

**County of Solano
Community Healthcare Board
Regular Meeting**

December 20, 2023
12:00 pm – 2:00 pm
2101 Courage Drive, Fairfield, CA 94533
Room Location: Multi-Purpose Room

AGENDA

1) CALL TO ORDER – 12:00 PM

- a) Welcome
- b) Roll Call

2) APPROVAL OF THE DECEMBER 20, 2023 AGENDA

3) PUBLIC COMMENT

This is the opportunity for the Public to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. If you would like to make a comment, please announce your name and the topic you wish to comment and limit comments to three (3) minutes.

REGULAR CALENDAR

4) APPROVAL OF MINUTES

Approval of the November 15, 2023, draft meeting minutes.

5) CLINIC OPERATIONS REPORTS

Report submitted?

- | | |
|---|-----|
| a) Staffing Update – Dona Weissenfels | Yes |
| b) Credentialing Update – Desiree Bodiford | Yes |
| c) HRSA Grants Update(s) – Noelle Soto | Yes |
| d) Grievances/Compliments – Rebecca Cronk | Yes |
| e) Compliance – Cheryl Esters | No |
| f) Finance & Revenue Cycle Management – Nina Delmendo | Yes |
| g) Referrals – Cynthia Coutee | No |
| h) Major Project Updates – Dona Weissenfels | No |
| i) QI Update – Dr. Michele Leary | No |
| j) FHS Clinic Q-Matic Stats – Noelle Soto | Yes |

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6) CHB Follow-up to Operational Clinic Reports:

- a) Follow-up Action requesting additional information on Quality of Care Activities and Reporting Definitions. To be brought back to the CHB by Rebecca Cronk, at the December 20, 2023 CHB Meeting.

Presentation: Rebecca Cronk

Discussion: CHB Board Members

Accept Report or Further Action is Needed: CHB Board Members

7) HRSA PROJECT OFFICER REPORT

- a) Health Center HRSA Project Officer Update – Dona Weissenfels
- i) Health Center Activities – Internal and External Update
 - ii) Strategic Plan Report Update
 - ii) Board membership recruitment update

8) BUSINESS GOVERNANCE

- a) Review and consider approval of the Medical Referrals to External Specialists & Follow-Up Policy Number: 300.05 – Cynthia Coutee
- i) **ACTION ITEM:** The Board will consider approval of the Medical Referrals to External Specialists & Follow-Up Policy Number: 300.05
- b) Review and consider approval of the Quarterly Quality Improvement Report – Dr. Michele Leary
- i) **ACTION ITEM:** The Board will consider approval of the Quarterly Quality Improvement Report
- c) Review and consider approval of the 2024 Community Healthcare Board Calendar
- i) **ACTION ITEM:** The Board will consider approval of the 2024 Community Healthcare Board Calendar
- d) Review and consider approval of the HRSA Grant, Health Center Program (HCP) Non-Competing Continuation (NCC) Budget Period Progress Report (BPR) – Noelle Soto
- i) **ACTION ITEM:** The Board will consider approval of the Health Center Program (HCP) Non-Competing Continuation (NCC) Budget Period Progress Report (BPR)
- e) Review and consider approval of the HRSA Grant, Expanding COVID-19 Vaccination (ECV) No-Cost Extension (NCE) – Noelle Soto
- i) **ACTION ITEM:** The Board will consider approval of the HRSA Grant, Expanding COVID-19 Vaccination (ECV) No-Cost Extension (NCE)

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f) BOARD NOMINATIONS AND ELECTIONS FOR THE CHAIR, VICE CHAIR AND MEMBER AT LARGE – These will be an open vote process:

1. Each Nominee will make a brief statement
 2. One person will be elected for each position: Chair, Vice Chair and Member at Large.
 3. After votes are tallied, the Board will vote to approve the appointments of Board Members elected.
 4. Election process will be turned over to the Community Healthcare Board Clerk, Patricia Zuñiga, to announce the appointments.
- i) **ACTION ITEM:** The Board will consider and approve the appointments of the Board Members elected as the Chair, Vice Chair and the Member at Large

9) DISCUSSION

- a) Family Health Services Rebranding, Marketing Campaign and Website Design
- b) Compliance Training
- c) Robert's Rules Review

10) BOARD MEMBER COMMENTS

11) ADJOURN: TO THE COMMUNITY HEALTHCARE BOARD MEETING OF:

DATE: January 17, 2024
TIME: 12:00 pm – 2:00 pm
LOCATION: Multi-Purpose Room
2201 Courage Drive
Fairfield, CA 94533



**County of Solano
Community Healthcare Board
DRAFT**

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, November 15, 2023

In Person Meeting

Members Present:

At Roll Call: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Members arrived late: Sandra Whaley and Tracy Stacy

Members Absent: Ruth Forney, Don O'Conner and Robert Wieda.

Staff Present:

Gerald Huber, Roger Robinson, Bela Matyas, Dona Weissenfels, Desiree Bodiford, Etta Cooper, Cynthia Coutee, Rebecca Cronk, Nina Delmendo, Valerie Flores, Krista McBride, Dr. Reza Rajabian, Noelle Soto, Kelly Welsh, Danielle Seguerre-Seymour and Patricia Zuñiga-Gerhardt.

1) Call to Order- 12:02 pm

- a. Welcome
- b. Roll Call

2) Approval of the November 15, 2023 Agenda

Motion: To approve the October 18, 2023 Agenda.

Motion by: Michael Brown and seconded by Charla Griffith

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Nays: None

Abstain: None

Motion Carried

3) Public Comment

There was no Public Comment.



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Regular Calendar

4) Approval of Minutes

Approval of the October 18, 2023 draft minutes.

Motion: To approve the October 18, 2023 Draft September 18, 2023 Minutes

Motion by: Deborah Hillman and seconded by Anthony Lofton

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Nays: None

Abstain: Brandon Wirth.

Motion Carried

5) Clinic Operations Reports

i) Chair Brandon Wirth mentioned to the board members that each report has a responsible person named to each report, and it would provide transparency and familiarize the board members with those presenting these reports. It also would keep track whether the reports were included in the packet or not.

a) Staffing Update — Dona Weissenfels

- i. Dona stated the report was included in the packet and that they have been working very aggressively bringing provider numbers up. UHC and Barton and Associates are recruitment agencies working with Dr. Leary, our interview warrior, who has already screened about fifty (50) applicants in the last month, trying to find a good fit for our patient population.
- ii. Dona reviewed the details in the report and mentioned there was finally a candidate for the Planning Analyst position, which has been requested for several years.

b) Credentialing Update — Desiree Bodiford

- i. Desiree briefly reviewed the report, included in the packet.

c) HRSA Grants update — Noelle Soto

- i. Noelle reviewed her report.
- ii. Noelle mentioned the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report and the FY 2023 Bridge Access Program (Bridge Funding) is on the agenda for board approval.

d) Grievances/Compliments — Rebecca

- i. Rebecca shared a compliment given to a Nurse at the Vallejo Clinic by a patient's parent.
- ii. Rebecca presented the current metrics for Grievances/Compliments for Family Health Services. She mentioned a couple updates: Under the Scheduling category there were 4 instead of 2; and under the Quality of Care category there was 6.
- iii. The CHB Members evaluated the data and discussed the performance of the Clinics. A follow-up request was made by the CHB to better define the grievance categories, especially the



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- Quality of Care category. Rebecca agreed to the request and will follow-up with the CHB at the December meeting with additional information.
- iv. Chair Brandon Wirth asked that a graph be created to show a tracking or trend of the numbers over the past months. Again, Rebecca agreed and will prepare a historical graph at the December meeting.
 - e) **Compliance** — Cheryl was not present, so Krista McBride represented Compliance
 - i. Krista stated there were no compliance updates to report.
 - f) **Finance** — Nina Delmendo
 - i. Nina mentioned that she will host the next Financial Committee Meeting on Wednesday, December 27, 2023 from 1:30pm – 2:30pm. It will be held in person at the Multi-purpose room, the same place where the CHB meetings are held. The board members would be invited, and a meeting invite will be sent out soon.
 - ii. Nina reviewed the Financial report in detail and mentioned that her team is working on the mid-year budget report and that the Quarterly Report she presents in December may not be the final report.
 - ii. Nina also asked if she could present both the Finance and the Revenue Cycle Management reports at the same time instead of separately. The Chair Brandon Wirth agreed to her request and starting with the December Meeting, it will be updated on the agenda, and moving forward, Nina will present both the Finance and the Revenue Cycle reports.
 - g) **Referrals** — Cynthia Coutee
 - i. Cynthia mentioned there is a new procedure in handling the referrals received from all clinics. The referrals are received in a central location, so that those medical assistants working at all locations can process them as a team effort and making sure the process is understood by all and will see the value in the changes of the procedure.
 - ii. Cynthia added that with the change in this process, there were changes made in the Referral Policy and it is up for board approval later in the agenda.
 - h) **Major Project Updates** — Dona Weissenfels
 - i. There were no updates to report and she would give her Project Officer Report later in the agenda.
 - i) **QI update** — Dr. Michele Leary – Dona Weissenfels reported on Dr. Leary’s behalf as she is out of the office.
 - i. Dona mentioned a QI project in process. A contract was signed with **Alenia**, a company who provides mammogram screenings with their pink mobile van. Services would be provided to FHS patients, ages 15 to 74, sometime in 2024. The van would rotate to the Vallejo, Fairfield and Vacaville clinics. In comparison with the brick & mortar locations, this service would be more convenient for our patients. FHS will be working with Partnership Health of California (PHC) to establish this service. When the service is in place, there would be flyers to advertise the services.
 - j) **Revenue Cycle Management** — Nina Delmendo
 - i. Please refer to the “Finance” report above. Starting with the December CHB meeting, Nina will report on this along with “Finance” report.
 - k) **FHS Clinic Q-Matic Stats** — Noelle Soto
 - i. Noelle reviewed the report.
- 6) **HRSA Project Officer Report** – Dona Weissenfels
- a) Health Center HRSA Project Officer Update



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- Dona acknowledged Etta Cooper and welcomed her to the meeting. Etta Cooper submitted a board member application, to be a patient board member, and there was an agenda item later in the agenda for board approval.
- i) Health Center Activities – Internal and External
 - Dona mentioned that Vacaville and Fairfield clinics have been and are closed to new patients and that Vallejo was a priority in getting providers, since they are still open to new patients. The goal was to bring on more providers at Vacaville and Fairfield by March 2024 and hopefully open the Vacaville and Fairfield clinics to new patients.
 - Dona congratulated the Vallejo Clinic, because PHC performed a facility and medical records audit of the Vallejo Clinic. They scored 99%, on the facility audit, which is the highest score ever! Vallejo scored 95% on medical records audit! Congratulations and great job to the Vallejo staff and Credentialing!
 - Dona reviewed contracts they are working on:
 - They have a signed contract with Quest Diagnostics. The contract would provide expansion of services in Vallejo to provide full service laboratory services. More to come.
 - Recently signed a Solano County FHS and Behavioral Health agreement.
 - Just signed a Medical Records Associate medical coding contract. Medical coding would be vital when the clinics eventually switch to the Alternative Payment Method (APM). It will be key to reimbursement and define the health of our patients.
 - Dona mentioned that as a result of the HRSA VOSV, there were issues with the NorthBay contract. She met with NorthBay staff and now has a consistent contact to work on the contract.
 - Dona mentioned FHS is working on a radiology contract and the OB/GYN contract and hope to prepare it by December 2023 for Legal Counsel review and start the contract review and contract approval process.
 - They are still working on the OCHIN EPIC HER contract. Just yesterday they submitted an RFQ for an IT Project Manager to help with DoIT. There is a list of contractors that OCHIN EPIC prefers so the RFQ would be sent to those vendors and hope to have a contractor selected soon. In the interim, a Facktor Health Project Manager is being utilized.
- ii) Strategic Plan Review.
 - Dona mentioned that this would be discussed at the December meeting.
- iii) DHCS Equity and Practice Transformation, Provider Directed Payment Program Grant Application Update.
 - Dona mentioned FHS should know in December whether they are eligible for any of the \$3.75 million funding. The purpose of this funding is to prepare for APM, for value based care and transform the clinics to state of the art clinics.
- iv) HRSA Virtual On Site Visit (VOSV) Report and Update.
 - Dona said there were some conditions that needed to be cleared. She met with the assigned HRSA Project Coordinator to assist with the uploads and reviews. The first due date is January 2, 2024 and are targeted to submit almost everything, but will need Board signatures, but she mentioned there would be an additional 60-day period beyond January 2nd. She wants to get FHS as close to the finish line as possible.



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- v) Board membership recruitment update.
 - Dona reached out to the Board and told them that as a result of the OSV, HRSA was unhappy that the board member representation did not meet the Solano County population. We are in need of individuals to represent our Hispanic/Latino and Asian Pacific Islander population. Please reach out on our behalf and if you know of anyone that would meet that requirement. Please notify the Clerk, Patricia.
 - * Dr. Bela Matyas added that they are working with County Counsel on the draft of the Collaborative Co-Applicant Agreement between Solano County and the Community Healthcare Board, and eventually it will be reviewed by the CHB, then by the Board of Supervisors. When a draft is ready, it will be presented to the Board. More to come.

7) Business Governance

- a) Review and consider approval of the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report – Noelle Soto.
 - Noelle briefly reviewed the report.
 - i) **Action Item:** The Board will consider approval of the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report.

Motion: To approve the submission of the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.

Nays: None

Abstain: Brandon Wirth.

Motion Carried

- b) Review and consider approval of the FY 2023 Bridge Access Program (Bridge Funding) – Noelle Soto
 - Noelle reviewed the funding with the Board.
 - i) **Action Item:** The Board will consider approval of the FY 2023 Bridge Access Program (Bridge Funding)

Motion: To approve the FY 2023 Bridge Access Program (Bridge Funding).

Motion by: Deborah Hillman and seconded by Tracee Stacy

Discussion: None.



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Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.

Nays: None

Abstain: None

Motion Carried

8) Discussion

- a) Board Nominations – Chair, Vice Chair and Member at Large. Voting for these offices will be at the December Meeting.
 - i. As a result of discussion among the board members nominees were decided as follows:
 - Chair – Brandon Wirth
 - Vice Chair – Michael Brown
 - Member at Large – Anthony Lofton
 - ii. Voting by the board members is on the agenda for the December 20, 2023 meeting.
- c) Review Annual Board Calendar for any additions or changes. Voting on the 2024 Community Healthcare Board Calendar will be at the December meeting.
 - i. Board Members were asked to review the topics listed on the 2023 calendar and to bring any changes to the December meeting.
 - ii. Board Member Tracee Stacy asked when the Strategic Plan would be on the agenda. Dona responded and mentioned that a Strategic Plan Report would be on the December agenda and a copy of the report included in the December agenda packet.
- c) Board Member Application received from Etta Cooper.
 - i) The Executive Committee reviewed the Board Member Application submitted by Etta Cooper and recommends the Board’s approval for Etta Cooper to be appointed as a Community Healthcare Board Member.
 - ii) **Action Item:** The Board will consider Etta Cooper to be appointed as a Community Healthcare Board Member.
 - Etta Cooper introduced herself and mentioned that she was a patient at the Fairfield Dental Clinic. She found out about the CHB through her dentist, Dr. Rovirosa who gave her a flyer about the Board. She mentioned her passion was always helping people in the community and she wanted to let everyone know that as a member of the board, she would welcome the opportunity, to be able to make a difference in her community and help those in need.

