

MS  
5.20.10

Res. 17132

**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

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MARY JO SPINO  
COUNTY CLERK

the first quarter to be made upon execution of this Agreement. The remaining payments shall be made upon the County's receipt of the reports as set forth in paragraph 4 hereof.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, the Clinic shall submit a quarterly financial report, including a statement of budgeted and actual expenditures, and any other documents requested by the Director Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The reports for the first and second quarter shall both be submitted within 30 days after the conclusion of the second quarter. The last quarter's report shall include an annual report which shall summarize all of the Clinic's activities pursuant to this Agreement. The Clinic's failure to submit this annual report shall disqualify the Clinic 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 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, 2010, and shall terminate on December 31, 2010. 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.

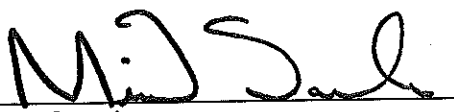
13. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 4 day of May, 2010.

APPROVED AS TO FORM:

  
William G. Snyder  
Acting County Counselor

JACKSON COUNTY, MISSOURI

By:   
Michael D. Sanders  
County Executive

ATTEST:

KANSAS CITY FREE HEALTH CLINIC

Mary Jo Spino  
Mary Jo Spino  
Clerk of the Legislature

By: Sheridan Y. Wosh  
Executive Director  
43-0947292  
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.

April 30, 2010  
Date

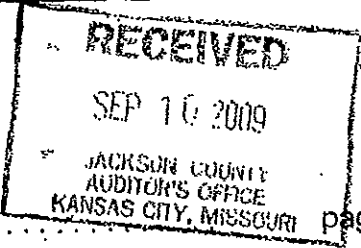
[Signature]  
Director of Finance and Purchasing  
Account No. 002-7704-56789  
77042010001



**OUTSIDE AGENCY FUNDING REQUEST FORM  
2010 BUDGET**

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

Email: auditor@jacksongov.org



Section A: Organization or Agency Information ..... page 1  
 Section B: Agency's 2009 and 2010 Revenue Information ..... page 2  
 Section C: Individual Program Budget ..... page 3  
 Section D: Program Information ..... pages 4 - 8

**Section A: Organization or Agency Information**

Name: **Kansas City Free Health Clinic**

Address: **3515 Broadway, Kansas City, MO 64111-2537**

Phone No: **816-753-5144** Fax: **816-753-0804**

Website Address: **www.kcfree.org**

Federal Tax ID No: **43-0967292** Fiscal Year Cycle: **4/1/09 to 3/31/10**

Name and Title of Contact Person: **Sheridan Y. (Sheri) Wood, Executive Director**

Phone No: **816-777-2763** Email Address: **swood@kcfree.org**

**Summary of Jackson County Funding Request by Program**

Program Name <i>(please prioritize with number 1 being most important)</i>	Amount
1. General Medicine Program	\$ 267,000
2. AIDS Service Organization Collaboration	\$ 65,000
3.	\$ -
<b>Total Jackson County Funding Request for All Programs</b>	<b>\$ 332,000</b>

## Section B: Agency's 2009 and 2010 Revenue Information

Agency's 2010 Revenue Information			
Funding Entity	Agency's 2010 Total Projected Revenue Source You Will Request 2010 Funding From	Projected Amount	% of Total Revenue
Federal	Department of Health & Human Services	\$ 4,324,058	58
Jackson County	Legislature and Mental Health Levy	\$ 541,000	7
City	City of Kansas City, MO Health Levy	\$ 503,600	7
Foundations/ Corporations	Restricted program funding TBD	\$ 1,232,587	17
United Way	Program Allocations	\$ 88,840	1
Fundraisers	Corporate Sponsorships & individual attendees	\$ 270,029	4
Charity/Donations	Clinic Unrestricted Donations	\$ 393,260	5
Other	Misc Income (i.e. Interest/Medical Records Fees)	\$ 44,184	1
<b>2010 Total Projected Revenue</b>		<b>\$ 7,397,538</b>	

