

**Health Care for the Homeless /
Farmworker Health Program (HCH/FH)
Co-Applicant Board Meeting**

**January 08, 2015
9:00 AM — 11:00 AM**

**Education Classroom 1
SMMC
222 W. 39th Ave., San Mateo**

HCH/FH Co-Applicant Board Meeting

Education Classroom 1, SMMC

222 W. 39th Ave., San Mateo

January 08, 2015 from 9:00 AM — 11:00 AM

AGENDA

A. CALL TO ORDER

Robert Stebbins

B. CLOSED SESSION

1. No Closed Session this meeting

C. RECONVENE OPEN SESSION

1. Report on Closed Session

D. PUBLIC COMMENT

Persons wishing to address items on and off the agenda

E. CONSENT AGENDA

1. Meeting minutes from December 11, 2014
2. Program Calendar

TAB 1
TAB 2

F. BOARD ORIENTATION

1. Board Decorum

G. REGULAR AGENDA

1. HCH/FH Program Director's report Jim Beaumont
2. HCH/FH Program Budget & Financial report Jim Beaumont
3. HCH/FH QI Committee Report (verbal report) Frank Trinh
4. Board Update of Consumer Input (verbal report) Jim Beaumont/Others

TAB 3
TAB 4

The document(s) for the following item will be available for review at the meeting.

Time will be provided for review prior to consideration and action by the Board.

5. County Entity Funding Process Jim Beaumont
 - i. ***Action Item –Request to Approve Plan on Funding Decisions for SMMC and other County Entities***

The document(s) for the following item will be available for review at the meeting.

Time will be provided for review prior to consideration and action by the Board.

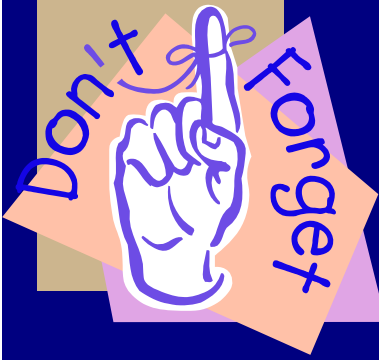
6. HCH/FH Co-Applicant Board Discussion with Jim Beaumont
Consultants Pat Fairchild & Candace Kugel
 - i. ***Discussion on Grant Conditions, Program's Relationship with HRSA, and Preparation for the Operational Site Visit***

H. OTHER ITEMS

1. Future meetings – every 2nd Thursday of the month
 - i. ***Next Meeting – February 12, 2015, 9:00 A.M. – 11:00 A.M. Coastside Clinic (Conference Room – Suite 100A) 225 S. Cabrillo Hwy, Half Moon Bay***

I. ADJOURNMENT

Robert Stebbins



Parking Lot

- ⇒ Bylaws Review
(as needed)
- ⇒ Annual Tactical Plan
(no current deadline)
- ⇒ Scope Discussion
(no deadline set)
- ⇒ Transportation
(no deadline set)
- ⇒ Program Website
(no deadline set)

TAB 1
December 11, 2014
Regular Meeting Minutes
(Consent Agenda)

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes
Thursday, December 11, 2014**

Fair Oaks Health Center, First Floor Conference Room, 2710 Middlefield Rd., Redwood City

Co-Applicant Board (Board) Members Present

Bob Stebbins, Chair
Beth Falls
Brian Greenberg
Paul Tunison
Steve Carey
Tayischa Deldridge
Sandra Zuniga Nierenberg
Jim Beaumont, Program Director &
Secretary (non-voting)

County Staff Present

Linda Nguyen, Program Coordinator
Nirit Eriksson, Counsel

Members of the Public

Absent: Kerry Lobel, Vice-Chair; Dan Brown; Eric Brown; Kathryn Barrientos; Julia Wilson

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	The Chair called the meeting to order at 10:10 A.M.	
Closed Session	No Closed Session for this meeting	
Public Comment	There was no public comment	
Consent Agenda	<p>The Program Calendar was requested to be, and was pulled from the Consent Agenda and moved to the end of the Regular Agenda. The Board considered and approved the remainder of the Consent Agenda.</p> <p>Please refer to TAB 1, and 2 in the December 11, 2014 Board meeting packet.</p>	<p>Consent Agenda was MOVED by Paul Tunison, SECONDED by Tayischa Deldridge, and APPROVED by all Board members present.</p>

