

**COOPERATIVE AGREEMENT**

**AN AGREEMENT**, made and entered into by and between Jackson County, Missouri, a Constitutional Home Rule County, hereinafter called "the County", and the Kansas City Free Health Clinic, 3515 Broadway, Kansas City, MO 64111, hereinafter referred to as "Clinic."

**WITNESSETH:**

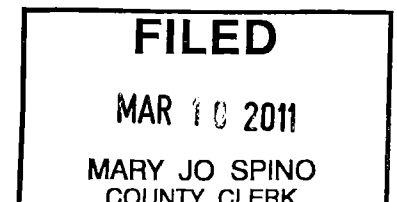
WHEREAS, the County desires to support the administrative services of a major agency which coordinates services for County residents who are at risk for HIV/AIDS, including food, housing, information, education, counseling, medical services, and emotional support to those individuals; and,

WHEREAS, the Clinic has the capacity to facilitate and coordinate such services; and,

NOW THEREFORE, the parties hereto agree as follows:

1. **Services**. The Clinic agrees to facilitate and coordinate services for clients who have tested positive for the HIV virus by working with the SAVE, Inc. and Good Samaritan Project, individually and jointly, to provide food, housing, community information, emergency assistance, and free medical services to them, as is more fully set out in the attached proposal marked as Exhibit A.

2. **Terms of Payment**. The County agrees to pay to the Clinic the total amount of \$58,825.00 to be used to provide for the services Clinic shall facilitate and coordinate. The funds shall be paid in quarterly installments of \$14,706.25, with the first payment for



payments shall be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Agency shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of Agency's activities pursuant to this Agreement. Agency's failure to submit this annual report shall disqualify Agency from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting agency shall have submitted to the Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the agency's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the agency's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an agency has previously received County funding, to be eligible for future payments, an agency must submit either an audited financial statement for the agency's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for

document described herein which was submitted to the Director of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract agency is out of compliance on any other County contract.

5. **Equal Opportunity.** The Clinic agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, the Clinic agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

6. **Audit.** The County further reserves that right to examine and audit, during reasonable office hours, the books, and records of the Clinic pertaining to the funds provided under this Agreement.

7. **Appropriation of funds.** Clinic and the County recognize that the County intends to satisfy its financial obligation to Clinic hereunder out of funds annually appropriated for that purpose by the County. County promises and covenants to make its best efforts to appropriate funds in accordance with this Agreement. In the event no funds or insufficient funds are appropriated and budgeted, or are otherwise unavailable by any means whatsoever for payment due hereunder, County shall immediately notify Clinic of this occurrence and this Agreement shall terminate on the last day for which

appropriations were received, without penalty or expense to the County of any kind whatsoever, except as to the portions of the payment amounts herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available, or at any time after the last date that County has paid for the Services, if earlier.

County further agrees:

a. That any funds authorized or appropriated for services rendered under this Agreement shall be applied to the payments hereunder until all such funds are exhausted.

b. That County will use its best efforts to obtain authorization and appropriation of such funds including, without limitation, the inclusion in its annual budget, a request for adequate funds to meet its obligation under this Agreement in full.

8. **Default.** If the Clinic shall default in the performance or observation of any term or condition of this Agreement, the County shall give the Clinic written notice setting forth the default and the correction to be made. Thereafter, if said default shall continue and not be corrected within 10 days of the receipt of the notice by the Clinic, the County may, at its election, terminate the Agreement and withhold any payments not yet made to the Clinic. Said election shall not in any way limit the County's rights to seek legal redress.

9. **Confidentiality.** The Clinic agrees to maintain strict confidentiality of all patient information or records that are developed pursuant to this Agreement. The contents of such records shall be disclosed only in accordance with the Clinic's

established policy and procedure, in accordance with Missouri State law, and Jackson County, Missouri written policy.

10. **Conflict of Interest.** The Clinic warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of this Agreement.

11. **Term.** This Agreement shall be effective January 1, 2011, and shall terminate on December 31, 2011. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by the Clinic as verified by the County's audit.

12. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Clinic shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Clinic during the performance of this Agreement.

13. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 10  
day of March, 2011.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

W. Stephen Nixon  
W. Stephen Nixon  
County Counselor

By: M. D. Sanders  
Michael D. Sanders  
County Executive

ATTEST:

KANSAS CITY FREE HEALTH CLINIC

Mary Jo Spino  
Mary Jo Spino  
Clerk of the Legislature

By: Shirley Wood  
Executive Director  
43-0967292  
Fed. I. D. # or S.S. #

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$58,825.00 which is hereby authorized.