Agency's 2009 Revenue Information				
Funding Entity	Agency's 2009 Total Revenue Source You Received Funding From	Amount	% of Total Revenue	
Federal	Department of Health & Human Services	\$ 4,362,698	61	
Jackson County	Legislature and Mental Health Levy	\$ 416,500	6	
City	City of Kansas City, MO Health Levy	\$ 508,808	7	
Foundations/ Corporations	Restricted program funding (listing available upon request)	\$ 1,097,131	15	
United Way	Program Allocations	\$ 88,840	1	
Fundraisers	Corporate Sponsorships & individual attendees	\$ 263,340	4	
Charity/Donations	Clinic Unrestricted Donations	\$ 383,720	5	
Other (please list)	Misc Income (i.e. Interest/Medical Records Fees)	\$ 29,011	0	
<b>2009 Total Revenue</b>		<b>\$ 7,150,048</b>		
If your agency received funding from Jackson County in 2009, 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"/>	\$ 209,000	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"/>	\$ 142,500	Gen Medicine/Dental
Jackson County Legislature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 65,000	ASO Collaboration
<b>2009 Total Jackson County Funding</b>			<b>\$ 416,500</b>	



## Section C: REVISED Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding. Program Name, Priority, and Total Program Request Amount from this sheet must match information entered under Page 1, Section A.

Agency Name: Kansas City Free Health Clinic

Program Name: General Medicine and Dental Program Priority: \_\_\_\_\_

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JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

<b>Personal Services</b>					
For each salary request below please attach a job description or duties.					
Position	No. of Hours		FTE	Rate	Annual Hours
	Per Week	or Annually			x Rate
Registered Nurses	40	2080	0.60	\$ 47,381.84	\$ 28,429
Medical Assistants	40	2080	0.50	\$ 26,983.68	\$ 13,492
Dental Assistant	40	2080	0.50	\$ 29,928.00	\$ 14,964
Volunteer Coordinator	32	1664	0.50	\$ 44,042.20	\$ 22,021
			-		\$ -
			-		\$ -
Total Salaries					\$ 78,906
Total Benefits (18.5%)					\$ 14,598
Other (occupancy, equipment maintenance, professional insurance, etc)					\$ 8,094
<b>Total Personal Services</b>					<b>\$ 101,598</b>
<b>Contractual Services</b>					
Enserve Biohazard Removal Service/MO-KAN Courier Lab Services					\$ 600
<b>Total Contractual Services</b>					<b>\$ 600</b>
<b>Supplies</b>					
Medical and Dental Supplies and Pharmaceuticals					\$ 5,860
Equipment (instrument and computer replacement)					\$ 3,600
Printing					\$ 893
Postage					\$ 600
Office/Copying Supplies					\$ 707
<b>Total Supplies</b>					<b>\$ 11,660</b>
<b>Indirect Cost Allocation (13.4/13.8%)</b>					<b>\$ 15,105</b>

**Total Program Request \$ 128,963**

## Section C: REVISED Individual Program Budget

Complete a separate program budget for each program your agency is applying for funding. Program Name, Priority, and Total Program Request Amount from this sheet must match information entered under Section A, page 1.

Agency Name: \_\_\_\_\_

Program Name: ASD COLLABORATION

Priority: 2

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DEC 29 2009

JACKSON COUNTY  
AUDITOR'S OFFICE  
KANSAS CITY, MISSOURI

Personal Services				
Position	No. of Hours		Rate	x Rate
	Per Week	FTE		
<b>Kansas City Free Health Clinic</b>				
HIV Prevention and Counseling Staff (as needed)	8	0.20	\$33,000	\$ 6,600
Fringe Benefits/payroll taxes (18.5%)				\$ 1,221
Other (occupancy, equip maintenance, professional insurance, etc.)				\$ 738
<b>Good Samaritan Project</b>				
Prevention Coordinator	188	0.09	\$32,500	\$ 2,708
Fringe Benefits/payroll taxes (19%)				\$ 515
<b>SAVE Home</b>				
Residential Care Staff	1082	0.52	\$30,290	\$ 15,671
Fringe Benefits/payroll taxes (23.5%)				\$ 3,604
<b>Total Personal Services</b>				<b>\$ 31,057</b>