Motion: To approve that Etta Cooper be appointed as a Community Healthcare Board Member.

Motion by: Tracee Stacy and seconded by Deborah Hillman

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.



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Nays: None

Abstain: None

Motion Carried

9) Board Member Comments

- i. Sandra Whaley asked if the “Parking Lot” items could be added back into the agenda maybe as discussion items, so those topics would not be forgotten. She mentioned that one of the items, was that a Behavioral Health report was asked to be presented the Board. Dona informed the board that she spoke to the LCSWs in the clinics and they would attend one of the meetings in the future and give a presentation.
- ii. Board member Tracee Stacy asked about Integrated care between FHS and Behavioral health and what was the status of implementing it. Gerald Huber asked for clarification and if the board wanted Behavioral Health to give a presentation. Board member Tracee Stacy thought it would be a good idea. Tracee then shared her experience of participating in a MIT conference. Dona mentioned that integrated health is in the future. Chair Brandon mentioned that the board oversees FHS and that there is opportunity to connect resources with other programs in the County but the focus of the board is FHS.

10) Adjourn: To the Community Healthcare Board Meeting of:

DATE: December 20, 2023
TIME: 12:00 p.m. — 2:00 p.m.
Location: Multi-Purpose Room
 2101 Courage Drive
 Fairfield, CA 94533

The Meeting was adjourned at 1:41 p.m.

Handouts

- October 18, 2023 draft minutes
- Clinic Operations Report – Family Health Services Staffing Update, November 15, 2023
- Clinic Operations Report – Employee Services Unit (ESU) Status Report, November 2023
- Clinic Operations Report – HRSA Grants Update(s), November 15, 2023
- Clinic Operations Report – Family Health Services Grievance Report, October 2023
- Clinic Operations Report – Family Health Services Finance Report, October 2023
- Clinic Operations Report – Revenue Cycle Report as of October 28, 2023
- Clinic Operations Report – Queue Management (Q-Matic) Stats, March-October 2023
- Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report
- FY 2023 Bridge Access Program (Bridge Funding)

Community Health Care Board
Family Health Services Staffing Update
CHB Meeting Date: December 20, 2023

Number of Active Candidates - County
Clinic Physician Supervisor - 1

Number of Active Candidates - Touro
Physician Assistant - 1

Number of Active Candidates - Locum Tenens
Nurse Practitioner - 2

Number of Active Candidates - Volunteer
Clinic Physician (Board Cert) TB - 1

Open County Vacancies
Clinic Physician (Board Cert) - 1 Clinic Physician (Board Cert) Extra Help - 1 Clinic Physician Supervisor - 1 Clinic Registered Nurse - 1 Dental Assistant (Registered) - 1 Health Education Specialist Extra Help - 2 Medical Assistant - 1 Medical Records Technician, Sr Extra Help - 1 Mental Health Clinician (Licensed) - 1 Nurse Practitioner/Physician Assistant - 3 Nurse Practitioner/Physician Assistant Extra Help - 1

Interviews in Progress

Expected New Hires + Recently Hired Staff
Nurse Practitioner - FF Peds - 12/26/2023 H&SS Planning Analyst - 01/08/2024

**FHS Community Healthcare Board – Status Report December 2023:
FHS Credentialing, Provider Enrollment and Sanction Screening Activities**

Excluded Parties/Sanction Screening: 140

Month	Sanction Screening Number Screened/Verified	Sanction Screening Number Ineligible
November 2023 TOURO/LOCUMS	Touro/Locum Providers: 20	Exclusions Found: 0
November 2023 County – H&SS Employees/Candidates	H&SS Employees: 120	Exclusions Found: 0
Totals	TOTAL SCREENED: 140	Exclusions Found: 0

Credentialing: 11 Re-Credentialing: 3

Month	Number of Candidates' Credentials Verifications - (Re-)Started -	Number of Candidates' Partnership Provider Enrollments - Submitted for Partnership Approval -
November 2023 TOURO	<u>Active/Open: 4</u> Physician Assistant: 2 Clinic Physician: 2	Submitted to Partnership: -0- Approved by Partnership: -1- Pending Submission to Partnership: 1
November 2023 LOCUM	<u>Active/Open: 4</u> Nurse Practitioner: 3 Clinic Physician: 1	Submitted to Partnership: -1- Approved by Partnership: -2- Pending Submission to Partnership: 1
November 2023 County H&SS Employees/ Candidates	<u>Active/Open: 6</u> Dentist Manager: 1 Supervising Physician – 2 Clinic Physician – 1 Clinic Registered Nurse – 1 CMO – 1	Submitted to Partnership: -1- Approved by Partnership: -0- Pending Submission to Partnership: 1

Provider and Site Enrollment and Re-Credentialing/Re-Validation:

Partnership – NEW Provider Enrollments

New Provider Enrollments: ACTIVE - Pending Submission: 3 (1 Touro PA, 1 Supervising Physician, 1 Nurse Practitioner-LOCUM)
Submitted: 2 Pending Approval: 2
Approved: 3

Partnership – Provider Re-Credentialing

Provider Re-Credentialing: Submitted: 1 Pending Approval: 1 Pending Submission: 0
Approved: 0

Denti-Cal – Provider Revalidations

None During this Reporting Period

NPI Program/Site Revalidations – CMS (N = +/- 38)

None During this Reporting Period

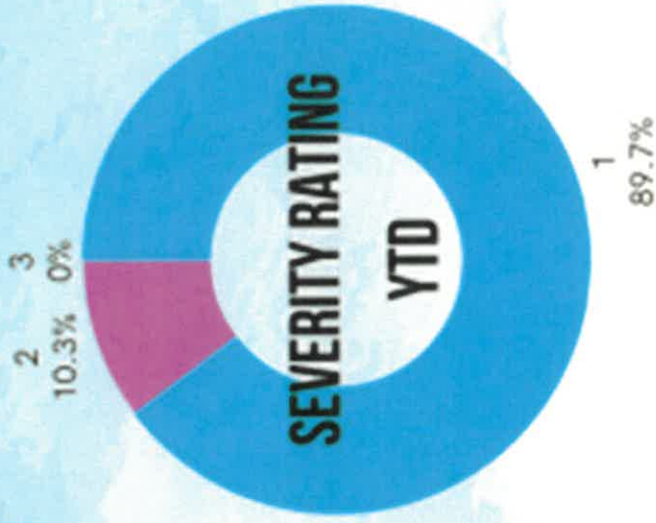
Technical Assistance – PAVE (Medi-Cal) and PECOS (Medicare) Sites: Upon Request

Clinic Operations Report: Health Resources and Services Administration (HRSA) Grant Updates

- Family Health Services (FHS) continues to prepare for and/or develop:
 - the 2023 Uniform Data System (UDS) Report deadline, February 15th through federal and state trainings.
- FHS submitted the FY24 Health Center Program (HCP) Non-Competing Continuation (NCC) Budget Period Progress Report (BPR) due on December 8th. The grant's proposed Budget Justification is pending CHB review and approval. – See CHB agenda “Business Governance”
- A No-Cost Extension (NCE) request for the *Expanding COVID-19 Vaccination (ECV)* (H8G47592) is complete and pending CHB review and approval. – See CHB agenda “Business Governance”

GRIEVANCE REPORT 2023

- Quality of Care
- Access to Care
- Other
- Referrals
- Safety
- Privacy
- Scheduling



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SOLANO COUNTY
EXPENDITURE AND REVENUE REPORT
FAMILY HEALTH SERVICES
NOVEMBER 2023

EXPENDITURES				Notations
CATEGORY DESCRIPTION	FY2023/24 WORKING BUDGET	ACTUALS as of 11.30.23	YTD ACTUALS AS A % OF WORKING BUDGET	
Salaries & Benefits				
Salaries - Regular	15,678,423	3,918,820	24.99%	
Salaries - Extra Help	135,755	18,600	13.70%	
Salaries - OT/Callback/Standby	41,392	38,682	93.45%	
Staffing costs from other divisions (net amount)	161,874	2,600	1.61%	
Benefits	9,524,941	2,340,148	24.57%	
Accrued Leave CTO Payoff	20,000	9,744	48.72%	
Salary Savings	(4,177,375)	-	0.00%	
Salaries & Benefits Total	21,385,010	6,328,594	29.59%	
Services & Supplies				
Office Expense and Supplies	158,825	27,575	17.36%	Drinking water, household expenses, and trash services.
Communications	138,336	35,581	25.72%	Telephones and cell phones.
Insurance	859,428	280,002	32.58%	> Budget includes cost of Liability Insurance and Malpractice Insurance. > Actuals represent Liability Insurance for 2023-24. > These charges will originate from another County Department. > Medical Malpractice will post at year end and are expected to be budgeted amount.
Equipment - Purchases, Leases & Maintenance	62,937	25,447	40.43%	Q-Matic; Handpiece Express; Multi Function Devices Copiers/Printers.
Mileage, Fuel and Fleet	39,086	26,741	68.42%	Monthly charges for vehicles assigned to County Departments; personal mileage. Charges are high due to repair charges made to County vehicles.
Buildings - Maintenance, Improvements, Rent & Utilities	203,400	76,865	37.79%	PG&E & water services.
Drugs, Pharmaceuticals, Medical and Dental Supplies	569,398	239,071	41.99%	
Controlled Assets & Computer Related Items	154,029	526	0.34%	Budget is primarily refresh computers and equipment funded with Capital Grant carryover funding.
Medical/Dental Services	218,903	53,458	24.42%	Quest Lab Services, Solano Diagnostics and Solano Public Health Lab charges.

SOLANO COUNTY
EXPENDITURE AND REVENUE REPORT
FAMILY HEALTH SERVICES
NOVEMBER 2023

EXPENDITURES			Notations
CATEGORY DESCRIPTION	FY2023/24 WORKING BUDGET	ACTUALS as of 11.30.23	YTD ACTUALS AS A % OF WORKING BUDGET
Contracted and Other Professional Services	1,249,640	52,983	4.24% Actual charges are low due to timing of vendor claim invoicing. Budget includes the following contracts: > Forvis (Medicare Cost Report) > Stericycle (medical waste disposal) > Waystar (electronic claims management) > Simi > Allied Security > Facktor - placeholder > EHR consultants (project and IT) - placeholder > Expanding COVID Vaccine TBD contract-grant funded
DoIT	2,689,004	512,543	19.06%
Software & Maintenance or Support	1,300,014	275,637	21.20% Budget and actuals include the following: > Next Gen > OCHIN contract > Intelligent Medical Objects (electronic medical records) > Medical Minds (triage protocols) > Nuance Communications (Dragon dictation services) > Up To Date
Professional Licenses & Memberships	18,455	3,179	17.23%
Education, Training and In-State Travel	12,000	8,732	72.77% Registration fees for NACHC Community Health Institute & Expo Conference
Other	39,986	18,765	46.93% > Uniform allowance > Fees & Permits (credit card processing, licensing and storage) > Livescans
Services & Supplies Total	7,713,441	1,637,105	21.22%

SOLANO COUNTY
EXPENDITURE AND REVENUE REPORT
FAMILY HEALTH SERVICES
NOVEMBER 2023

EXPENDITURES				YTD ACTUALS AS A % OF WORKING BUDGET	Notations
CATEGORY DESCRIPTION	FY2023/24 WORKING BUDGET	ACTUALS as of 11.30.23			
Other Charges					
Interfund Services - Professional	582,258	40,312	6.92%	County related charges for Sheriff services, building and grounds maintenance and custodial services.	
Interfund Services - Accounting & Audit	22,800	-	0.00%		
Interfund Services - Other	44,875	21,559	48.04%	Maintenance materials, small projects and labor.	
Contributions - Non County Agencies	18,000	5,700	31.67%	Registration fees for NACHC Community Health Institute & Expo Conference (two board members).	
Other Charges Total	667,933	67,571	10.12%		
Contracts/Client Support					
Contracted Direct Services	1,334,000	269,443	20.20%	Actuals are low due to timing of vendor claim invoicing.	
				Budget includes the following contracts: > Barton & Associates (locum services) > Children's Choice (dental services) > Touro University (providers)	
Client Support	21,740	8,115	37.33%	Client support transportation costs.	
Contracts/Client Support Total	1,355,740	277,558	20.47%		
Equipment					
Equipment	184,100	-	0.00%		
Equipment Total	184,100	-	0.00%		
Administration Costs					
H&SS Administration	2,632,919	391,282	14.86%	Actuals represent H&SS Admin Q1 costs	
Countywide Administration	935,417	-	0.00%		
Administration Costs Total	3,568,336	391,282	10.97%		
TOTAL EXPENDITURES	34,874,560	8,702,110	24.95%		

SOLANO COUNTY
EXPENDITURE AND REVENUE REPORT
FAMILY HEALTH SERVICES
NOVEMBER 2023

REVENUES				YTD ACTUALS AS A % OF WORKING BUDGET	Notations
CATEGORY DESCRIPTION	FY2023/24 WORKING BUDGET	ACTUALS as of 11.30.23	%		
Payer Revenues					
Payer Revenues	23,914,092	6,054,360	25.32%	Revenues from Medi-Cal, Partnership Capitation, Medicare, Private Pay	
Payer Revenues Total	23,914,092	6,054,360	25.32%		
Federal/State Revenues					
1991 Realignment (Underinsured/Uninsured/PH Services)	1,237,344	-	0.00%		
Federal Direct - COVID (one time funding)	602,948	-	0.00%	Rollover for HRSA Capital Grant funds and Expanding COVID Vaccinations grant	
Federal Grants	2,057,990	17,925	0.87%	Actual revenues are from Ryan White (RWC) Part C FY 2022/23 Q4 claim exceeding year end estimate. Budget includes: > CHC Base grant > RWC > RWC Capacity grant	
Federal Other	943,392	-	0.00%	\$1M Congressional earmark funding, portion budgeted to spend in current FY with balance to be spend in FY24/25	
Other Revenue	1,339,636	93,833	7.00%	Budget primarily includes QIP revenues, but also includes patient care payment recoveries.	
Program Revenues Total	6,181,310	111,758	1.81%		
County General Fund					
County General Fund	4,486,028	1,121,507	25.00%		
County General Fund	4,486,028	1,121,507	25.00%		
TOTAL REVENUES	30,095,402	7,287,625	24.22%		
TOTAL EXPENDITURES vs TOTAL REVENUES					
	FY2023/24 WORKING BUDGET	ACTUALS as of 11.30.23			
TOTAL EXPENDITURES	34,874,560	8,702,110			
TOTAL REVENUES	30,095,402	7,287,625			
DEFICIT (SURPLUS)**	4,779,158	1,414,485			

**Deficit to be funded with 1991 Realignment and County General Fund

**REVENUE CYCLE REPORT
TOTAL ENCOUNTERS
As of December 2, 2023**

	Annual Target	Monthly Target (1/12)	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	YTD Target Nov 2023 5 mths	Over (Shorfall)
MEDICAL																	
County Providers	51,834	4,320	1,735	2,115	1,669	1,976	1,709								9,204	21,598	(12,394) <i>Note 1</i>
Touro	5,200	433	407	379	283	383	389								1,841	2,167	(326)
Locum	-	-	353	432	340	395	480								2,000	-	2,000
TOTAL MEDICAL	57,034	4,753	2,495	2,926	2,292	2,754	2,578	-	-	-	-	-	-	-	13,045	23,764	(10,719)
TOTAL MENTAL HEALTH	4,368	364	163	265	192	213	202								1,035	1,820	(785) <i>Note 1</i>
TOTAL DENTAL	19,511	1,626	1,350	1,513	1,196	1,453	1,289								6,801	8,130	(1,329) <i>Note 1</i>
TOTAL	80,913	6,743	4,008	4,704	3,680	4,420	4,069	-	-	-	-	-	-	-	20,881	33,714	(12,833)

