</b>	Michelle Buchholz -RFHC		9:20am
<b>E. BOARD ORIENTATION</b>	HCH/FH Staff		9:35am
<b>F. CLOSED SESSION-</b> There is no closed session at this meeting.			
<b>G. MEETING MINUTES</b>			
1. Meeting minutes from January 10, 2019	Linda Nguyen	<b>Tab 1</b>	9:45am
<b>H. BUSINESS AGENDA</b>			
1. Board Membership	Steve C./Brian	<b>Tab 2</b>	9:50am
<b>a. Action Item – Request to approve new board membership</b>			
<b>The following item will be available for review at meeting prior to consideration/action by Board.</b>			
2. Pacifica Safe Car Parking	Jim Beaumont		9:55am
<b>a. Action item Request to take action on safe parking program</b>			
<b>G. REPORTING AGENDA</b>			
1. Grant conditions update	Jim Beaumont		10:00am
2. Medical Respite update	Irene Pasma		10:10am
3. Annual Report discussion	Jim / Adonica		10:20am
4. Board sub-committee oral reports	Irene/Danielle/Linda		10:30am
5. HCH/FH Program QI Report	Frank Trinh	<b>Tab 3</b>	10:45am
6. HCH/FH Program Director’s Report	Jim Beaumont	<b>Tab 4</b>	10:40am
7. HCH/FH Program Budget/Finance Report	Jim Beaumont	<b>Tab 5</b>	10:50am
<b>H. BOARD COMMUNICATIONS AND ANNOUNCEMENTS</b> Communications and Announcements are brief items from members of the Board regarding upcoming events in the community and correspondence that they have received. They are informational in nature and no action will be taken on these items at this meeting. A total of five minutes is allotted to this item. If there are additional communications and announcements, the Chairperson may choose to defer them to a second agenda item added at the end of the Board Meeting.			
1. Future meetings – every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)			
a. Next Regular Meeting March 14, 2019; 9:00AM – 11:00AM at SMMC    San Mateo			
<b>I. ADJOURNMENT</b>			11:00am

**TAB 1**  
**Meeting Minutes w**  
**handouts from**  
**previous mtg**  
**Request to Approve**

**Healthcare for the Homeless/Farmworker Health Program (Program)  
Co-Applicant Board Meeting Minutes (January 10, 2019)  
LifeMoves**

Co-Applicant Board Members Present

Brian Greenberg  
Tayischa Deldridge  
Robert Anderson- Vice Chair  
Steve Carey  
Steven Kraft  
Mother Champion  
Jim Beaumont, HCH/FH Program Director (Ex-Officio)

County Staff Present

Linda Nguyen, Program Coordinator  
Frank Trinh, Medical Director  
Danielle, Hull, Clinical Coordinator  
Andrea Donahue, County Counsel's Office  
Irene Pasma, Program Implementation Coordinator  
Matt Boyle- BHRS/IMAT  
Mariana Garcia BHRS- Primary Care

Members of the Public

Absent:, Gary Campanile. Christian Hansen , Dwight Wilson, Adonica Shaw

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Brian Greenberg called the meeting to order at <u> 9 </u> A.M. Everyone present introduced themselves.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
Consumer Input-  Guest speaker: Integrated Medication Assistance Treatment (IMAT)- San Mateo Health  Board Orientation	<p>Matt Boyle and Mariana Garcia from the Integrated Medication Assisted Treatment (IMAT) team came to speak about their work with the homeless population with substance abuse issues, and helping them with their health care needs. The Integrated Medication Assistance Treatment (IMAT) program began about three and half years ago. The team's initial effort served those with alcohol use disorder. The team's effort has now widened to serve those with Opioid Use Disorder as well as other substance use issues. They partner with other providers throughout the county to link clients to services, and help identify their unmet health care needs.</p> <p>To be eligible for IMAT services patients must be Medi-Cal eligible or have ACE and have a substance abuse issue. One of the IMAT teams is embedded at the San Mateo Medical Center. Another team of Co-Occurring Case Managers are part of the BHRS Interface team embedded at several primary care clinics throughout the county.</p> <p>The challenges and barriers include: limited system capacity to meet the increasing demand for shelter beds and housing support; stigma homeless patients often encounter when presenting for services; difficulties navigating a complex system of care; frequent involvement with law enforcement; and not enough resources along the Coast to meet service demand. The team takes a harm reduction approach, with the help of motivational interviewing. The goal is to engage and serve all those in need and link them to treatment services that match their stage of change.</p>	Continue Board orientation on 2019 budget discussion – February board meeting
No Closed session		
Regular Agenda Consent Agenda	<p>All items on Consent Agenda (meeting minutes from Dec 13, 2018) were approved.</p> <p>Please refer to TAB 1</p>	Consent Agenda was <u>MOVED</u> by Steve K <u>SECONDED</u> by Tay, and <u>APPROVED</u> by all Board members present.