Contractual Services	
<b>Good Samaritan Project</b>	
Peer Support Leader (\$200/mo incentive)	\$ 2,400
<b>Total Contractual Services</b>	
	<b>\$ 2,400</b>

Supplies	
<b>Kansas City Free Health Clinic</b>	
Program supplies (risk reduction/test kits/testing incentives)	\$ 6,974
Printing (referral cards/education brochures)	\$ 1,264
Office/copying supplies	\$ 156
<b>Good Samaritan Project</b>	
Safer sex kits (condoms, lubricant, etc.)	\$ 1,000
Printing	\$ 500
Mileage for testers and Peer Support leader	\$ 900
Office supplies--general	\$ 300
Occupancy and communication for dedicated room and testing phone line	\$ 1,500
Emergency assistance (rent/electric/transportation) for HIV/AIDS+ clients	\$ 7,907
<b>Total Supplies</b>	
	<b>\$ 20,501</b>

<b>Kansas City Free Health Clinic</b>	
Indirect cost rate agreement (13.4/13.8%) of direct program expenses)	\$ 2,322
Other administrative fees	\$ 1,000
<b>Good Samaritan Project</b>	
Admin expenses associated with administering and supervising the grant	\$ 1,545

**Total Program Request \$ 58,825**

**Kansas City Free Health Clinic  
Job Description**

<b>Position: General Medicine Discharge Staff Nurse</b>	<b>Exempt Status: EXEMPT</b>	<b>Work Status: Full-Time</b>
<b>Job Code: OSHA - 1 High Exposure</b>	<b>Division: General Medicine</b>	
<b>Reports To: Director of General Medicine</b>		<b>Date: February 2009</b>

***Job Summary***

The General Medicine Discharge Nurse is responsible for the implementation of the nursing process with all General Medicine patients. He/She is responsible to assure that direct patient care and provider support is provided during all General Medicine clinics and that Clinic chronic care protocols and standards of practice are consistently followed by all providers. He/She coordinates telephone triage, internal and external referral processes and acts as a liaison with internal departments and services regarding shared patient issues.

**Duties and Responsibilities:**

**Clinical**

1. Provides direct patient care under the guidance of the Director of General Medicine and the General Medicine Clinical Director.
2. Provides oversight to General Medicine volunteer and staff in the implementation of chronic care protocols, standards of care, and Clinic policy and procedures.
3. Provides chronic disease health education to selected patient populations.
4. Assures appropriate and adequate staff and volunteer support for all General Medicine clinics.
5. Assures that telephone triage, internal and external referrals and laboratory follow up for individual patients occur in a timely and effective manner.
6. Assures that appropriate patient education materials are provided with dispensed medications.
7. Assures that dispensary refill line is monitored and refills processed in a timely manner.
8. Collaborates with the General Medicine Clinical Director to assure the safety and effectiveness of dispensary services.
9. Collaborates with all Clinic services to assure that patients access all needed available services.
10. Receives and collects specimens, body materials and fluids from patients.
11. Performs automated hematology procedures, as necessary.
12. Performs other duties as assigned.

**Administrative:**

1. Collaborates with Director General Medicine and General Medicine Clinical Director in the design, implementation and evaluation of all General Medicine programs.
2. Directs and coordinates General Medicine volunteer orientation, scheduling and evaluation.
3. Participates in the development and implementation of a Quality Management program.
4. Maintains OSHA standards as outlined in the "Safety Manual."
5. Collects data and provides reports as requested.
6. Coordinates the ordering of all supplies, processes invoices and packing slips.
7. Participates in the development of new services and the related policy and procedure.
8. Performs other duties as requested.

Research:

1. Participates in new product evaluation.
2. Reviews current literature and applies new findings where appropriate.

Education:

1. Assures patient education materials relevant to chronic disease prevention and health promotion are current, relevant and readily available.
2. Provides appropriate and on-going patient education.
3. Participates in staff and volunteer development activities.
4. Acts as preceptor for undergraduate nursing students.
5. Serves as faculty and/or planning committee member for selected community education programs.

Employees Supervised:

None

Required Knowledge and Skills:

Ability to work as a team member. Must be able to handle multiple tasks, while meeting deadlines. Excellent verbal and written communication skills. Demonstrated leadership ability. The ability to relate to a broad and diverse spectrum of our community and listen to clients in a non-judgmental fashion is a requirement.

