



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles Health and Mental Health Services

**DATE:** Wednesday, May 27, 2020  
**TIME:** 10:00 a.m.

**DUE TO CLOSURE OF ALL COUNTY BUILDINGS,  
MEETING WILL BE HELD BY PHONE.  
TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:  
DIAL-IN NUMBER: 1 (323) 776-6996  
CONFERENCE ID: 495545110#**

### AGENDA

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Three (3) minutes are allowed for each item.

- I. Call to order
- II. **Information Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
  - a. **DHS:** Authorize the Sole-Source Acquisition of a Human Patient Simulator For LAC+USC Medical Center
  - b. **DHS:** Approval of Delegations of Authority to Extend Tutoring and Mentoring Program Agreements and to Enter into Successor Agreements
  - c. **DHS:** Request to Accept Compromise Offers of Settlement for Patients Seen Under the Trauma Center Service Agreement
  - d. **DPH:** Approval to Execute an Amendment to Extend the Term of a Master Agreement Work Order with Partners in Diversity, Inc. for the Provision of Temporary Personnel Services to Support the Tobacco Control and Prevention Program (#5253)
- III. **Presentation Item(s):**
  - a. **DMH:** Approval to Extend the Term of 29 Existing Fee-For-Service Medi-Cal Acute Psychiatric Inpatient Hospital Services Agreements and Two Sole Source Indigent Acute Psychiatric Inpatient Hospital Services Agreements for Six Months

- b. DPH:** Authorization to Accept and Implement a Forthcoming Award and Future Awards and/or Amendments from the California Department of Public Health to Support the California Home Visiting Program (#5197)

- IV. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting
- V. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda
- VI. Public Comment
- VII. Adjournment

## BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

**I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

**II. RECOMMENDED ACTIONS** (summarized)

**III. COST AND FUNDING SOURCES**

Cost:

Funding:

**IV. BACKGROUND** (critical and/or insightful)

**V. POTENTIAL ISSUE(S)**

**VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZE THE SOLE-SOURCE ACQUISITION OF A HUMAN PATIENT  
SIMULATOR FOR LAC+USC MEDICAL CENTER  
(SUPERVISORIAL DISTRICTS 1)  
(3 VOTES)**

**SUBJECT**

Authorize the Internal Services Department, as the County Purchasing Agent, to proceed with the sole source acquisition of a Human Patient Simulator from CAE Healthcare, Inc. for the Department of Health Services at LAC+USC Medical Center.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize the Director of the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the sole source acquisition of a Human Patient Simulator (HPS) from CAE Healthcare, Inc. (CAE) for LAC+USC Medical Center (LAC+USC MC), with a total value of approximately \$310,000.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this action will authorize ISD, as the County's Purchasing Agent to proceed with the sole source acquisition of a HPS with an estimated total value of \$310,000, which includes equipment purchase cost of \$225,000 and offsetting trade-in credit of \$85,000.

This acquisition will allow LAC+USC MC to replace the existing malfunctioning and end-of-life HPS simulator. The HPS will allow clinicians to continue using patient simulation to educate and train anesthesia providers and hospital personnel, related to real airway management, administration of anesthesia medications and gases in preparation for safe patient care. In addition, the department will provide Covid-19 related provider-safe airway management training for all providers of patient care, including physicians, advanced practice nurses, and medical-surgical nurses.

DHS is requesting that the acquisition be acquired from a sole source vendor, CAE. The HPS is a life-like anatomically correct with anesthesia specific physiologic responses that mimic real patients undergoing anesthesia, and provides real-time human like

responses to airway management. The HPS simulator interfaces with a real anesthesia machine complete with ventilator, which can provide anesthetic and airway gases, including oxygen. In addition, medications and fluids can be administered to the HPS simulator. All these capabilities provide an expected human response for which patient care provider's actions can be evaluated prior to actual patient care. The HPS, including all software, learning modules, and accessories, are manufactured, sold, and distributed exclusively by CAE. There are no like items or products available for purchase that would offer the same functionality and capabilities as the HPS are controlled and operated with the Muse software, which feature unique physiological modeling technology and Simulated Clinical Experiences that are proprietary to CAE.

### **Implementation of Strategic Plan Goals**

This recommendation supports the County Strategic Plan: Strategy II.2, "Support the Wellness of Our Communities" and III.3, "Pursue Operational Effectiveness, Fiscal Responsibility and Accountability".

### **FISCAL IMPACT/FINANCING**

The total purchase cost for the equipment is approximately \$225,000. The estimated acquisition cost includes HPS, delivery system, accessory kit, training, tax and shipping. Funding is included in the Fiscal Year 2019-20 Final Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed asset (now referred to as capital asset) acquisitions requiring County departments to obtain Board approval to acquire or finance equipment with a unit cost of \$250,000 or greater prior to submitting their requisition to ISD.

### **CONTRACTING PROCESS**

The acquisition of equipment falls under the statutory authority of the County Purchasing Agent and will be accomplished in accordance with the County's purchasing policies and procedures for sole source purchases.

### **IMPACT ON CURRENT SERVICES**

Approval of the recommendation will allow LAC+USC MC to continue to provide Human Patient Simulated training and in-services for the purpose of evaluation of patient care providers prior to actual patient care.

The Honorable Board of Supervisors  
June 9, 2020  
Page 3

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

CRG:jc

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors  
Internal Services Department

## BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

**I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

**II. RECOMMENDED ACTIONS** (summarized)

**III. COST AND FUNDING SOURCES**

Cost:

Funding:

**IV. BACKGROUND** (critical and/or insightful)

**V. POTENTIAL ISSUE(S)**

**VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF DELEGATIONS OF AUTHORITY TO EXTEND  
TUTORING AND MENTORING PROGRAM AGREEMENTS  
AND TO ENTER INTO SUCCESSOR AGREEMENTS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT:**

Request approval of delegated authority to (i) extend the term of five expiring Tutoring and Mentoring Agreements with participating colleges, to allow for completion of the Registered Nurse Program curricula interrupted by the COVID-19 pandemic; (ii) execute Successor Agreements with the five participating colleges for a term expiring on June 30, 2022; (iii) extend the term of the Successor Agreements for up to four two-year term extension options; and (iv) execute amendments to the Successor Agreements to make changes to the scope of work, add or update non-substantive or Board required provisions and, if necessary, effect termination of the agreements in accordance with the agreement terms.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Health Services (Director), or authorized designee, to extend the term of five Tutoring and Mentoring Agreements with the community colleges identified on Attachment A, to allow for completion of the Registered Nurse Program (Program) curricula interrupted by the COVID-19 pandemic, with no increase in the County of Los Angeles (County) 's maximum contribution under the Agreements.
2. Delegate authority to the Director, or authorized designee, to negotiate and execute Successor Agreements with the five community colleges identified on Attachment A, to allow for the continued provision of Tutoring and Mentoring Services for nursing students enrolled in the Program, effective upon execution, for an initial term through June 30, 2022 and an average annual County



contribution to the Program of \$436,000 for all five Successor Agreements, with four two-year term extension options, all subject to review and approval by County Counsel.

3. Delegate authority to the Director, or authorized designee, to exercise term extension options under the Successor Agreements and to execute amendments to the Successor Agreements to: (i) make changes to the agreements, including scope of work, based on changes to the Program, available funding, the needs of the students and/or the County, technology, applicable law, industry standards, Department of Health Services (DHS or Department) requirements or other Board or County requirements; (ii) increase the County contributions to the program by no more than 5% of total annual Program Contributions for all colleges identified on Attachment A; (iii) effect termination of the Successor Agreements in accordance with provisions outlined in the agreement, if in the sole judgement of the Director, or authorized designee, such action is in the best interest of the County of Los Angeles (County).

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

### **Background**

At the direction of the Board, DHS has been collaborating with and providing financial assistance to the five (5) colleges identified on Attachment A for the past two decades to assist nursing students with improving their study skills and enhancing their academic performance, with the goal of extending DHS employment opportunities for Registered Nurse (RN) graduates. These collaborations are collectively referred to as the Department of Health Services Tutoring and Mentoring Program (Program). The Department's Office of Nursing Affairs (ONA) provides ongoing nurse recruitment throughout the County and specifically partners with these five (5) local community-based schools to ensure a broad reach and scope of entry level nursing graduates and assist in identifying career opportunities throughout DHS.

The Program is designed to provide support and resources to nursing students including, but not limited to: tutoring by all nursing faculty, extended evening and weekend tutoring hours, nursing resource lab, simulation and exam review workshops, additional evening academic workshops, and counseling support for nursing students.

The Program activities enhance opportunities to embrace and empower students to achieve successful outcomes and provide students with the opportunity to participate in supervised skills labs to enhance and refine skills previously or newly learned throughout the semester. Simulation lab experience gives the students the opportunity to learn and practice in a realistic and risk-free environment. Students express that the simulation experiences have been invaluable opportunities that enrich and enhance

their learning and confidence. The Program assists in strengthening clinical skills and preparing the nursing students for the National Counsel Licensing Exam for RNs.

The success rate of the Program is demonstrated by an increase in hiring of RNs for the DHS facilities, and other County Departments. A total of 449 undergraduate nursing students have been hired by DHS since Fiscal Year (FY) 2014 through FY 2019.

### Recommendations

Approval of the first recommendation will allow the Director, or authorized designee, to execute amendments to the five (5) expiring Agreements identified on Attachment A, to allow for completion of the curricula of the semesters interrupted by the COVID-19 emergency until the County's contribution to the Program under the Agreements is depleted or the Successor Agreements are executed. The current Agreements are slated to expire during the summer of this year.

Approval of the second recommendation will allow the Director, or authorized designee, to execute Successor Agreements for the continuance of the Program for nursing students at the five (5) community colleges identified on Attachment A, with an initial term effective upon execution through June 30, 2022, , with options to extend the term of each Successor Agreement for up to four (4) additional two-year periods through June 30, 2030, and an annual average County contribution of \$436,000 for all five Agreements.

Approval of the third recommendation will allow the Director, or authorized designee, to exercise the term extension options under the Successor Agreements, amend the Successor Agreements based on the changes in requirements, available funding or applicable law, increase the County annual contributions to the program by no more than 5% to account for possible changes in program needs and/or emergencies; and effect termination of the Successor Agreements in accordance with provisions outlined in the agreement, if such action is in the best interest of the County.

### Implementation of Strategic Plan Goals

The recommended actions support Strategy II.2 "Support the Wellness of Our Communities", III.1 "Continually Pursue Development of Our Workforce" and III.3 "Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability" of the County's Strategic Plan.

### FISCAL IMPACT/FINANCING

The County's cumulative average annual contribution for all five (5) Successor Agreements is \$436,000; Attachment A provides additional information.