<p>Contract Approval</p> <p><b>Action Item- Request to amend Public Health Planning and Policy contracts</b></p>	<p>The HCH/FH Program has two (2) MOU Agreements with Public Health Policy &amp; Planning (PHPP) for delivery of services: The Mobile Van &amp; Expanded Services Agreement and the Street Medicine Agreement. Both Agreements expired on December 31, 2018. In order to continue delivery of the agreed upon services, the Agreements need to be amended to extend their term.</p> <p>In a prior discussion on amending the agreements to extend the terms, PHPP requested various increases in reimbursement for their services. Currently, there is not sufficient available grant revenue to fund the requested increases in the agreements. While Program staff and the Board work on the overall Program budget strategy, action still needs to be taken to ensure the continued delivery of services provided under the expired Agreements. Program recommended is recommending the Board approve an extension of both Agreements under the current terms, exclusive of the objectives and payments for improved data reporting, for six (6) months from January 1, 2019 through June 30, 2019. We believe this will allow the Board the appropriate time to review the PHPP requests in the context of the ongoing budget strategy. PHPP requested an increase in 2018 and requested was approved February 2018.</p> <p><b>Action item: Request to amend Public Health Planning and Policy contracts</b> Please refer to TAB 2</p>	<p><b>Request to amend Public Health Planning and Policy contracts</b></p> <p><u>MOVED</u> by Steve K <u>SECONDED</u> by Robert, and APPROVED by all Board members present</p>
<p><b>Sliding Fee Scale</b></p> <p><b>Action Item- Request to approve Ravenswood SFS</b></p>	<p>Sliding Fee Discount Program (SFDP), the Board is required to approve the SFDPs for those entities with Agreements for service delivery that charge fees for their services, as appropriate. As required by Policy, Program staff have reviewed the attached SFDP for Ravenswood Family Health Center (RFHC) and find it to be compliant with Health Resources and Services Administration (HRSA) requirements for Health Centers. The HCH/FH Program recommended the Board approve the RFHC SFDP.</p> <p><i>Please refer to tab 3</i></p>	<p><b>Request to approve Ravenswood SFS</b></p> <p><u>MOVED</u> by Steve C. <u>SECONDED</u> by Steve K, <u>Recused-</u> Tay and APPROVED by remaining Board members present</p>
<p>Travel request</p> <p><b>Request to approve travel request- Bonnie Ju</b></p>	<p>So far the program has received a request from one Non-Board member for the upcoming 2019 Migrant Conference in Portland, Oregon (February 20-22) by Bonnie Jue from Sonrisas, who requested \$1,000 in funds to support attendance of this conference.</p> <p><b>Action item: Request to approve travel request</b> <i>Please refer to tab 4</i></p>	<p><b>Request to approve travel request- Bonnie Ju</b></p> <p><u>MOVED</u> by Tay <u>SECONDED</u> by Mother Champion, and APPROVED by all Board members present</p>
<p>Contract Approval</p> <p><b>Action Item- Request to amend EI Centro contract</b></p>	<p>Program currently has a three month contract (October 1- December 31, 2018) with EI Centro for enabling services centered on substance abuse. Services include motivational outreach presentation, prevention education module presentation, assessment, screening and navigation services accessing AOD, SUD and mental health services. Program is looking to extend the partnership with EI Centro to next year for the same services. This request is for the Board to take action to approve the execution of this amendment with EI Centro</p>	<p><b>Request to amend EI Centro contract</b></p> <p><u>MOVED</u> by Mother Champion <u>SECONDED</u> by Steve K,</p>

	<p>The proposed amended contract is for one (1) year from January 1, 2019 through December 31, 2019. The value of the agreement is for a total of \$82,500.</p> <p>There was a discussion about expanded presentation/outreach to other shelters besides just Maple Street, such as Project WeHOPE, Spring Street etc. Discussion if this was a contract or a sub-recipient agreement and it was determined to be a CONTRACT.</p> <p><b>Action item: Request to amend El Centro Contract as a CONTRACT</b></p>	<p>and APPROVED by all Board members present <u>ABSTAIN</u>- Steve C.</p> <p><u>Recommendation</u>- Contract</p>
Grant conditions update	<p>Currently we have 11 grant conditions. The sliding fee scale grant condition was approved, and we are submitting on five fiscal conditions soon. We are on track with the clinical conditions and working with Human Resources and Medical Staffing office to get those done.</p>	
Discussion on Annual report	<p>Program will consider conducting a discussion on the annual report in April/May after our UDS submission. We will discuss this topic further at the February meeting with the possibility of having a Board ad-hoc subcommittee on this topic.</p>	<p>Agendize for February meeting</p>
Sub-committee reports	<p>Recruitment committee will schedule first meeting of the year. Looking to have 2 members to serve on our advisory board, residents of Safe Harbor shelter.</p> <p>Discussion on consumer recruitment.</p>	
Regular Agenda: HCH/FH Program <b>QI Report</b>	<p>The San Mateo County HCH/FH Program QI Committee met on December 20th, 2018. The topics discussed were as follows:</p> <ul style="list-style-type: none"> <li>• QI Annual Plan: The QI Committee met to discuss the annual plan for 2019. Last year, several measures were voted on and selected via Survey Monkey. The Committee discussed key concerns for the populations served directly and will be incorporated in the QI Annual Plan draft. Staff will analyze data, such as the number of patients referred into primary care from case management, and present at the next QI meeting.</li> <li>• The Committee will also vote on the key measures for focus in 2019,</li> </ul> <p>The next HCH/FH QI Committee meeting will be on February 28th, 2019. We can look into inviting the Dietician from LifeMoves to attend QI Committee meetings.</p> <p><i>Please refer to TAB 5 on the Board meeting packet</i></p>	<p>Staff/Danielle will reach out to Dietician.</p>
Regular Agenda: HCH/FH Program <b>Directors report</b>	<p>Director's report:</p> <ul style="list-style-type: none"> <li>• <u>Grant conditions</u>- Program has had discussion with our Project Officer and are prepared to submit items on five (5) of the grant conditions. One (1) additional grant condition should be addressable following today's Board meeting. Two (2) grant conditions are still pending a discussion of our Project Officer with HRSA policy staff. The final three (3) grant conditions involve Credentialing &amp; Privileging which were re-issued and now have a submission date in March 2019. We have been working with the Medical Staff Office and Human Resources on addressing the three (3) conditions.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>Management Analyst Position</u>- we have selected a candidate for the Management Analyst position and she has accepted. Sofia Recalde comes to us after most recently working in a Program Administrator for the Public Health Institute. She is currently scheduled to join our team on Monday, January 14, 2019.</li> <li>• <u>UDS</u>- Beginning on January 1st, Program has started to prepare the UDS Report. This report is our mandatory federal report, covering all aspects of the program (demographic counts, services, outcomes, performance measures and financials). With a submission deadline of February 15<sup>th</sup>.</li> <li>• Discussion of upcoming trainings and conferences to attend.</li> <li>•</li> </ul> <p><i>Please refer to TAB 6 on the Board meeting packet.</i></p>	
<p>Regular Agenda: HCH/FH Program <b>Budget &amp; Financial Report</b></p>	<p>Preliminary grant expenditures through December 31, 2018, total an estimated \$2,438,640. This will increase slightly as the County processes month-end transactions, but we have included known contractual expenditures (even if they are not yet reflected as an expenditure by the county), and an estimate of routine county monthly charges.</p> <p><i>Please refer to TAB 6 on the Board meeting packet.</i></p>	
<p>Adjournment</p>	<p>Time <u>10:55 am</u>_____</p>	<p>Brian Greenberg</p>