March 8, 2011  
Date

[Signature]  
Director of Finance and Purchasing  
Account No. 002-7704-56789

77042011001

Kansas Free Health Clinic  
AIDS Program



# OUTSIDE AGENCY FUNDING REQUEST FORM 2011 BUDGET

415 E 12th Street, 2nd Floor  
Kansas City, MO 64106

Email: [auditor@jacksongov.org](mailto:auditor@jacksongov.org)

EXHIBIT  
A

RECEIVED  
SEP 16 2010  
JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

Section A: Organization or Agency Information .....	page 1
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Section C: Individual Program Budget .....	page 3
Section D: Program Information .....	pages 4 - 8
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Section A: Organization or Agency Information	
Name:	Kansas City Free Health Clinic
Address:	3515 Broadway, Kansas City, MO 64111
Phone No:	816-753-5144
Fax:	816-753-0804
Website Address:	<a href="http://www.kcfree.org">www.kcfree.org</a>
Federal Tax ID No:	43-0967292
Fiscal Year Cycle:	4-1-10 to 3-31-11
Executive Director:	Sheridan Y. Wood
Name and Title of Principal Contact Person:	Sheridan Y. Wood
Phone No:	816-777-2763
Email Address:	<a href="mailto:swood@kcfree.org">swood@kcfree.org</a>
Submittal of this request has been authorized by:	Sheridan Y. Wood <i>Sheridan Y. Wood</i>
Date:	<i>September 15, 2010</i>

## Section B: Agency's 2010 and 2011 Revenue Information

### Agency's 2011 Projected Revenue Information

Funding Entity	Agency's 2011 Total Projected Revenue Source You Will Request 2011 Funding From	Projected Amount	% of Total Revenue
Federal	Department of Health & Human Services	\$ 4,698,258	58
Jackson County	Legislature and Mental Health Levy	\$ 320,063	4
City	Kansas City Health Levy	\$ 475,338	6
Foundations/ Corporations	Restricted program funding/TBD	\$ 1,622,776	20
United Way	Program Allocations	\$ 355,000	4
Fundraisers	Corporate Sponsorships & Individual Attendees	\$ 216,500	3
Charity/Donations	Clinic Unrestricted Donations	\$ 358,960	4
Other	Misc Income (i.e. Interest/Medical Records Fees)	\$ 24,500	0
<b>2011 Total Projected Revenue</b>		<b>\$ 8,071,385</b>	

### Agency's 2010 Revenue Information

Funding Entity	Agency's 2010 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Department of Health & Human Services	\$ 4,956,150	60
Jackson County	Legislature and Mental Health Levy	\$ 351,500	4
City	Kansas City Health Levy	\$ 508,600	6
Foundations/ Corporations	Restricted program funding/TBD	\$ 1,354,321	16
United Way	Program Allocations	\$ 155,000	2
Fundraisers	Corporate Sponsorships & Individual Attendees	\$ 359,809	4
Charity/Donations	Clinic Unrestricted Donations	\$ 539,882	7
Other	Misc Income (i.e. Interest/Medical Records Fees)	\$ 51,845	1
<b>2010 Total Revenue</b>		<b>\$ 8,277,107</b>	

**If your agency received funding from Jackson County in 2010,  
please identify the funding source, amount and program name below.**

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Mental Health Levy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 191,100	Behavioral Health
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Outside Agency Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	
Jackson County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 128,963	General Medicine/Dental
Jackson County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 58,825	ASO Collaboration
<b>2010 Total Jackson County Funding</b>			<b>\$ 378,888</b>	

**Did your agency receive funding or resources in 2010 from either of the following?**

Mid-America Regional Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 147,260	General Medicine
Harvesters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -	

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400 FORTY'S OFFICE  
KANSAS CITY, MISSOURI

Section B



## Section C: 2011 REVISED Program Budget

*Complete a separate program budget for each program your agency is applying for funding.*