Funding is included in the DHS Fiscal Year (FY) 2020-21 Recommended Budget and will be requested as continuing appropriation in future fiscal years, as needed.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In an effort to address the overall nursing shortages in the County system, the Board initially instructed DHS to establish a Program in 1999 with East Los Angeles College and since then approved the Program at Glendale Community College, Los Angeles Valley College, El Camino-Compton Education Center and Los Angeles Harbor College. In 2019, after the County's partnership with El Camino College-Compton Education Center ended, Compton College acquired its accreditation and is continuing participating in the Program. County's contribution to the Program pursuant to these Agreements provides for specialized tutoring and mentoring of essential personnel before they are hired by the County and promotes the Department's efforts to minimize reliance on contracted nursing registries.

Agreements, amendments any and other legally binding correspondence created pursuant to the Board's approval of the recommended delegations of authority herein will be subject to prior review and approval as to form by County Counsel.

### **CONTRACTING PROCESS**

At the direction of the Board, the Agreements were established specifically with local community colleges with RN programs due to an identified need to increase the number of RN candidates for possible County employment. It is not appropriate to solicit for these Agreements as they are tailored for these unique academic and training purposes.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Board approval of the recommended actions will ensure continuance of the Program for nursing students, which will generate additional qualified nurses for consideration of employment at DHS facilities and other County departments for years to come.

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

CRG:kc

The Honorable Board of Supervisors  
June 9, 2020  
Page 5

Enclosures

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**TUTORING AND MENTORING PROGRAM  
EXTENSION AMENDMENTS**

**ATTACHMENT A**

COLLEGE NAME	CURRENT AGREEMENT NO.	EXPIRATION	SUCCESSOR AGREEMENT NEW TERM*	FY 2020-2021	FY 2021-2022	TERM COST
1 EAST LOS ANGELES COLLEGE	H-210896	7/31/2020	8/1/2020-7/31/2022	90,000.00	90,000.00	180,000.00
**2 EL CAMINO COLLEGE-COMPTON EDUCATION CENTER	H-703497	6/30/2020	N/A			N/A
COMPTON COLLEGE	N/A	N/A	7/1/2020-6/30/2022	90,000.00	90,000.00	180,000.00
3 GLENDALE COMMUNITY COLLEGE	H-300470	6/30/2020	7/1/2020-6/30/2022	90,000.00	90,000.00	180,000.00
4 LOS ANGELES HARBOR COLLEGE	H-704548	6/30/2020	7/1/2020-6/30/2022	76,000.00	76,000.00	152,000.00
5 LOS ANGELES VALLEY COLLEGE	H-300469	6/30/2020	7/1/2020-6/30/2022	90,000.00	90,000.00	180,000.00
ANNUAL COST				\$436,000.00	\$436,000.00	
				MAXIMUM COST		\$872,000

**\*Note:**

\* Agreement Terms subject to change based upon commencement of the new semester delayed by the Covid-19 Pandemic.

\*\* The partnership between El Camino Community College and Compton College terminated June 7, 2019. El Camino Community College has opted out of the program however, Compton College has elected to continue its participation in the program.

In June 2017, Compton College, the formally Compton Education Center was seeking re-accreditation. At that time, the College entered into partnership with El Camino Community College, which had the appropriate accreditation to provide Tutoring and Mentoring Services. Since then Compton College has gained independent accreditation and will now continue offering services independently of El Camino College; who has withdrawn from the Program.

## BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

**I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

**II. RECOMMENDED ACTIONS** (summarized)

**III. COST AND FUNDING SOURCES**

Cost:

Funding:

**IV. BACKGROUND** (critical and/or insightful)

**V. POTENTIAL ISSUE(S)**

**VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO ACCEPT COMPROMISE OFFERS OF SETTLEMENT  
FOR PATIENTS SEEN UNDER THE  
TRAUMA CENTER SERVICE AGREEMENT  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

To request Board approval for the Director of Health Services, or designee, to accept compromise offers of settlement for patients who received medical care at either County facilities and/or at non-County operated facilities under the Trauma Center Service Agreement. The compromise offers of settlement referenced below are not within the Director's authority to accept.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director of Health Services (Director), or designee, to accept the attached compromise offers of settlement, pursuant to Section 1473 of the Health and Safety Code, for the following individual accounts:

Patients who received medical care at County facilities:

Harbor UCLA Medical Center – Account Number 100900950 in the amount of  
\$10,000.00

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Patients who received medical care at County facilities: The compromise offer of settlement for these patient accounts is recommended because the patients are unable to pay the full amount of charges and the compromise offers represent the maximum amount the Department of Health Services (DHS) was able to negotiate or was offered.

The best interest of the County would be served by approving the acceptance of these compromises, as it will enable the DHS to maximize net revenue on these accounts.

### **Implementation of Strategic Plan Goals**

The recommended actions will support Strategy III.3 “Pursue for Operational Effectiveness, Fiscal Responsibility, and Accountability” of the County’s Strategic Plan.

### **FISCAL IMPACT/FINANCING**

This will expedite the County’s recovery of revenue totaling approximately \$10,000.00  
There is no net cost to the County.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Under County Code Chapter Section 2.76.046, the Director, or designee, has the authority to reduce patient account liabilities by the greater of i) \$15,000, or ii) \$75,000 or 50 percent of the account balance, whichever is less. Any reduction exceeding the Director’s, or designee’s, authority requires Board approval.

On January 15, 2002, the Board adopted an ordinance granting the Director, or designee, authority to compromise or reduce patient account liabilities when it is in the best interest of the County to do so.

On November 1, 2005, the Board approved a revised ordinance granting the Director, or designee, authority to reduce, on an account specific basis, the amount of any liability owed to the County which relates to medical care provided by third parties for which the County is contractually obligated to pay and related to which the County has subrogation or reimbursement rights. The revised ordinance was adopted by the Board on December 8, 2005.



The Honorable Board of Supervisors  
June 9, 2020  
Page 3

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Maximizing net revenues on patients who received medical care at County facilities will help DHS meet its budgeted revenue amounts. All payments received for the trauma accounts (non-County facilities) will replenish the Los Angeles County Trauma Funds.

Respectfully submitted,

Christina R. Ghaly, M.D.  
Director

CRG:ANW:VP

Enclosures (1)

c: Chief Executive Office  
County Counsel  
Executive Office, Board of Supervisors

**DATA FOR COMPROMISE SETTLEMENT**

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES  
TRANSMITTAL 20-4-A

Amount of Aid	\$148,203.72	Account Number	100900950
Amount Paid	0.00	Name	Adult Male
Balance Due	\$148,203.72	Service Date	01/17/17 – 03/28/19
Compromise Amount Offered	\$10,000.00	Facility	Harbor UCLA Medical Center
Amount to be Written Off	\$138,203.72	Service Type	Inpatient

**JUSTIFICATION**

The patient was treated at Harbor UCLA Medical Center at a total cost of \$148,203.72.

The attorney has settled the case in the amount of \$230,000.00. Due to the recovery amount being insufficient enough to fully satisfy all liens the attorney proposes the following disbursement:

<b>Disbursements</b>	<b>Total Claim</b>	<b>Proposed Settlement</b>	<b>Percent of Settlement</b>
Attorney Fees	\$76,659.00	\$76,659.00	33.00%
Attorney Cost	\$463.20	\$463.20	.20%
Other lien holders	\$112,452.93	\$7,590.57	3.30%
Los Angeles Department of Health Services	\$148,203.72	\$10,000.00	4.35%
Net to Client (Heirs)	\$0.00	\$135,287.23	58.82%
<b>Total</b>	<b>\$337,778.85</b>	<b>\$230,000.00</b>	<b>100.00%</b>

## BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

**I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

**II. RECOMMENDED ACTIONS** (summarized)

**III. COST AND FUNDING SOURCES**

Cost:

Funding:

**IV. BACKGROUND** (critical and/or insightful)

**V. POTENTIAL ISSUE(S)**

**VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**



BARBARA FERRER, Ph.D., M.P.H., M.Ed.  
Director

MUNTU DAVIS, M.D., M.P.H.  
County Health Officer

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

BOARD OF SUPERVISORS

Hilda L. Solis  
First District

Mark Ridley-Thomas  
Second District

Sheila Kuehl  
Third District

Janice Hahn  
Fourth District

Kathryn Barger  
Fifth District

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO EXECUTE AN AMENDMENT TO EXTEND THE TERM OF A  
MASTER AGREEMENT WORK ORDER WITH PARTNERS IN DIVERSITY, INC. FOR  
THE PROVISION OF TEMPORARY PERSONNEL SERVICES TO SUPPORT THE  
TOBACCO CONTROL AND PREVENTION PROGRAM  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute an amendment to extend the term a Master Agreement Work Order with Partners in Diversity, Inc. for the provision of temporary personnel services to support the Department of Public Health Division of Chronic Disease and Injury Prevention's Tobacco Control and Prevention Program.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize and instruct the Director of the Department of Public Health (DPH), or designee, to execute an amendment to Master Agreement Work Order (MAWO) Number PH-003153-W10 with Partners in Diversity, Inc. (PID), substantially similar to Exhibit I, to extend the term of the MAWO for one year, effective July 1, 2020 through June 30, 2021, for the provision of temporary personnel services to support DPH's Division of Chronic Disease and Injury Prevention's (DCDIP) Tobacco Control and Prevention Program (TCPP), in the amount of \$2,283,657, fully offset by

California Department of Public Health (CDPH), California Tobacco Control Program (CTCP) funds.

2. Delegate authority to the Director of DPH, or designee, to execute an amendment to the MAWO that extends the term up to one additional year, through June 30, 2022, at an annual maximum obligation not to exceed \$2,283,657, contingent upon the availability of funding and contractor performance, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow DPH to execute an amendment to MAWO Number PH-003153-W10 with PID to extend the term for one year, effective July 1, 2020 through June 30, 2021 to continue providing temporary personnel for TCPP.

Approval of Recommendation 2 will allow DPH to execute an amendment to the MAWO to extend the term for one additional year, through June 30, 2022, if necessary, and provide additional funding to enhance and expand TCPP objectives and/or activities.

The MAWO provides 22 temporary personnel that support TCPP. They provide leadership, coordination, program management, general administrative support, and other specialized programmatic services that are professional, technical, and temporary to support DPH's tobacco control and prevention efforts throughout the County.

The 22 full-time temporary personnel implement objectives related to tobacco control and prevention including: 1) participating in the planning, coordination, and implementation of a statewide Retail Environment Campaign; 2) expanding the county-wide tobacco control coalition, including youth engagement; 3) reducing youth access to tobacco products through the implementation of evidence-based jurisdiction-wide strategies; 4) reducing exposure to secondhand smoke in outdoor areas and multi-unit housing through the implementation of evidence-based jurisdiction-wide strategies; 5) increasing access to tobacco cessation support services; and 6) increasing education through media outlets related to the dangers of secondhand smoke, youth access to tobacco and other products, and availability of tobacco cessation resources.

DCDIP has been working with DPH Finance and Human Resources to request permanent County positions from the CEO; however, the request is still under review. Therefore, the MAWO extension is necessary to ensure continued technical assistance and support for the TCPP project.