NOTES

Note 1: *Shorfall for County Providers only*

Filled positions	(3,055)	21%
Filled positions (partial year)	(2,231)	15%
Vacant	(9,221)	64%
TOTAL	(14,507)	100%

DEFINITIONS
ENCOUNTER

An interaction between a patient and a healthcare provider for the purpose of providing healthcare services or assessing the health status of a patient

BILLABLE ENCOUNTER

1. Healthcare provider
 - > Physician
 - > Physician Assistant
 - > Nurse Practitioner
 - > Dentist
 - > Licensed Clinical Social Worker
2. Must take place in the "4 walls" of the FQHC
3. Medically necessary
4. Billing limited to one visit per day with certain exceptions

**REVENUE CYCLE REPORT
TOTAL UNBILLED ENCOUNTERS
As of December 2, 2023**

DATE OF SERVICE	11/21/2023	11/27/2028	11/28/2023	11/29/2023	11/30/2023	12/1/2023	TOTAL
Encounters	1	1	17	7	21	33	80

NOTES

- > Data compiled 12/7/2023 for services through 12/2/2023
- > Encounters are billed the next business day after charges are submitted
- > Billing and Collections team sends emails directly to providers regarding any unbilled
- > Encounter may or may not be a qualified encounter - pending documentation

DEFINITIONS

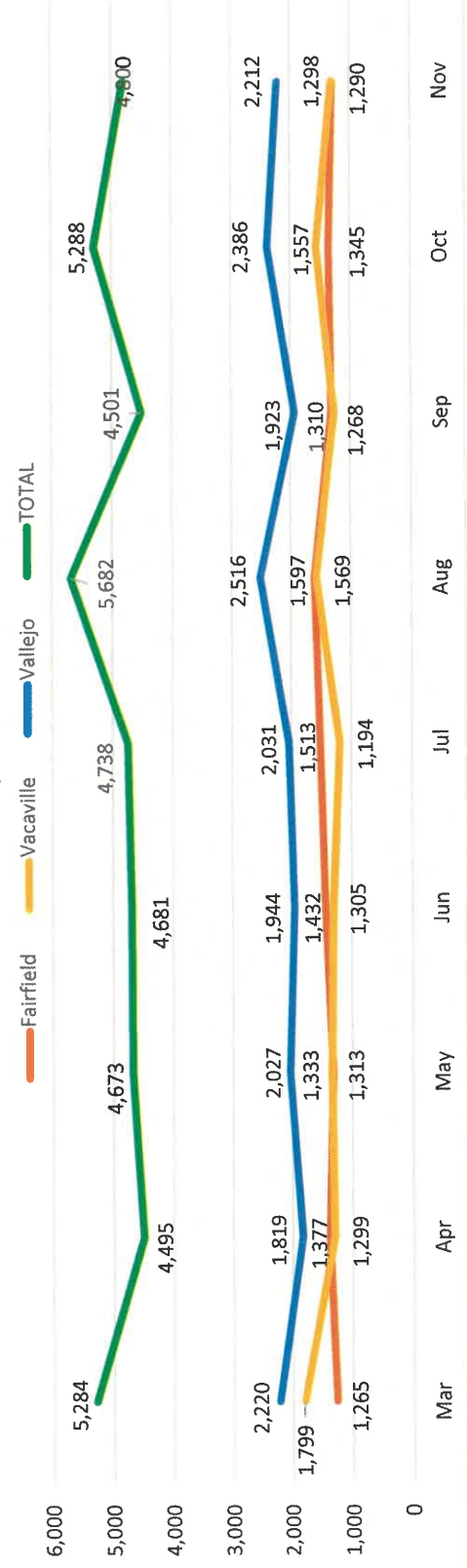
UNBILLED ENCOUNTER Encounter not documented or missing charges

Clinic Operations Report: Clinic Metrics

Queue Management (Q-Matic) Stats

Clinic Site	Patients Served										
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		
Fairfield											
Lab	94	106	91	114	99	125	84	75	83		
Medical (Adult)	1,171	1,271	1,222	1,318	1,414	1,472	1,226	1,270	1,207		
Subtotal	1,265	1,377	1,313	1,432	1,513	1,597	1,310	1,345	1,290		
Vacaville											
Dental	792	524	662	566	539	717	533	679	561		
Medical (Adult & Peds)	1,007	775	671	739	655	852	735	875	737		
Subtotal	1,799	1,299	1,333	1,305	1,194	1,569	1,268	1,557	1,298		
Vallejo											
Dental & Medical (Adult & Peds)	2,164	1,738	1,961	1,865	1,950	2,432	1,834	2,295	2,104		
Lab	56	81	66	79	81	84	89	91	108		
Subtotal	2,220	1,819	2,027	1,944	2,031	2,516	1,923	2,386	2,212		
TOTAL	5,284	4,495	4,673	4,681	4,738	5,682	4,501	5,288	4,800		

Q-Matic: Monthly Patients Served



Grievance Category Definitions

- **Quality of Care**
 - Complaints that allege concerns about substandard care from providers, which may include but are not limited to, misdiagnosis, poor bedside manner, negligent treatment, delay in treatment, under prescribing, and/or inappropriate prescribing.
- **Access to Care/Timeliness**
 - Complaints that allege concerns about the affordability of care, follow-up completed in a timely manner, availability of providers to treat patients, and providers located in relatively close proximity to patients.
 - **Scheduling**
 - Sub-category under Access to Care/Timeliness that deals with complaints associated with the patient’s ability to schedule services in a timely manner.
 - **Referrals**
 - Sub-category under Access to Care/Timeliness that deals with complaints associated with the ordering, processing, and follow-up of patient referrals.
- **Safety**
 - Complaints that allege concerns about errors, adverse effects, and preventable injuries to patients associated with their health care.
- **Privacy**
 - Complaints that allege concerns about personal space (physical privacy), personal data (informational privacy), personal choices including cultural and religious affiliations (decisional privacy), and personal relationships with family members and other intimates (associational privacy).
- **Other**
 - Complaints that do not fall into any of the above categories.

Grievance Severity Rating

Level	Description	Definition	Example
1	<ul style="list-style-type: none"> • No harm • Inconvenience 	<ul style="list-style-type: none"> • The event effected the patient but did not cause physical harm. • Processes appropriate, patient disagreed. 	<ul style="list-style-type: none"> • A pain management contract process with which the patient disagrees. • An employee displayed rudeness to a patient. • Patient experienced long hold time on the phone.
2	<ul style="list-style-type: none"> • Temporary harm (mild or moderate) 	<ul style="list-style-type: none"> • Caused temporary harm to the patient, resulting in the need for additional treatment. • Caused a delay in time-sensitive care. 	<ul style="list-style-type: none"> • A delay to a patient in getting prescription medications. • A lack of follow-up requested following a procedure.
3	<ul style="list-style-type: none"> • Significant harm 	<ul style="list-style-type: none"> • Significant harm to the patient occurred, up to and including death. 	<ul style="list-style-type: none"> • A patient received a misdiagnosis. • A patient experienced an unanticipated complication or infection. • A patient’s oncology referral was not processed.

STRATEGIC PLAN REPORT
STRATEGIC PLAN JULY 1, 2022-JUNE 30, 2025
Board of Directors Adopted: May 17, 2023

REPORT PERIOD: November/December 2023 DATE OF REPORT: December 2023

COMPLETED BY: Dona Weissenfels

DASHBOARD SUMMARY OF 43 OBJECTIVES COMPLETED	
Status Summary of Completion of Objectives:	___ (C) Completed ___ (IP) In Progress ___ (D) Delayed ___ (NI) Not Initiated ___ (RR) Consider Review/Revised
Goal 1: Enhance the experience of FHS patients and staff.	
5 Objectives:	___ (C) Completed ___ (IP) In Progress ___ (D) Delayed ___ X___ (NI) Not Initiated
(RR) Consider Review/Revise	
Goal 2: FHS will achieve significant advancement in quality outcomes based upon the Uniform Data System Annual Reporting and Pay for Performance Medi-Cal payments by Partnership Health Plan through the development and implementation of a Continuous Quality Improvement (CQI) team at FHS.	
4 Objectives:	___ (C) Completed ___ (IP) In Progress ___ (D) Delayed ___ X___ (NI) Not Initiated
(RR) Consider Review/Revise	
Goal 3: FHS will implement a compliance program specific to the health center.	
2 Objectives:	___ (C) Completed ___ (IP) In Progress ___ (D) Delayed ___ X___ (NI) Not Initiated
(RR) Consider Review/Revise	

Solano County
Family Health Services

Goal 4: Prepare and implement transition to new EHR system.
2 Objectives: ____ (C) Completed <input checked="" type="checkbox"/> (IP) In Progress ____ (D) Delayed ____ (NI) Not Initiated ____ (RR) Consider Review/Revise
Goal 5: Optimize financial operations, including revenue and expenses, ensure full compliance with HRSA FQHC financial regulations and prepare for transition to APM.
3 Objectives: ____ (C) Completed <input checked="" type="checkbox"/> (IP) In Progress ____ (D) Delayed ____ (NI) Not Initiated ____ (RR) Consider Review/Revise
Goal 6: FHS will expand dental services through investment of capital in new dental operatories (chairs).
2 Objectives: ____ (C) Completed <input checked="" type="checkbox"/> (IP) In Progress ____ (D) Delayed ____ (NI) Not Initiated ____ (RR) Consider Review/Revise
Summary/Comments
First Progress Report on Initiatives 12/20/2023

**STRATEGIC PLAN
GOALS AND OBJECTIVES DETAILED ASSESSMENT**

DASHBOARD: Status of Goals & Objectives

- C: Completed
- IP: In progress
- D: Delayed
- NI: Not initiated
- RR: Review and/or revise

PRIORITY LEVEL

- High – Initiate in beginning in year 1: July 2023
- Medium – Initiate in beginning months in Year 2: July 2024
- Low – Initiate in the beginning months in Year 3: July 2025

Goal 1: Enhance the experience of FHS patients and staff.

1 / Priority	Objective (includes Anticipated Completion Date)	Lead	Summary of work (3-5 sentences)	Status
1.1 High	Create and implement three satisfaction surveys for patients, providers, and staff regarding call center services by December 31, 2023. Use the baseline data gathered from each survey to improve satisfaction among these three groups by 10 percent by June 30, 2026.	Dona/Call Center Supervisor	Waiting to receive the 2023 CAHPS Survey from Partnership. Hired new Call Center Supervisor to help drive Customer Service Initiatives	IP
1.2 Medium	Develop 1-3 strategies using CQI to address health equity at FHS based upon	Dr. Leary/Dona	Partially implemented. Staffing Quality Team is a priority to implement this project. Applying for grant	IP

Solano County
Family Health Services

	the National Association of Community Health Center (NACHC) Training & Technical Assistance Resource Manual, the Population Health Management Module, and the NACHC Social Determinants of Health tool by July 2024.		due January 2024, improve population health for African Americans. Applied for funding through DHCS, Equity and Practice Transformation Funding.	
1.3 Medium	Implement strategies on health equity developed in Objective 1.2 using Plan-Do-Study-Act (PDSA) cycles to address health equity at FHS by January 2025.	Dr. Stevens/Dona	Staffing Quality Team is a priority to implement this project. Applying for Grant due January 2024, improve population health for African Americans	IP
1.4 Medium	Improve wi-fi access to enhance patient and staff experience at all sites with special attention to FHS rural sites by June 30, 2024	Not Assigned	Not Started	NI
1.5 High	FHS will increase new provider retention by creating and implementing a new provider mentorship program by June 30, 2024.	Dr. Leary	Maven Project - request in budget for 2024/2025	IP

Goal 2: FHS will achieve significant advancement in quality outcomes based upon the Uniform Data System Annual Reporting and Pay for Performance Medi-Cal payments by Partnership Health Plan through the development and implementation of a Continuous Quality Improvement (CQI) team at FHS.				
2 / Priority	Objective	Lead	Summary of work (3-5 sentences)	Status
2.1 High	Hire a nurse with a background in quality and a Data Analyst during the first quarter of 2024-2025.	Dr. Leary	Submitted personnel request (year three) to hire a Nurse Manager. Received permission to hire limited term Data Analyst. Candidate selected and will start in January 2024.	IP

Solano County
Family Health Services

Goal 2: FHS will achieve significant advancement in quality outcomes based upon the Uniform Data System Annual Reporting and Pay for Performance Medi-Cal payments by Partnership Health Plan through the development and implementation of a Continuous Quality Improvement (CQI) team at FHS.

2.2 High	In the first quarter of 2024-2025, establish an effective Quality Committee that includes new staff from Objective 2.1 that meets monthly and addresses HRSA and Partnership Health Plan quality goals	Dr. Leary/Dona	Hiring new staff to augment team and to free up staff to focus on quality, new supervising physicians, quality team, data analyst and nurse manager.	IP
2.3 High	FHS will prioritize reviewing, revising, publishing, and training staff on policies, procedures and standing orders by March 31, 2024.	All Clinic Managers	Work not yet initiated	NI
2.4 High	FHS will improve its performance and staff satisfaction by establishing and providing regular training on all aspects of policies, procedures and standing orders (as required by law) to begin by January 2024.	All Clinic Managers	Work not yet initiated	NI

Goal 3: FHS will implement a compliance program specific to the health center.

3 / Priority	Objective	Lead	Summary of work (3-5 sentences)	Status
3.1 Medium	To address the increasing number of laws, rules, and regulations to which FHS is subject, while minimizing risk and optimizing performance, an FHS-dedicated Compliance Officer will be hired with expertise in health care compliance including HIPAA, HRSA, Medi-Cal and Medicare billing (Prospective Payment System), APM, Ryan White CARE funding, and the California Non-	Bela/H&SS Leadership	OSV Audit cited Key Management issues, lack of oversight by the CEO. Working with H&SS Leadership to carve out responsibility from areas not in the clinic providing services, compliance, finance, IT, credentialing.	IP

Solano County
Family Health Services

Goal 3: FHS will implement a compliance program specific to the health center.

	<p>Profit Integrity Act. The Compliance Officer will reduce risk exposure for the patients, licensed personnel, the nonprofit Board of Directors, and the Health Department. An FHS-centered Compliance Officer will be on staff by December 2024.</p>			
3.2 High	<p>FHS is committed to remaining compliant with HRSA grant funding regulations on Section 330 and Ryan White CARE Act. Additionally, FHS is committed to educating the Board of Directors on board governance in financial oversight, HRSA federal law and regulations, and the California Nonprofit Integrity Act. FHS recognizes that a shift to APM will require a Financial Director that has a comprehensive understanding of Medi-Cal, Medicare, FQHC Prospective Payment Services, data management, billing, and coding.</p>	<p>Bela/H&SS Leadership</p>	<p>OSV Audit cited Key Management issues, lack of oversight by the CEO. Working with H&SS Leadership to carve out responsibility from areas not in the clinic providing services, compliance, finance, IT, credentialing.</p>	<p>IP</p>

Goal 4: Prepare and implement transition to new EHR system.