**Agency Name:** KANSAS CITY FREE HEALTH CLINIC

**Program Name:** ASO COLLABORATION

<b>Personal Services</b>			
For each salary request below please attach a job description or duties.			
Position/Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
<b>Kansas City Free Health Clinic</b>			
HIV Prevention and Counseling Staff as needed-may include Prevention Specialists/ Counseling&Testing Prevention staff and/or Prevention Mgr			\$ 10,830
Fringe Benefits/payroll taxes (20%)			\$ 2,166
Other (occupancy, equip maintenace, professional insurance, etc.)			\$ 964
<b>Good Samaritan Project</b>			
Testing Personnel	\$30,000	6%	\$ 1,800
Fringe Benefits/payroll taxes (18%)			\$ 325
Occupancy and communication for dedicated testing room			\$ 1,500
<b>SAVE Inc.</b>			
Residential Care Staff positions (three)	\$92,180	17%	\$ 15,670
Fringe Benefits/payroll taxes (23%)			\$ 3,605
<b>Total Personal Services</b>			<b>\$ 36,860</b>
<b>Contractual Services</b>			
<b>Good Samaritan Project</b>			
Peer Support Leader (\$225/mo Incentive)			\$ 2,700
<b>Total Contractual Services</b>			<b>\$ 2,700</b>
<b>Supplies</b>			
<b>Kansas City Free Health Clinic</b>			
Program supplies (risk reduction/test kits/testing incentives)			\$ 1,919
Printing (referral cards/education brochures)			\$ 686
Office/copying supplies			\$ 373
<b>Good Samaritan Project</b>			
HIV Rapid Test Kits-Orasure Technologies			\$ 1,000
Safer sex kits (condoms, lubricant, etc.)			\$ 1,000
Printing ("Get Tested" cards)			\$ 748
Mileage for Testing personnel (.50 per mile)			\$ 300
Office supplies--general			\$ 150
Emergency assistance (rent/electric/transportation) for HIV/AIDs+ clients			\$ 8,207
<b>Total Supplies</b>			<b>\$ 14,383</b>
<b>Kansas City Free Health Clinic</b>			
Indirect cost rate agreement (13.8% of direct program expenses)			\$ 2,337
Other administrative fees			\$ 1,000
<b>Good Samaritan Project</b>			
Administrative/supervisory expenses (10% of direct program expenses)			\$ 1,545
<b>Total Program Request</b>			<b>\$ 58,825</b>

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**JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI**

## **Kansas City Free Health Clinic**

### **Job Description-Prevention Specialists**

**Job Summary:** This position will provide a variety of HIV prevention interventions including, but not limited to HIV testing, outreach in public settings, community presentations, follow up and support services for newly infected individuals to ensure linkage to care services.

#### **Duties and Responsibilities**

- Attend and successfully complete the State of Missouri's CDC approved HIV/AIDS Basic Fundamental, Prevention Counseling, Partner Counseling and Referral Services, rapid HIV testing training programs and approved program prevention model(s) to be implemented (i.e. CDC SAMHSA etc).
- Implement and maintain scope of work objectives detailed in other Kansas City Free Health Clinic contracts/grants as assigned.
- Provide individual and group level prevention education services for target populations assigned who are at risk for HIV infection using the program model selected by the Clinic.
- Provide comprehensive, client-centered HIV risk reduction counseling and testing services for clients requesting this service.
- Provide clients with HIV test results in a client-centered and confidential manner.
- Ensure that clients with an HIV positive test results receive post-test counseling and are linked into medical treatment and support services.
- Complete client paperwork (counseling and testing, referrals, data collection elements etc.) in an accurate, thorough, and timely manner.
- Make referrals for clients with an HIV negative test result to Clinic and/or other community risk reduction counseling prevention programs.
- Provide follow-up for all referrals made (i.e. linkage to care, substance abuse treatment etc.)
- Disseminate educational materials and safer sex tools to clients during program related activities.
- Assist in the marketing of program services.
- Observe timely preparation and submittal of program reports as indicated by supervisor.
- Collaborate with the Data Management Specialist and Evaluation Coordinator on program evaluation activities.

### **Job Description-CATS Prevention Specialist**

**Job Summary:** This position is responsible for assisting with the coordination of the day-to-day operations of the Clinic's HIV Counseling and Testing program. This position works with the Prevention Manager, Counseling and Testing Program Coordinator, Evaluation Team, rapid testing team, and volunteers to ensure that HIV testing services are provided to clients.

#### **Duties and Responsibilities**

- Oversee the accurate and timely completion all HIV CATS (Counseling and Testing) client files and scan sheets.
- Ensure that HIV tests results are posted in timely fashion.
- Provide HIV counseling and testing services as required.
- Complete data entry and prepare statistical reports as needed.