### **Implementation of Strategic Goals**

The recommended actions support Strategy II.2, Support the Wellness of Our Communities, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total cost for the recommended MAWO extension for the period of July 1, 2020 through June 30, 2021 is estimated not to exceed \$2,283,657; 100 percent offset by CDPH/CTCP grant funds.

There is no net County cost associated with this action. Funding is included in DPH's Recommended Budget for fiscal year (FY) 2020-21 and will be included in future FYs as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since 1990, DPH TCPP has received funding from CDPH/CTCP for the provision of tobacco control and prevention services. Currently, CDPH/CTCP funding supports efforts to decrease exposure to environmental tobacco smoke, counter pro-tobacco influences, and provide media advocacy. The tobacco control plan for Los Angeles County, which was approved by CDPH/CTCP, specifies that DPH contract with community-based agencies to provide services to reduce tobacco use through policy action and behavior change.

County Counsel has reviewed and approved Exhibit I as to form.

### **CONTRACTING PROCESS**

On June 12, 2018, your Board approved execution of MAWO Number PH-003153-W10 with PID in the total amount of \$2,283,657 for the term of July 1, 2018 through June 30, 2019 for the provision of temporary personnel services for TCPP.

On May 24, 2019, under Board delegated authority, DPH executed Amendment Number 1 to MAWO Number PH-003153-W10 with PID to extend the term for one additional year through June 30, 2020.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow DPH to continue and expand tobacco control and prevention efforts throughout Los Angeles County.

The Honorable Board of Supervisors  
June 9, 2020  
Page 4

Respectfully submitted,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

BF:vt  
BL #05253

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

Master Agreement Number: PH-003153  
Work Order Number: PH-003153-W10

COUNTY OF LOS ANGELES / DEPARTMENT OF PUBLIC HEALTH  
MASTER AGREEMENT WORK ORDER  
FOR  
TEMPORARY PERSONNEL SERVICES  
PARTNERS IN DIVERSITY INC.

Amendment Number 2

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2020,

by and between

COUNTY OF LOS ANGELES (hereafter  
"County"),

and

PARTNERS IN DIVERSITY, INC.  
(hereafter "Contractor").

WHEREAS, on April 5, 2016, the County and Contractor entered into Master Agreement Number PH-003153 to provide temporary personnel services for the Department of Public Health; and

WHEREAS, reference is made to Master Agreement Number PH-003153 and any amendments thereto (all referred to as "Master Agreement"), between County and Contractor; and

WHEREAS, on July 1, 2018, the County and Contractor, entered into Master Agreement Work Order (MAWO) Number PH-003153-W10 to provide temporary personnel services to support the Tobacco Control and Prevention Program; and



WHEREAS, on June 11, 2019, an amendment to the MAWO was executed to extend the term one additional year, through June 30, 2020; and

WHEREAS, it is the intent of the parties hereto to amend the MAWO to extend the term through June 30, 2021 at an annual maximum obligation not to exceed \$2,283,657 and make certain modifications to the MAWO; and

WHEREAS, Master Agreement, Paragraph 8.1, Amendments, provides that changes may be made in the form of an Amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise, and personnel necessary to provide services consistent with the requirements of this MAWO and consistent with the professional standard of care for these services.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall be effective upon execution for the period July 1, 2020 through June 30, 2021.
2. Attachment B-3 (Term 3), Scope of Work – Goals and Objectives, attached hereto and incorporated herein by reference, shall be added to the MAWO .
3. Attachment C-3 (Term 3), Line Item Budget, attached hereto and incorporated herein by reference, shall be added to the MAWO.
4. Paragraph 1.0, **APPLICABLE DOCUMENTS**, shall be deleted in its entirety and replaced as follows:

**"1.0 APPLICABLE DOCUMENTS**

Attachments A, B, B-2, B-3, C, C-2, C-3, D, E, and F are attached to and form a part of this MAWO. In the event of any conflict or

inconsistency in the definition or interpretation of any work, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Attachments, or between Attachments, such conflict or consistency shall be resolved by giving precedence first to the Master Agreement, including any Amendments thereto, MAWO, and then to the Attachments according to the following priority.

**Standard Attachments:**

Attachment A – Statement of Work

Attachment B – Scope of Work – Goals and Objectives (Term 2)

Attachment B-2 – Scope of Work – Goals and Objectives (Term 3)

Attachment C – Line Item Budget

Attachment C-2 – Line Item Budget (Term 2)

Attachment C-3 – Line Item Budget (Term 3)

Attachment D – Certification of No Conflict of Interest

Attachment E – Certification of Employee Status

Attachment F – Health Insurance Portability and Accountability Act"

5. Paragraph 2.0, **WORK**, shall be deleted in its entirety and replaced as follows:

**"2.0 WORK**

Pursuant to the provisions of this work order, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables,

services and other work as set forth in Attachment A, Statement of Work, and Attachments B, B-2 (Term 2), and B-3 (Term 3), Scope of Work - Goals and Objectives, and shall constitute the complete and exclusive statement of understanding between the parties, which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this MAWO."

6. Paragraph 3.0, **TERM OF MASTER AGREEMENT WORK ORDER**, shall be deleted in its entirety and replaced as follows:

**"3.0 TERM OF MASTER AGREEMENT WORK ORDER**

The term of this MAWO shall commence on July 1, 2018 and shall continue in full force and effect through June 30, 2021, unless sooner terminated or extended, in whole or in part, as provided in this MAWO."

7. Paragraph 4.0, **CONTRACT RATES - PERSONNEL**, shall be deleted in its entirety and replaced as follows:

**"4.0 CONTRACT RATES - PERSONNEL**

Contractor shall provide the personnel in the specified job classifications at the specified rates in Attachments C, C-2 (Term 2), and C-3 (Term 3), Line Item Budget. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director or designee."

8. Subparagraphs 7.1 and 7.2 of Paragraph 7.0, **MAXIMUM TOTAL AMOUNT AND PAYMENT**, shall be deleted in their entirety and replaced as follows:

- "7.1 The Maximum Total Amount that County will pay Contractor for all Services to be provided under this MAWO for Tobacco Control and Prevention Program (TCPP) shall not exceed the amount of Two Million, Two Hundred Eighty-Three Thousand, Six Hundred Fifty-Seven Dollars (\$2,283,657) for the period of July 1, 2018 through June 30, 2019; Two Million, Two Hundred Eighty-Three Thousand, Six Hundred Fifty-Seven Dollars (\$2,283,657) for the period of July 1, 2019 through June 30, 2020; and Two Million, Two Hundred Eighty-Three Thousand, Six Hundred Fifty-Seven Dollars (\$2,283,657) for the period of July 1, 2020 through June 30, 2021; unless otherwise revised or amended under the terms of this MAWO.
- 7.2 County agrees to compensate Contractor in accordance with the payment structure as set forth in Attachments C, C-2 (Term 2), and C-3 (Term 3), Line Item Budgets attached hereto and incorporated herein by reference."

9. Paragraph 9.0, **MANDATORY COMPLETION DATE**, shall be deleted in its entirety and replaced as follows:

**"9.0 MANDATORY COMPLETION DATE**

Contractor shall provide all deliverables no later than the Completion Date identified in the Attachments B, B-2 (Term 2), and B-3 (Term 3), Scope of Work – Goals and Objectives. The

Contractor shall ensure all Services have been performed by such date."

10. Paragraph 2.0, **PROJECT TERM**, of Attachment A, Statement of Work, shall be deleted in its entirety and replaced as follows:

**"2.0 Project Term**

The term of the Tobacco Control and Prevention Program (TCPP) Temporary Personnel Services MAWO shall commence July 1, 2018 through June 30, 2021, unless sooner terminated or extended, in whole or in part, as provided in the MAWO."

11. Attachment A, Statement of Work, Subparagraph 3.2 of Paragraph 3.0, **COMPENSATION**, shall be deleted in its entirety and replaced as follows:

"3.2 Contractor shall provide the personnel in the specified job classifications at the specified rates submitted in response to the WOS, Attachments C, C-2 (Term 2), and C-3 (Term 3), Line Item Budgets. Contractor shall not add or replace specified personnel without the prior written permission of the County Project Director or designee."

12. Attachment A, Statement of Work, Subparagraph 4.2 of Paragraph 4.0, **QUALITY ASSURANCE PLAN**, shall be deleted in its entirety and replaced as follows:

"4.2 County will evaluate Contractor's personnel performance under the resultant MAWO using the measures defined in Attachments B, B-2 (Term 2), and B-3 (Term 3), Scope of Work – Goals and Objectives."

13. Paragraph 15.0, **Workers Compensation and Employers' Liability**, shall be added to read as follows:

**"15.0 Workers Compensation and Employers' Liability insurance** or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 Million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law."

14. Paragraph 17.0, **RECORD RETENTION AND AUDITS**, shall be added to read as follows:

**"17.0 RECORD RETENTION AND AUDITS:**

A. **Service Records:** Contractor shall maintain all service records related to this contract for a minimum period of seven (7) years following the expiration or prior termination of this Contract. Contractor shall provide upon request by County, accurate and complete records of

its activities and operations as they relate to the provision of services, hereunder. Records shall be accessible as detailed in the subsequent sub-paragraph.

B. Financial Records: Contractor shall prepare and maintain on a current basis, complete financial records in accordance with generally accepted accounting principles; written guidelines, standards, and procedures which may from time to time be promulgated by Director; and requirements set forth in the Los Angeles County Auditor-Controller's Contract Accounting and Administration Handbook. The handbook is available on the internet at

<http://publichealth.lacounty.gov/cg/docs/AuditorControllerContractingandAdminHB.pdf>

Such records shall clearly reflect the actual cost of the type of service for which payment is claimed and shall include, but not be limited to:

- (1) Books of original entry which identifies all designated donations, grants, and other revenues, including County, federal, and State revenues and all costs by type of service.
- (2) A General Ledger.
- (3) A written cost allocation plan which shall include reports, studies, statistical surveys, and all other information Contractor used to identify and allocate indirect costs among Contractor's various services. Indirect Costs shall mean those costs incurred for a common or joint

objective which cannot be identified specifically with a particular project or program.

(4) Personnel records which show the percentage of time worked providing service claimed under this Contract. Such records shall be corroborated by payroll timekeeping records, signed by the employee and approved by the employee's supervisor, which show time distribution by programs and the accounting for total work time on a daily basis. This requirement applies to all program personnel, including the person functioning as the executive director of the program, if such executive director provides services claimed under this Contract.

(5) Personnel records which account for the total work time of personnel identified as indirect costs in the approved contract budget. Such records shall be corroborated by payroll timekeeping records signed by the employee and approved by the employee's supervisor. This requirement applies to all such personnel, including the executive director of the program, if such executive director provides services claimed under this Contract.