# / Priority	Objective	Lead	Summary of work (3-5 sentences)	Status
4.1 High	<p>Develop an EHR transition plan with the clinic leadership team and OCHIN on the transition from the current EHR to EPIC by December 31, 2023.</p>	<p>Dona</p>	<p>First meeting with OCHIN EPIC on 12/20/2023. Action Plan developed & Milestones under review</p>	<p>IP</p>
4.B Medium	<p>Implement EHR transition plan developed in Objective 4.1 by September 30, 2024.</p>	<p>Dona</p>	<p>Plan underway with OCHIN EPIC, Vendors & DoIT</p>	<p>IP</p>

Solano County
Family Health Services

Goal 5: Optimize financial operations, including revenue and expenses, ensure full compliance with HRSA FQHC financial regulations and prepare for transition to APM.				
5 / Priority	Objective	Lead	Summary of work (3-5 sentences)	Status
5.1 Medium	Hire an FHS-dedicated Financial Director that will ensure compliance with HRSA FQHC/Prospective Payment Regulations, Medi-Cal and Medicare billing and collections regulations and work with Partnership Health Plan to maximize income including Pay for Performance Payments by December 2025.	Bela/H&SS Leadership	OSV Audit cited Key Management issues, lack of oversight by the CEO. Working with H&SS Leadership to carve out responsibility from areas not in the clinic providing services, compliance, finance, IT, credentialing.	IP
5.2 Medium	On an annual basis, FHS will provide a minimum of four trainings for the Board of Directors on the financial oversight responsibilities of the Board pursuant to HRSA Regulations (FQHC and RWCA) and the Non-Profit Integrity Act by December 31, 2024	Nina/Finance	In development – dates selected for training	IP
5.3 Medium	FHS will work with California Primary Care Association (CPCA), the designated state clinic association for FQHC transition by the California State Health Department to Alternate Payment Methodology in the development of APM Transition Plan to begin January 1, 2025.	Nina/Finance	Fiscal obtaining knowledge about APM and impact to Clinics	IP

Goal 6: FHS will expand dental services through investment of capital in new dental operatories (chairs).				
6 / Priority	Objective	Lead	Summary of work (3-5 sentences)	Status

Solano County
Family Health Services

6.1 Medium	FHS Fairfield dental site will replace its outdated dental operatories (chairs) by June 2025	Dr. Rajabian	Requests made to replace chairs	IP
6.2 Low	FHS Vallejo Health Center will expand the number of dental operatories by four to six new dental operatories (chairs) by June 2026.	Dr. Rajabian	Renewed prior Dental Request for expansion	IP

Facktor/J. Gressman/5.13.23



**Medical Referrals to External Specialists
& Follow-Up**

Policy Number: 300.05

Effective Date	August 21,2019
Frequency of Review	Annually
Last Reviewed	October 4, 2023 May 17, 2023
Last Updated	October 4, 2023 May 17, 2023
Author (s)	Michele Leary, CMO Frances Paulette Jacinto, Sr. RN Jennifer Manoos, Sr. RN Taylor Olsen, Sr. RN
Responsible Department	Family Health Services

PURPOSE:

Solano County Family Health Services (FHS) is committed to facilitating timely and accurate referrals and follow-up.

DEFINITIONS:

Referral Authorization Form (RAF): Form submitted to **an** insurance company to request referral coverage.

Referral: A written order from a primary care provider for **a** patient to see a specialist.

Referral Team: A team comprised of medical assistants/referral coordinators.

Urgent RAF request from an external specialist: A RAF request for urgent conditions associated with cancer, fractures requiring orthopedic surgery, high-risk pregnancy, acute hematologic diseases as well as ophthalmologic, neurologic, cardiothoracic, and cardiac emergencies, etc.

POLICY:

It is the policy that FHS has a system in place for the generating and tracking of referrals to specialty health care. All patients requiring specialty medical care **shall** be referred by **a clinician** ~~their Primary Care Provider (PCP)~~; for initial referrals to a specialty office, an appointment is required.

1. Referrals will be addressed in a timely and efficient manner to facilitate high quality patient care. All referrals will be processed according to established evidence-based clinical care standards and guidelines and are to be processed based on medical urgency.
2. The referring clinician is responsible for providing sufficient documentation to justify the appropriate level of care of the patient, and to determine the severity of the medical condition, and the urgency of the referral.



Medical Referrals to External Specialists & Follow-Up

Policy Number: 300.05

3. The referral team will immediately inform the referring provider of any delays in or barriers to referral processing so that appropriate clinical decisions or alternatives can be pursued, and to avoid a backlog in managing referrals.
4. The referral team will track the referral process to assure completion of orders and obtain test results, consult reports and recommendations from specialists and provide them to the referring clinician PCP for review.
5. The referral team will conduct themselves as care advocates based on the instructions of the referring clinician.

PROCEDURE:

A. Referrals to External Specialists

1. Urgent Referrals to External Specialists

- a) The referring clinician PCP will send an urgent referral request. If possible, the referral team will be notified verbally.
- b) Urgent referrals generated after-hours shall be initiated within 24 hours, or next business day for weekend clinic. If this is not possible, the referral is initiated by close of business on the same day that the PCP generates the referral request, or by the next business day in limited situations.
- c) The referring clinician PCP should clarify with patient that the referral is desired and will be completed. Referring clinician PCP should explain that the patient may be responsible for costs if uninsured. For insured patients the RAF process will be initiated by the referral team get insurance company approval to cover costs. Upon obtaining patients agreement for the referral, referring clinician PCP generates referral request.
- d) The referral team will advise the referring clinician PCP of any problems with urgent referrals; the referring clinician PCP shall be notified after two unsuccessful attempts to coordinate care.
- e) All urgent referrals must be tracked by the referral team.
- f) Behavioral health providers will maintain their own lists of internal/external referrals. Monitoring of referrals will be done through peer review.

2. Non-Urgent Referrals to External Specialists

- a) All non-urgent referrals must be acted upon by the referral team within 10 business days.
- b) All non-urgent referrals must be tracked by the referral team.
- c) The referring clinician PCP will clarify with patient that referral is desired and explain that the patient may be responsible for costs if uninsured.
 - i. For insured patients, the RAF process will be initiated by the referral team to get insurance company approval to cover costs.



Medical Referrals to External Specialists & Follow-Up

Policy Number: 300.05

- ii. Upon obtaining patients agreement for the referral, the referring clinician PCP will generate the referral request.
- d) The referral team should inform the referring clinician PCP of any problems with non-urgent referrals (e.g., finding a specialist, timeliness of appointment, etc.).

3. Referral Re-directs

- a) Referrals will be re-directed per patient request a maximum of 3 times; for any additional re-direction of referrals, patients will be responsible for finding specialist that accept their insurance and meet their needs.

B. RAF Request from External Specialists: All RAF requests from external specialists must be supported by consultation/chart notes. The referral team must determine if the RAF request is urgent based on definition outlined on page one.

1. Urgent RAF Requests from External Specialists for Non-Established Patients

- a) All urgent RAF requests for non-established patients should be addressed immediately by the referral team upon receipt. If the urgent RAF request is valid, the RAF will be processed upon receipt, remain valid for six months and will be faxed back to the specialist by referral team.
- b) When an urgent RAF request is sent by referral team to an external specialist and the specialist determines that the patient should be seen by a secondary specialist/sub-specialist, the secondary referral will be generated by the referral team.

2. Urgent RAF Requests from External Specialists for Established Patients

- a) All urgent RAF requests for established patients should be addressed immediately by the referral team upon receipt. If the urgent RAF request is valid, the RAF will be processed upon receipt and remain valid for 12 months and faxed back to specialist by referral team.
- b) When an urgent RAF request for the established patient is sent by the referral team to an external specialist and the specialist determines that the patient should be seen by a secondary specialist/sub-specialist, the secondary referral will be generated by the referral team.
- c) The referral team will advise the referring clinician PCP of any problems with referrals (e.g., finding a specialist, timeliness of appointment, etc.).

3. Non-Urgent RAF Requests from External Specialists for Non-Established Patients



Medical Referrals to External Specialists & Follow-Up

Policy Number: 300.05

- a) All non-urgent referrals must be acted upon by the referral team within 10 business days. If RAF request is valid, the RAF will be processed upon receipt and remain valid for six months and faxed back to specialist by referral team.
- b) Non-urgent RAF requests for non-established patients require consultation/chart notes from the requesting specialists.

4. Non-Urgent RAF Requests from External Specialists for Established Patients

- a) All non-urgent referrals must be acted upon by the Referral Team within 10 business days. If RAF request is valid, the RAF will be processed and remain valid for 12 months.
- b) Non-urgent RAF requests for established patients can be processed and valid for 6 months if patients have not been seen within a year.
- c) When initial RAF request was sent by Referral Coordinator to an external specialist and the specialist determines that the patient needs to be seen by a secondary specialist/sub-specialist, the secondary referral is generated by the Referral Team.
- d) The Referral Coordinator will advise the referring clinician PCP of any problems with non-urgent referrals (e.g., finding a specialist, timeliness of appointment, etc.).

5. Retroactive RAF Requests

- a) Retroactive RAF requests from External Specialist will not be issued if start of service date requested is greater than 3 months prior to date request received.

C. Referral Follow-Up

- a) The referral team shall contact the facility/specialist to determine if patient has been contacted, scheduled, or completed appointment within 30 days for non-urgent referrals, and within one week for urgent referrals:
 - i. Request report (including consult notes, labs, and diagnostic imaging) if appointment has been completed.
 - ii. If appointment is pending, follow-up two weeks after scheduled appointment.
 - iii. If appointment was missed, staff will follow-up with the patient via phone and document the attempt in the patient's chart.
 - iv. Document updates using referral tracking log.
 - v. No referral follow-ups will be done on physical therapy, home health or mental health referrals.



Medical Referrals to External Specialists & Follow-Up

Policy Number: 300.05

D. Receiving Consult Notes from Specialists

- a. Referral consult note(s) received by fax **will be** placed in the **referring clinician's PCP's** inbox.
- b) Consult notes will be scanned into the patient's chart by the medical assistant.
- c) The referral team will review the patient's chart during referral follow-up to determine if the consult notes have been received - if they have not been received, they will be requested from specialist.
- d) Once consult notes are in the chart, the referral team will update the referral log.

REFERENCED POLICIES	
REFERENCED FORMS	
REFERENCES	

Chair – Community Healthcare Board

Date

Vice-Chair – Community Healthcare Board

Date

Primary Care Provider Quality Improvement Program (PCP QIP) Report
Solano County, Health & Social Services, Family Health Services
November 2023

TABLE OF CONTENTS

The below information reflects critical components related to Risk Management & Quality Improvement activities for Family Health Services:

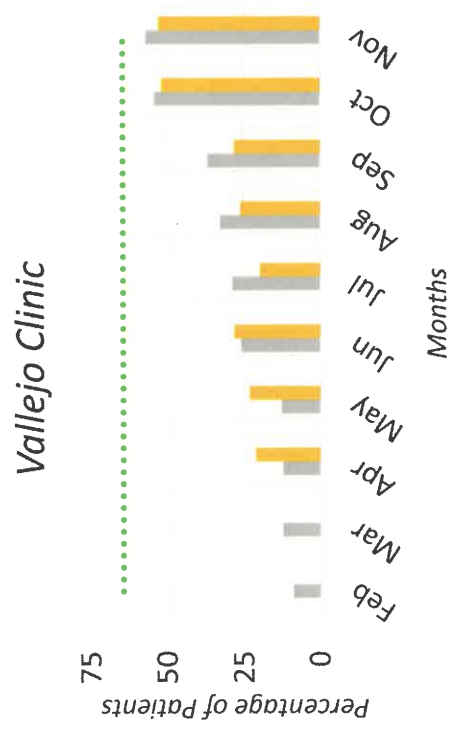
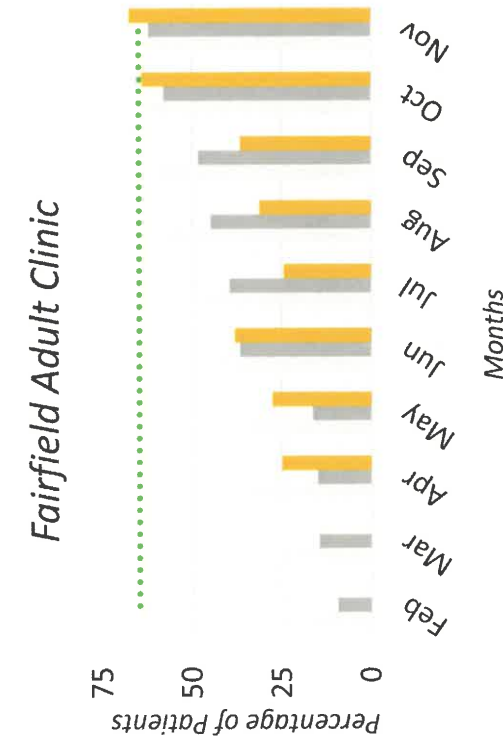
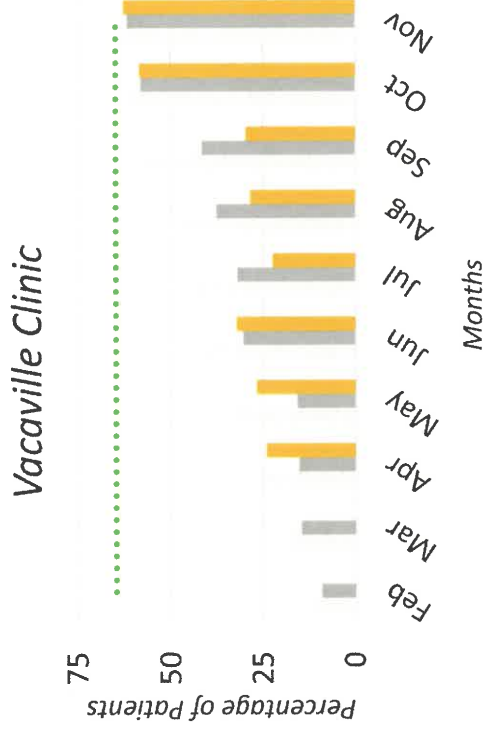
- I. Clinical Quality

I. CLINICAL QUALITY

Terms Defined

Primary Care Provider Quality Improvement Program (PCP QIP)- financial incentive program from Partnership HealthPlan of California to primary care providers for meeting specific performance thresholds. PCP QIP clinical measures look only at data for patients with Partnership HealthPlan of California insurance plans during calendar year 2023.