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- Assist with the maintenance/revisions of the CATS volunteer manual and HIV testing procedures and protocols.
- Order program supplies as necessary (i.e. testing supplies, safer sex kits, forms, educational brochures).
- Assist with the coordination/facilitation of the quarterly educational updates for CATS staff and volunteers.
- Assist with the conducting of client satisfaction surveys, evaluation of volunteers, and quality assurance activities regarding client files.
- Assist with the development of program reports.
- Assist with the coordination of program evaluation activities with the Clinic's Evaluation Department.
- Work with other HIV Prevention team members (including students and volunteers) to ensure the provision of holistic prevention services to clients and their families.
- Assist with the development and implementation of program-marketing activities.
- Attend relevant community meetings as appropriate.

#### **Job Description-STD Prevention Coordinator**

**Job Summary:** This position is responsible for coordinating the day-to-day operations and delivery of sexually transmitted disease (STD) prevention services, including HIV counseling and testing activities. This position recruits, coordinates, and supervises volunteers and students who provide HIV and other STD testing services. This position assists in the supervision and coordination of various testing clinics and provides testing services as appropriate. In addition, is responsible for data management and funder reporting in collaboration with the Evaluation and Prevention Managers.

#### **Duties and Responsibilities**

- Collaborate with the Clinic's medical teams to coordinate the provision of HIV/STD prevention and testing services in the clinic setting.
- Coordinate and supervise various HIV/STD prevention and testing clinics (i.e. scheduled and/or walk-in or community based), including ensuring that adequate staff/volunteer resources are available to provide HIV/STD services at all times.
- Assist with the coordination of community outreach programs that involve STD and HIV counseling and testing services.
- Ensure agreements and procedures in place with community agency to perform confirmatory HIV testing.
- Provide HIV/STD prevention counseling and testing services as needed.
- Ensure the implementation of routine quality management activities concerning all program activities (i.e. client records, testing logs, lab processes, etc).
- Oversee the accurate completion of all client files and associated paperwork (i.e. scan sheets, lab requests, etc....)
- Ensure that Partner Elicitation services are completed with all reportable STD's (including HIV) following Missouri Department of Health guidelines (i.e. field records, etc...)
- Coordinate the integration of HIV primary care services for all new HIV+ clients.
- Develop program policies and procedures in conjunction with Prevention Manager as needed.

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- Maintain and revise as needed a program manual relevant to HIV/STD prevention and testing activities (i.e. policy and procedures).
- Coordinate and facilitate the Clinic's Prevention Counseling and Oral Test method Training for program staff and volunteers, as well as participants referred by the KCHD.
- Develop and implement program marketing strategies.
- Attend the Kansas City Regional Prevention Planning Group meetings as well as other community meetings as appropriate.

### **Job Description-Prevention Manager**

**Job Summary:** This position is responsible for working with the Director of Community Services and community partners in design, implementation, and evaluation of the Clinic's HIV Counseling and Testing, Rapid HIV Testing, and Community Based Prevention programs. This position collaborates internally with the Clinic's General Medicine, HIV Case Management, Mental Health, Substance Abuse, and HIV Primary Care program's to provide integrated service delivery for clients. This position collaborates externally with existing HIV/STD service providers, the Kansas City Health Department, the Missouri Department of Health and Senior Services, HRSA, Missouri Department Corrections, and other faith community based organizations.

### **Duties and Responsibilities**

- Provides direct supervision of all prevention staff including recruitment, orientation, work load assignments, individual and group supervision and evaluation.
- Provides supervision and oversight to assigned volunteers and students to ensure adherence to high professional standards.
- Monitors and ensures appropriate implementation and collaboration with the Clinic's HRSA/SAMHSA contract, Kansas City Health Department, Department of Health and Senior Services contracts and other government and foundation funded projects.
- Designs, implements and evaluates all elements of the prevention programs to ensure compliance with all federal, legislative, program guidance and contractual requirements.
- Oversees the development and implementation of program marketing materials.
- Coordinates activities utilizing consumer, volunteer, and staff input to evaluate and improve client service delivery.
- Ensures staff representation and participation with the Kansas City Eligible Metropolitan Area Comprehensive HIV Prevention and Care Prevention/Planning Council meeting/subcommittees to improve programming and client service delivery.
- Attends and actively participates in the Kansas City Eligible Metropolitan Area Comprehensive HIV Prevention and Care Prevention/Planning Council, Prevention Committee.
- Actively participates at the State level on the Missouri HIV community prevention planning Group.
- Collaborates and develops positive working relationships with relevant community groups/organizations that aid in improving program services.
- Coordinates community events that promote program services and overall Clinic services
- Prepares and submits program reports as requested by funding sources of programs supervised in a timely manner.

