

**AMENDMENT TO MEMORANDUM OF AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND THE HEALTH PLAN
OF SAN MATEO**

THIS AMENDMENT TO THE AGREEMENT between the COUNTY OF SAN MATEO, hereinafter called "County," and **SAN MATEO HEALTH COMMISSION** and the **SAN MATEO COMMUNITY HEALTH AUTHORITY dba HEALTH PLAN OF SAN MATEO,** hereinafter called "HPSM";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into a Memorandum of Agreement (MOA) for Whole Person Care services on June 6, 2017 (Resolution # 07225, Contract ID3521) as amended on March 6, 2018(Contract ID 3765); and

WHEREAS, the parties wish to amend the Memorandum of Agreement between the County of San Mateo and the San Mateo County Health Commission (Resolution # 07225, Contract ID3521)

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section One of the Amendment to MOA is amended to incorporate a Scope or Work for Recuperative Care Services as follows:

The HPSM will engage a CONTRACTOR to provide Recuperative Care Services to Whole Person Care (WPC) clients who are experiencing homelessness and in need of recuperation following a hospital stay. WPC will fund Recuperative Care Start-up costs as well as up to 6 months of operating costs outlined in section 3(b) of this Amendment. Previously allocated Measure K funding will support all other Recuperative care costs.

In consideration of the payments set forth in Section 3, HPSM will ensure that CONTRACTOR will provide the following services:

- (a) **Program Start-up:** Prior to the start of the service, the CONTRACTOR will locate an appropriate site, ensure that the site is prepared for recuperative care and ensure appropriate staffing for the start-up of the program. This will take about 3 months. Milestones to be achieved during the start-up period include:
 - Secure a site for the service. The contractor will hire a real estate agent, locating the site and signing a lease
 - Furnish and Outfit the site. The contractor will purchase furniture and equipment, making the site useable for staff and clients.
 - Hire Staff. The contractor will hire the Program manager, Nursing Coordinator and residential counsellors and all other staff.
 - Information Technology (IT) infrastructure. The Contractor will set up IT infrastructure and Electronic Medical Record
 - Fire Inspection, Business License, add to Insurance. The Contractor will obtain a fire inspection, business license and Insurance.
 - Outreach to referral sources. The contractor will engage with HPSM, San Mateo County Health, San Mateo Medical Center and other partners.
 - Community and Networking. The Contractor will meet with San Mateo County Health Partners.

- (b) **Six Months Operating Costs:**

The CONTRACTOR will provide 6 months of service and WPC will pay for up to 6 months of operating costs including but not limited to room and board for eligible clients; property management services including cleaning and general facility maintenance, dietary meals, hygiene education and supports; appointment support, medication and pharmacy support, basic tenancy support, transportation support. The CONTRACTOR will also provide basic care coordination including but not limited to individualized assessment and care planning, coordinating referrals and linkages to providers and with Bridges to Wellness Team, coordinating follow-up appointments, discharge planning focusing on transition to home or other community providers and assigned BWT care navigator; individualized rehab support, and individualized medication self-administration and adherence support.

2. Section two (2) is added to the MOA to read as follows:

The HPSM will provide to the WPC Administrative Hub a semi-annual narrative report of achievements, challenges, lessons learned from program activities and process improvement projects implemented using the Plan Study Do Act (PSDAs) methodology, in a format provided.

	Mid-Year Report	Annual Report
Due to WPC Hub	07/15	02/15
Due to DHCS	60 calendar days after June 30 of each year	90 calendar days after end of program year
	08/31/2019 and ongoing	04/1/2020 and ongoing

3. (a) Section three of the Attachments to the MOA (Whole Person Care HPSM/Measure K Payment Plan Table) is replaced with Revised Whole Person Care HPSM/Measure K Payment Plan Table below:

Program Year (PY)	Payment No.	Description	WPC	Measure K	Total HPSM Payment	DHCS payment date if applicable	HPSM Payment due date
2016 (PY1)	1	FY16-17		\$1,000,000.00	\$1,000,000.00		6/30/2017
	2	Jan-Dec 2016	\$3,000,000.00		\$3,000,000.00		6/30/2017
		CY Total			\$4,000,000.00		
2017 (PY 2)	3	Jan-June 2017	\$1,000,000.00		\$1,000,000.00		6/30/2017
	4	FY17-18		\$2,000,000.00	\$2,000,000.00		6/30/2018
	5	July-Dec 2017	\$2,000,000.00		\$2,000,000.00	Scheduled Payment by DHCS 05/18	6/30/2018
		CY Total	\$3,000,000.00		\$5,000,000.00		
	6	FY 18-19		\$2,000,000.00	\$2,000,000.00		6/30/2019
	7	Jan-Dec 2018	\$3,000,000.00		\$3,000,000.00	Scheduled Payment by DHCS 05/19	6/30/2019
		CY Total			\$5,000,000.00		
	8	FY19-20		\$2,000,000.00	\$2,000,000.00		6/30/2020

Program Year (PY)	Payment No.	Description	WPC	Measure K	Total HPSM Payment	DHCS payment date if applicable	HPSM Payment due date
	9	Jan-Dec 2019	\$3,340,463.00		\$3,340,463.00	Scheduled Payment by DHCS 05/20	6/30/2020
		CY Total			\$5,340,463.00		
2020 (PY5)	10	FY 20-21		\$2,000,000.00	\$2,000,000.00		6/30/2021
	11	Jan-Dec 2020	\$3,000,000.00		\$3,000,000.00	Scheduled Payment by DHCS 05/21	6/30/2021
		CY Total			\$5,000,000.00		
TOTAL			\$15,340,463.00	\$9,000,000.00	\$24,340,463.00		

- 3(b) Section 3(b) is added to the MoA and reads as follows: WPC funds will pay for the following costs relating to Recuperative care in accordance with the budget below.

Item	FTE	Cost
Director, Housing Operations	0.1	\$ 8,000
Program Manager	0.5	\$ 37,500
Nursing Coordinator	0.5	\$ 22,500
Residential Counselors	3	\$ 78,000
Benefits		\$ 43,800
Staff Training		\$ 3,500
IT and Equipment		\$ 6,250
Operational Supplies		\$ 10,000
Furniture		\$ 16,000
Travel and Mileage		\$ 2,700
Program and Operational Supplies		\$ 4,500
On-Going maintenance		\$ 2,500
Facility Lease		\$ 70,000
Facility preparation and maintenance		\$ 7,500
Utilities		\$ 3,000
Move In		\$ 6,000
Insurance		\$ 2,500
subtotal		\$ 324,250
Indirect		\$ 16,213
Total start-up		\$ 340,463


(c) For purposes of claiming Recuperative care costs from the Department of Health Care Services (DHCS), the HPSM shall submit quarterly invoices/reports to the WPC Administrative Hub within 30 days of the end of the previous quarter.

4. Section 4.a of the MOA is amended to read, “County shall pay the portion of the CCSP funds consisting of Measure K Funds and payable under section 2.a of this Agreement upon receiving an invoice from HPSM and in any case by no later than June 30 each calendar year during the term of this Agreement.

5. All other terms and conditions of the agreement dated June 6, 2017 (Resolution # 07225, Contract ID3521) as amended on March 6, 2018 Contract ID (3765) between the County and HPSM shall remain in full force and effect.

In witness of and in agreement with this Amendment to the MOA's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For SAN MATEO HEALTH COMMISSION DBA HEALTH HPSM OF SAN MATEO:

 11/1/19
Contractor Signature Date MAYA ALTMAN

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board