The entries in all of the aforementioned accounting and statistical records must be readily traceable to applicable source documentation (e.g., employee timecards, remittance advice, vendor invoices, appointment logs, client/patient ledgers). The client/patient eligibility determination and fees charged to, and collected from clients/patients must also be reflected therein. All financial records shall be retained by



Contractor at a location within Los Angeles County during the term of this Contract and for a minimum period of seven (7) years following expiration or earlier termination of this Contract, or until federal, State and/or County audit findings are resolved, whichever is later. During such retention period, all such records shall be made available during normal business hours within ten (10) calendar days, to authorized representatives of federal, State, or County governments for purposes of inspection and audit. In the event records are located outside Los Angeles County and Contractor is unable to move such records to Los Angeles County, the Contractor shall permit such inspection or audit to take place at an agreed to outside location, and Contractor shall pay County for all travel, per diem, and other costs incurred by County for any inspection and audit at such other location. Contractor shall further agree to provide such records, when possible, immediately to County by facsimile/FAX, or through the Internet (i.e. electronic mail ["e-mail"]), upon Director's request. Director's request shall include appropriate County facsimile/FAX number(s) and/or e-mail address(es) for Contractor to provide such records to County. In any event, Contractor shall agree to make available the original documents of such FAX and e-mail records when requested by Director for review as described hereinabove.

C. Preservation of Records: If, following termination of this Contract, Contractor's facility is closed or if ownership of Contractor changes, within 48 hours thereafter, the Director is to be notified thereof

by Contractor in writing and arrangements are to be made by Contractor for preservation of the client/patient and financial records referred to hereinabove.

D. Audit Reports: In the event that an audit of any or all aspects of this Contract is conducted by any federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, Contractor shall file a copy of each such audit report(s) with the Chief of the DPH Contract Monitoring Division, and with County's Auditor-Controller (Auditor-Controller's Audit Branch) within thirty (30) calendar days of Contractor's receipt thereof, unless otherwise provided for under this Contract, or under applicable federal or State regulations. To the extent permitted by law, County shall maintain the confidentiality of such audit report(s).

E. Independent Audit: Contractor's financial records shall be audited by an independent auditor in compliance with Title 2 of the Code of Federal Regulations (CFR) 200.501. The audit shall be made by an independent auditor in accordance with Governmental Financial Auditing Standards developed by the Comptroller General of the United States, and any other applicable federal, State, or County statutes, policies, or guidelines. Contractor shall complete and file such audit report(s) with the County's DPH Contract Monitoring Division no later than the earlier of thirty (30) days after receipt of the auditor's report(s) or nine (9) months after the end of the audit period.

If the audit report(s) is not delivered by Contractor to County within the specified time, Director may withhold all payments to Contractor under all service agreements between County and Contractor until such report(s) is delivered to County.

The independent auditor's work papers shall be retained for a minimum of three (3) years from the date of the report, unless the auditor is notified in writing by County to extend the retention period. Audit work papers shall be made available for review by federal, State, or County representative upon request.

F. Federal Access to Records: If, and to the extent that, Section 1861 (v) (1) (I) of the Social Security Act [42 United States Code ("U.S.C.") Section 1395x(v) (1) (I)] is applicable, Contractor agrees that for a period of seven (7) years following the furnishing of services under this Contract, Contractor shall maintain and make available, upon written request, to the Secretary of the United States Department of Health and Human Services or the Comptroller General of the United States, or to any of their duly authorized representatives, the contracts, books, documents, and records of Contractor which are necessary to verify the nature and extent of the cost of services provided hereunder. Furthermore, if Contractor carries out any of the services provided hereunder through any subcontract with a value or cost of ten thousand dollars (\$10,000) or more over a 12 month period with a related organization (as that term is defined under federal law), Contractor agrees that each such subcontract shall

provide for such access to the subcontract, books, documents, and records of the Subcontractor.

G. Program and Audit/Compliance Review: In the event County representatives conduct a program review and/or an audit/compliance review of Contractor, Contractor shall fully cooperate with County's representatives. Contractor shall allow County representatives access to all records of services rendered and all financial records and reports pertaining to this Contract and shall allow photocopies to be made of these documents utilizing Contractor's photocopier, for which County shall reimburse Contractor its customary charge for record copying services, if requested. Director shall provide Contractor with at least ten (10) working days prior written notice of any audit/compliance review, unless otherwise waived by Contractor.

County may conduct a statistical sample audit/compliance review of all claims paid by County during a specified period. The sample shall be determined in accordance with generally accepted auditing standards. An exit conference shall be held following the performance of such audit/compliance review at which time the result shall be discussed with Contractor. Contractor shall be provided with a copy of any written evaluation reports.

Contractor shall have the opportunity to review County's findings on Contractor, and Contractor shall have thirty (30) calendar days after receipt of County's audit/compliance review results to provide

documentation to County representatives to resolve the audit exceptions. If, at the end of the thirty (30) calendar day period, there remains audit exceptions which have not been resolved to the satisfaction of County's representatives, then the exception rate found in the audit, or sample, shall be applied to the total County payment made to Contractor for all claims paid during the audit/compliance review period to determine Contractor's liability to County. County may withhold any claim for payment by Contractor for any month(s) for any deficiency(ies) not corrected.

H. Audit Settlements:

(1) If an audit conducted by federal, State, and/or County representatives finds that units of service, actual reimbursable net costs for any services and/or combinations thereof furnished hereunder are lower than units of service and/or reimbursement for stated actual net costs for any services for which payments were made to Contractor by County, then payment for the unsubstantiated units of service and/or unsubstantiated reimbursement of stated actual net costs for any services shall be repaid by Contractor to County. For the purpose of this paragraph an "unsubstantiated unit of service" shall mean a unit of service for which Contractor is unable to adduce proof of performance of that unit of service and "unsubstantiated reimbursement of stated actual net costs" shall mean stated actual net costs for which Contractor is unable to

adduce proof of performance and/or receipt of the actual net cost for any service.

(2) If an audit conducted by federal, State, and/or County representatives finds that actual allowable and documented costs for a unit of service provided hereunder are less than the County's payment for those units of service, the Contractor shall repay County the difference immediately upon request, or County has the right to withhold and/or offset that repayment obligation against future payments.

(3) If within thirty (30) calendar days of termination of the Contract period, such audit finds that the units of service, allowable costs of services and/or any combination thereof furnished hereunder are higher than the units of service, allowable costs of services and/or payments made by County, then the difference may be paid to Contractor, not to exceed the County maximum contract obligation.

(4) In no event shall County be required to pay Contractor for units of services that are not supported by actual allowable and documented costs.

(5) In the event that Contractor's actual allowable and documented cost for a unit of service are less than fee-for-service rate(s) set out in the budget(s), the Contractor shall be reimbursed for its actual allowable and documented costs only.

I. Failure to Comply: Failure of Contractor to comply with the terms of this Paragraph shall constitute a material breach of contract upon

which Director may suspend or County may immediately terminate this Contract.

15. Except for the changes set forth hereinabove, Master Agreement or MAWO shall not be changed in any respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

/

WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

\_\_\_\_\_  
PARTNERS IN DIVERSITY, INC.  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
MARY C. WICKHAM  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION

Department of Public Health

By: \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

#05253



**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
1 Contractor will recruit and hire 22 qualified temporary personnel staff (staff) to perform activities associated with the Tobacco Control and Prevention Program. Attachment A, SOW, provides a detailed description of temp personnel needed.	a. Submit a hiring plan for Division of Chronic Disease and Injury Prevention (DCDIP) staff for approval.	Within five (5) days of award	a. Letter(s) of DCDIP approval and related material will be kept on file.
	b. Prepare job descriptions with DCDIP input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from the Division. [DCDIP to participate in interviews, referrals and provide final approval of candidates.] Los Angeles Department of Public Health (DPH) to complete background checks.	Within one month of execution of this agreement	b. Completed materials will be kept on file and results documented in monthly reports to DCDIP.
	c. Hire staff and prepare personnel files.	Upon hire	c. Personnel files and timecard reports will be kept on file.
	d. Staff report to contractor and DCDIP for new hire procedures and initial work orientation. Contractor ensures that new hire procedures are in accordance with County requirements and ensures that staff attends mandated County trainings.	Upon hire through June 30, 2021	d. Employee time records, new hire records and staff training records to be maintained on file with employer for review by DCDIP during audit and technical reviews.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
1A Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to DCDIP for review to include an overview of timekeeping and other key elements.	Within five (5) days of notification of award notice	a. Letter(s) of DCDIP approval and related material will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire	b. Contractor will maintain training records.
	c. Contractor will maintain and update employee files with all employment records and evaluations.	Upon hire through June 30, 2021	c. Contractor will maintain all employee files.
	d. Contractor will ensure annual evaluations for all staff are conducted by appropriate supervisor.	12 months after date of hire through June 30, 2021	d. Contractor will maintain all annual evaluations in employee files.
	e. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.	Ongoing through June 30, 2021	e. A monthly report of payments will be submitted with detailed invoice on a monthly basis 30 days in arrears.
	f. Contractor will ensure out-of-town travel is pre-approved by both staff's supervisor and temporary personnel agency prior to	Ongoing through June 30, 2021	f. Contractor will submit out of town travel requests to applicable supervisor and maintain documentation in employee