# Happy New Year!

**Healthcare for the Homeless/Farmworker Health Program**

Looking back and ahead



# HCH/FH Mission

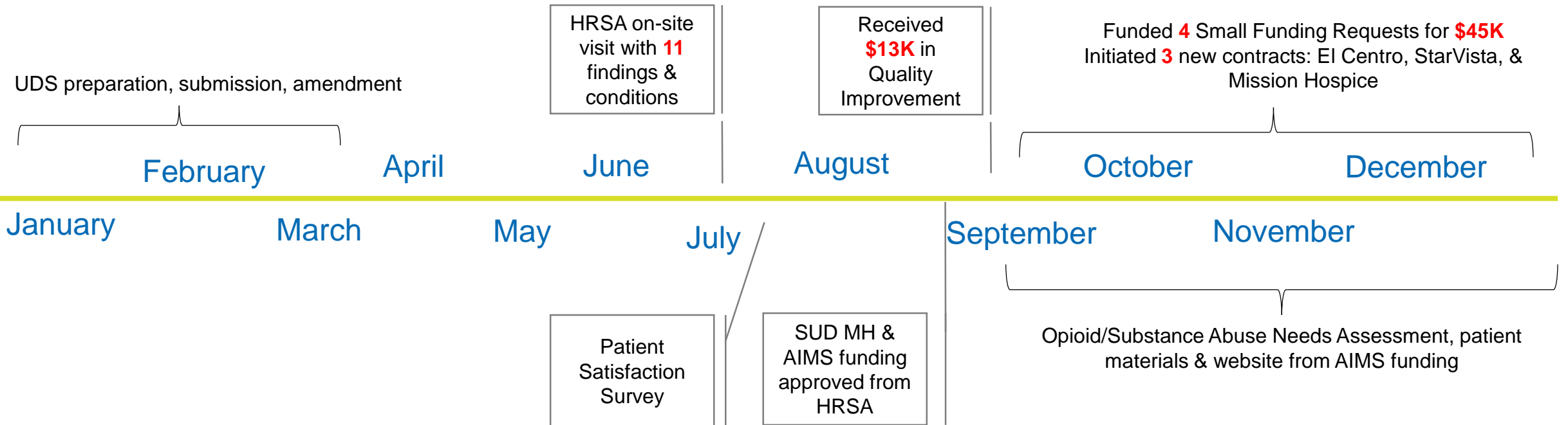
Serve homeless and farmworker individuals and families by providing access to comprehensive health care, in particular, primary health care, dental care, and behavior health services in a supportive, welcoming, and accessible environment.



# 2018 Highlights

## New Hires:

- Clinical Coordinator, July 2018
- Implementation Coordinator, August 2018
- Management Analyst, January 2019



## Challenges:

- Management Analyst's position termed out October 2018
- While unexpended funds decreased from previous years, still returned \$300K to Feds
- Ravenswood primary care contract issue from OSV
- Board member numbers decreasing

## Training opportunities open to staff, Board, and others:

- Western Migrant Forum
- National Healthcare for the Homeless Council conference
- Respite Care Symposium
- Motivational Interviewing

# 2019 planned activities

No major new contract negotiations anticipated

January	February	March	April	May	June
<ul style="list-style-type: none"> <li>New Management Analyst starts</li> <li>SUD Needs Assessment    Patient Materials    Website Complete</li> <li>Jan 31: One Day Count</li> </ul>	<ul style="list-style-type: none"> <li>Western Migrant Conference, Feb. 20-22</li> </ul>	<ul style="list-style-type: none"> <li>Board self-evaluation</li> <li>Approve 2019 QI Plan</li> <li>Support SMMC SB1152 activities</li> </ul>	<ul style="list-style-type: none"> <li>Approve SMMC Annual Audit</li> </ul>	<ul style="list-style-type: none"> <li>NHCHC Conference May 22-25</li> <li>Program Director Evaluation</li> <li>Annual Report [TBD]</li> </ul>	<ul style="list-style-type: none"> <li>Review Form 5A and 5B</li> <li>Potential announcement of Supplemental Funding Opportunity**</li> </ul>
UDS preparation, submission, and amendment			Annual Contractor Visits + Clinic Visits*		
Complete OSV compliance actions			Conduct Needs Assessment	Strategic Plan Exercise	
July	August	September	October	November	December
<ul style="list-style-type: none"> <li>Mid-point contract re-evaluation</li> <li>SB1152 goes into effect</li> </ul>			<ul style="list-style-type: none"> <li>Annual conflict of interest statement</li> </ul>	<ul style="list-style-type: none"> <li>Board Vice Chair/Chair elections</li> </ul>	End of year invoicing
SAC/NCC Grant Application		Small Funding Request Announcement and Processing (depends on available funds)			
Exercise	Annual Contractor Visits + Clinic Visits				

\*Annual clinic visits to share UDS data is a new activity intended to strengthen relationships with clinics and providers

\*\*Submission deadline mid-July

# Board Responsibilities & Requirements (abbreviated)

- Long term strategic planning
- Selecting services provided by health center, including location and mode of delivery (Forms 5A and 5B)
- Evaluate the health center's progress in meeting its annual and long-term goals
- Establishing general policies and procedures for the health center
- Safeguard assets-Fiduciary responsibility (approve budget & audit)
- Annual Board self evaluation and Director evaluation
- Privileging/credentialing of health center providers

# 2019 Budget Overview

- 2019 Budget fully allocated, assuming no changes to contracts, services, or staffing
- Minor contractual changes will give the program flexibility to fund new services

## \$2.6M – Grant Funds

### \$1.9M Contracts

1. LifeMoves
2. Samaritan House
3. Puente
4. Sonrisas
5. Ravenswood
6. El Centro
7. Mobile Clinic/Street Medicine
8. ARMS

**\$145K over-committed:  
we are under-billed ~5%  
every year**

### \$875K Operations

- Staff
- Salaries
- Travel
- Training
- Consultants

## \$320K - Supplemental

### \$305K SUD/MH

- StarVista -- \$180K
- **Unaccounted one-time funding-- \$125K**

### \$13K Quality Improvement

- Training
- **Funds available for other QI items**

## Budget Considerations:

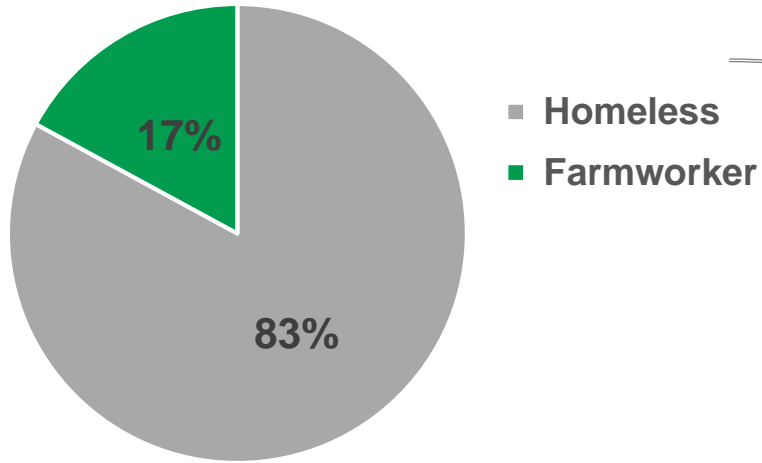
- **Ravenswood** contract needs amendment due to removal of clinical services per HRSA
- **Mobile Clinic/Street Medicine** is requesting additional funds; contract needs to be fully re-valuated