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- Collaborates with the Data Management Specialist and Evaluation Manager on program evaluation activities and the program's database and statistical reports.
- When applicable, oversees subcontracts with other agencies pertaining to the delivery of prevention programs/services.
- Administers appropriate policies and procedures for programs supervised.
- Develops, in conjunction with the Director of Community Services program budgets; authorizes approval of expenditures; and ensures operation of programs within budget constraints.

## **GOOD SAMARITAN PROJECT**

### **Job Description-Testing Personnel**

**Job Summary:** This position will educate and assist populations at-risk of HIV with risk-reduction counseling and HIV testing. The work of Testing Personnel in Jackson County includes group, individual and outreach level interventions utilizing educational prevention activities in diverse locations frequented by the targeted population; including bars, salons, schools, and churches. By establishing collaborative relationships in non-traditional settings Testing Personnel are able to reach populations that are often over-looked or missed. Testing Personnel will promote and reinforce safer behavior practices among at-risk individuals, in addition to dispensing condoms, literature, and other health related information to further educate and help individuals make safer decisions. Testing Personnel will provide counseling and testing for HIV in the field and in the office. Clients testing positive for HIV are linked to care at appropriate agency based on their needs and given referrals for follow up medical care, case management and prevention case management.

## **SAVE INC.**

### **Job Description-Resident Care Staff**

**Job Summary:** This position provides support to the residents and assists the Resident Care Coordinator as described in the mission statement, will provide supervision and assistance with activities of daily living to the residents of the home and provide input to the SAVE Home Manager on the daily needs of individual residents.

**Duties and Responsibilities:**

- Implements the policies and procedures of SAVE Home.
- Coordinates information for purchases and repairs of the facility on a day to day basis.
- Maintains a safe, comfortable and clean environment for residents' use in the common living areas and in the residents' rooms.
- Makes suggestions and recommendations for changes in operations and procedures to enhance the safety, security and comfort provided to the residents.
- Provides supervision to residents and volunteers in emergency situations when necessary, providing timely communication to appropriate levels of senior staff as indicated, i.e., during fire, tornado or impending threat.

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- Provides emotional and physical assistance and support to residents, family members, friends and volunteers in a considerate and professional manner.
- Identifies resident concerns and contributes to their resolution utilizing available resources.
- Provides educational information on HIV/AIDS to residents, family members, friends and volunteers as needed and appropriate.
- Routinely communicates residence issues to SAVE Home Manager.
- Orients new staff and volunteers, as assigned.
- Regularly attends and participates in staff meetings.

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## Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Kansas City Free Health Clinic

Program Name: AIDS Service Organization (ASO) Collaboration

### Proposed Program

Detail functions to be performed by each program.

Kansas City Free Health Clinic, Good Samaritan Project, and SAVE, Inc. and are partners in the AIDS Service Organization (ASO) Collaboration to provide services for HIV positive individuals and those at risk for HIV infection. KC Free Health Clinic will serve as the lead agency providing grant administration. The Clinic will provide HIV prevention education, risk reduction tools, and testing for individuals at high risk for exposure to HIV/AIDS. Good Samaritan Project will provide HIV/STD risk reduction counseling and HIV testing, peer support, and emergency assistance for individuals who are HIV+ clients who are at risk for homelessness. SAVE, Inc. will provide 24-hour assisted living for homeless individuals living with HIV/AIDS who require intensive support and are unable to live on their own.

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Section D

## Section D: 2011 Program Information

*Complete a separate program information sheet for each program your agency is applying for funding.*

**Agency Name:** Kansas City Free Health Clinic

**Program Name:** AIDS Service Organization (ASO) Collaboration

<b>Participants</b>	
Identify the number of participants by County that each program serves.	
Jackson, MO	6,012
Clay, Platte, Cass, MO	120
Wyandotte, Johnson, KS	200
Other Missouri	65

<b>Target Population</b>
Describe target population and demographics to be served by each program.

The target population for the ASO collaboration is Jackson County residents who are either infected with HIV/AIDS or who are at high risk for contracting HIV/AIDS. This includes groups identified in the Kansas City Region Comprehensive HIV Prevention Plan 2011-2015, which is currently in development. The risk populations noted in this updated Plan are White, African American, and Latino Men who have sex with men (MSM); African American women; Latino women; and High Risk Heterosexual African American Men. The target population also includes persons such as those who are homeless; or in substance abuse treatment centers, correctional facilities, and domestic violence shelters. Indigent people experience more health disparities, including HIV infection rates in our community. KC Free serves people at risk of HIV infection but does not track income level for prevention and testing services. GSP serves 15-20% indigents and SAVE 100%.