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	submitting to DPH for reimbursement.		files.
	g. Contractor will ensure mileage and parking reimbursement claim forms are reviewed and approved by applicable supervisor	Ongoing through June 30, 2021	g. Contractor will submit mileage and parking reimbursement claim forms to DPH on a monthly basis.
	h. Contractor will provide vacation/holiday/sick time balances for each employee and ensure it is used each term.	Monthly through June 30, 2021	h. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.
	i. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order.	Monthly through June 30, 2021	i. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy.
	j. Contractor will comply with the annual requirements of the DPH administrative review.	Annually	j. Contractor responses will be maintained in e-records in PDF format by DPH.
	k. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	30 days after end of the budget period	k. DPH Financial Services Division (FSD) and DCDIP will maintain record of invoicing.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
1B Staff will be HIPAA certified in compliance with County DPH policy prior to employment.	a. Staff will provide HIPAA certification with application. If not available, Contractor will assist candidates by making available HIPAA training modules.	Upon execution of MAWO	a. Certificates indicating completion of trainings will be kept on file.
	b. DPH HIPAA compliance trainings will be completed.	Upon hiring	b. Certificates indicating completion of trainings will be kept on file
1C Contractor will ensure that staff perform all responsibilities of the contracted work as assigned.	a. Monitor progress of temporary personnel to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring and ongoing through June 30, 2021	a. Completed performance evaluation materials will be kept on file and results documented in monthly report to DCIP.
1D Assist with monitoring and compliance funder reporting requirements.	a. Assist DPH staff in collecting data needed, including quarterly fiscal and administrative data, expenditures, hiring, number of FTEs, hours worked, and recruitment progress.	Ongoing through June 30, 2021	a. Completed materials will be kept on file and results documented in reports to DCDIP.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
<p>2. Program Manager, (2.0 FTE)</p> <p>These positions will oversee the planning and implementation of all Proposition 56 activities. The position's primary responsibilities will include oversight of the tobacco-related policy, programmatic, administrative, and evaluation components of the grant. These positions will be responsible for working with other programs in DPH, other County of Los Angeles (County) departments including the Department of Health Services (DHS), and a large number of public agencies and community organizations funded by the grant. This position will be responsible for ensuring the success of all tobacco-related components of the grant and for reporting progress to the Tobacco Control and Prevention</p>	a. Work with the TCPP Director to plan grant activities and organize, assign, and coordinate the work of staff responsible for tobacco control and prevention program and policy implementation;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Oversee the progress of funded external partners, identify problem areas, and institute corrective actions to ensure that all tobacco-related grant deliverables are met;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Review the work of the tobacco control and prevention team for thoroughness, soundness of recommendations, and compliance with the standards, policies, procedures, and regulations of the California Department of Public Health (CDPH) as well as the County;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Serve as the primary point of contact with the CDPH regarding tobacco-related elements of the grant, including preparation of biannual progress reports and phone meetings with the CDPH;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
Program (TCPP) Director.	e. Direct all external tobacco-related Proposition 56 communication activities, respond to media inquiries, and deliver community presentations;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Coordinate and oversee the work of tobacco-related consultants hired to assist with programmatic and policy activities of the grant, as well as oversee the orientation, training, development, and evaluation of the team;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Work with the TCPP Director to ensure that all tobacco control and prevention contract and budgetary issues are effectively addressed;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Work with the TCPP Director to ensure that the evaluation plan related to tobacco control and prevention is developed and implemented in accordance with CDPH and TCPP requirements;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Confer with the CDPH and other funded local health departments in California and	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	<p>across the nation to coordinate tobacco control and prevention activities and share best practices; and</p> <p>j. Represent DPH at State meetings and at other tobacco control and prevention regional and national meetings to report on grant activities.</p>	<p>Upon hire through June 30, 2021</p>	<p>performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
<p>3. Program Analyst, (5.0 FTE)</p> <p>These positions will manage the TCPP contracts selected through Request for Proposals (RFP) and sole source under Proposition 56 to reduce exposure to secondhand smoke and increase access and utilization of effective smoking cessation services. The positions will serve as technical experts, management consultants, and liaisons to community and city partners working toward the passage and implementation of policies. The positions will coordinate</p>	<p>a. Work with the TCPP Director, Clinical/Preventative Services Coordinator, and other staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56;</p> <p>b. Coordinate collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building and make recommendations regarding modification of programs and policies;</p> <p>c. Convene and facilitate meetings with funded partners regarding policy development and grant implementation;</p>	<p>Upon hire through June 30, 2021</p> <p>Upon hire through June 30, 2021</p> <p>Upon hire through June 30, 2021</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
collaborative efforts with funded partners, including convening and facilitating meetings, developing and implementing community action plans, ensuring progress toward policy passage and implementation, providing input and analysis on the content of proposed policies, researching and analyzing best practices, developing and overseeing evaluation methodologies, and providing public health expertise and data.	d. Develop community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	e. Collaborate with funded partners to develop evaluation plans, instruments, and tools and ensure progress toward completion of evaluation activities;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	f. Collaborate with administrative staff in reviewing and approving budgets, budget modifications, invoices, and reports from funded partners;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	g. Develop and implement a local tobacco control and prevention campaign, which includes conducting needs assessments, developing campaign strategies, building/broadening local tobacco control and prevention coalitions, and assisting in process and outcome evaluations;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations
	h. Work with legal counsel to provide model tobacco control and prevention policy	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and





**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
These positions will work with staff to manage TCPP to reduce secondhand smoke exposure and increase access to and utilization of effective smoking cessation services among County residents most impacted by tobacco use. These positions will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.	objectives of Proposition 56;		
	b. Assist in the coordination of collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist in facilitating meetings with funded partners regarding policy development and grant implementation;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Assist in the development of community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;	Upon hire through June 30, 2021\	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Assist in the development of evaluation plans, instruments, and tools;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Assist in the development and implementation of a local tobacco control and prevention campaign which includes conducting needs assessments and developing campaign strategies;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	g. Assist in building/broadening local tobacco control and prevention coalitions and assist in process and outcome evaluations;  h. Assist in the preparation of reports, correspondence, position papers, articles, and power point presentations related to tobacco control and prevention goals, activities, and milestones; and  i. Assist in the review of grant applications and participate in the evaluation and selection process.	Upon hire through June 30, 2021  Upon hire through June 30, 2021  Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.
5. Clinical/Preventative Services Coordinator, (1.0 FTE)  This position will serve as the Clinical/Preventative Services Coordinator of the TCPP and Other Preventive Services strategies, overseeing the management of day-to-day administrative activities related to the Scope of Work (SOW) for	a. Oversee the day-to-day operations of the Tobacco Control and Prevention Clinical and Other Preventive Services program;  b. Manage key administrative and operational processes in the program, including matters related to public relations, health education, and community planning;  c. Lead the development and implementation of outreach to the medical community and	Upon hire through June 30, 2021  Upon hire through June 30, 2021  Upon hire through	Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
system-level preventive services; outreach to the medical community and allied health professionals (e.g., nurses, social workers, medical assistants, etc.); and implementation of community interventions that improve public access to prevention services.	other allied health professionals as outlined in the Proposition 56 SOW.	June 30, 2021	activities, interim progress reports, and performance evaluations.
	d. Direct health policy development efforts related to clinical preventive services (e.g., clinical guidelines development; advising on nursing and other health professional procedures and standards of practice, developing in-service training, etc.);	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Oversee all administrative support for programmatic and public health work performed by nurses and other clinical staff working on TCPP projects; and	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Represent TCPP at local meetings and at other regional and national meetings to report on the accomplishments of the program.	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
6. Evaluation Lead, (1.0 FTE)  This position will provide guidance to meet expanding research and evaluation needs and the rapidly growing demand	a. Train and supervise technical (e.g., master-and/or doctoral-level) in connection with the research and evaluation projects of TCPP;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Plan and design evaluation and original	Upon hire through	Documented on monthly statement of

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
to complete publication deliverables. The position will provide expert guidance on evaluation designs, data management, and data analysis and supervise the day-to-day operations of the evaluation component. This position will direct and coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will manage such operational processes as database security, Health Insurance Portability and Accountability Act (HIPAA) compliance, and confidential data management and analysis for projects initiated and maintained by the TCPP project, and will lead in the production of required deliverables such as reports, manuscripts, and peer-reviewed	research related to chronic disease prevention and control including health impact assessments;	June 30, 2021.	activities, interim progress reports, and performance evaluations.
	c. Provide oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies on chronic disease, nutrition, and health conditions;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Function as a consultant for DPH relative to research and evaluation activities;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Lead the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research and/or evaluation hypotheses and the effects of public health programs on population health;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
articles. The position will also supervise the Evaluation Coordinators.	g. Plan, oversee, and evaluate the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Supervise grant development in terms of study design, data collection and power calculations, editing, tabulation, and analysis.	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
7. Evaluation Coordinator, (2.0 FTE)  These positions will contribute to expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The positions will develop evaluation designs, manage data, and conduct data analysis and supervise the day-to-day operations of the evaluation component. This position will coordinate the planning, design, and implementation of research	a. Train and supervise technical (e.g., master-and/or doctoral-level) and clerical personnel in connection with the research and evaluation projects of Proposition 56;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Conduct and interpret evaluation and original research related to chronic disease prevention and control including health impact assessments;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist the Evaluation Lead with oversight of grants and cooperative agreements that support epidemiologic/research/evaluation studies on chronic disease, nutrition, and health conditions;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will also supervise the Evaluation Analyst, as needed.	d. Monitor the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and maintain an inventory of computer equipment and software licenses;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Supervise data analysis (e.g., univariate, multivariate analysis, etc.) to test research and/or evaluation hypotheses and the effects of public health programs on population health;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Assist the Evaluation Lead with the program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation; and	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Assist with grant development in terms of study design, data collection and power calculations, editing, tabulation, and analysis.	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
8. Evaluation Analyst, (1.0 FTE)  This position will help meet	a. Assist the evaluation team with the development and implementation of relevant study designs and projects and	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will help provide the data management and analysis support required for the day-to-day operation of the evaluation component of Proposition 56. The position will assist and coordinate the planning, design, and implementation of research and evaluation plans needed to conduct investigation and fieldwork related to the various grant priority areas. The position will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles.	support data collection for Proposition 56;		
	b. Perform research and evaluation duties including data entry, cleaning, management, and analysis;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Provide support to the evaluation studies of chronic disease, nutrition, and health conditions related to aging;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Perform the management and tabulation of large datasets from ACCESS databases for use in SAS and ARCVIEW GIS and help maintain an inventory of computer equipment and software licenses;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Provide support to program-wide preparation of scientific manuscripts, conference abstracts, and web-based reports documenting original research and evaluation findings;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Contribute to grant development and project design in terms of literature search, data collection, power calculations, editing, tabulation, and data analysis; and	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.



**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	g. Represent Proposition 56 at community meetings and educate community stakeholders, collaborators, and public health professionals about epidemiologic trends and research/evaluation resources related to chronic disease prevention and control.	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
<p>9. Communication Coordinator, (1.0 FTE)</p> <p>This position will serve as a technical expert and consultant to management on issues related to media and communications under Proposition 56. This position will analyze and make recommendations for the effective use of media and communications resources, the implementation and oversight of media contracts, programs and operations, and the refinement of communications efforts.</p>	a. Develop a strategic communications plan for grant deliverables, including a project management timeline;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Manage the day-to-day work product timelines and deliverables with the media firm;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Collaborate with Proposition 56, County, a media firm, and subcontracted agencies to develop, implement, and maintain a culturally-appropriate Countywide public education media;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Work closely with Division and Project management to respond to requests for information from the media regarding the Project;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	e. Review and approve grant materials pertaining to branding;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Direct the dissemination of messages through traditional and nontraditional media channels, and contribute content to the Proposition 56 website and coordinating social media outlets;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Assemble, coordinate, and produce monthly e-newsletter for internal and external audiences;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Prepare regular reports on the progress of the grant communications deliverables for Proposition 56, DPH, and other partners;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	i. Evaluate the overall effectiveness of the grant's media program efforts; and	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	j. Other duties as assigned.	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
<p>10. Assistant Communication Coordinator, (1.0 FTE)</p> <p>The Assistant Communication Coordinator will be responsible for supporting the grant communications objectives and supporting the DCDIP Chief of Communications in the day-to-day oversight of grant print and graphics projects. Additionally, the Assistant Communication Coordinator will manage social media and website updates in a timely manner to increase awareness of TCPP's smoking cessation efforts.</p>	a. Support the development and implementation of a Countywide culturally-appropriate public education media campaign;	Upon hire through June 30, 2021.	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Confer with Program Analysts to identify trends and key group interests and concerns affecting the 0-5 target population;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Develop a social media calendar and website content to disseminate key project messages;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Assemble and coordinate production of publications/marketing materials for internal and external audiences;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Assist in the development of monthly e-newsletters content;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	f. Provide technical assistance on media and communications efforts to Project staff;  g. Assist in preparing reports for Proposition 56, DPH, and other partners;  h. Prepare and communicate updates and project findings to key stakeholders;  i. Monitor media efforts (earned and paid media) and evaluate the effectiveness of social media tools utilized throughout the grant; and  j. Other duties as assigned.	Upon hire through June 30, 2021  Upon hire through June 30, 2021  Upon hire through June 30, 2021  Upon hire through June 30, 2021  Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of activities, interim progress reports, and performance evaluations.
11. Graphic Designer, (1.0 FTE)  The Graphic Designer will be responsible for the creation of the community settings initiative	a. Provide creative support in integrating brand and style guidelines in the TCPP's smoking cessation efforts;  b. Manage print projects from creative phase	Upon hire through June 30, 2021  Upon hire through	Documented on monthly statement of activities, interim progress reports, and performance evaluations.  Documented on monthly statement of