## Potential new projects in 2019 if funds are freed up:

- One Day Dental Clinic
- Other strategic plan priorities

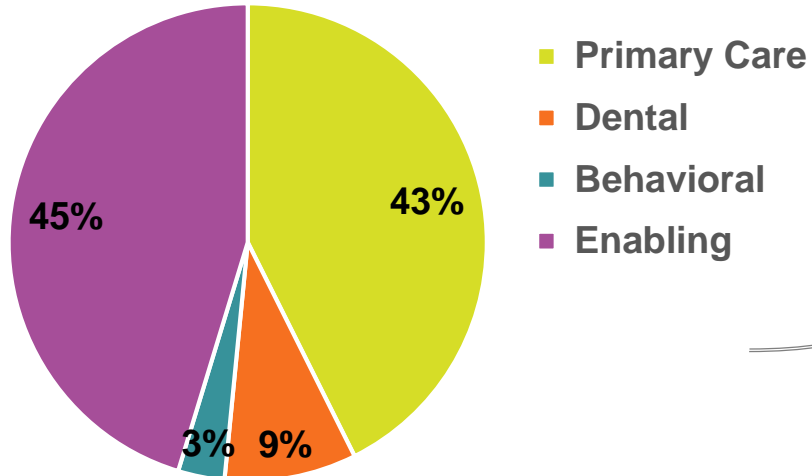
# 2019 Contracts Breakdown

Expenditures by Population



More resources toward farmworkers (i.e. dental services) needed

Expenditures by Service Type

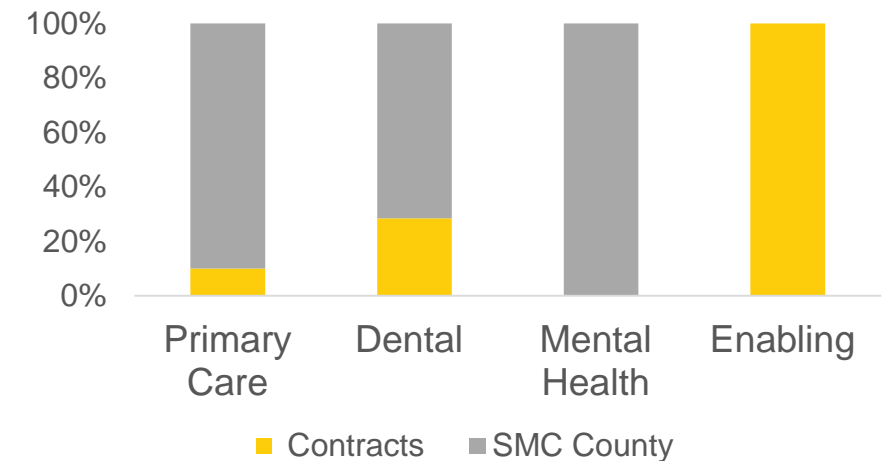


Greatest percentage of HCH/FH grant funds go toward enabling services

In 2017, SMC Health paid ~\$7.3M toward primary care to homeless/farmworker population, roughly 90% of primary care expenditures\*

In 2017, before AIMS and SUD/MH supplemental funding became available, HCH/FH program did not provide mental health services via contract.

2017 Contract vs. County Expenditures



\*Source: 2018 UDS Report

# 2019 Budget Recommendations

## **PHPP:**

- Fund Mobile Clinic and Street Medicine at current contract rate for 6 months
- HCH/FH staff following Board's direction work closely with PHPP administration to re-work contract / develop holistic plan

## **Ravenswood:**

- Receive updated numbers from Ravenswood for enabling services

## **Other Services**

- Continue identifying opportunities and their costs

## **Implications and Looking Ahead**

- Reduce contracts and fund other efforts?
- Bring services in-house?
- Support partners in identifying and generating other revenue
- Align program budget with strategic plan

# Focus first half of 2019

Standing  
Activities

- UDS submission + OSV follow up
- Disseminating Substance Use Disorder Needs Assessment and patient materials
- Budgets: Ravenswood, Public Health and Street Medicine Contracts
- Implementing Diabetes Action Plan
- Recuperative Care Community Task Force
- Accurate identification of homeless/farmworker status
- Supporting new contractors El Centro & StarVista
- Increase Board Membership & Consumer Engagement
- Farmworker health needs
- Strengthening relationships with Health System and County divisions
- Case management system

## Board Standing Meetings

- Co-Applicant Board
- Finance Sub-committee
- Recruitment Sub-committee

## Staff-Run Standing Meetings

- QI meeting (bi-monthly)
- Provider Collaboration (quarterly)
- Recuperative Care Task Force (ad hoc)
- Diabetes Action Plan Task Force (timing TBD)

## Staff Attended Hospital Meetings

- Ambulatory Meetings (Primary, Revenue)
- PSA Training (monthly)
- Health Coverage Unit
- Department Manager's

## Community Involvement

- Continuum of Care
- Oral Health Coalition Meeting
- HPSM Oral Health Pilot Planning
- Latino Collaborative

## (New) HRSA Standing Reports

- SUD MH (quarterly)
- Diabetes (quarterly)

# Back up budget slides

Contracts	2019 Amount
BHRS	\$90,000
Samaritan House	\$81,000
LifeMoves	\$296,500
Puente	\$183,500
Sonrisas	\$131,675
RFHC-PC	\$107,100
RFHC-Dental	\$54,725
RFHC-Enabling	\$90,000
PHPP – Mobile Van (pending)	\$532,250
PHPP – Street Medicine (pending)	\$249,750
EI Centro (AIMS funding)	\$82,500
<b>Total</b>	<b>\$1,906,000</b>

Line Item	2019 Amount
Consultants	\$40,000
Salaries	\$560,000
Benefits	\$220,000
Travel	\$25,000
Supplies	\$10,000
Other	\$20,000
<b>Total</b>	<b>\$875,000</b>

Line Item	2019 Amount
StarVista (dedicated SUD-MH funding)	\$180,000
QI Award	\$13,000



DATE: January 10, 2019

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health Program

FROM: Jim Beaumont, Director  
Health Care for the Homeless/Farmworker Health Program

SUBJECT: REQUEST FOR BOARD ACTION TO AMEND CONTRACT FUNDING FOR EL CENTRO DE LIBERTAD/THE FREEDOM CENTER

Program currently has a 3 month contract (October 1- December 31, 2018) with El Centro for enabling services centered on substance abuse.