Education & Experience:

Registered Nurse with BS in Nursing preferred. Valid Missouri licensure. Experience with cardiovascular disease, diabetes and health education preferred. Knowledge of adult learning principles a plus. Supervisory experience a plus.

Physical Demands/Working Conditions:

Intermittent physical activity including walking, standing, sitting, lifting and supporting of patients.

Will be exposed to virus, disease and infection from patients in working environment.

Will be required to work extended periods and flexible hours based on clinical need.

May experience traumatic situations including psychiatric, dismembered and deceased patients.

**KANSAS CITY FREE HEALTH CLINIC  
JOB DESCRIPTION**

<b>Position: General Medicine Medical Assistant-FLOAT</b>	<b>Exempt Status: EXEMPT</b>	<b>Work Status: Full-Time</b>
<b>Job Code: OSHA – 1 High Exposure</b>	<b>Division: General Medicine</b>	
<b>Reports To: Director of General Medicine</b>		<b>Date: 1/10/02</b>

**Job Summary:**

The General Medicine Clinic Assistant is responsible for the implementation of the nursing process with patients seen in the General Medicine Clinics. He/she is responsible for the day to day coordination of patient care issues and needs. Oversees the volunteers' activities, provides support and also acts as a resource to the volunteers. Assists with program planning and implementation and quality improvement.

**Essential Job Functions:**

**Clinical:**

1. Assist in coordinating day to day flow of the General Medicine Patients and ensure that their needs are met.
2. Provide direct patient care under the guidance of the Director of General Medicine and in accordance with established protocols.
3. Act as a resource person during clinics to include triaging patients who desire to be seen as a walk-in during scheduled clinics.
4. Provide telephone consultations and respond to incoming phone calls related to general medicine services.
5. Perform venipuncture, process laboratory specimens for transport, and process lab Results per established protocols.
6. Provide follow-up and processing of referrals for patients.
7. Assist patients and/or families in accessing social services such as financial assistance, safe housing and abuse prevention services.
8. Provide TB testing and subsequent readings in an appropriate time frame.
9. Assist with staffing of the Dispensary and other areas as assigned
10. Provide general medicine nursing support for general medicine clinics at both Midtown and Eastside locations.

**Administrative:**

1. Dispose of or replace all outdated equipment, pharmaceuticals and lab supplies.
2. Maintain OSHA standards as outlined in the "Safety Manual."

3. Coordinate schedule with Team Leader and Office Manager.
4. Collect data and provide reports as requested.
5. Participate in the development and implementation of clinical policy and procedure.
6. Participate in the development and implementation of General Medicine grants and programs.
7. Coordinate the volunteer assignments according to the needs of the clinic.

Education:

1. Provide appropriate and on-going patient education.
2. Assist in providing staff and volunteer development activities
3. Provide orientation to new volunteers, students and employees.
4. Assist in the development, acquisition, and evaluation of patient education materials.

Assist with other duties as requested.

Required Knowledge and Skills:

Knowledge of community health. Ability to relate to a diverse spectrum of our community. Basic Computer Skills. Ability to adapt to a rapidly changing environment and learning new tasks as they arise.

Physical Demands/Working Conditions:

1. Ability to work as a team member.
2. Ability to handle multiple tasks at one time.
3. Ability to relate to a broad and diverse spectrum of our community.
4. Ability to listen to clients in a non-judgmental fashion.
5. Ability to stand on feet for long periods of time.
6. Ability to plans and meet deadlines.
7. Ability to work flexible hours. Primary hours are Monday- Thursday 1:00pm to 8:30 pm and Friday 9:00 am to 5:00 pm. Hours are approximate and may vary. ( i.e., if there is no evening clinic, hours will be 9-5, or if clinic runs late in evening).

Position Requirements:

Certified Medical Assistant, Pharmacy/Medication Technician, or Certified Nurses Aide with valld Missouri license. Require three to five years experience in. Prefer two to three years of health care experience has been in a community health setting.