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
printed and online visual design including advertising, marketing, and communications. The Graphic Designer will have knowledge of video editing tools and will be well versed in creating graphic design elements for Proposition 56.	<p>to development including coordination with print vendors through production;</p> <p>c. Create visual content for website and social media outreach;</p> <p>d. Provide graphic support for the Project including e-newsletters, brochures, research briefs and reports, promotional incentives, visual presentations and multimedia project; and</p> <p>e. Other duties as assigned.</p>	<p>June 30, 2021</p> <p>Upon hire through June 30, 2021</p> <p>Upon hire through June 30, 2021</p> <p>Upon hire through June 30, 2021</p>	<p>activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>
<p>12. Finance Supervisor, (1.0 FTE)</p> <p>This position will be responsible for planning, coordinating, and implementing Proposition 56's initiatives as they relate to financial and fiscal requirements to ensure compliance with applicable rules and regulations</p>	<p>a. Support the TCPP Director, Division Finance Manager, and DCDIP Executive and Management staff by overseeing the daily operation and administration of the project including fiscal and contractual oversight, overseeing budgets and budget modifications, ensuring that expenditures are tracked and invoices are paid;</p>	<p>Upon hire through June 30, 2021</p>	<p>Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
in accordance with the CDPH and County protocols.	b. Prepare and submit all required reports to CDPH, DPH Finance Division, collects contractor data, prepares data spreadsheets, and summarize fiscal progress to date;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Responsible for drafting and finalizing grant budgets, budget narratives, budget adjustments, and budget projections and historical expenditures;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Supervise two (2) Fiscal Analysts;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Review the work of Fiscal Analysts for thoroughness, soundness of recommendations, and compliance with applicable standards, policies, procedures and regulations;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	f. Prepare fiscal monthly and/or quarterly reports to CDPH (fiscal), prepare data spreadsheets, and summarize progress to date; and	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
	g. Other duties as assigned.	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
<b>13. Fiscal Analyst, (2.0 FTE)</b>  These positions will provide a full range of administrative support, independent analysis and recommendations for the solution of highly complex management problems in the areas of organization, staffing, program planning, systems and procedures, facility planning, budget, and general management and personnel. The positions will analyze and make recommendations to troubleshoot various operational and administrative problems related to contractor invoicing and purchasing processes, especially protocols with significant consequences in	a. Assist in developing guidelines, standards and procedures for fiscal and administrative processes for TCPP;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Support yearly auditing of contracts to ensure that contractors have required policies and procedures in place;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist in reviewing budgets and budget modifications, ensure that expenditures are tracked and invoices are paid, and maintain communication with DCDIP and DPH Finance Units;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Assist in preparing monthly and quarterly reports to funding agency (programmatic and fiscal); collect contractor data and prepare data spreadsheets; and summarize progress to date; and	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Other duties as assigned.	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

<b>Temporary Positions</b>			
<b>Objectives</b>	<b>Activities</b>	<b>Timeline (Activity Completed By)</b>	<b>Documentation/ Evaluation</b>
terms of cost and efficiency.			performance evaluations.
14. Office Assistant, (1.0 FTE)  This position will provide administrative and clerical support for the TCPP.	a. Perform general administrative duties such as scheduling and supporting events and preparing travel and mileage claims and purchasing requests;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	b. Assist with data collection and management and entry of surveys;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	c. Assist with preparation of materials, reports, and/or presentations;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	d. Disseminate information to community partners through various communication channels including developing web-based communications and email updates and assisting in teleconference and in-person meetings;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	e. Maintain important records, demonstrate interpersonal communication, and possess good planning, and organizational skills;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.



**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK – GOALS AND OBJECTIVES**

CONTRACTOR NAME: Partners in Diversity, Inc.

MASTER AGREEMENT NUMBER: PH-003153

WORK ORDER NUMBER: W10

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-077

TERM: July 1, 2020 – June 30, 2021

Temporary Positions			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	f. Streamline procedures and create effective administrative systems;	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	g. Manage multiple project demands and deadlines; and	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.
	h. Other duties as assigned.	Upon hire through June 30, 2021	Documented on monthly statement of activities, interim progress reports, and performance evaluations.

LINE ITEM BUDGET  
SUMMARY

ATTACHMENT C-3  
(Term 3)

Contractor Name: **Partners in Diversity, Inc.**  
Project Title: **Tobacco Control and Prevention Program**  
Period of Performance: **July 1, 2020 to June 30, 2021**  
County Requesting Department: **Division of Chronic Disease and Injury Prevention**  
County Project Director: **Judith Robb**  
County Work Order Director: **Stephanie Ruiz-Perez**

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ 1,537,212
Employee Benefits	\$ 384,303
Travel - (mileage, parking and out-of-town)	\$ 91,000
Other	\$ 63,537
Indirect Costs*	\$ 207,605
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK	\$ 2,283,657

\* Indirect Cost must not exceed 10% of total direct costs

**CERTIFICATION**

I certify that the following required costs (check boxes, as applicable) are included in this budget:

- ☐ 100% Basic Health and Dental Benefits
- ☐ Twelve (12) County-observed Holidays annually, at least ten (10) vacation

\_\_\_\_\_  
\*\*Contractor's Authorized Official Signature

\_\_\_\_\_  
Date

**NOTE: No E-signatures will be accepted**

\*\* Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.

Contractor Name:  
Project Title:  
Period of Performance:

**Partners in Diversity, Inc.**  
**Tobacco Control and Prevention Program**  
**July 1, 2020 to June 30, 2021**  
**PERSONNEL SERVICES FORM (FULL TIME)**

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Program Manager	\$ 6,571	2.000	12	\$ 157,704
<b>Position description:</b>				
Oversee the planning and implementation of all Proposition 56 activities. The position's primary responsibilities will include oversight of the tobacco- related policy, programmatic, administrative, and evaluation components of the grant. These positions will be responsible for working with other programs in DPH, other County of Los Angeles (County) departments including the Department of Health Services (OHS), and a large number of public agencies and community organizations funded by the grant This position will be responsible for ensuring the success of all tobacco-related components of the grant and for reporting progress to the Tobacco Control and Prevention Program (TCPP) Director.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Program Analyst	\$ 5,903	5.000	12	\$ 354,180
<b>Position description:</b>				
These positions will manage the TCPP contracts selected through Request for Proposals (RFP) and sole source under Proposition 56 to reduce exposure to secondhand smoke and increase access and utilization of effective smoking cessation services. The positions will serve as technical experts, management consultants, and liaisons to community and city partners working toward the passage and implementation of policies. The positions will coordinate collaborative efforts with funded partners, including convening and facilitating meetings, developing and implementing community action plans, ensuring progress toward policy passage and implementation, providing input and analysis on the content of proposed policies, researching and analyzing best practices, developing and overseeing evaluation methodologies, and providing public health expertise and data.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Assistant Program Analyst	\$ 5,164	3.000	12	\$ 185,904
<b>Position description:</b>				
These positions will work with staff to manage TCPP to reduce secondhand smoke exposure and increase access to and utilization of effective smoking cessation services among County residents most impacted by tobacco use. These positions will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.				
Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Clinical Preventive Services Coordinator	\$ 7,052	1.000	12	\$ 84,624

**Position description:**

This position will serve as the Clinical/Preventative Services Coordinator of the TCPP and Other Preventive Services strategies, overseeing the management of day-to-day administrative activities related to the Scope of Work (SOW) for system-level preventive services; outreach to the medical community and allied health professionals (e.g., nurses, social workers, medical assistants, etc.); and implementation of community interventions that improve public access to prevention services.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Lead	\$ 6,899	1.000	12	\$ 82,788

**Position description:**

This position will provide guidance to meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will provide expert guidance on evaluation designs, data management, and data analysis and supervise the day-to-day operations of the evaluation component. This position will direct and coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will manage such operational processes as database security, Health Insurance Portability and Accountability Act (HIPAA) compliance, and confidential data management and analysis for projects initiated and maintained by the TCPP project, and will lead in the production of required deliverables such as reports, manuscripts, and peer-reviewed articles. The position will also supervise the Evaluation Coordinators.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Coordinator	\$ 6,429	2.000	12	\$ 154,296

**Position description:**

These positions will contribute to expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The positions will develop evaluation designs, manage data, and conduct data analysis and supervise the day-to-day operations of the evaluation component. This position will coordinate the planning, design, and implementation of research and evaluation plans to conduct evaluation investigations and fieldwork related to the various grant priority areas. The position will also supervise the Evaluation Analyst, as needed.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Evaluation Analyst	\$ 5,040	1.000	12	\$ 60,480

**Position description:**

This position will help meet expanding research and evaluation needs and the rapidly growing demand to complete publication deliverables. The position will help provide the data management and analysis support required for the day-to-day operation of the evaluation component of Proposition 56. The position will assist and coordinate the planning, design, and implementation of research and evaluation plans needed to conduct investigation and fieldwork related to the various grant priority areas. The position will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles, will assist other staff with operational processes and confidential data management and analysis and provide support for the production of required deliverables such as reports, manuscripts, and peer-reviewed articles.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Communication Coordinator	\$ 6,463	1.000	12	\$ 77,556

**Position description:**

This position will serve as a technical expert and consultant to management on issues related to media and communications under Proposition 56. This position will analyze and make recommendations for the effective use of media and communications resources, the implementation and oversight of media contracts, programs and operations, and the refinement of communications efforts.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Assistant Communication Coordinator	\$ 5,164	1.000	12	\$ 61,968

**Position description:**

The Assistant Communication Coordinator will be responsible for supporting the grant communications objectives and supporting the DCDIP Chief of Communications in the day-to day oversight of grant print and graphics projects. Additionally, the Assistant Communication Coordinator will manage social media and website updates in a timely manner to increase awareness of TCPP's smoking cessation efforts.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Graphic Designer	\$ 5,238	1.000	12	\$ 62,856

The Graphic Designer will be responsible for the creation of the community settings initiative printed and online visual design including advertising, marketing, and communications. The Graphic Designer will have knowledge of video editing tools and will be well versed in creating graphic design elements for Proposition 56.