The proposal essentially called for a full range of enabling services to homeless and farmworker individuals, centered on outreach, prevention education program, screening and navigation assistance in homeless shelters and farmworker communities accessing alcohol and other drugs (AOD) and substance use disorder (SUD) mental health support services. Services include motivational outreach presentation, prevention education module presentation, assessment, screening and navigation services accessing AOD, SUD and mental health services.

Program is looking to extend the partnership with El Centro to next year for the same services. This request is for the Board to take action to approve the execution of this amendment with El Centro

Included with this request is the draft Exhibit A & Exhibit B. The proposed amended contract is for one (1) year from January 1, 2019 through December 31, 2019. The value of the agreement is for a total of \$82,500.

**This request is for the Board to approve the proposed Exhibit A & Exhibit B for the contract with El Centro and to determine if this agreement is a contract or sub-recipient. It requires a majority vote of the Board members present to approve this action.**

2018 Current Services	Maximum Unit	Payment per Unit
Assessment and Screening Templates	1 Submission	\$2,000/submission
Motivational Outreach Presentation	20 events	\$575/event
Prevention Education Module Presentation	15 events	\$500/event
Screening and Navigation	10 unduplicated patients	\$300/patient

Proposed 2019 Services	Maximum Unit	Payment per Unit
Motivational Outreach Presentation	50 sessions	\$300/sessions
Prevention Education Module Presentation	45 sessions	\$300/ sessions
Screening and Navigation	120 unduplicated patients	\$450/patient

Attachments:

- Exhibit A & B for El Centro AIMS
- Agreement determination form



## EL CENTRO DE LIBERTAD/THE FREEDOM CENTER

### Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the services described below:

The County of San Mateo, through the Health Care for the Homeless/Farmworker Health (HCH/FH) Program, is contracting with El Centro de Libertad/The Freedom Center (El Centro) (Contractor). The term for this Agreement is January 1, 2019 to December 31, 2019. During the Agreement term, El Centro shall provide a full range of enabling services to homeless and farmworker individuals, centered on outreach, prevention education programs, and screening and navigation assistance in homeless shelters and farmworker communities. El Centro will provide client screening and navigation assistance, including, but not limited to, assistance in identify needed services and treatments for: usage of alcohol and other drugs (AOD), substance use disorders (SUD), mental health disorders, and/or other services as appropriate, as well as ongoing support to improve client access to San Mateo County Health mental health services and HCH/FH Program contractors, to at least **120 unduplicated homeless or farmworker individuals** who meet the Bureau of Primary Health Care (BPHC) criteria for homeless individuals and/or migratory and seasonal agricultural workers. A unique unduplicated individual is an individual who has not been previously served and invoiced for the same service during the calendar year. The HCH/FH Program will monitor the services provided, even as El Centro will invoice for unduplicated individuals.

HCH/FH shall measure the services provided by El Centro under this Agreement in terms of the following objectives and outcome measures:

**OBJECTIVE 1:** Provide client screenings/assessments or client navigation assistance to a minimum of **120 unduplicated homeless or farmworker individuals with 140 encounters**. El Centro shall conduct each encounter face-to-face with the patient. Under this Agreement, third-party and remote (i.e. telephone, email) interactions on behalf of or with a patient are **not** permissible encounters.

**Outcome Measure 1.A:** El Centro shall provide navigation assistance to homeless and/or farmworker individuals who complete the client screening for suitability for appropriate treatment programs designed to break the cycle for opioid and/or AOD usage, or El Centro shall assess whether these individuals need other gap services. El Centro shall then refer individuals who complete client navigation assistance to AOD, Mental Health or other needed support services provided by San Mateo County Health.

**Outcome Measure 1.B:** El Centro shall document the number of individuals referred to the following San Mateo County Health referrals/treatment programs, as appropriate: Outpatient, Inpatient, Mental Health, Primary Care, Dental and other support services.

**OBJECTIVE 2:** El Centro shall provide motivational outreach for a minimum of fifty (50) sessions.

**Outcome Measure 2.A:** Participating homeless and/or farmworker individuals will learn about available AOD and/or mental health resources through San Mateo County Health, and 20% of these individuals will express interest in treatment to El Centro staff.

**OBJECTIVE 3:** El Centro shall provide prevention education at a minimum of forty-five (45) sessions.

**Outcome 3.A:** El Centro shall utilize prevention education modules to educate participating homeless individuals about the physical, physiological and mental health impact of opioids, alcohol and other drugs on adults, youth and families. These modules shall furthermore educate participating homeless individuals on personal substance use indicators as well as refusal skills.

**Outcome 3.B:** Provide general substance abuse education to farmworkers and/or their families at a minimum of 45 sessions.

### **RESPONSIBILITIES:**

The following are the contracted reporting requirements that Contractor must fulfill:

El Centro shall obtain all demographic information, as defined by the HCH/FH Program, from each homeless and/or farmworker individual whom it has served under the terms of the Agreement. Furthermore, El Centro shall collect all encounter information, as defined by the HCH/FH Program, for each encounter. El Centro shall submit all demographic and encounter data to the HCH/FH Program with each monthly invoice. **The demographic and encounter data may include data for homeless and/or farmworker individuals for whom the Contractor is not reimbursed.** El Centro shall also assess and report each individual's homeless status as defined by BPHC.

If Contractor charges for services provided in this contract, a **sliding fee scale policy** must be in place.

El Centro shall report any **revenue** received from services provided under this Agreement.

**The County will conduct site visits** at least annually to review patient records and program operations, to verify the accuracy of invoicing and to assess the documentation of client activities and progress on outcome measures. HCH/FH will work with Contractor to accommodate scheduling requests, when reasonable, for annual site visits and will provide Contractor with a minimum notice of two (2) weeks for routine site visits. However, HCH/FH may conduct unannounced site visits if it identifies issues, such as, but not limited to:

- Lack of timely reporting, especially repeatedly;
- Multiple invoicing errors (i.e. billings for duplicates; spreadsheet and invoice don't match);
- Ongoing difficulties in scheduling routine site visits;
- Complaints or reports that raise concerning issues; etc.