PCP QIP Diabetes HbA1c Good Control

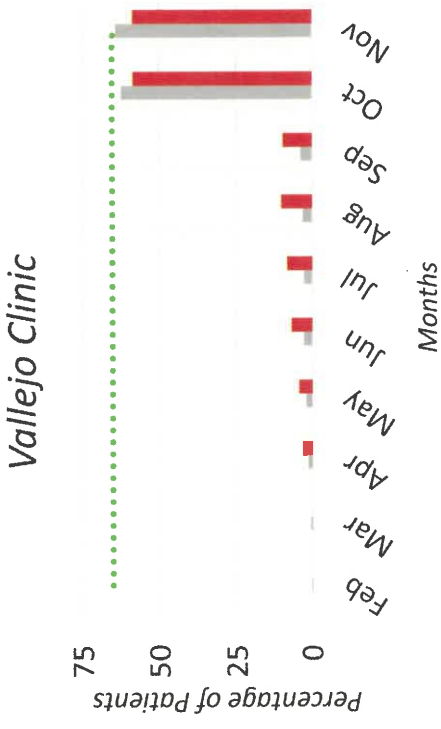
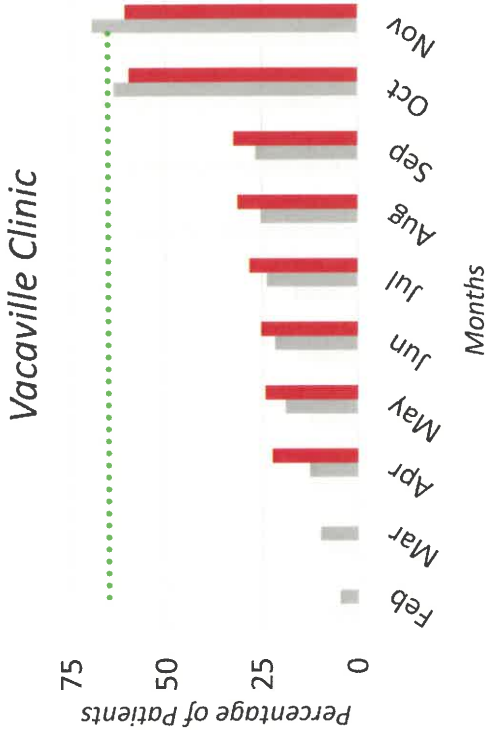
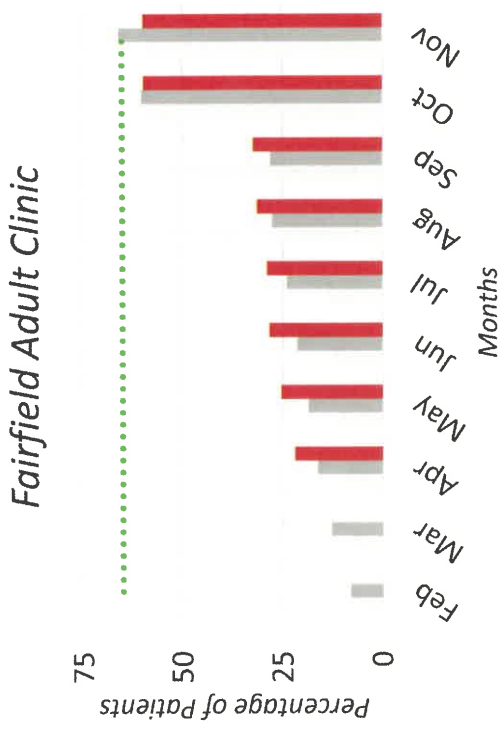


Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75 th Percentile)
Fairfield Adult	67.39%	Target Met - over by 13	
Vacaville	62.50%	1	64.48%
Vallejo	52.93%	69	

2021 2022 2023 Target

Note: 1st manual upload of HbA1c readings in October 2023

PCP QIP Controlling High Blood Pressure



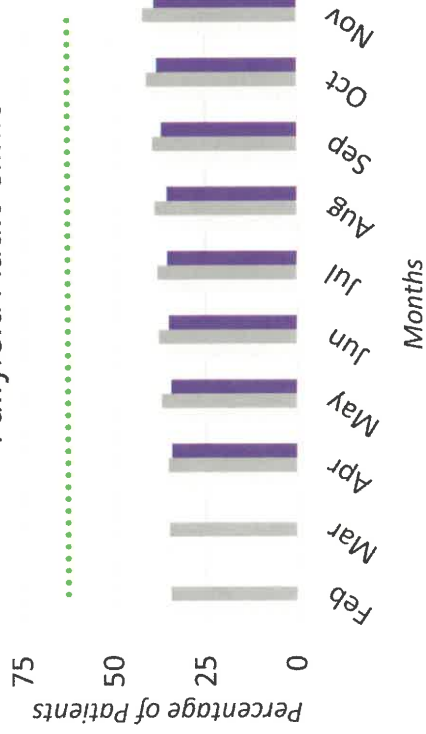
Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Adult	59.91%	59	65.10%
Vacaville	60.53%	11	
Vallejo	58.63%	35	

2021 (grey bar) 2022 (red bar) Target (dotted green line)

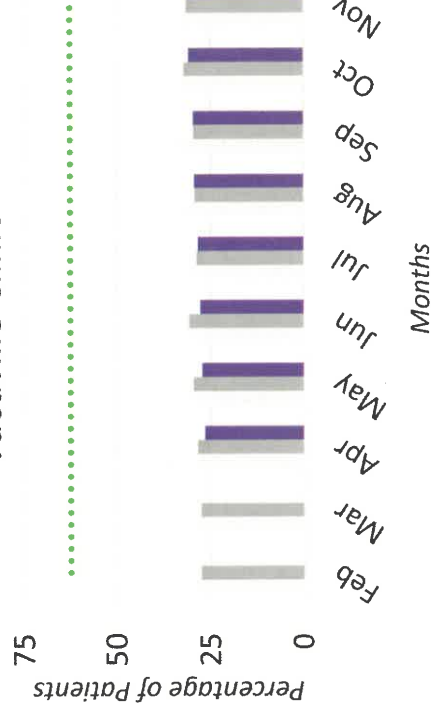
Note: 1st manual upload of blood pressure readings in October 2023

PCP QIP Cervical Cancer Screening

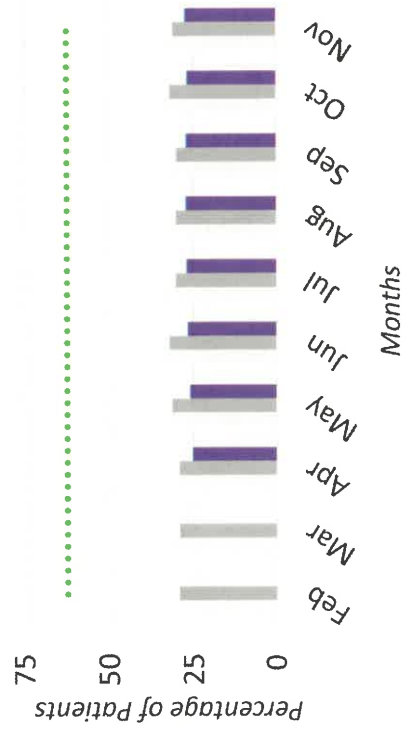
Fairfield Adult Clinic



Vacaville Clinic



Vallejo Clinic

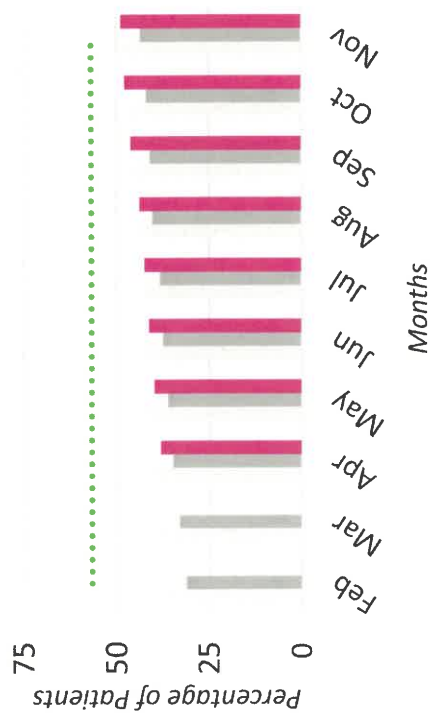


Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Adult	38.86%	430	62.53%
Vacaville	31.12%	397	
Vallejo	27.45%	1,205	

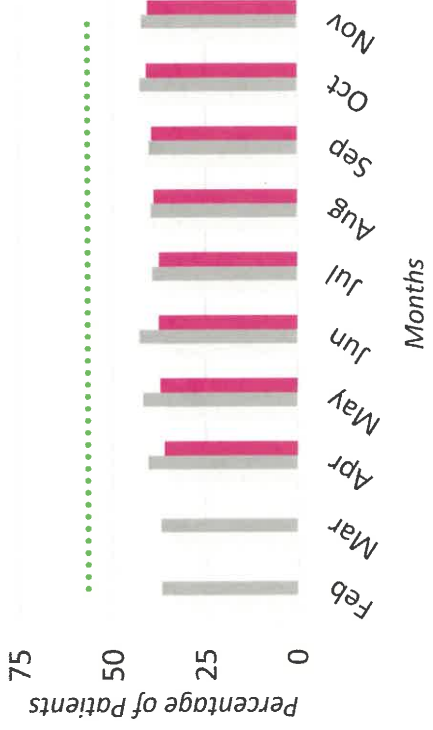
2021 2022 Target

PCP QIP Breast Cancer Screening

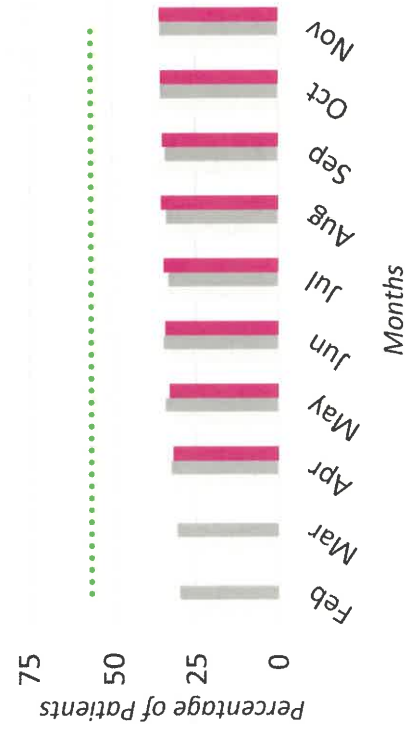
Fairfield Adult Clinic



Vacaville Clinic



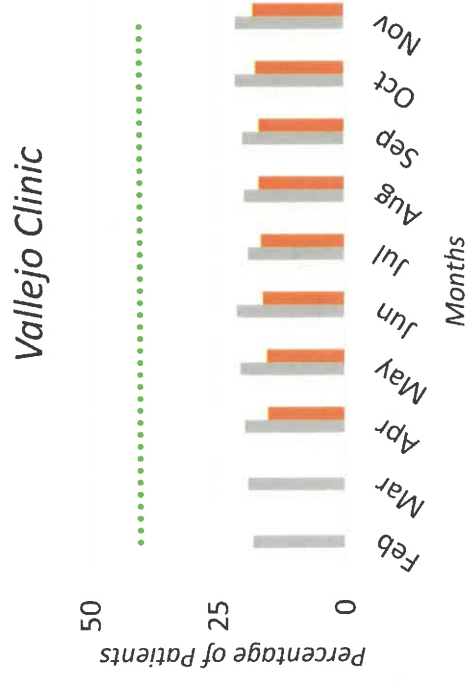
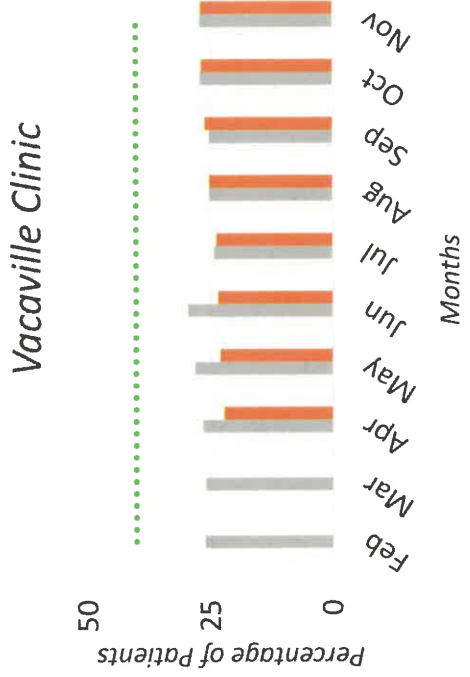
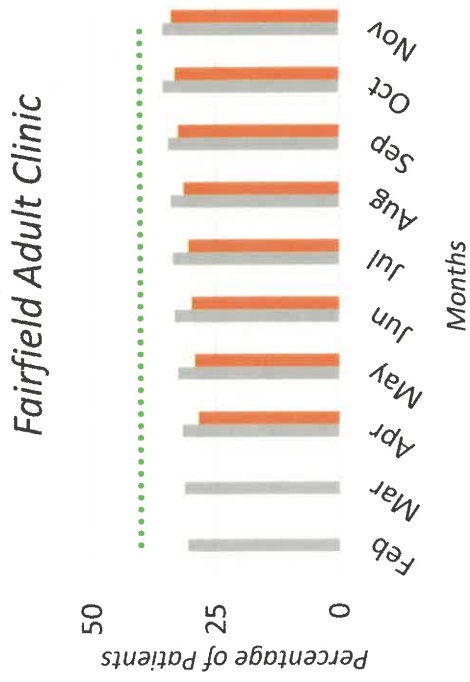
Vallejo Clinic



Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Adult	48.75%	44	56.52%
Vacaville	40.68%	47	
Vallejo	36.09%	122	

2021 2022 2023 Target

PCP QIP Colorectal Cancer Screening

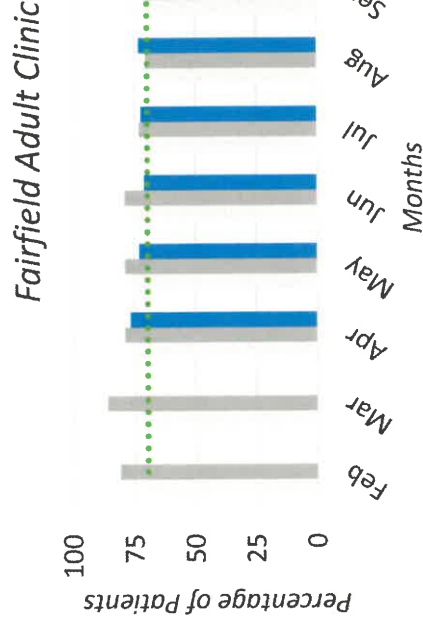
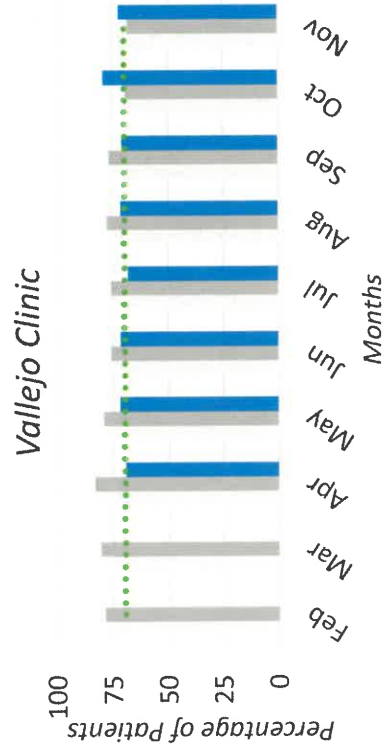
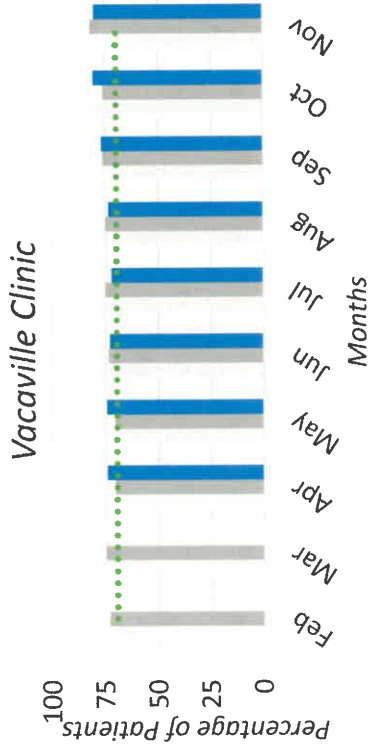
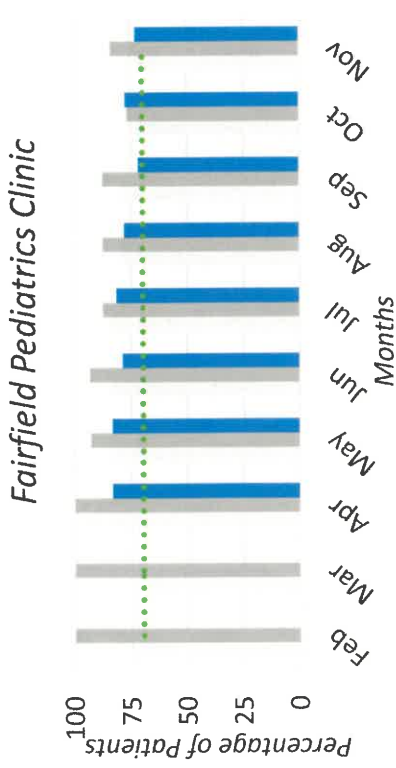


Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (50th Percentile)
Fairfield Adult	33.99%	98	
Vacaville	27.15%	146	40.23%
Vallejo	18.07%	592	

2021 2023 Target

Note: The only measure in which 50th percentile is considered Full Point Target.