**Position description:**

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Finance Supervisor	\$ 6,063	1.000	12	\$ 72,756

**Position description:**

This position will be responsible for planning, coordinating, and implementing Proposition 56's initiatives as they relate to financial and fiscal requirements to ensure compliance with applicable rules and regulations in accordance with the CDPH and County protocols.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Fiscal Analyst	\$ 5,275	2.000	12	\$ 126,600

**Position description:**

These positions will provide a full range of administrative support. independent analysis and recommendations for the solution of highly complex management problems in the areas of organization, staffing, program planning, systems and procedures, facility planning, budget, and general management and personnel.

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Office Assistant	\$ 4,625	1.000	12	\$ 55,500

Salary Subtotal

\$ 1,537,212

Employee Benefits (enter percentage)

25.00%

(enter percentage)

\$ 384,303

Total Personnel Costs - Full Time

\$ 1,921,515

## BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C-3  
(Term 3)

Contractor Name: **Partners in Diversity, Inc.**  
Project Title: **Tobacco Control and Prevention Program**  
Period of Performance: **July 1, 2020 to June 30, 2021**

PERSONNEL SERVICES	
BUDGET CATEGORY - EMPLOYEE BENEFITS	
COMPONENT	PERCENTAGE
F.I.C.A.	7.65%
Health and Dental Insurance	8.15%
Unemployment Insurance	7.20%
Disability Insurance	1.00%
Workers Compensation	1.00%
Other (itemize):	
TOTAL*	25.00%

*If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.*

**\*Must be within the range of 25% - 28% of salary costs, excluding overtime costs.**

## BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-3  
(Term 3)

Contractor Name: **Partners in Diversity, Inc.**  
 Project Title: **Tobacco Control and Prevention Program**  
 Period of Performance: **July 1, 2020 to June 30, 2021**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item: Mileage Methodology Used: Mileage allowance not to exceed \$6,000 during the entire performance period, for the required staff positions. Mileage reimbursement cannot exceed County's reimbursement rate, currently 58¢ per mile. Miles x 58¢ per mile =reimbursement	6,000
Item: Parking Methodology Used: Parking allowance not to exceed \$45,000 during the entire performance period, for required staff positions.	45,000
Item: Travel Methodology Used: Allowance of \$40,000 for out-of-town travel for the MAWO duration. These funds are required for program staff to attend mandatory meetings, conferences, and trainings to support all program objectives.	40,000

Total Travel Requested

\$ 91,000



## BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C-3  
(Term 3)

Contractor Name: **Partners in Diversity, Inc.**  
 Project Title: **Tobacco Control and Prevention Program**  
 Period of Performance: **July 1, 2020 to June 30, 2021**

BUDGET CATEGORY- OTHER	(A) Proposed Cost
Item: Overtime Overtime hours are allcoted for the following positons to assist the program complete Scope of Work Deliverables; Assistant Program Analysts, Clinical Preventive Services Coordinator, Evaluation Analyst, Assistant Communications Coordinator, Fiscal Analysts, and Office Assistant. Overtime will be used on an as-needed-basis and pre-approved by the supervisor.	63,537

Total Other Requested

LINE ITEM BUDGET

\$ 63,537

## BOARD LETTER FACT SHEET

Agenda Review Date: May 27, 2020  
Board Meeting Date: June 9, 2020  
Sup. Dist. / SPA No.: All Supervisorial Districts

**DRAFT**

**DEPARTMENT:** *Mental Health*

**SUBJECT:** Approval to extend the term of 29 existing Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Services Agreements and two sole source Indigent Acute Psychiatric Inpatient Hospital Services Agreements for six months.

### **I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

Board approval will ensure continuous acute psychiatric inpatient hospital services are provided to both Medi-Cal beneficiaries and uninsured individuals.

### **II. RECOMMENDED ACTIONS** (summarized)

Approve and authorize the Director of Mental Health or his designee to execute an amendment to extend the term of 29 Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Services Agreements and two sole source Indigent Acute Psychiatric Inpatient Hospital Services Agreements while Department of Mental Health (DMH) develops new contracts. The amendment will be effective July 1, 2020 and will extend the term for six months on a month-to-month basis.

### **III. COST AND FUNDING SOURCES**

Cost: Estimated cost of the extension is \$77,402,351

Funding: 2011 Realignment, 2011 Realignment-EPSTD, 2011 Realignment – Managed Care, and FFP Medi-Cal revenues

### **IV. BACKGROUND** (critical and/or insightful)

Due to COVID-19 public health crisis, DMH is unable to complete development of its new contracts for the provision of acute psychiatric inpatient hospital services and is requesting an extension for these agreements that expire June 30, 2020. DMH will return to your Board within the next six months to execute new contracts which will ensure continuous acute psychiatric inpatient hospital services are provided to severely mentally ill clients with Medi-Cal benefits and the uninsured throughout Los Angeles County.

### **V. POTENTIAL ISSUE(S)**

N/A

### **VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**

DMH: Amanda Ruiz, M.D., Interim Director Intensive Care Division - [AmaRuiz@dmh.lacounty.gov](mailto:AmaRuiz@dmh.lacounty.gov)  
County Counsel: Vicki Kozikoujekian, [VKozikoujekian@counsel.lacounty.gov](mailto:VKozikoujekian@counsel.lacounty.gov)



## DEPARTMENT OF MENTAL HEALTH

hope. recovery. wellbeing.

JONATHAN E. SHERIN, M.D., Ph.D.  
Director

Gregory C. Polk, M.P.A.  
Chief Deputy Director

Curley L. Bonds, M.D.  
Chief Medical Officer

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC  
INPATIENT HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Request approval to extend the term of 29 existing Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Services Agreements and two sole source Indigent Acute Psychiatric Inpatient Hospital Agreements for the continued provision of acute psychiatric inpatient hospital services provided to both Medi-Cal beneficiaries and uninsured individuals.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Director of Mental Health (Director), or his designee, to prepare, sign, and execute an amendment to extend the term of 29 Fee-for-Service Medi-Cal Acute Psychiatric Inpatient Hospital Services (FFS Hospital) Agreements as listed on Attachment I for the continued provision of acute psychiatric inpatient hospital services while the Department of Mental Health (DMH) develops new contracts. The amendment will be effective July 1, 2020, and will extend the term for six months on a month-to-month basis. These contracts do not include a maximum contract amount and will be reimbursed on a fee-for-service basis. The total estimated aggregate amount for the six months is \$75,083,689, fully funded by 2011 Realignment, 2011 Realignment-Managed Care, 2011 Realignment-Early and

Periodic Screening Diagnosis and Treatment (EPSDT) and Federal Financial Participation (FFP) Medi-Cal revenues.

2. Approve and authorize the Director, or his designee, to prepare, sign, and execute an amendment to extend the term of two sole source Indigent Acute Psychiatric Inpatient Hospital Services Agreements with College Hospital-Cerritos (College Hospital) and Aurora Charter Oak Los Angeles, LLC (Aurora Charter Oak), while DMH develops new contracts. The amendments will be effective July 1, 2020, and will extend the term six months on a month-to-month basis. The Maximum Contract Amounts (MCA) for the six month extension for Fiscal Year (FY) 2020-21 are \$927,465 and \$1,391,197, for College Hospital and Aurora Charter Oak, respectively, fully funded by 2011 Realignment revenue.
3. Delegate authority to the Director, or his designee, to prepare, sign, and execute future amendments to the Agreements described in Recommendations 1 and 2 to add, delete, modify, or replace the Statement(s) of Work; and/or reflect federal, State, or County regulatory and/or policy changes provided that: sufficient funds are available and the amendments will be subject to prior review and approval as to form by County Counsel, with written notification to your Board and the Chief Executive Officer (CEO).
4. Delegate authority to the Director, or his designee, to terminate the Agreements described in Recommendations 1 and 2 in accordance with the termination provisions, including Termination for Convenience. The Director, or his designee, will notify your Board and CEO, in writing, of such termination.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Board approval of the first Recommendation will authorize the Director, or his designee, to extend the term of 29 FFS Hospital Agreements on a month-to-month basis, not to exceed six months, effective July 1, 2020, for the continued provision of acute psychiatric inpatient hospital services while DMH continues to develop new contracts for these services.

Board approval of the second Recommendation will authorize the Director, or his designee, to extend the term of two Indigent Hospital Agreements on a month-to-month basis not to exceed six months effective July 1, 2020, for the continued provision of acute psychiatric inpatient hospital services provided for uninsured individuals while DMH continues to develop new contracts for these services for the uninsured.

Board approval of the third Recommendation will allow DMH to amend the Agreements in the first and second Recommendations to add, delete, modify, or replace the

Statement(s) of Work; reflect federal, State, or County regulatory and/or policy changes as necessary.

Board approval of the fourth Recommendation will allow DMH to terminate the Agreements in the first and second Recommendations in accordance with the Agreement's termination provisions, including Termination for Convenience, in a timely manner, as necessary.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the County's Strategic Plan Goal I, Make Investments that Transform Lives, specifically Strategy I.2 – Enhance Our Delivery of Comprehensive Interventions.

### **FISCAL IMPACT/FINANCING**

For FY 2020-21, the estimated cost for these actions is \$77,402,351, fully funded by 2011 Realignment, 2011 Realignment–EPSDT, 2011 Realignment – Managed Care, and FFP Medi-Cal revenues. The funding for these actions are included in DMH's FY 2020-21 Recommended budget.

There is no net County cost associated with the recommended actions.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Due to the COVID-19 public health crisis, DMH is unable to complete development of its new contracts for the provision of acute psychiatric inpatient hospital services and is requesting an extension of these 31 agreements that will expire on June 30, 2020. DMH will return to your Board within the next six months to execute these new contracts with hospitals. Board approval is required to extend these Agreements which will ensure that continuous acute psychiatric inpatient hospital services are provided to severely mentally ill clients with Medi-Cal benefits and to the uninsured throughout Los Angeles County. Each of the hospitals are qualified Lanterman-Petris-Short (LPS) designated hospitals to detain, evaluate, and provide treatment to clients pursuant to Welfare and Institutions Code (WIC) Section 5150. In addition, the Indigent Hospital Services Agreement with Aurora Charter Oak enables DMH to purchase up to three beds for youth involuntarily detained under WIC Section 5585.