HCH/FH will notify El Centro of the identified issue and HCH/FH's right under this Agreement to perform an unannounced site visit.

**Reporting requirements-** El Centro shall submit monthly and quarterly invoices and reports (as described below) to HCH/FH; HCH/FH will provide El Centro with a template for such use. If HCH/FH pursues a cloud-based data depository (database) for monthly and quarterly data, El Centro will be required to upload/submit data into such database.

El Centro shall submit a monthly invoice to HCH/FH detailing the number of new unduplicated homeless and/or farmworker individuals served in the previous month and the total encounters provided to all homeless and/or farmworker individuals in this same time period by the tenth (10<sup>th</sup>) day of the following month. Invoices shall be sufficiently detailed to allow for tracking each individual to the individual's provided demographic data.

Additionally, El Centro shall submit quarterly reports to HCH/FH detailing progress made on goals, objectives and outcome measures pursuant to this Agreement no later than the fifteenth (15<sup>th</sup>) day of the month following the completion of each calendar quarter throughout the term of the Agreement.

If El Centro observes routine and/or ongoing **problems in homeless and/or farmworker individuals' ability to access medical or dental care services within SMMC**, it shall track and document problematic occurrences and submit this information to designated HCH/FH staff for follow up.

El Centro shall provide County with notice (within ten (10) calendar days) of staff changes involving services provided under this Agreement and a plan for ensuring continuity of services. El Centro will facilitate meeting with HCH/FH staff to orient new staff members with the Agreement and program, including contracting and related staff. This meeting shall take place reasonably soon after the new employees' start dates.

Furthermore, El Centro shall participate in the following:

- Planning and quality assurance activities related to the HCH/FH Program
- HCH/FH Provider Collaborative Meetings and other workgroups
- Community activities that address homeless/farmworker issues (i.e. Homeless, One Day Count, Homeless Project Connect, etc.).
- Active involvement in BPHC's Office of Performance Review Process.

**Exhibit B**

In consideration of the services provided by Contractor, as described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

County shall pay Contractor at a rate of three hundred dollars (\$300.00) for each outreach event invoiced for the delivery of motivational outreach presentation in appropriate locations (i.e. homeless shelters, farms, or schools), up to a maximum of fifty (50) events over the term of the Agreement.

County shall pay Contractor at a rate of three hundred dollars (\$300.00) for each prevention education module presentation invoiced for the delivery of Prevention Education Module in shelters or other appropriate locations, up to a maximum of forty-five (45) events over the term of the Agreement.

County shall pay Contractor at a rate of four hundred fifty dollars (\$450.00) for each unique unduplicated homeless or farmworker individual invoiced per reporting period for delivery of screening and navigation services, up to the maximum of one hundred twenty (120) individuals per reporting period, limited as defined in Exhibit A for "unique unduplicated."

Contractor will invoice the HCH/FH Program by the tenth (10<sup>th</sup>) of each month after services are rendered with the number of unique unduplicated homeless or farmworker individuals and encounters for the previous month. Invoices will be approved by the HCH/FH Director or their designee.

The term of this Agreement is January 1, 2019 through December 31, 2019. Maximum payment for services provided under this Agreement will not exceed EIGHTY-TWO THOUSAND FIVE HUNDRED DOLLARS (\$82,500,000).

**Budget Overview**

<b>Service</b>	<b>Maximum Unit</b>	<b>Payment per Unit</b>
Motivational Outreach Presentation	50 sessions	\$300/sessions
Prevention Education Module Presentation	45 sessions	\$300/ sessions
Screening and Navigation	120 unduplicated patients	\$450/patient

AGREEMENT DETERMINATION FORM

This form is to be completed for every service contract approved by the San Mateo County Health Care for the Homeless/Farmworker Health Program Co-Applicant Board. The intent is for the Board to make a determination on whether the agreement being approved constitutes a contract or a sub-recipient agreement.

Based on a review of the proposed agreement, Health Resources and Services Administration (HRSA) policy, Uniform Guidance 200.300, and federal guidance at 45 CFR 75.351(c), HCH/FH staff will make a recommendation to the Board for classification of the agreement as either a contract or a sub-recipient agreement.

The Co-Applicant Board, as part of its contract approval process, shall make the final determination on the classification of the agreement.

Staff Recommendation:

Contract \_\_\_\_\_

Sub-Recipient Agreement \_\_\_\_\_

Co-Applicant Board Determination:

Contract \_\_\_\_\_

Sub-Recipient Agreement \_\_\_\_\_

Board Action Taken \_\_\_\_\_

\_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Program Director

Date: \_\_\_\_\_

**TAB 2**  
**Request to**  
**approve new**  
**board**  
**membership**



San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: February 7, 2019

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Board Membership/Recruitment Committee  
HCH/FH Program

SUBJECT: BOARD NOMINATION FOR ERIC DEBODE

The Co-Applicant Board of the HCH/FH Program may periodically elect new members to the Board as desired and in accordance with Board Bylaws.

The Board Composition Committee has interviewed a candidate it wishes to present to the Board. Summaries of Board Composition Committee evaluation and recommendation for each candidate accompany this TAB.

This request is for the approval of new Board members to enlarge the knowledge and expertise available to the Board for its review and planning duties.

Eric DeBode will be a valuable asset to the Board. He serves as an Executive Director for Abundant Grace Coastside Worker and works full time with homeless and farmworker populations. He has an interest in improving mental health services for the homeless. He is engaged in the coast side community and will be a good liaison on the coast with homeless issues to the board.

The Board Composition Committee nominates Adonica Shaw-Porter for a seat on the Co-Applicant Board of the Health Care for the Homeless/Farmworker Health Program.

ATTACHMENT:

- ERIC DEBODE APPLICATION



**Board Composition Committee  
Nomination to Board**

**Welcome to the San Mateo County Health Care for the Homeless/Farm Worker Health Co-Applicant  
Board Application for Board Membership.**

1. What is your name, residence address and contact information (phone and email)?  
Eric DeBode  
344 Kelly Ave.  
Half Moon Bay, CA 94019  
650/458-7907  
ericdebode@gmail.com
2. What is your place of employment and title, if applicable?  
Executive Director  
Abundant Grace Coastsider Worker
3. What experience and/or skills do you have that would make you an effective member of the Board? (Skills & experiences that will be of benefit to the Board.)  
Full time work with homeless and farmworkers.
4. Why do you wish to be a Board member?  
To help improve services for some of our most vulnerable neighbors.
5. Are you homeless, formerly homeless, a farmworker, retired farmworker, or a dependent of a farmworker? (Not a requirement) No.