PCP QIP Asthma Medication Ratio

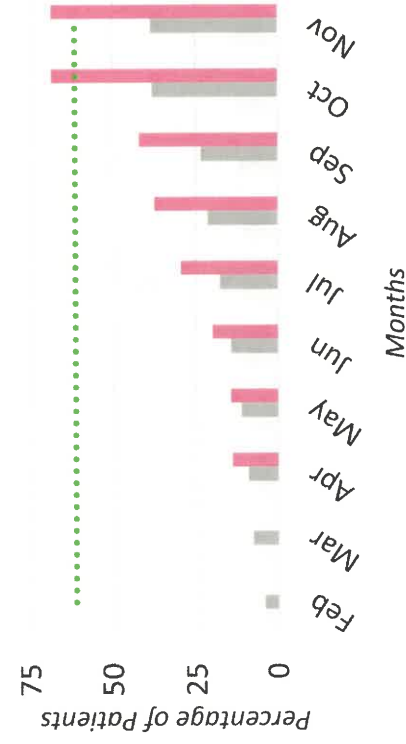


Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Pediatrics	72.73%	Target Met	69.67%
Fairfield Adult	75.44%	Target Met - over by 3	
Vacaville	80.00%	Target Met - over by 4	
Vallejo	71.76%	Target Met - over by 1	

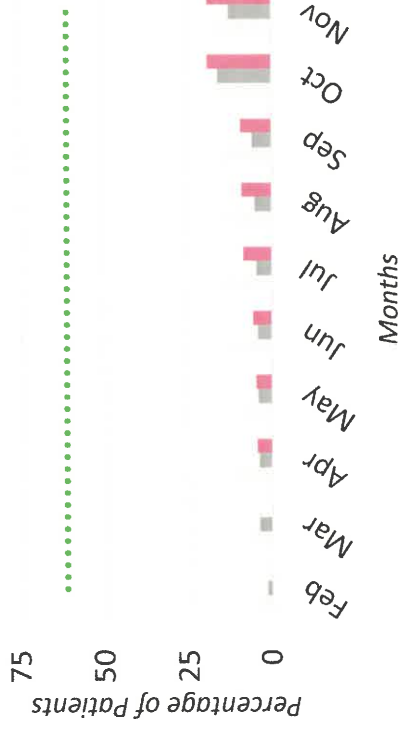
2021 2022 2023 Target

PCP QIP Well Child First 15 Months

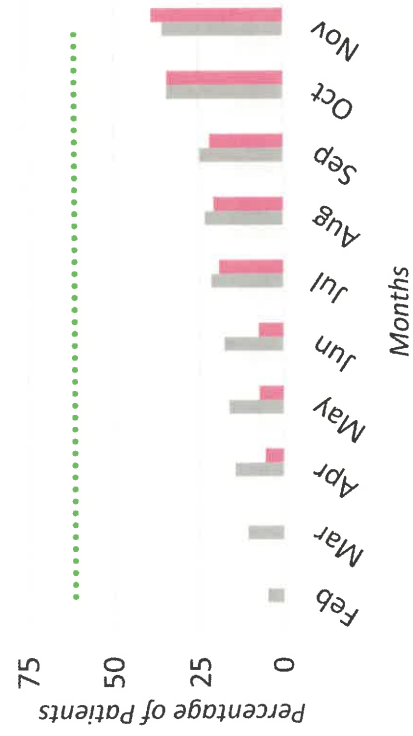
Fairfield Pediatrics Clinic



Vacaville Clinic



Vallejo Clinic



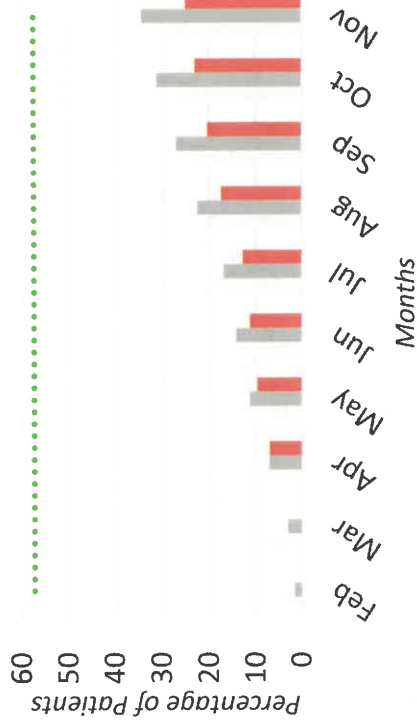
Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Pediatrics	68.57%	Target Met - over by 2	
Vacaville	19.35%	13	61.19%
Vallejo	38.89%	13	

2021 2022 2023 Target

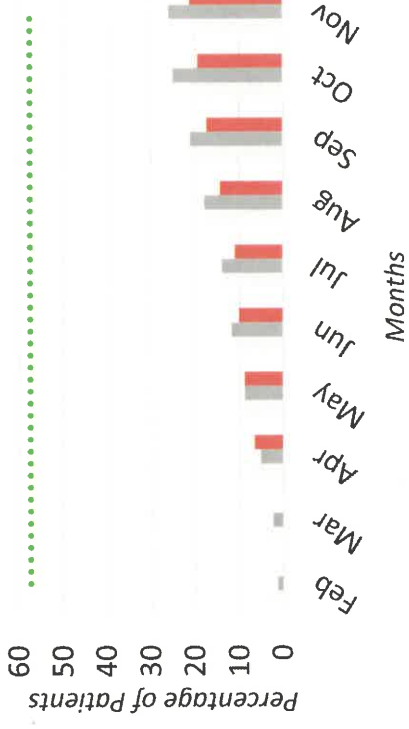
Note: 1st manual upload of Well Child Visits 0-15 mo. in October 2023

PCP QIP Child and Adolescent Well Care Visits

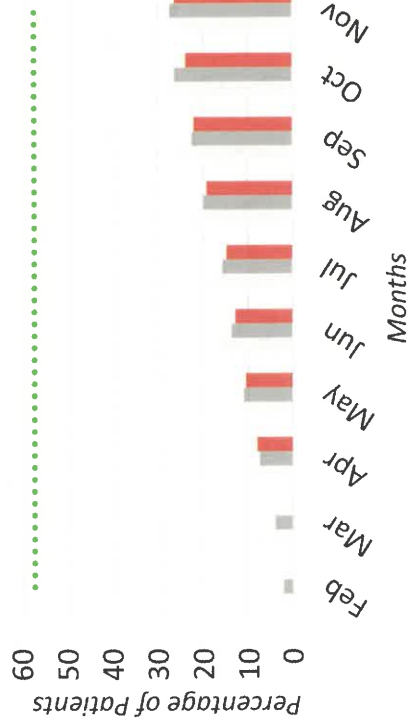
Fairfield Pediatrics Clinic



Vacaville Clinic



Vallejo Clinic

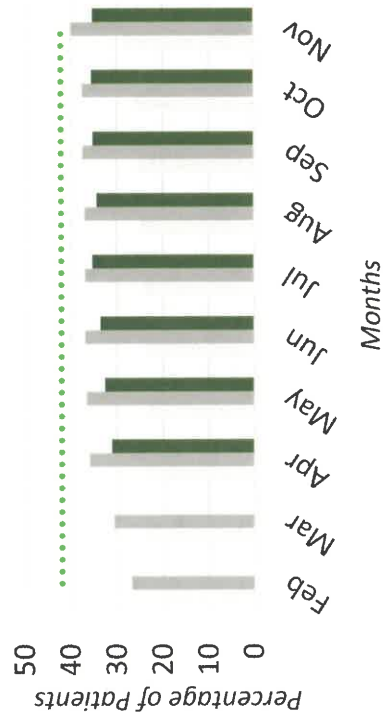


Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Pediatrics	25.02%	932	57.44%
Vacaville	21.30%	396	
Vallejo	26.40%	1,055	

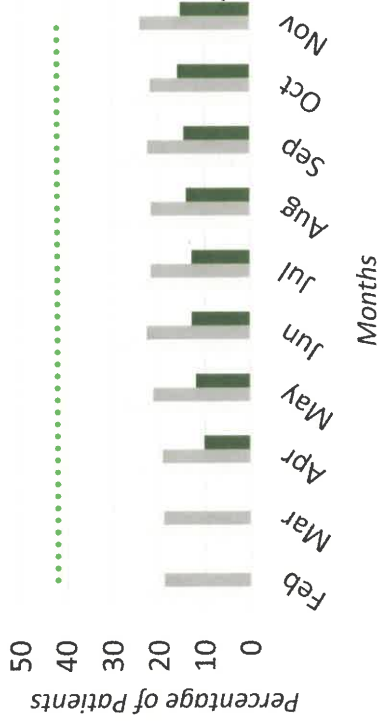
2021 2022 2023 Target

PCP QIP Childhood Immunizations

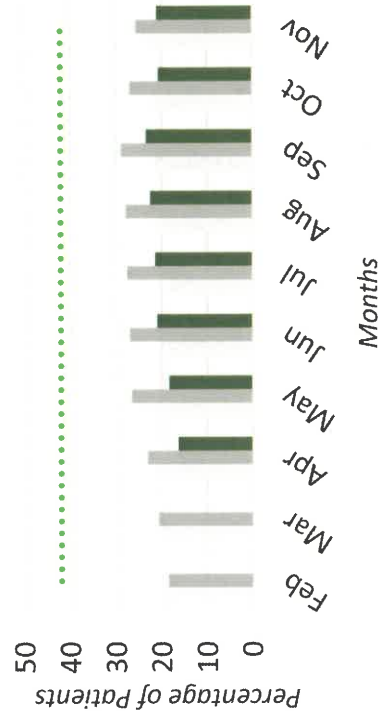
Fairfield Pediatrics Clinic



Vacaville Clinic



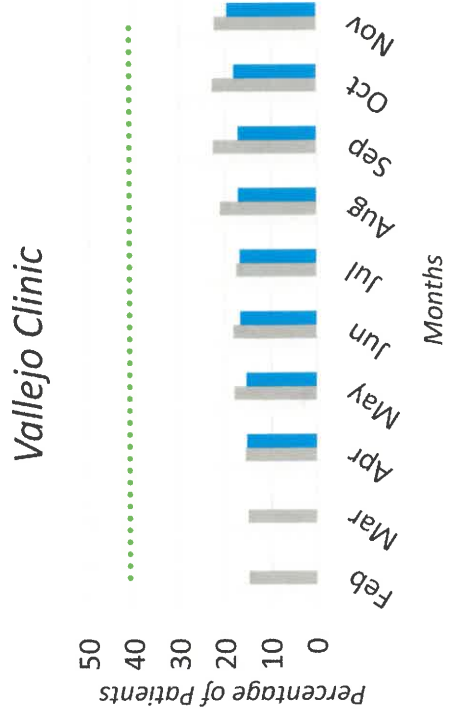
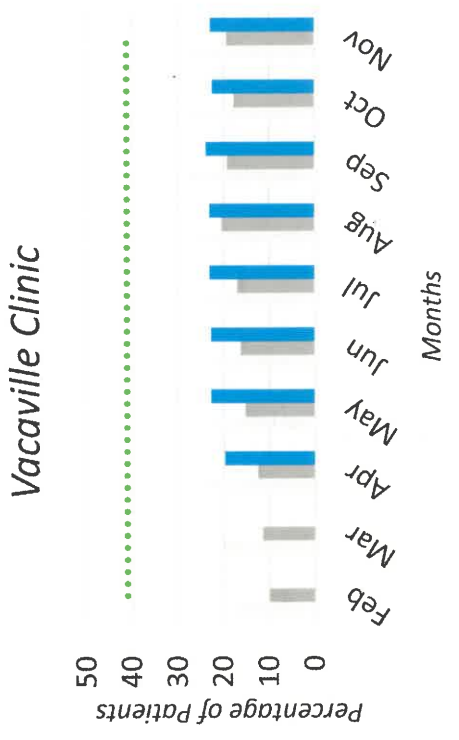
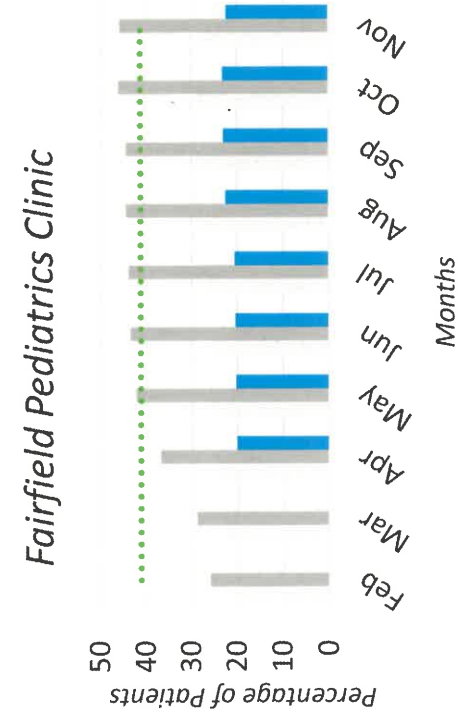
Vallejo Clinic



Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Pediatrics	35.16%	9	42.09%
Vacaville	15.25%	16	
Vallejo	21.05%	44	

2021 2023 Target

PCP QIP Adolescent Immunizations



Site	Current Score	Number of Patients Needed to Meet Target	Full Point Target Score (75th Percentile)
Fairfield Pediatrics	22.34%	36	
Vacaville	22.81%	11	
Vallejo	19.55%	48	41.12%