Board Orientation	There was no Board Orientation for this meeting.	
Regular Agenda: Request to Approve Position Description for Program Director position	<p>As part of the Operational Site Visit Report, the HCH/FH Program was found to not be compliant with HRSA Program Requirement #9 – Key Management Staff. The Board was presented with an updated Position Description for the Program Director (Executive Director) position of the HCH/FH Program that addressed the issues cited by HRSA. Specifically, the new Position Description clearly states the positions responsibilities to the Co-Applicant Board, that the position has the appropriate authorities to run the Program and that the position is placed within the organization in a manner to demonstrate it can be effective in directing the Program.</p> <p>Once approved by the Board, the Position Description will need to be integrated into the County’s Job Classifications, and the position formalized within the County personnel structure.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve Position Description for the Program Director position.</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Paul Tunison, SECONDED by Beth Falls and APPROVED by all Board members present</p>

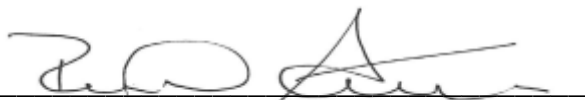
<p>Request to Approve HCH/FH Policy & Procedures on Program Services, Sites and Hours.</p>	<p>The original agenda items #6 - HCH/FH Co-Applicant Board Policy on Approval of Program Services, <i>i. Action Item –Request to Approve HCH/FH Policy & Procedures on Program Services</i> and #7 - HCH/FH Co-Applicant Board Policy on Approval of Program Sites & Locations, <i>i. Action Item –Request to Approve HCH/FH Policy & Procedures on Program Sites</i> have been combined into a single item reflecting a singular policy to address all of services, sites and hours.</p> <p>As part of the Operational Site Visit Report, the HCH/FH Program was found to not be compliant with HRSA Program Requirement #16 – Scope of Project. One of the responsibilities of a Co-Applicant Board is the approval of the program’s scope of project, including services, sites and hours of operation.</p> <p>The Board was presented with a draft Policy specifying the Board’s responsibilities in this area, and providing for an annual review and approval of the Program’s services, sites and hours.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve Policy & Procedures on Program Services, Sites and Hours.</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Brian Greenberg, SECONDED by Steve Carey and APPROVED by all Board members present</p>
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<p>Request to Approve HCH/FH Policy on Contractual Agreement Oversight</p>	<p>As part of the Operational Site Visit Report, the HCH/FH Program was found to not be compliant with HRSA Program Requirement #10 – Contractual/Affiliation Agreement Oversight.</p> <p>The Board was presented with a draft Policy specifying the Board’s responsibilities in this area, and providing for comprehensive procedures to insure appropriate monitoring and oversight of all agreement, and the routine reporting on the agreements to the Co-Applicant Board.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve Policy on Contractual Agreement Oversight</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Tayischa Deldridge, SECONDED by Paul Tunison and APPROVED by all Board members present</p>
<p>Request to Approve HCH/FH Policy & Procedures on Credentialing & Privileging</p>	<p>This item was removed from the agenda. The Policy will take some time to develop and Program has drafted a plan to submit to HRSA delineating the process.</p>	

<p>Request to Approve HCH/FH Services (Form 5A) & Sites (Form 5B) for submission</p>	<p>As part of the Operational Site Visit Report, the HCH/FH Program was found to not be compliant with HRSA Program Requirements #2 – Required and Additional Services, and #4 – Program Sites and Hours of Operation. Specifically, the concern was that the program Forms 5A (Services) and 5B (Sites) on file were not correct.</p> <p>As part of HRSA’s Scope Alignment Validation (SAV) process in the spring/summer of 2014, program reviewed, corrected, validated and submitted updated Forms 5A and 5B. Program has again reviewed Forms 5A and 5B and finds them to be correct.</p> <p>The Board was presented with Forms 5A (Services) and 5B (Sites), and reviewed them for correctness and appropriateness.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve HCH/FH Services (Form 5A) & Sites (Form 5B) for submission</p> <p>Requires majority vote of the Board members present for approval.</p> <p>In addition, as part of its review of Form 5A, the Board determined that there are additional Specialty Services that may be appropriate to be included in the program’s scope of project. The Board directed Program to review HRSA’s policies and requirements for adding Specialty Services to the scope of project, and report back to the Board on the available Specialty Services with a recommendation on whether they should be included in the Program’s scope of project.</p> <p>Action Item: The Board directs Program to review available Specialty Services and HRSA policies and requirements on adding Specialty Services to a program’s scope of project, and report back to the Board with scope recommendations on each of the potentially available Specialty Services.</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Beth Falls, SECONDED by Paul Tunison and APPROVED by all Board members present</p> <p>Action Item was MOVED by Sandra Zuniga Nierenberg, SECONDED by Tayischa Deldridge and APPROVED by all Board members present</p>
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<p>Request to Approve HCH/FH Updated Program Budget</p>	<p>As part of the Operational Site Visit Report, the HCH/FH Program was found to not be compliant with HRSA Program Requirement #14 – Budget, specifically, the lack of overhead costs in the budget.</p> <p>The Board was presented with an updated Program Budget which includes overhead costs in the line item “Other”.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve HCH/FH Updated Program Budget</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Tayischa Deldridge, SECONDED by Beth Falls and APPROVED by all Board members present</p>
<p>Request to Approve an Updated Program Calendar.</p>	<p>With the Policies approved earlier by the Board, and with the knowledge of the upcoming site visit, the Board was presented with an updated calendar for the Board and the Program.</p> <p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Action Item: Request to Approve HCH/FH Updated Program Calendar</p> <p>Requires majority vote of the Board members present for approval.</p>	<p>Action Item was MOVED by Paul Tunison, SECONDED by Steve Carey and APPROVED by all Board members present</p>
<p>Program Director’s Report</p>	<p>Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.</p> <p>Specific mention was made of the upcoming Operational Site Visit scheduled for March 10-12, 2015.</p>	