Would you provide these services to anyone at your door? Yes **Answer Yes or No**  
 Is anyone denied services? No **Answer Yes or No**  
 What level of indigents (below poverty level) do you serve? See Target Pop. Discussion Above  
 Please classify your program from the following types by percentage of your agency's overall service

Senior Program	N/A%
Indigent Program (Below Poverty Level)	N/A%
Senior Indigent Program	N/A %

What criteria do you have for the clients you serve?  
 KC Free and GSP do not have selection criteria for prevention and testing. For GSP emergency support, clients must demonstrate financial hardship, and be HIV+ and in case management. SAVE clients must be homeless, HIV+, and have medical need that requires 24 hour supervision.

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Section D



## Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Kansas City Free Health Clinic

Program Name: AIDS Service Organization (ASO) Collaboration

### Service Delivery Area

Identify your specific geographic service delivery area for each program.

Kansas City Free Health Clinic, Good Samaritan Project, and SAVE, Inc. are all headquartered in Jackson County, Missouri and provide services throughout the metropolitan Kansas City area, in both Missouri and Kansas. Our service delivery area for the proposed programming is Jackson County, Missouri.

### Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

The Clinic has a financial policy manual which is written in accordance with Generally Accepted Accounting Principles. Controls and systems are in place to ensure that grants are used for the purpose for which they were awarded. BKD, LLP is in the process of conducting our annual audit which will be reviewed and approved by the Board of Directors. The Clinic will make payments to SAVE, Inc. and Good Samaritan Project upon receipt of monthly invoices with documentation.

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Section D

## Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Kansas City Free Health Clinic

Program Name: AIDS Service Organization (ASO) Collaboration

### Approach & Method

List the top three (3) objectives for each program.

1. KC Free Health Clinic will provide HIV testing, education, and prevention services for people at high risk for contracting HIV.

2. Good Samaritan Project will provide HIV counseling and testing for individuals at high risk for HIV/AIDS, peer support, and emergency assistance for HIV+ clients.

3. SAVE, Inc. will provide housing in its residential group home (SAVE Home) for individuals living with HIV/AIDS that cannot live alone and require assistance with their activities of daily living.

Detail specific methods you will use to achieve these objectives.

KC Free will conduct prevention interventions (S.I.S.T.A., Comprehensive Risk Counseling Services, Making Proud Choices), distribute condoms and other risk reduction materials, and conduct HIV testing in the community. GSP will provide HIV counseling and testing for persons at-risk, peer support, and emergency assistance for HIV+ clients. SAVE, Inc. will house HIV+ homeless persons in its group home; and assist them in managing their condition/challenges (medications, hygiene, housekeeping, meal prep) and accessing medical/other services.

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Section D

## Section D: 2011 Program Information

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Agency Name: Kansas City Free Health Clinic

Program Name: AIDS Service Organization (ASO) Collaboration

### Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

Kansas City Free Health Clinic will use the following measures to demonstrate the success of the Clinic's program: the number of safer sex kits distributed, the number of drop off sites for condom distribution, the number of evidence-based prevention/education sessions provided, and the number of community sites at which HIV testing is offered. Good Samaritan Project will use the following measures: the number of people who receive an HIV test and the number of people who receive emergency assistance. SAVE, Inc. measures its goals on an annual basis, at a minimum, by reviewing case notes, individual resident files and records maintained in its Homeless Management Information System.

### Notification

How will your organization make clients, the public and the media

aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

The Free Health Clinic's Board of Directors is informed of the funding received from Jackson County in the Executive Director's Report. Essential funding such as support from Jackson County is listed in Clinic social networking and marketing pieces such as the Clinic's website, [www.kcfree.org](http://www.kcfree.org), its FaceBook page, its Annual Report, and/or its newsletters. Additional publicity is possible but is arranged on a case by case basis. If a funder desires, we can create signage for the waiting room and/or exam rooms and/or disseminate through a media release. GSP will inform the public of the County's support through its bi-annual newsletter, acknowledgment on its website, and in various HIV prevention materials. SAVE, Inc. will inform its Board of Directors and acknowledge this award in its annual report and newsletter which it posts on its website, [www.savelnckc.org](http://www.savelnckc.org).

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Section D