**KANSAS CITY FREE HEALTH CLINIC  
JOB DESCRIPTION**

<b>Title:</b> Dental Assistant	<b>OSHA Rating:</b> 1-High Exposure
<b>Division:</b> Oral Health	<b>Status:</b> Non-Exempt
<b>Number of Employees This Position Supervises:</b> 0	<b>Budget Size:</b> 0
<b>Reports To:</b> Dental Coordinator/ Director of HIV and Oral Health	<b>Date:</b> 01/21/2009

**General Summary:**

This is a chairside dental assistant position with primary responsibility of assisting the dentist in providing direct patient care. This position is responsible for assuring efficient and effective patient flow and maintenance of all necessary equipment and supplies. This position acts as a resource to volunteers and students.

**Essential Functions:**

1. Provide direct patient care under the guidance of the scheduled dentist in accordance with established protocols and standards.
2. Maintains safety of environment by following OSHA standards as outlined in the "Safety Manual".
3. Maintains an appropriate supply of dental materials and sterilization supplies
4. Coordinates routine equipment maintenance and reports problems with equipment and supplies to the dental coordinator.
5. Orients volunteer dental assistants and assures that they comply with Clinic policy and procedures.
6. Documents patient care appropriately and in a timely manner.
7. Provides good customer service.
8. Participates as a team member with oral health program staff and the Clinic as a whole.
9. Other duties as assigned.

**Minimum Requirements:**

1. High school diploma or GED required.
2. Successful completion of dental assistant training; dental certification preferred.
3. Minimum of one year experience as a dental assistant preferred,
4. Ability to work as a team member and handle multiple tasks at one time.
5. Ability to plan and meet deadlines.
6. Ability to work flexible hours per dentist availability to provide dental clinics.
7. Must have good interpersonal skills with ability to relate to diverse groups of people without judgment.

**Physical Demands/Working Conditions:**

1. This position may be exposed to virus, disease and infection from patients in working environment;
2. The employecc is expected to travel by automobile and is exposed to changing weather conditions;
3. May be expected to drive to staff meetings, and any other meetings that concern the dental department.
4. May experience traumatic situations including psychiatric traumatized and deceased patients;
5. Employee will primarily sit or stand for extended periods if time with periods of high activity. Some lifting is required.

1

**Kansas City Free Health Clinic  
Job Description**

<b>Position:</b> Volunteer – Staff Liaison/Coordinator		<b>Exempt Status:</b> Exempt	<b>Work Status:</b> Full-Time
<b>Job Code:</b> OSHA – 3 Low Exposure		<b>Division:</b> Development	
<b>Reports To:</b> Director of Development		<b>Date:</b>	

**JOB SUMMARY:** This multi-faceted position is responsible for all aspects of the Clinic's volunteer program as well as serving as the liaison between Clinic Staff and Clinic Volunteers. It is the ultimate goal that this person will be critical in enhancing patient and client services by serving as the liaison between staff and volunteers. This person will continually work to build and maintain positive relationships, interactions, and communications between the two.

**DUTIES AND RESPONSIBILITIES:**

**Volunteer Coordination**

Critical to the daily operations of the Clinic is the involvement of dedicated and skilled volunteers. The ratio of staff to volunteers involved in the delivery of Clinic services is 1:3. It is imperative that the Clinic have in place a highly organized and highly effective program of volunteer recruitment, training, coordination, and continuity. As such the responsibilities for this position are to:

- Provide leadership, information dissemination, and training for Clinic staff concerning volunteer importance, management, training and supervision.
- Provide close monitoring and supervision of all aspects of volunteerism at the Clinic: adherence to policies and procedures, timeliness and attendance, skill level, customer service attitudes, ability to work for and with Clinic staff and other volunteers, etc.
- From observations, monitoring, supervision and interactions with all areas of Clinic and all Clinic staff, be able to anticipate and make recommendations for volunteer numbers and skills needed.
- Develop and implement targeted volunteer recruitment efforts when needed to secure volunteers for all program and areas of the Clinic; recruit and/or help recruit volunteers as needed and when possible to support activities and events hosted by the Clinic as well as activities and events that involve the Clinic
- Schedule volunteers for General Medicine Clinics (including Dental Clinics) at all Clinic locations. Maintain master calendar for all-Clinic usage.
- Manage the volunteer application process including application evaluation and modification, interview, screen, and assess commitment level, training required, program referrals and follow-up with all volunteer applicants on a timely basis regarding their application status.
- Provide leadership for all volunteers, including students and interns, including their orientation to the agency, the facilitation of overall training session, and assistance when needed with program area trainings and updates, including skill labs.
- Maintain up to date and complete volunteer policies and procedures manual.
- Oversee the maintenance of the volunteer database in Raiser's Edge including input of new applicants, updating active and inactive volunteers, tracking volunteer hours
- Oversee the maintenance of the volunteer filing system including tracking of all required license status and the submission of the State Legal Expense Fund Annual Report.
- Develop and implement volunteer recognition/appreciation activities - annual volunteer appreciation event, birthday, get well, congrats cards, and initiate new recognition activities (i.e., letters to medical associations or Dean of Students for student volunteers).
- Publish monthly volunteer newsletter.



**Staff – Volunteer Liaison**

Because the ratio of staff to volunteers is so high at the Clinic and because of the fast-paced environment at the Clinic, 1:3, it is imperative that an established, highly functioning, and clear line of communication exists between the staff and the volunteer. Timely and accurate exchange of information and joint input for planning is critical for seamless functioning. As such, the responsibilities for the position also include

- Daily and/or weekly monitoring of records and reports regarding involving clinics held, room usage, clinics cancelled, appointment scheduled, open appointments, appointment cancellations, patient DNKAs, etc.. to be able to report variances, trends, and/or problem areas.
- Attend monthly meetings of all departments to present information regarding volunteer efforts in the department and secure from department staff information regarding clinic scheduling/master calendar maintenance and/or issues, volunteer needs and/or concerns as well as to present information of relevance regarding staff-volunteer relationships, interactions, and communications.
- Work closely with and meet weekly with clinical directors to
  - Review and update the master calendar
  - Report findings from record and report monitoring
  - Help identify problems and help determine correction needed
  - Help identify gaps in current services and need level for new services
  - Help monitor the need level of current services/clinics and determine updates/changes needed
  - Help identify opportunities for improvement in timely turnaround of patient and client visits
- Develop and implement a clear procedure and policy for handling complaints between staff and volunteers

**General**

- Meet regularly with Department Director to make recommendations and relate problems, opportunities and goals related to area of responsibility.
- Report monthly at a Director's Meeting
- Maintain appropriate confidentiality of all client-related information.

**REQUIRED KNOWLEDGE, SKILLS AND PERSONAL QUALIFICATIONS**

- Bachelor's degree preferred.
- Two years experience in a non-profit setting with volunteer management and publicity experience.
- Ability to clearly and appropriately represent the Clinic to the public, and to affect the public perception of the Clinic's services and vision to all audiences.
- Extensive computer knowledge of Microsoft products and desktop publishing software.
- Ability to work within and contribute to a team oriented working environment and to resolve conflict in a constructive manner.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

- Intermittent physical activity including walking, standing, sitting.
- Ability to work under stress with interruptions and multiple deadlines.

*The above information is intended to describe the most important aspects of the job. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

Approved:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**KANSAS CITY FREE HEALTH CLINIC  
JOB DESCRIPTION**

<b>Title:</b> Prevention Specialist	<b>Exempt Status:</b> Exempt	<b>Work Status:</b> Full-Time
<b>Division:</b> Community Services		<b>Job Code:</b> (i.e. OSHA – 3 High Exposure)
<b>Number of Employees This Position Supervises:</b> Zero		<b>Budget Size:</b>
<b>Reports To:</b> Prevention Manager		<b>Date:</b> 7/1/06

**General Summary:**

Overall, this position will provide a variety of HIV prevention interventions targeting high risk communities. Methods of service delivery will include, but is not limited to individual and group level risk reduction prevention education, HIV testing, outreach in public settings, community presentations, follow up and support services for newly infected individuals to ensure linkage to care services.