HCH/FH Program Budget and Financial Report	Please refer to the materials distributed at the December 11, 2015 Co-Applicant Board meeting.	
HCH/FH QI Committee Report	There was no report this month as Dr. Frank Trinh, HCH/FH Medical Director, was in clinic today.	
Board Update on Consumer Input.	There was no update for this month.	
Adjournment	The Chair adjourned the meeting at 11:10 A.M.	


 Robert Stebbins, Chair

December 11, 2014
 Date


 Jim Beaumont, Secretary

December 11, 2014
 Date

TAB 2
Program Calendar
(Consent Agenda)

Health Care for the Homeless & Farmworker Health (HCH/FH) Program 2015 Calendar *(Revised January 2015)*

EVENT	DATE	NOTES
<ul style="list-style-type: none"> • Board Meeting (January 8, 2015 from 9:00 a.m. to 11:00 a.m.) • Approve Process & Procedure for Health System Programs/SMMC Clinic Funding Opportunity • Grant Condition/OSV discussion w/ consultants 	January	Board meeting at SMMC, Education Classroom 1 (222 W. 39 th Ave., San Mateo)
<ul style="list-style-type: none"> • Board Meeting (February 12, 2015 from 9:00 a.m. to 11:00 a.m.) • Submit UDS Report to HRSA (February 15) • Begin Planning for Needs Assessment • Finalize 2015-2016 Health System Program/SMMC Clinic Funding Awards • Review/approve Credentialing and Privileging Policies • Review/approve revised QI Process and 2015 QI Plan • Western Forum on Migrant and Community Health in San Diego (February 23-25) 	February	Board Meeting Coastside Clinic (Conference Room – Suite 100A) 225 S. Cabrillo Hwy, Half Moon Bay
<ul style="list-style-type: none"> • Board Meeting (March 12, 2015 from 9:00 a.m. to 11:00 a.m.) • HRSA OSV, March 9-12 • Needs Assessment Surveys & Focus Groups • Approve revised Program Director job description (if needed) • Finalize UDS Submission 	March	
<ul style="list-style-type: none"> • Board Meeting (April 9, 2015 from 9:00 a.m. to 11:00 a.m.) • First Quarter 2015 Contracts Report 	April	
<ul style="list-style-type: none"> • Board Meeting (May 14, 2015 from 9:00 a.m. to 11:00 a.m.) • Initiate Tactical Plan Development • Board Review & Approval of Program Services, Sites and Hours • National Farmworker Health Conference in San Antonio, TX (May 5-7) • NHCHC National Conference IN Washington, D.C. (May 7-9) 	May	
<ul style="list-style-type: none"> • Board Meeting (June 11, 2015 from 9:00 a.m. to 11:00 a.m.) • Initiate Preparation for Service Area Competition (SAC) Submission 	June	

TAB 3
HCH/FH Program
Director's Report



SAN MATEO COUNTY HEALTH SYSTEM

DATE: January 08, 2015

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 activity update since the December 11, 2014 Co-Applicant Board meeting:

1. Grant Conditions

On December 11, 2014, the program submitted the requested responses to eleven (11) grant conditions.