2021 2022 2023 Target

DEPARTMENT OF HEALTH & SOCIAL SERVICES



Family Health Services Community Healthcare Board
2023/2024 Annual Calendar

Month	Required Annual Review	Comments/Training
January 18 ¹⁷ , 2023 ²⁰²⁴	<ul style="list-style-type: none"> Project Officer/CEO Evaluation Review Board Members Sign Annual Bylaws Appendix A "Conflict of Interest" and "Confidentiality" forms Quarterly Financial Report 	<ul style="list-style-type: none"> Compliance Training Robert's Rules Review (as needed)
February 16 ²¹ , 2023 ²⁰²⁴	<ul style="list-style-type: none"> Review UDS Initial Submission Progress Review and Approve: Sliding Fee Scale Policy 	
March 16 ²⁰ , 2023 ²⁴	<ul style="list-style-type: none"> Review UDS Final Submission Progress Quarterly Quality Improvement Report Evaluation of QI/QA Program 	
April 19 ¹⁷ , 2023 ²⁴	<ul style="list-style-type: none"> Quarterly Financial Report Board Self-Assessment FHS Requested Budget Proposal for FY 24/25 	
May 17 ¹⁵ , 2023 ²⁰²⁴	<ul style="list-style-type: none"> Review Final UDS Submission FHS Requested Budget Proposal for FY 23/24 Update Community Needs Assessment 	
June 21 , 2023 ¹⁹ , 2024	<ul style="list-style-type: none"> Quarterly Quality Improvement Report Review Strategic Plan (3-year Cycle) 	
July 7 , 2023 July 19 , 2023 ¹⁷ , 2024	<ul style="list-style-type: none"> Review and Approve Credentialing and Privileging Policy and Procedures 	
August 16 , 2023 ²¹ , 2024	<ul style="list-style-type: none"> FY 24/25/26 Budget Development Quarterly Financial Report 	
September 20 , 2023 ¹⁸ , 2024	<ul style="list-style-type: none"> FY 24/25 Budget Development (continued) Quarterly Quality Improvement Report Evaluation of QI/QA Program (from June) Review and Approve the QI/QA Plan (from June) 	
October 18 , 2023 ¹⁶ , 2024	<ul style="list-style-type: none"> Review Current HRSA Competing and Non-Competing Continuation Applications/Progress Reports Quarterly Financial Report 	
November 16 , 2023 ²⁰ , 2024	<ul style="list-style-type: none"> Review Current HRSA Competing and Non-Competing Continuation Applications/Progress Reports Board Nominations – Executive Positions Review Annual Board Calendar 	
December 20 , 2023 ¹⁸ , 2024	<ul style="list-style-type: none"> Review Current HRSA Competing and Non-Competing Continuation Applications/Progress Reports Quarterly Quality Improvement Report Board Elections – Executive Positions Patient Satisfaction Report 	

Additional Items that can be added to Agenda for Board Approval at any given time:

- Review and Update Health Center Policies, Procedures and Services
- Contracts Review
- Brown Act Annual Training

DRAFT 2024 CHB Calendar pending Board Approval

Administrative Services Behavioral Health Services Child Welfare Services Employment & Eligibility Services Medical Services Older & Disabled Adult Services Public Health Services Substance Abuse Services

County of Soliano - Family Health Services Budget Narrative
 FY 2024 Health Center Program
 Grant Number: H80CS04218
 SUPPORT YEAR 20 - May 1, 2024 to April 31, 2025

REVENUE	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
The largest source of revenue is program income. The base section 330 grant provides 6% of the overall Health Center Program Budget.					
Federal Health Center Program Grant	\$ 1,294,247	\$ 431,414	\$ 1,725,661	\$ 1,530,474	\$ 1,725,661
State Government				\$ -	\$ -
Local Government				\$ -	\$ -
Private Grants/Contracts/Other				\$ 12,178,654	\$ 12,178,654
Program Income				\$ 19,439,771	\$ 19,439,771
TOTAL	\$ 1,294,247	\$ 431,414	\$ 1,725,661	\$ 33,148,899	\$ 34,874,560

EXPENDITURES	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
A. PERSONNEL	\$ 824,361	\$ 274,786	\$ 1,099,147	\$ 12,418,774	\$ 13,517,921
B. FRINGE BENEFITS	\$ 469,886	\$ 156,628	\$ 626,514	\$ 7,078,701	\$ 7,705,215
C. TRAVEL	\$ -	\$ -	\$ -	\$ 15,605	\$ 15,605
D. EQUIPMENT	\$ -	\$ -	\$ -	\$ 240,779	\$ 240,779
E. SUPPLIES	\$ -	\$ -	\$ -	\$ 869,730	\$ 869,730
F. CONTRACTUAL	\$ -	\$ -	\$ -	\$ 2,781,408	\$ 2,781,408
G. CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -
H. OTHER	\$ -	\$ -	\$ -	\$ 6,175,566	\$ 6,175,566
I. INDIRECT COSTS	\$ -	\$ -	\$ -	\$ 3,568,336	\$ 3,568,336
TOTAL BUDGET	\$ 1,294,247	\$ 431,414	\$ 1,725,661	\$ 33,148,899	\$ 34,874,560

*Annualized requested funding

County of Solano - Family Health Services Budget Narrative
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 20 - May 1, 2024 to April 31, 2025

REVENUE	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
The largest source of revenue is program income. The base section 330 grant provides 6% of the overall Health Center Program Budget.					
Federal Health Center Program Grant	\$ 1,294,247	\$ 431,414	\$ 1,725,661	\$ -	\$ 1,725,661
State Government	\$ 1,147,856	\$ 382,619	\$ -	\$ 1,530,474	\$ 1,530,474
Local Government	\$ -	\$ -	\$ -	\$ -	\$ -
Private Grants/Contracts/Other	\$ 9,133,990	\$ 3,044,663	\$ -	\$ 12,178,654	\$ 12,178,654
Program Income	\$ 14,579,828	\$ 4,859,943	\$ -	\$ 19,439,771	\$ 19,439,771
TOTAL	\$ 26,155,921	\$ 8,718,639	\$ 1,725,661	\$ 33,148,899	\$ 34,874,560

EXPENDITURES	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
A. PERSONNEL					
Grant positions are detailed below and in Form 2 Staffing Profile					
Administration	\$ 77,466	\$ 25,822	\$ 103,288	\$ 1,167,009	\$ 1,270,297
Behavioral Health Staff	\$ 21,773	\$ 7,258	\$ 29,031	\$ 328,009	\$ 357,040
Dental Staff	\$ 209,782	\$ 69,927	\$ 279,709	\$ 3,160,310	\$ 3,440,019
Enabling Staff	\$ 19,735	\$ 6,578	\$ 26,313	\$ 297,293	\$ 323,606
Facility & Non-Clinical Support Staff	\$ 128,782	\$ 42,927	\$ 171,709	\$ 1,940,064	\$ 2,111,773
Medical Staff	\$ 366,823	\$ 122,274	\$ 489,097	\$ 5,526,089	\$ 6,015,186
Physicians	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL	\$ 824,361	\$ 274,786	\$ 1,099,147	\$ 12,418,774	\$ 13,517,921

B. FRINGE BENEFITS					
The fringe benefit rate varies by position, we assumed a 57% average. These benefits include: FICA (7%), Retirement (28%), Medical/Dental/Vision (18%), Worker's Compensation/Unemployment Insurance (2%), and Miscellaneous (2%).					
	\$ 469,886	\$ 156,628	\$ 626,514	\$ 7,078,701	\$ 7,705,215
TOTAL FRINGE BENEFITS	\$ 469,886	\$ 156,628	\$ 626,514	\$ 7,078,701	\$ 7,705,215

C. TRAVEL					
Detail travel costs consistent with established travel policy and in compliance with 45 CFR §75.474					
Conferences and Mileage	\$ -	\$ -	\$ -	\$ 15,605	\$ 15,605
National Healthcare for the Homeless Council (NHCHC) Annual Conference (two staff)	\$ -	\$ -	\$ -	\$ -	\$ -
National Association of Community Health Centers (NACHC), California Primary Care Association (CPCA) and Nextgen national, state, and regional meetings	\$ -	\$ -	\$ -	\$ -	\$ -
Mileage for staff attending meetings, working satellite clinics, providing outreach/enabling services, and HCH program-related events	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TRAVEL	\$ -	\$ -	\$ -	\$ 15,605	\$ 15,605

County of Solano - Family Health Services Budget Narrative
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 20 - May 1, 2024 to April 31, 2025

EXPENDITURES	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
D. EQUIPMENT					
Replacement of medical/dental equipment at end of useful life			\$ -	\$ 240,779	\$ 240,779
TOTAL EQUIPMENT	\$ -	\$ -	\$ -	\$ 240,779	\$ 240,779
E. SUPPLIES					
Books and Subscriptions			\$ -	\$ 1,450	\$ 1,450
Computers, Printers, Scanners			\$ -	\$ 97,350	\$ 97,350
Ergonomic Items			\$ -	\$ 22,500	\$ 22,500
Fuel			\$ -	\$ 1,608	\$ 1,608
Household Expenses			\$ -	\$ 25,123	\$ 25,123
Medical/Dental Supplies			\$ -	\$ 327,435	\$ 327,435
Miscellaneous			\$ -	\$ 12,871	\$ 12,871
Clothing & Protective Equipment/Supplies (\$)			\$ -	\$ -	\$ -
Managed Print (\$12,871)			\$ -	\$ -	\$ -
Office Supplies			\$ -	\$ 57,532	\$ 57,532
Pharmaceuticals			\$ -	\$ 241,963	\$ 241,963
Postage			\$ -	\$ 26,968	\$ 26,968
Records Storage			\$ -	\$ 2,710	\$ 2,710
Small Office Equipment			\$ -	\$ 52,220	\$ 52,220
TOTAL SUPPLIES	\$ -	\$ -	\$ -	\$ 869,730	\$ 869,730
F. CONTRACTUAL					
Direct services/patient care costs are budgeted for a portion of the provider services provided by Touro University, locum tenens to cover vacation and other leave for medical/dental providers, RN's, and other staff, as well as, specialty care referrals. Consulting services are for business and program development. Professional services are for program compliance, provider recruitment and training.					
Consulting Services (Non-Patient Care)			\$ -	\$ 890,258	\$ 890,258
Contracted Direct Services (Medical and Dental)			\$ -	\$ 1,334,000	\$ 1,334,000
Medical/Dental Services			\$ -	\$ 197,768	\$ 197,768
Other Professional Services (Non-Patient Care)			\$ -	\$ 359,382	\$ 359,382
TOTAL CONTRACTUAL	\$ -	\$ -	\$ -	\$ 2,781,408	\$ 2,781,408
G. CONSTRUCTION					
No construction is expected during this period			\$ -	\$ -	\$ -
TOTAL CONSTRUCTION	\$ -	\$ -	\$ -	\$ -	\$ -
H. OTHER					
Communication			\$ -	\$ 138,336	\$ 138,336
Contributions			\$ -	\$ 18,000	\$ 18,000
Equipment Maintenance			\$ -	\$ 66,282	\$ 66,282
Fees/Permits			\$ -	\$ 13,767	\$ 13,767
Indigent care			\$ -	\$ 21,135	\$ 21,135
Information Technology			\$ -	\$ 3,989,018	\$ 3,989,018

County of Solano - Family Health Services Budget Narrative
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 20 - May 1, 2024 to April 31, 2025

EXPENDITURES	Community Health Centers (CH)	Health Care for the Homeless (HCH)	Federal	Non-Federal	Total
Insurance			\$ -	\$ 859,428	\$ 859,428
Interfund, Intrafund, and limestudies			\$ -	\$ 784,839	\$ 784,839
Interpreters			\$ -	\$ 4,415	\$ 4,415
Licenses			\$ -	\$ 14,995	\$ 14,995
Memberships			\$ -	\$ 3,460	\$ 3,460
Miscellaneous			\$ -	\$ 23,507	\$ 23,507
Maintenance - Buildings & Improvement/Equipment Rent & Leases (\$11,657)			\$ -	\$ -	\$ -
Special Departmental Expenses (meeting materials, taxes, etc. - \$11,850)			\$ -	\$ -	\$ -
Rent and Leases			\$ -	\$ 2,400	\$ 2,400
Special Departmental Expenses (tax, meeting materials, etc.)			\$ -	\$ 7,244	\$ 7,244
Staff Recruitment			\$ -	\$ -	\$ -
Staff Training			\$ -	\$ 6,000	\$ 6,000
Transportation			\$ -	\$ 21,740	\$ 21,740
Utilities			\$ -	\$ 201,000	\$ 201,000
TOTAL OTHER	\$ -	\$ -	\$ -	\$ 6,175,566	\$ 6,175,566
I. INDIRECT COSTS					
Include only if your organization has a negotiated indirect cost rate or has previously claimed a de minimus rate of 10% of modified total direct costs					
Countywide Admin Overhead			\$ -	\$ 935,417	\$ 935,417
H&SS Admin Overhead			\$ -	\$ 2,632,919	\$ 2,632,919
TOTAL INDIRECT COSTS	\$ -	\$ -	\$ -	\$ 3,568,336	\$ 3,568,336
TOTAL BUDGET	\$ 1,294,247	\$ 431,414	\$ 1,725,661	\$ 33,148,899	\$ 34,874,560

*Annualized requested funding

County of Solano - Family Health Services Personnel Justification Table
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 19 - May 1, 2024 to April 31, 2025

REVENUE	Total
Health Center Program (HCP) Grant	\$ 1,725,661
Community Health Center (CHC)	\$ 1,294,246
Health Care for the Homeless (HCH)	\$ 431,415

Last Name	First Name	Position Title	FTE to Support Activities**	Final Outcome (Fed Amount Requested)
ADMINISTRATION				
Coutee	Cynthia A	Health Services Clinic Mgr	0.118	\$ 14,518
Cronk	Rebecca A	Health Services Clinic Mgr	0.118	\$ 16,668
Hamilton	Natasha	Health Services Clinic Mgr Sr	0.118	\$ 17,570
Leavell	Pierce	Health Services Clinic Mgr	0.118	\$ 13,712
Weissenfels	Dona M	Clinic Operations Officer	0.118	\$ 23,887
Williams	Lisa A	Medical Records Tech (Senior)	0.118	\$ 7,380
Wink	Wendy S	Medical Records Supervisor	0.118	\$ 9,553
			0.825	\$ 103,288
BEHAVIORAL HEALTH STAFF				
Coudright	Elizabeth	Mental Health Clinician (Lic)	0.118	\$ 14,516
Gonzalez	Maria	Mental Health Clinician (Lic)	0.118	\$ 14,516
			0.236	\$ 29,031
DENTAL STAFF				
Ahmad	Trisha E	Dental Assistant (Registered)	0.118	\$ 7,806
Arias	Cynthia	Dental Assistant (Registered)	0.118	\$ 7,045
Chase	Ana Lou A	Dental Assistant (Registered)	0.118	\$ 7,806
Dhillon	Sukhjinder S	Dentist	0.118	\$ 19,864
Escobedo	Guadalupe R	Dental Assistant (Registered)	0.118	\$ 7,806
Foss Packer	Amy	Dental Assistant (Registered)	0.118	\$ 7,806
Garcia	Nilda	Dental Assistant (Registered)	0.118	\$ 7,806
Green	Tabatha J	Dental Assistant (Registered)	0.118	\$ 7,806
Herman	Kyle A	Dental Assistant (Registered)	0.118	\$ 7,708
Kahlon	Kamaljit K	Dental Assistant (Registered)	0.118	\$ 7,806
Lee	Jina	Dentist	0.118	\$ 24,831
Mckee	Victoria F	Dental Assistant (Registered)	0.118	\$ 7,578
Pinkela	Lynne F	Dental Assistant (Registered)	0.118	\$ 7,806
Robinson	Trielle J	Dental Assistant (Reg Lead)	0.118	\$ 8,097
Rodriguez	Jennifer R	Dental Office Supervisor	0.118	\$ 9,553
Roviroso	Himlice D C	Dentist	0.118	\$ 24,831
Soliz	Gayle	Dental Assistant (Registered)	0.118	\$ 7,806
Tan	Maristela Grace D	Dentist	0.118	\$ 24,831
Thomas	Ralph J	Dentist	0.118	\$ 24,831
Torres	Maria D	Dental Assistant (Reg Lead)	0.118	\$ 8,097
Velazquez	Griseia E	Dental Assistant (Registered)	0.118	\$ 7,806
Wydeck	Mercedes	Dental Office Supervisor	0.118	\$ 9,553
Yoon	Michael J	Dentist	0.118	\$ 24,831
			2.712	\$ 279,709
ENABLING STAFF				
Aiken	Shaekia	Health Education Specialist	0.118	\$ 8,977
Chisley	Jasmine	Health Education Specialist	0.118	\$ 8,977