*We highly encourage applicants who are homeless, formerly homeless, a farmworker, retired farmworker, or a dependent of a farmworker.*

The Board requires a member to be a **resident of San Mateo County**.

Federal regulations require that Board members observe the following Conflict of Interest policy: Health Center bylaws or written corporate Board-approved policy include provisions that prohibit conflict of interest by Board members, employees, consultants, and those who furnish goods or services to the health center.

- No Board member shall be an employee of the health center or an immediate family member of an employee. The Chief Executive may serve only as a non-voting ex-officio member of the Board.

(45 CFR Part 74.42 and 42 CFR Part 51c.304b)



**TAB 3**  
**QI Report**

DATE: February 7, 2019

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Frank Trinh, Medical Director HCH/FH Program

SUBJECT: QI COMMITTEE REPORT

The San Mateo County HCH/FH Program QI Committee did not meet in January. The following are several QI effort updates.

- QI Annual Plan: The HCH/FH Staff are continuing to work on the plan.
- CalFresh Restaurant Meals Program: The HCH/FH Staff met with the CalFresh Outreach team of HSA. The Outreach team provided background on previous efforts to establish the Restaurant Meals Program, and discussed areas for collaboration. HCH/FH Program will check back in with the Outreach team in March.
- Diabetes Action Plan/Data Improvement Plan: The HCH/FH Staff met with the SMMC Ambulatory Director to discuss and strategize next steps in the Diabetes Action Plan and Data Improvement Plan. The Data Improvement Plan will be led by SMMC LEAP, and will aim to improve homeless and farmworker data accuracy. The Diabetes Action Plan will first convene with internal clinic staff and reach out to stakeholders as necessary.

The next HCH/FH QI Committee meeting will be on February 28<sup>th</sup>, 2019.

**TAB 4**  
**Director's**  
**Report**



SAN MATEO COUNTY HEALTH

**SAN MATEO  
MEDICAL CENTER**

San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: February 07, 2019

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont Director, HCH/FH Program

SUBJECT: DIRECTOR'S REPORT & PROGRAM CALENDAR

Program activity update since the January 10, 2019 Co-Applicant Board meeting:

1. Grant Conditions/Operational Site Visit (OSV) Report

On January 30, 2019, Program held a conference call with our Project Officer, which included discussion of the grant conditions. Our Project Officer reported that she has recommended approval of six (6) of our submissions. The two (2) submissions related to our Scope of Project and our Ravenswood Family Health Center contract are still being discussed with HRSA Policy.

The three (3) remaining conditions – related to Credentialing and Privileging – are all in process as staff works to complete the required effort with the SMMC Medical Staff Office and Human Resources. The submissions for these conditions are due by March 17, 2019.

2. Uniform Data System (UDS)

With the UDS submission deadline of February 15, 2019 fast approaching, Program staff are all working steadfast in ensuring we have a timely submission.

3. HRSA New Access Point (NAP) Funding Opportunity

On Friday, January 11, 2019, HRSA announced a NAP Funding Opportunity, with potential awards of up to \$650,000 annually. Due to some of the funding requirements (requires at least one new brick-and-mortar site open at least 40 hours per week, for example), Program has not found a good fit for applying. We are still keeping it under consideration as the submission deadline is in March.

4. Seven Day Update

ATTACHED:

- Program Calendar



**Health Care for the Homeless & Farmworker Health (HCH/FH) Program**  
**2019 Calendar (Revised February 2019)**

EVENT	DATE	NOTES
<ul style="list-style-type: none"> <li>Board Meeting (February 7, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>2019 Western Migrant Conference- Feb 20-22<sup>nd</sup> in Portland, OR</li> <li>UDS initial submission date – February 15<sup>th</sup></li> <li>QI Meeting</li> </ul>	February	@ RFHC in East Palo Alto
<ul style="list-style-type: none"> <li>Board Meeting (March 14, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>UDS final deadline– March 31<sup>st</sup></li> </ul>	March	@ San Mateo Medical Center
<ul style="list-style-type: none"> <li>Board Meeting (April 12, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>Review UDS submission on Board agenda</li> <li>QI Meeting</li> <li>SMMC annual audit review</li> <li>Provider Collaborative meeting</li> </ul>	April	@ San Mateo Medical Center
<ul style="list-style-type: none"> <li>Board Meeting (May 9, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>2019 NHCHC conference in DC- May 22-25</li> </ul>	May	
<ul style="list-style-type: none"> <li>Board Meeting (June 14, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>QI Meeting</li> </ul>	June	

BOARD ANNUAL CALENDAR	
Project	Deadline
UDS submission- Review	April
SMMC annual audit- approve	April/May
Forms 5A and 5B -Review	June/July
Strategic Plan/Tactical Plan-Review	June/July
Budget renewal-Approve	August/sept- Dec/Jan
Annual conflict of interest statement - members sign (also on appointment)	October
Annual QI Plan-Approve	Winter
Board Chair/Vice Chair Elections	Winter
Program Director annual review	Fall /Spring
Sliding Fee Scale (FPL)- review/approve	Spring

**TAB 5**

**Budget &  
Finance Report**



SAN MATEO COUNTY HEALTH

**SAN MATEO  
MEDICAL CENTER**

San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: February 7, 2019

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont  
Director, HCH/FH Program

SUBJECT: HCH/FH PROGRAM BUDGET and FINANCIAL REPORT

With the Board meeting scheduled for a week earlier than normal, we do not have any actual data available for January expenditures.

Final figures for expenditures for 2018 were \$2,410,741. With a final total award availability of \$3,098,182, including the 2017 QI rollover (\$25,596), 2017 AIMS rollover (\$175,700), 2018 QI award (\$13,196) and 2018 SUD-MH award (\$305,250), this leaves an unexpended balance of \$687,441. We expect to be allowed to carryover to next year \$318,446 for the 2018 QI and 2018 SUD-MH awards, which leaves a balance of unexpended funds from our base grant of **\$368,995**.

Most of the unexpended balance is the result of unexpended contract funds (\$339,500) as the Contractual budget item was under expended by 17%. This figure includes unallocated budgeted amounts for contracts and the under-expended amounts from December of 2017, as well as under expended contracts through November of 2018.