In addition, on December 18 and 22, 2014, we received Change Request issuances from HRSA on the Accessible Sites (#4) and QI Plan (#8) conditions respectively. Each of these received timely responses.

On December 31, 2014, we received a Notice of Award (NOA 14-03) lifting the two remaining governance grant conditions (Board Authority and Special Populations), and the required re-submission of the SAC budget updated to the amount of the SAC award.

On January 2, 2015, we held a conference call with consultants Pat Fairchild and Candace Kugel regarding the grant conditions on QI Plan (#8) and Credentialing (#3 – Staffing). This call yielded extensive information to assist us as we begin the implementation of our workplan to address these conditions, and to prepare for the March site visit.

At this point, of the major conditions that have been issued (not including the revised budget condition noted above nor the administratively lifted conditions), the current status of our grant conditions is:

- We have now had four (4) conditions lifted (3 governance & SFDP)
- 7 final submissions that we expect acceptance of and the lifting of the conditions



- Board Policy on reviewing scope
 - Board Policy on contract oversight
 - List of Agreements
 - Budget with overhead included
 - Correct Form 5A
 - Correct Form 5B
 - Medicare designation for all sites on Form 5B
- 4 submission for conditions on which we expect issuance of 120 day implementation conditions
- QI/QA Plan workplan
 - Credentialing/Privileging workplan
 - Director Position Description workplan
 - Data Capacity workplan

2. UDS Report

As we have continued preparing for the submission of the required UDS Report by February 15, 2015, we received a test file for the patients and visits for the 2014 year. Both of these files were well above the expected number and indicated possible errors. On investigating the sample, we identified that the impact from some incorrect coding at registration that occurred at one clinic (identified last spring and specific training has been provided) was in the neighborhood of 1,000 patients (estimated at 6-8,000 visits) from the 2013 report/expected 2014 numbers. We have a tentative solution drafted that we are working with IT staff to implement and address this specific issue. We continue to work through the test files to determine if there are other issues.

3. Staffing

Linda Nguyen officially started with the program on December 22nd filling the Program Coordinator position. We are presently going through the formal county and SMMC on-boarding processes, as well as trying to get her up-to-speed on all things HCH/FH.

4. Expanded Services Grant

The MOU for the Expanded Services Grant for those services to be delivered through the Public Health Mobile Van was submitted to Materials Management and is in the finalization and signature process. In addition, we have drafted the contract with Sonrisas for their Dental Services portion of the grant and are in the process of having it submitted for approvals and signatures. All of the services funded by the Expanded Services Grant have an effective start date of January 1, 2015.

5. Upcoming Activities

With the beginning of the 2015 year, HCH/FH will have a very full plate through the first couple of months. In addition to the UDS Report mentioned above, we will also be:

- submitting quarterly reports on the Outreach and Enrollment Supplemental Grant and the Immediate Facilities Improvement Grant;
- submitting final financial reports for the 2014 Grant Year Base Grant and the Immediate Facilities Improvement Grant;
- submitting the final, fully approved and signed Co-Applicant Agreement (moved to the 01/13/15 Board of Supervisor's Meeting);
- initiating the grant condition workplans (see above);
- submitting responses on the three (3) 90-day grant conditions issued in our SAC approval and
- preparing for the March site visit.

6. Seven-Day Update

TAB 4
HCH/FH Program
Budget & Financial
Report



SAN MATEO COUNTY HEALTH SYSTEM

DATE: January 08, 2015

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

Through December 31, 2014 – mid-year for the County 2014-2015 Fiscal Year (FY) – the HCH/FH Program appears to be slightly under-spending. However, a disproportionate share of the program's expenditures does and will occur during the next six (6) months of the County FY. This includes the first months of utilization under the new (extended) contracts, having filled the program's vacant Program Coordinator position, and the expected costs for attendance at the appropriate conferences. At this point, the program appears to be in a satisfactory position with regards to the County FY budget.

For next month's meeting we expect to be able to provide a more detailed assessment of where we stand in the County FY and a summary report of the contract expenditures for 2014. We also will have completed one quarter of the Grant Year (GY) and may be able to assess where we stand with our GY's budget.



Board of Supervisors: Carole Groom • Don Horsley • Dave Pine • Warren Slocum • Adrienne Tissier
Health System Chief: Jean S. Fraser • San Mateo Medical Center CEO: Susan Ehrlich, MD, MPP
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