County of Solano - Family Health Services Personnel Justification Table
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 19 - May 1, 2024 to April 31, 2025

REVENUE	Total
Health Center Program (HCP) Grant	\$ 1,725,661
Community Health Center (CHC)	\$ 1,294,246
Health Care for the Homeless (HCH)	\$ 431,415

Last Name	First Name	Position Title	FTE to Support Activities**	Final Outcome (Fed Amount Requested)
Stasio	Patrick P	Health Assistant	0.118	\$ 8,360
				\$ 26,313
FACILITY & NON-CLINICAL SUPPORT				
Alonzo	Rowena F	Office Assistant II	0.118	\$ 7,578
Benton-Trujillo	Christopher J	Office Assistant II	0.118	\$ 6,869
Capewell	Kristi	Office Supervisor	0.118	\$ 7,781
Carbajal Ramirez	Lucia	Accounting Clerk II	0.118	\$ 6,740
Chavez	Sofia C	Office Assistant II	0.118	\$ 7,806
Diaz	Jillian D	Office Assistant II	0.118	\$ 6,751
Dotson	Katreana L	Office Assistant II	0.118	\$ 7,385
Flores	Lucy C	Office Assistant II	0.118	\$ 7,806
Gabriel	Athna	Office Assistant II	0.118	\$ 7,578
Guzman	Jaime L	Accounting Clerk II	1.118	\$ 8,097
Harbin	Lorielle M	Office Supervisor	2.118	\$ 9,554
Miranda	Elizabeth	Accounting Clerk II	3.118	\$ 8,097
Ollouqui	Leiann M	Accounting Clerk II	4.118	\$ 7,692
Sabiniano	Regina	Office Assistant II	5.118	\$ 6,358
Sanchez Alejandro	Claudia I	Office Assistant II	6.118	\$ 7,076
Seguerre-Seymour	Danielle A	Office Assistant II	0.118	\$ 7,045
Shaw	Craig P	Office Assistant II	0.118	\$ 7,806
Steele	Sarah L	Office Assistant II	0.118	\$ 7,806
Steinberg	Karen M	Office Assistant II	0.118	\$ 7,806
Toscano	Luis A	Office Supervisor	0.118	\$ 9,554
Yarborough	Yvette S	Office Supervisor	0.118	\$ 9,554
Zuniga-Gerhardt	Patricia D	Administrative Secretary	0.118	\$ 8,971
				\$ 171,709
MEDICAL STAFF				
Aguilar	Pamela S	Medical Assistant	0.118	\$ 7,791
Alvarez	Yadira	Medical Assistant	0.118	\$ 7,066
Bailey	Karla	Nurse Practitioner/PhysicianAsst	0.118	\$ 15,326
Baldwin	Josefina N	Medical Assistant	0.118	\$ 7,791
Bauer	Lydia R	Medical Assistant	0.118	\$ 7,791
Bautista	Jane C	Medical Assistant	0.118	\$ 7,066
Brennan	Deana H	Licensed Vocational Nurse	0.118	\$ 8,360
Cardenas	Nadia	Medical Assistant	0.118	\$ 7,791
Carrillo	Teresa D	Medical Assistant	0.118	\$ 7,791
Cataldo	Marissa C	Clinic Registered Nurse	0.118	\$ 5,583
Chastain	Olivia	Medical Assistant	0.118	\$ 6,926
DeCalderon	Alma Alvarez	Medical Assistant	0.118	\$ 7,791
Del Real	Claudia	Medical Assistant	0.118	\$ 7,791
Driskell	Lakeytha L	Medical Assistant	0.118	\$ 7,791
Duenas	Maria	Medical Assistant	0.118	\$ 7,791
Flores	Karen	Medical Assistant	0.118	\$ 7,791

County of Solano - Family Health Services Personnel Justification Table
 FY 2024 Health Center Program
 Grant Number: **H80CS04218**
 SUPPORT YEAR 19 - May 1, 2024 to April 31, 2025

REVENUE	Total
Health Center Program (HCP) Grant	\$ 1,725,661
Community Health Center (CHC)	\$ 1,294,246
Health Care for the Homeless (HCH)	\$ 431,415

Last Name	First Name	Position Title	FTE to Support Activities**	Final Outcome (Fed Amount Requested)
Garcia	Esperanza	Medical Assistant	0.118	\$ 7,791
Garcia Jr.	Ernesto	Medical Assistant	0.118	\$ 7,791
Gomez	Aleli C	Medical Assistant	0.118	\$ 7,791
Gonzalez	Andreina	Medical Assistant	0.118	\$ 7,791
Hamilton	Alma L	Medical Assistant	0.118	\$ 7,791
Harrison	Ariana A	Medical Assistant	0.118	\$ 7,420
Hart	Angie G	Medical Assistant	0.118	\$ 7,791
Hernandez	Adriana	Medical Assistant	0.118	\$ 6,786
Inton	Zosima B	Nurse Practitioner/PhysicianAsst	0.118	\$ 18,628
Jacinto	Frances Paulette B	Clinic Registered Nurse (Sr)	0.118	\$ 12,562
Jaramay	Marie Fe	Clinic Registered Nurse	0.118	\$ 11,677
Johnson	Ana C	Medical Assistant	0.118	\$ 7,791
Klein	Daniel	Nurse Practitioner/PhysicianAsst	0.118	\$ 15,326
Krehiik	Jordan D	Medical Assistant	0.118	\$ 7,791
Lama	Ivania A	Medical Assistant	0.118	\$ 7,791
Landers	Tanaya R	Medical Assistant	0.118	\$ 7,791
Lopez	Tara L	Medical Assistant (Lead)	0.118	\$ 8,082
Luckey	Ayinde	Medical Assistant	0.118	\$ 6,570
Maldonado	Consuelo	Medical Assistant	0.118	\$ 7,791
Manoos	Jennifer L	Clinic Registered Nurse (Sr)	0.118	\$ 13,849
Martin	Sylvia P	Medical Assistant	0.118	\$ 7,791
Milan	Marissa S	Medical Assistant	0.118	\$ 7,791
Nichols	Leah R	Medical Assistant (Lead)	0.118	\$ 7,858
Olsen	Taylor A	Clinic Registered Nurse (Sr)	0.118	\$ 13,849
Orals-Jones	Lanae	Medical Assistant	0.118	\$ 6,598
Poblete	Randall Joseph P	Nurse Practitioner/PhysicianAsst	0.118	\$ 18,628
Reyes	Sarah	Medical Assistant	0.118	\$ 7,420
Riley	Elisa G	Medical Assistant	0.118	\$ 7,791
Sanchez	Kaitlyn	Nurse Practitioner/PhysicianAsst	0.118	\$ 17,389
Shepherd	Celia	Medical Assistant	0.118	\$ 7,791
Smisek	Heather R	Clinic Registered Nurse	0.118	\$ 11,870
Sorenson	Deonna	Medical Assistant	0.118	\$ 6,409
TenEyck	Brianna N	Medical Assistant	0.118	\$ 6,786
Thomas	Jessica L	Medical Assistant	0.118	\$ 7,791
Toscano	Ashley M	Medical Assistant	0.118	\$ 7,729
Trujillo Correa	Mireya E	Medical Assistant	0.118	\$ 7,481
Vaca	Sandra J	Medical Assistant	0.118	\$ 7,125
Villarreal	Sharon L	Medical Assistant (Lead)	0.118	\$ 8,082
	Angelita	Medical Assistant (Lead)	0.118	\$ 8,082
Total			6.485	\$ 489,097
			34.20	\$ 1,099,147
			57%	\$ 626,514
		TOTAL		\$ 1,725,661

Staff will not exceed 1.0 FTE grants

Prior Approval for Extension without Funds (No-cost Extension) including Budget Modification

Health Center Name: **County of Solano**
 Grant #: **H8G47592**

Object Class Category with Line Item Justification	Original or Latest Approved H8G Budget		Revised H8G Budget Revised		Total Revised H8G Budget		Budget for Remaining H8G Funds for EWF/NCE [Enter remaining funds to be spent during the extended period]	Total EWF/NCE Budget
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal		
PERSONNEL								
Administration	\$ 15,924	\$ -	\$ 15,924	\$ -	\$ 15,924	\$ -	\$ 15,924	\$ 15,924
Behavioral/Mental Health Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dental Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Enabling Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility & Non-Clinical Support Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Medical Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Physicians	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL	\$ 15,924	\$ -	\$ 15,924	\$ -	\$ 15,924	\$ -	\$ 15,924	\$ 15,924
FRINGE BENEFITS - List the components that comprise the fringe benefit rate. The fringe benefits should be directly proportional to allocated personnel costs.								
FICA @ Avg 7.2%	\$ 1,368	\$ -	\$ 1,368	\$ -	\$ 1,368	\$ -	\$ 1,368	\$ 1,368
Health Insurance @ Avg 0% (Not Included)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement @ Avg 24.0%	\$ 3,822	\$ -	\$ 3,822	\$ -	\$ 3,822	\$ -	\$ 3,822	\$ 3,822
Workers Compensation/Unemployment Insurance @ Avg 3.6%	\$ 683	\$ -	\$ 683	\$ -	\$ 683	\$ -	\$ 683	\$ 683
Disability @ Avg 2.0%	\$ 318	\$ -	\$ 318	\$ -	\$ 318	\$ -	\$ 318	\$ 318
Miscellaneous @ Avg 2.2%	\$ 417	\$ -	\$ 417	\$ -	\$ 417	\$ -	\$ 417	\$ 417
TOTAL FRINGE BENEFITS @ 39%	\$ 6,608	\$ -	\$ 6,608	\$ -	\$ 6,608	\$ -	\$ 6,608	\$ 6,608
Travel - include details for both local and long distance travel.								
Total Travel								
Equipment - Provide the total cost of equipment purchases with a unit cost of \$5,000 or more. include line-item cost information in the Equipment List form.								
Total Equipment - (see Equipment List for details)								
SUPPLIES - include equipment items that cost less than \$5,000 each and other supplies.								
Total Supplies								
CONTRACTUAL - Provide a clear explanation as to the name of the contracting company, the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables.								
Consultant to support maintaining & increasing FHS clinic outreach & education to patients regarding access to, confidence in, & demand for updated COVID-19 vaccines through the creation, review & revision of clinic COVID vaccination informational & educational materials in five primary languages, host online webinars and make materials available for distribution to community-based organizations (CBOs) and key partners, create & conduct COVID vaccination direct mailings, email, SMS messaging & call-out campaign as well as provide online & call center support for FHS patients, CBOs & partners regarding COVID vaccines, boosters, availability, etc. (outreach & education to 30,043 capped FHS patients @ \$6.75/patient)	\$ 202,787	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Consultant to support maintaining & increasing FHS clinic outreach & education to patients regarding access to, confidence in, & demand for updated COVID-19 vaccines through the creation, review & revision of clinic COVID vaccination informational & educational materials, media distribution/messaging campaign(s) via tv, radio, online, etc. and make materials available for distribution to community-based organizations (CBOs) and key partners (creation \$77,962 + media distribution \$152,325 = \$230,287)	\$ -	\$ -	\$ 230,287	\$ -	\$ 230,287	\$ -	\$ 230,287	\$ 230,287
TOTAL CONTRACTUAL	\$ 202,787	\$ -	\$ 230,287	\$ -	\$ 230,287	\$ -	\$ 230,287	\$ 230,287
CONSTRUCTION - Provide the total cost associated with each minor A/R project. Line-item cost information for minor A/R should be included in the A/R Project Budget Justification. Maximum federal request of \$500,000 for minor A/R costs over the 2-year period of								
Total Construction (See Minor A/R Budget Justifications)								

Prior Approval for Extension without Funds (No-cost Extension) including Budget Modification

Health Center Name: **County of Solano**

Grant #: **H8G47592**

Object Class Category with Line Item Justification	Original or Latest Approved H8G budget		Revised H8G Budget Revised		Total Revised H8G Budget		Budget for Remaining H8G Funds for EWF/NCE [Enter remaining funds to be spent during the extended period]	Total EWF/NCE Budget
	Federal	Non-Federal	Federal	Non-Federal	Federal	Non-Federal		
<i>OTHER: Include justification of costs that do not fit into any other category. In some cases, rent, utilities and insurance may fall under this category, if they are not included in an approved indirect cost rate.</i>								
TOTAL OTHER								
Total Direct Charges	\$ 225,319	\$ -	\$ 252,819	\$ -	\$ 252,819	\$ -	\$ 252,819	\$ 252,819
Indirect Costs - Include only if your organization has a negotiated indirect cost rate or has previously claimed a de minimus rate of 10% of modified total direct costs. Upload your approved indirect cost agreement in the Appendices section of the H8F Award Submission, if 0.00% indirect rate (includes utilities and accounting services)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS (Total of Total Direct Charges and Indirect Charges)	\$ 225,319	\$ -	\$ 252,819	\$ -	\$ 252,819	\$ -	\$ 252,819	\$ 252,819

Federally-Supported Personnel Justification Table

The table below is required for each staff positions (all direct hire staff and independent contracted staff) supported in whole or in part by federal funds.

* Each staff member listed will not exceed 1.0FTE across the H80 and H8C/H8D/H8E/H8

Note: The award funds may not be used to pay the salary of an individual at a rate in e Executive Level II or \$212,100. Provide all base salaries at the full amount even if they e:

NAME	POSITION TITLE	% OF FTE for this award	TOTAL FEDERAL SUPPORT REQUESTED
Jane Doe	Medical Director	2.00%	\$ 4,242
John Doe	Community Health Worker	50.00%	\$ 42,500
Noelle Soto	Project Manager	8.00%	\$ 8,118
Dona Weissenfels	Clinic Operations Officer	4.00%	\$ 7,806
		0.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
		0.00%	\$ -
		TOTAL	\$ 15,924



County Holidays

Holidays Observed by Solano County

2023

New Year's Day	Monday, January 2, 2023
Martin Luther King's Birthday	Monday, January 16, 2023
Lincoln's Birthday	Monday, February 13, 2023
Washington's Birthday	Monday, February 20, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Indigenous Peoples' Day	Monday, October 9, 2023
Veterans Day	Friday, November 10, 2023
Thanksgiving Day	Thursday, November 23, 2023
Day after Thanksgiving Day	Friday, November 24, 2023
Christmas Eve ¹	Friday, December 22, 2023
Christmas Day	Monday, December 25, 2023
New Years Eve ¹	Friday, December 29, 2023

2024

New Year's Day	Monday, January 1, 2024
Martin Luther King's Birthday	Monday, January 15, 2024
Lincoln's Birthday	Monday, February 12, 2024
Washington's Birthday	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Indigenous Peoples' Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving Day	Friday, November 29, 2024
Christmas Eve ¹	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Years Eve ¹	Tuesday, December 31, 2024

¹ This is a partial holiday