Looking forward to this year, attached is the current allocated budget for grant funds for 2019. As currently allocated, the program is over-extended by just over \$7,500, and is projected to end up with an unexpended balance of just under \$9,000. However, these figures include targeted funding from the QI and SUD-MH awards (approximately \$135,000), which cannot be spent on general operations. We anticipate that about one-half of the targeted funding will be able to be directed toward training (including conferences) and consultant expenses (such as for the Substance Use Disorder Needs Assessment).

With allowing for those directed expenditures, the program is still an estimated \$80,000 over-extended. This may not represent a significant problem, as we know that typically, contractual under-expenditures would counter balance it. We will be tracking this closely as we move further into the year. However, the current numbers do presume no additional expenditures for new service efforts, small funding requests or other additional expenditures.

Attachment:

- Final GY 2018 Summary Grant Expenditure Report
- Preliminary GY 2019 Summary Grant Expenditure Report



## GRANT YEAR 2018

Details for budget estimates	Budget [SF-424]	To Date (12/31/18)
<u>Salaries</u>		
Director		
Program Coordinator		
Medical Director	53556.47	
Management Analyst		
new position, misc. OT, other, etc.		
	540,000	447,454
 <u>Benefits</u>		
Director		
Program Coordinator		
Medical Director	15205.4	
Management Analyst		
new position, misc. OT, other, etc.		
	200,000	174,634
 <u>Travel</u>		
National Conferences (2500*4)		5,202
Regional Conferences (1000*5)		3,135
Local Travel		
Taxis		2,820
Van & vehicle usage		2,363
	25,000	13,520
 <u>Supplies</u>		
Office Supplies, misc.	10,500	5,184
Small Funding Requests		72,527
	10,500	77,711
 <u>Contractual</u>		
2017 Contracts		34,825
2017 MOUs		14,900
Current 2018 contracts	967,030	872,328
Current 2018 MOUs	872,000	672,800
---unallocated---/other contracts	118,073	
	1,957,103	1,594,853
 <u>Other</u>		
Consultants/grant writer	31,667	88,058
IT/Telcom	5,930	11,259
New Automation		
Memberships	4,000	2,000
Training		1,230
Misc (food, etc.)	5,500	2,570
	47,097	105,117
 TOTALS - Base Grant	 2,779,700	 2,413,289
 HCH/FH PROGRAM TOTAL	 2,779,700	 2,413,289
non-grant		-2548
Final Grant Expenditures		2,410,741
Base Grant		2,779,736
Balance		\$ 368,995



GRANT YEAR 2019

Details for budget estimates	Budgeted [SF-424]	To Date ( )	Projection for GY	Projected for GY 2020
<b>EXPENDITURES</b>				
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst				
new position, misc. OT, other, etc.				
	<u>554,324</u>		<u>551,910</u>	<u>582,035</u>
<u>Benefits</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst				
new position, misc. OT, other, etc.				
	<u>224,198</u>		<u>220,000</u>	<u>235,407</u>
<u>Travel</u>				
National Conferences (2500*8)	20,000		20,000	15,000
Regional Conferences (1000*5)	5,000		5,000	5,000
Local Travel	1,000		1,000	1,000
Taxis	3,500		3,500	3,000
Van & vehicle usage	<u>3,000</u>		<u>3,000</u>	<u>2,500</u>
	<u>32,500</u>	<u>0</u>	<u>32,500</u>	<u>26,500</u>
<u>Supplies</u>				
Office Supplies, misc.	7,500		5,500	10,000
Small Funding Requests				
	<u>7,500</u>	<u>0</u>	<u>5,500</u>	<u>10,000</u>
<u>Contractual</u>				
2017 Contracts			50,000	50,000
2017 MOUs			45,000	45,000
Current 2018 contracts	951,500		905,500	951,500
Current 2018 MOUs	872,000		825,000	872,000
ES contracts (AIMS/SUD-MH)	262,500		262,500	232,500
---unallocated---/other contracts				
	<u>2,086,000</u>	<u>0</u>	<u>2,088,000</u>	<u>2,056,000</u>
<u>Other</u>				
Consultants/grant writer	30,000		25,000	30,000
IT/Telcom	12,000		12,000	12,000
New Automation			0	-
Memberships	4,000		2,000	2,000
Training	10,000		7,500	3,000
Misc	<u>750</u>		<u>500</u>	<u>500</u>
	<u>56,750</u>	<u>0</u>	<u>47,000</u>	<u>47,500</u>
<b>TOTAL</b>	<u>2,961,272</u>	<u>0</u>	<u>2,944,910</u>	<u>2,957,442</u>
<b>GRANT REVENUE</b>				
Available Base Grant *	2,648,400		2,648,400	2,755,454
Available Expanded Services Awards **	305,250		305,250	
	<u>2,953,650</u>	<u>0</u>	<u>2,953,650</u>	<u>2,755,454</u>
<b>HCH/FH PROGRAM TOTAL</b>	<u>2,953,650</u>	<u>0</u>	<u>2,953,650</u>	<u>2,755,454</u>
<b>BALANCE</b>	<b>(7,622)</b>	<b>PROJECTED AVAILABLE</b>	<b>8,740</b>	<b>(201,988)</b>
				based on est. grant of \$2,755,454
* includes \$13,196 of QI targeted funding				
** includes \$175,000 of one-time funding (SUD-MH) (\$125,250 unallocated)				
<b>Total special allocation required</b>	<b>\$ 138,446</b>			
Non-Grant Expenditures				
Salary Overage	13090		13,090	13,750
food	2500		2,500	2,500
incentives/gift cards	<u>1,000</u>		<u>1,000</u>	<u>1,000</u>
	<u>16,590</u>		<u>16,590</u>	<u>17,250</u>
<b>TOTAL EXPENDITURES</b>	<b>BUDGETED 2,977,862</b>	<b>PROJECTED</b>	<b>2,961,500</b>	<b>NEXT YEAR 2,974,692</b>

<u>MOUs</u>	
bhrs	90,000
phpp mv	532,250
phpp sm	249,750
	<u>872,000</u>

<u>CONTRACTS</u>	
lm	296,500
punte	183,500
rfhc pc	107,100
rfhc d	54,725
rfhc e	97,000
sh	81,000
sonrisas	131,675
	<u>951,500</u>

<u>Expanded Services Contracts</u>	
el centro	82,500
sv	180,000
	<u>262,500</u>