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| **PROGRAM NAME :** |  |
| **ADDRESS:** |  |
| **PROGRAM PRIMARY CONTACT(s):** |  |
|  |  |
|  |  |
| **NATURE OF DOCUMENT:** | New Contract/Original: Contract Amendment: Internal Contract Revision: |

1. **GOAL STATEMENT**
2. **TARGET POPULATION**

The HAP will be designed to meet the needs of and focus on serving **(insert primary population);** however, the HAP will welcome and serve all who are eligible to receive services.

1. **MODALITIES and INTERVENTIONS** Units of Service (UOS) and Unduplicated Clients (UDC)

**Service Description:**

The implemented Health Access Point (HAP) to meet the needs of **(insert primary population)** communities. A HAP is defined as a population specific, one-stop shop or network of agencies/programs with a lead agency that provides an equity-focused, stigma-free, and low barrier access to person-centered, standard of care services regardless of HIV, HCV, or STD status. The HAP should deliver services that contribute to the following citywide goals:

• Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination

• Eliminate HCV

• Reverse increasing STD rates

• Eliminate racial disparities in access to services and health outcomes

**Service Requirements:** **(Please include UOS/UDC** **in tables below per Required Standard of Care Services)- Add additional tables as needed**

The services marked with an asterisk (\*) must be provided by the lead agency or one of its subcontractors, with funding from either this contract or other in-kind resources. The other services can be provided either by the lead agency or one of its subcontractors, or by other HAP partners (e.g., via linkage to a HAP collaborating agency, via the collaborating agency providing services on site at the agencies service location, or other approach). **For services provided by other HAP partners who are not subcontractors, MOUs and warm hand-off protocols must be in place as appropriate.**

**Capacity Building Modalities:**

**Category 7: Black/African American Health Access Point**

**(Complete ONLY)**

**(B-1: Lead Agency**

**B1a, B1b, B1c, B1d: Sub-Contractor)**

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| **Capacity Building Start Up Activities:**  ***(Insert Lead Agency)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Capacity Building Assessment Activities (i.e., Staffing, Budget/Finance management/reporting, Data Management Collection/Reporting, Community Engagement, hiring a consultant to assist with capacity building activities/assessment, training staff)**  ***(Insert Lead Agency)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| ***(Insert Lead Agency)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| ***(Insert Lead Agency)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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**Program Standard of Care Service Modalities:**

**(B-1: Lead Agency**

**B1a, B1b, B1c, B1d: Sub-Contractor)**

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| **Start Up Activities:**  ***(Insert Lead Agency)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Integrated HIV, HCV, and STD testing\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment, primary care, case management/intensive case management (ICM) and other services\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Harm reduction services for substance use (including for opioids, stimulants, alcohol, tobacco, cannabis)\* *(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Overdose prevention (including naloxone distribution)\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
| **Total UOS and UDC** | |  |  |
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| **Syringe access and disposal\*** ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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***Note: Total UDC is not the sum of UDC from each mode of service***

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| **Condom distribution\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Community engagement and mobilization (physical and online, social media)\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **HIV, HCV, STD health education and prevention counseling (integrated into all of the above services, not stand alone)\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
| **Total UOS and UDC** | |  |  |
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| **Basic needs services (examples: food, housing, and employment)\***  ***(Insert Lead Agency or subcontractor Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term(s):*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage**  ***(Insert Lead Agency , subcontractor or HAP Partner Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Mental health services**  ***(Insert Lead Agency, subcontractor or HAP Partner Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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***Note: Total UDC is not the sum of UDC from each mode of service***

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| **Primary care**  ***(Insert Lead Agency, subcontractor or HAP Partner Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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| **Substance use treatment**  ***(Insert Lead Agency, subcontractor or HAP Partner Name)*** | | | |
| **Period / Funds / App** | **Mode of Service/Intervention Description** | **UOS** | **UDC** |
| *Term:*  *General Fund / App* |  |  |  |
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| **Total UOS and UDC** | |  |  |
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***Note: Total UDC is not the sum of UDC from each mode of service***

***Definitions:***

**Linkage:** Linkage services are defined as a warm hand-off to a service, typically a one-time occurrence with minimal complexity. **Warm hand-off**: is defined as a face-to-face interaction, where the service providers have an open line of communication. Linkage services differ from a referral in that the service is followed-up on to ensure successful linkage to services. The purpose of linkage services is to ensure that a client is successfully linked to care.

**Navigation:** Navigation services guide clients through and around barriers in complex health care systems and ensure timely and appropriate care or treatment. Navigation services should help a client address barriers in their own lives that are preventing them from accessing care. Additionally, navigation services are tailored to each individual client to ensure client needs are being met, including mobile services and after hour services. Navigation services usually span a few months in time (1-3 months).

**Case Management:** Case management services are similar to navigation services, except they span a longer period of time (4-12 months).

1. **METHODOLOGY/Service Delivery Description (include Methodology/Service Delivery for each building block listed above)**
2. Capacity Building Activities (CAT 7):
3. Integrated HIV, HCV, and STD testing\*
4. Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment, primary care, case management/intensive case management (ICM) and other services\*
5. Harm reduction services for substance use (including for opioids, stimulants, alcohol, tobacco, cannabis)\*
6. Syringe access and disposal\*
7. Overdose prevention (including naloxone distribution)\*
8. Condom distribution\*
9. Community engagement and mobilization (physical and online, social media)\*
10. HIV, HCV, STD health education and prevention counseling\*
11. Services to meet basic needs services (examples: food, housing, and employment)\*
12. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage
13. Mental health services
14. Primary care
15. Substance use treatment
16. **OBJECTIVES and MEASUREMENTS**

All objectives and descriptions of how objectives will be measured are contained in the CHEP document entitled CHEP Performance Objectives FY22-23. ***(Insert Agency Name)*** agrees to make its best efforts to achieve these objectives within the agreed upon timeframe.

1. **SUBCONTRACTORS & CONSULTANTS (for Fiscal Intermediary/Program Management ONLY):**
2. **CONTINUOUS QUALITY IMPROVEMENT**
3. **DATA COLLECTION AND REPORTING REQUIREMENTS**

Funded programs must comply with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include: •

* Evaluation Web
* CHEP Internal Data Manager(Quarterly Submission/Upload)
* Quarterly narrative report
* Other systems/processes as requested

\*Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

\*Please refer to document **“RFP 4-2019” AMENDMENT # 1, 09/19/2019**, **EXHIBIT 1: RFP CHEP Resources and Information, 6.1: “Standard of Care” Service Descriptions (Page 127-for detailed description of:**

* Required & Preferred Service Elements
* Data Requirements/ Program Performance Measures (page 153, Exhibit 6.2, **“RFP 4-2019” AMENDMENT # 1, 09/19/2019**)

1. **REQUIRED TRAINING**
   1. HIV, HCV, and STD Skills Certification
   2. Harm Reduction
   3. Overdose Response/Naloxone Administration (DOPE Project or internal)
      1. How to use Fentanyl Test Strips
   4. Syringe Access and Disposal (TBD)
   5. Trauma Informed Systems
   6. Clear Impact Score Card
   7. Other skills building trainings as required
2. **ADDITIONAL CONTRACT REQUIREMENTS**
   1. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
   2. Required participation in HAP Network Monthly Meetings (TBD by SOC).
   3. Implementation of Harm Reduction/Substance use policy
   4. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.
3. **REQUIRED LANGUAGE:** N/A