FFS Hospital Agreements consist of twenty-four hours per day, seven days per week intensive psychiatric services in a licensed Acute Psychiatric Hospital or a distinct acute psychiatric part of a licensed General Acute Care Hospital with the specific intent to ameliorate the symptoms of danger to self, others, or the inability to provide for food,

clothing, and shelter due to a mental disorder as determined by a qualified mental health professional staff of the facility.

Historically, as part of the Psychiatric Emergency Services (PES) Relief Plan approved by your Board in July 2005 to address overcrowding in the PES at County hospitals, DMH, in cooperation with the Department of Health Services, identified Service Areas (SA) 3 and 7 as strategic areas of the County where there was a critical need for additional acute care psychiatric inpatient beds for uninsured adults and sought acute inpatient psychiatric facilities willing to contract for such beds. College Hospital and Aurora Charter Oak have successfully provided these acute inpatient psychiatric services, and there is a continuing need for these services in SAs 3 and 7 to prevent consumers from remaining in the psychiatric emergency departments pending availability of a County inpatient psychiatric hospital bed.

As mandated by your Board, the performance of all contractors is evaluated by DMH on an annual basis to ensure the contractor's compliance with all contract terms and performance standards.

Attachment I lists the 29 hospitals, their addresses, Service Area(s), and Supervisorial District(s).

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Board approval of the requested actions will allow DMH to continue providing medically necessary acute psychiatric inpatient hospital services to severely mentally ill Medi-Cal beneficiaries and indigent individuals residing throughout Los Angeles County and decompress psychiatric emergency departments.

Respectfully submitted,

JONATHAN E. SHERIN, M.D., Ph.D.

Director

JES:ES:SK:rlr

Attachment

c: Executive Officer, Board of Supervisors  
Chief Executive Office  
County Counsel  
Chairperson, Mental Health Commission

## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
1	Adventist Health Glendale (Adventist Health) 1509 Wilson Terrace Glendale, CA 91206	5	2	GACH	X	
2	Adventist Health White Memorial (Adventist Health) 1720 E. Cesar Chavez Ave Los Angeles, CA 90033	1	4	GACH	X	
3	Antelope Valley Hospital (Antelope Valley Healthcare District) 1600 West Avenue J Lancaster, CA 93534	5	1	GACH	X	X
4	Aurora Charter Oak* (Aurora Charter Oak Hospital LLC) 1161 E. Covina Blvd Covina, CA 91724	5	3	APH	X	
5	Aurora Las Encinas Hospital (Aurora Las Encinas Hospital LLC) 2900 E. Del Mar Blvd Pasadena, CA 91102	5	3	APH	X	X

## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
6	BHC Alhambra Hospital (BHC Alhambra Hospital, Inc.) 4619 N. Rosemead Blvd Rosemead, CA 91770	1	3	APH	X	X
7	College Hospital Cerritos* (College Hospital Inc.) 10802 College Place Cerritos, CA 90703	4	7	APH	X	X
8	College Hospital Costa Mesa (College Hospital Inc.) 301 Victoria Street Costa Mesa, CA 92627	Out of County	Out of County	GACH	X	X
9	College Medical Center (CHLB, LLC) 2776 Pacific Ave Long Beach, CA 90806	4	8	GACH	X	
10	Del Amo Hospital, Inc. 23700 Camino Del Sol Torrance, CA 90505	4	8	APH	X	X



## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
11	Emanate Health Inter-Community Hospital (Emanate Health Medical Center) 210 W. San Bernardino Road Covina, CA 91723	5	3	GACH	X	
12	Encino Hospital Medical Center (Prime Healthcare Services - Encino, LLC.) 16237 Ventura Blvd Encino, CA 91436	3	2	GACH	X	
13	Glendale Memorial Hospital and Health Center (Dignity Health) 1420 S. Central Ave Glendale, CA 91204	5	2	GACH	X	
14	Glendora Oaks Behavioral Health Hospital (East Valley Glendora Hospital, LLC) 150 West Route 66 Glendora, CA 91740	5	3	APH	X	
15	Huntington Memorial Hospital (Pasadena Hospital Association LTD.) 100 W. California Blvd Pasadena, CA 91109	5	3	GACH	X	

## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
16	Joyce Eisenberg Keefer Medical Center (Grancell Village of the Los Angeles Jewish Home for the Aging) 7150 Tampa Ave Reseda, CA 91335	3	2	APH	X	
17	L.A. Downtown Medical Center (L.A. Downtown Medical Center, LLC) 7500 East Hellman Ave Rosemead, CA 91770	1	3	GACH	X	X
18	Mission Community Hospital (Deanco Healthcare, LLC) 14850 Roscoe Blvd. Panorama City, CA 91402	3	2	GACH	X	X
19	Northridge Hospital Medical Center (Dignity Health) 18300 Roscoe Blvd Northridge, CA 91328	3	2	GACH	X	
20	Pacifica Hospital of the Valley (Pacifica of the Valley Corporation) 9449 San Fernando Road Sun Valley, CA 91352	3	2	GACH	X	

## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
21	Providence Little Company of Mary Medical Center San Pedro (Providence Health System-Southern California) 1300 W. 7th Street San Pedro, CA 90732	4	8	GACH	X	
22	San Gabriel Valley Medical Center (AHMC San Gabriel Valley Medical Center, LP) 438 West Las Tunas Drive San Gabriel, CA 91776	5	3	GACH	X	
23	Sherman Oaks Hospital (Prime Healthcare Services II, LLC) 4929 Van Nuys Sherman Oaks, CA 91403	3	2	GACH	X	
24	Southern California Hospital at Culver City (Southern California Healthcare System, Inc.) 3828 Delmas Terrace Culver City, CA 90232	2	5	GACH	X	
25	Southern California Hospital at Van Nuys (Southern California Healthcare System, Inc.) 14433 Emelita Street Van Nuys, CA 90051	3	2	GACH	X	

## COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

**APPROVAL TO EXTEND THE TERM OF 29 EXISTING FEE-FOR-SERVICE  
MEDI-CAL ACUTE PSYCHIATRIC INPATIENT HOSPITAL SERVICES  
AGREEMENTS AND TWO SOLE SOURCE INDIGENT ACUTE PSYCHIATRIC INPATIENT  
HOSPITAL SERVICES AGREEMENTS FOR SIX MONTHS**

#	Psychiatric Inpatient Hospital Name DBA Name (Corporation Name)	Supervisory District	Service Area	Type of Hospital	FFS Medi-Cal	Psychiatric Diversion Program (PDP)
26	St. Francis Medical Center 3630 E. Imperial Hwy Lynwood, CA 90262	2	6	GACH	X	
27	Tarzana Treatment Center, Inc. 18646 Oxnard St. Tarzana, CA 9156	3	3	APH	X	
28	The Regents of the University of California on behalf of the Resnick Neuropsychiatric Hospital at UCLA 750 Westwood Blvd., Los Angeles, CA 90024	3	5	APH	X	
29	USC Verdugo Hills Hospital (USC Verdugo Hills Hospital, LLC) 1812 Verdugo Blvd Glendale, CA 91208	5	2	GACH	X	

## BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

**I. PUBLIC BENEFIT** (precise description, mandated or non-mandated)

**II. RECOMMENDED ACTIONS** (summarized)

**III. COST AND FUNDING SOURCES**

Cost:

Funding:

**IV. BACKGROUND** (critical and/or insightful)

**V. POTENTIAL ISSUE(S)**

**VI. DEPARTMENT & COUNTY COUNSEL CONTACTS**



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 288-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

**BOARD OF SUPERVISORS**

**Hilda L. Solis**  
First District

**Mark Ridley-Thomas**  
Second District

**Sheila Kuehl**  
Third District

**Janice Hahn**  
Fourth District

**Kathryn Barger**  
Fifth District

June 9, 2020

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO ACCEPT AND IMPLEMENT A FORTHCOMING AWARD AND  
FUTURE AWARDS AND/OR AMENDMENTS FROM THE  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH TO SUPPORT THE  
CALIFORNIA HOME VISITING PROGRAM  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Provide authorization to accept and implement a forthcoming award and future awards and/or amendments from the California Department of Public Health to support the California Home Visiting Program.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of the Department of Public Health (DPH), or designee, to accept and implement a forthcoming award from the California Department of Public Health (CDPH) to support the California Home Visiting Program (CHVP) at an estimated annual amount of \$3,698,342, for the anticipated period of July 1, 2019 through June 30, 2023, subject to review and

approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

2. Delegate authority to the Director of DPH, or designee, to accept future awards and/or amendments that are consistent with the requirements of the forthcoming award that extend the term at amounts to be determined by CDPH; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; adjust the term of the award; and/or provide an increase or decrease in funding, subject to review and approval by County Counsel, and notification to your Board and the CEO.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will allow DPH to accept a forthcoming award from CDPH to support DPH's CHVP which provides comprehensive, coordinated in-home services to support positive parenting and improve outcomes for overburdened families residing in identified at-risk communities in Los Angeles County (LAC). This program targets participant outcomes which include improved maternal and child health; prevention of child injuries, child abuse, and maltreatment and reduction of emergency department visits; improvement of family economic self-sufficiency; and improvement in the coordination of and referrals to other community resources and supports.

Since 2011, DPH has received funding from CDPH to support home visiting program services provided to at-risk communities in LAC which include two evidence-based home visiting models: 1) Healthy Families America (HFA) and 2) Nurse Family Partnership (NFP).

The Governor's Budget for Fiscal Year (FY) 2019-20 includes newly authorized State General Funds to be utilized specifically for the purpose of implementing or expanding State-approved evidence-based home visiting models, including NFP, HFA, and now Parents as Teachers (PAT).

Approval of Recommendation 2 will allow DPH to accept future awards and/or amendments from CDPH that are consistent with the requirements of the forthcoming award that extend the term of the award at amounts determined by CDPH; reflect non-material and/or ministerial revisions to the award's terms and conditions; allow for the rollover of unspent funds and/or redirection of funds; adjust the term of the award; and/or provide an increase or decrease in funding. This authority is being requested to enhance DPH's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

### **Implementation of Strategic Plan Goals**

The recommended actions support Strategy I.1, Increase our Focus on Prevention Initiative; and Objective I.1.6, Increase Home Visitation Capacity, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

Approval of the recommendations will enable DPH to accept a forthcoming award from CDPH for the anticipated period of July 1, 2019 through June 30, 2023, in the estimated annual amount of \$3,698,342. Final funding amounts are subject to CDPH approval. Funds will support expenditures associated with DPH personnel and contractual costs.

Funding is included in DPH's Final Adopted Budget for FY 2019-20 and will be included in future FYs, as necessary.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On January 21, 2020, CDPH issued to DPH a Notice of Intent to Award for Home Visiting State General Fund Expansion Funding for the period July 1, 2019 through June 30, 2023.

### **IMPACT ON CURRENT SERVICES**

Approval of the recommended actions will allow DPH to accept awards from CDPH to continue implementing and expanding home visiting program services to families in at-risk communities in LAC.

Respectfully submitted,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

BF:gs  
#05197

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors