|  |
| --- |
| **Contract Appendix A Narrative Template**  Instructions are available on the creation of this document. This template is to be used for contracts in the following Systems of Care (SOCs):  **Ambulatory Care: Population Health:**  **🗹 Behavioral Health Services (BHS): 🗹** Community Health Equity & Promotion (CHEP).  **🗹** Adult and Older Adult (AOA). **🗹** HIV Prevention Services (HPS).  **🗹** Children, Youth, & Families (CYF).  **🗹** Mental Health Services Act (MHSA).  **🗹** Substance Use Disorder Svc (SUDS). **All SOCs:**  **🗹** Transitional Age Youth (TAY)  **🗹** Maternal, Child, & Adolescent Health (MCAH). **🗹** Fiscal Intermediary/Program Management.  **🗹** Primary Care:  **🗹** Community Oriented Primary Care (COPC).  **🗹** HIV Health Services (HHS).  **Delete this box and other instructions below before submitting the Appendix A Narrative and its corresponding Appendix B Budget to DPH.** |

1. **Identifiers:**

Program Name

Program Address, City, State, ZIP

Telephone/FAX

Website Address

Contractor Address, City, State, ZIP **(if different from above)**:

Executive Director/Program Director:

Telephone:

Email Address:

Program Code(s) **(if applicable)**:

1. **Nature of Document:**

Original  Contract Amendment  Revision to Program Budgets (RPB)

1. **Goal Statement:**

**See instructions on the proper wording for this section.**

1. **Priority Population:**

**See instructions on the proper wording for this section.**

1. **Modality(s)/Intervention(s):**

**See instructions on the need and/or the use of these tables**

|  |  |  |
| --- | --- | --- |
| **Units of Service (UOS) Description**  **(add more rows if needed)** | **Units of Service (UOS)** | **Unduplicated Clients**  **(UDC)** |
| {Modality Name followed by UOS measurement **(such as MINUTES, HOURS, GROUP HOURS, or ENCOUNTERS)**}  A FTE (full-time equivalent of all staff from the budget providing this modality) x B {UOS measurement}/week x C weeks x D level of effort (LOE)%= | X1 | Y1 |
| {Modality Name followed by UOS measurement **(such as MINUTES, HOURS, GROUP HOURS, or ENCOUNTERS)**}  A FTE (full-time equivalent of all staff from the budget providing this modality) x B {UOS measurement}/week x C weeks x D level of effort (LOE)%= | X2 | Y2 |
| **Total UOS Delivered** | X1 + X2  **Please note: add all like measurements separately, all Minutes, Hours, or Encounters, not just a total of all.** |  |
| **Total UDC Served** |  | Z  **Please note: since clients are often receiving multiple services, this number is not always the addition of all UDC above.** |

|  |  |  |
| --- | --- | --- |
| **Units of Service (UOS) Description**  **(add more rows if needed)** | **Units of Service (UOS)** | **Number of Contacts (NOC)\*** |
| **Individual Risk Reduction Counseling and/or Prevention Case Management**  One UOS = one hour of individual risk reduction counseling  A clients x B sessions x C hours per session = X1 UOS  D clients x B sessions = Y1 NOC | X1 | Y1 |
| **Groups (HPS providers are not required to distinguish groups for billing purposes, but may do so if there are cost differences)**  One UOS = one hour Group Session  A sessions x B hours per session = X2 UOS  D clients x A sessions = Y2 NOC | X2 | Y2 |
| **Recruitment and/or Linkage Efforts**  One UOS = one hour of recruitment/linkage  A clients x B session x C hours per session = X3 UOS  A clients x B session = Y3 NOC | X3 | Y3 |
| **Events**  One UOS = one event  E events = X4 UOS  A client/event x E events = Y4 NOC | X4 | Y4 |
| **Social Marketing** **(or Condom Distribution; no NOC required)**  One UOS = one month of social marketing activities  M months of social marketing = X5 UOS | X5 |  |
| **Total Services Delivered** | **X Total** | **Y Total** |

**\* Number of Contacts (NOC) is only used for CHEP-HPS Narratives.**

1. **Methodology:**

**See instructions on the proper wording for this section.**

Indirect Services (programs that do not provide direct client services, such as Fiscal Intermediary/Program Management contractors): Describe how the program will deliver the purchased services.

Direct Client Services:Describe how services are delivered and what activities will be provided, addressing, how, what, and where for each section below:

1. Outreach, recruitment, promotion, and advertisement
2. Admission, enrollment and/or intake criteria and process where applicable
3. Service delivery model
4. Discharge Planning and exit criteria and process
5. Program staffing
6. Vouchers
7. **Objectives and Measurements:**

**See instructions on the need and/or the use of this section.**

1. **Continuous Quality Improvement:**

**See instructions on the need and/or the use of this section.**

1. **Required Language:**

**See instructions on the need and/or the use of this section.**

1. **Subcontractors & Consultants (for Fiscal Intermediary/Program Management ONLY):**

**See instructions on the need and/or the use of this section.**