**Minimum Requirements:**

- Bachelor's Degree in social work, psychology, sociology or related field preferred.
- Six months experience in healthcare or related field.
- HIV/AIDS prevention experience with the target population preferred.
- Must have good interpersonal skills with ability to relate to diverse groups of people and people on all levels

**After Hire Requirements:**

- Within 90 days, attend and successfully complete the State of Missouri's CDC approved HIV/AIDS Basic Fundamental, Prevention Counseling, Partner Counseling and Referral Services, and rapid HIV testing training programs.
- Within 90 days, attend and successfully complete training for approved program prevention model(s) to be implemented (i.e. CDC SAMHSA etc).

**Essential Functions:**

- Implement and maintain scope of work objectives detailed in Kansas City Health Department (KCHD) Health Education and Risk Reduction contract(s) assigned.
- 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 (i.e. Caucasian and African American MSM's) 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.
- Following the Missouri Department of Health/Kansas City Health Department standards, provide partner counseling and referral services (PCRS) for newly diagnosed HIV+ individuals. Submit paperwork to the Prevention Manager and/or STD Prevention

- Coordinator for review prior to submittal to the Kansas City Health Department for Partner Notification and follow-up 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.
  - Provide statistical information as requested by supervisor.
  - Supports the mission and vision of the Kansas City Free Health Clinic.
  - Operates as a team member of the Kansas City Free Health Clinic; supporting other staff members when needed.
  - All duties as assigned by Department Director or Senior Staff Members when required for the smooth operation of the Clinic and/or its Administrative functions. Perform other duties as assigned that are related to prevention education programming.

**Physical Demands/Working Conditions:**

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee regularly is required to stand and move about the building.
- The employee is expected to travel by automobile and is exposed to changing weather conditions.
- Will be expected to drive to community meetings, client homes or other agencies.
- This position may be exposed to virus, disease and infection from patients in working environment
- May experience traumatic situations including psychiatric and deceased patients.
- Employee will regularly have to lift up to ten pounds.

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

Signature and Date \_\_\_\_\_

Supervisor Signature and Date \_\_\_\_\_

**KANSAS CITY FREE HEALTH CLINIC  
JOB DESCRIPTION**

<b>Title:</b> Youth Prevention Specialist	<b>Exempt Status:</b> Exempt	<b>Work Status:</b> Full-Time
<b>Division:</b> Community Services		<b>Job Code:</b> (i.e. OSHA – 3 High Exposure)
<b>Number of Employees This Position Supervises:</b> Zero		<b>Budget Size:</b>
<b>Reports To:</b> Prevention Manager		<b>Date:</b> 6/2007

**General Summary:** Overall, this position will provide a variety of HIV prevention interventions targeting high risk youth. Methods of service delivery will include, but is 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.

**Minimum Requirements:**

- Bachelor's Degree in social work, psychology, sociology or related field preferred.
- Six months experience in healthcare or related field.
- HIV/AIDS prevention experience with the target population preferred.
- Must have good interpersonal skills with ability to relate to diverse groups of people and people on all levels

**After Hire Requirements:**

- Within 90 days of hire, attend and successfully complete the State of Missouri's CDC approved HIV/AIDS Basic Fundamental, Prevention Counseling, Partner Counseling and Referral Services, and rapid HIV testing training programs.
- Within 90 days of hire, attend and successfully complete training for approved program prevention model(s) to be implemented.

**Essential Functions:**

**1. PROGRAM PLANNING AND DEVELOPMENT:**

- Actively collaborate with and support the Missouri Department of Health and Senior Services (MDHSS) Youth Program Manager in the development and implementation of various program activities at the state and local level.
- Actively participate in the Youth Subcommittee of the HIV Prevention Statewide Community Planning Group, as well as applicable local planning groups.
- Develop a regional Youth Prevention Community Planning Group in coordination with and under the direction of the MDHSS Youth Program Manager.
- Integrate STD, Hepatitis, Teen Pregnancy Prevention, and other youth-focused messages into program components, activities, and materials.
- Identify and engage other stakeholders and persons/agencies/programs that should be represented on the Statewide and/or local Youth Subcommittee or who should take an active role in the ongoing development of this program or with whom this program could coordinate and/or integrate activities and messages.
- Identify various community-based organizations or types of organizations that should be approached as potential partners/support on these projects.

**2. COLLEGE-BASED OUTREACH/EDUCATION:**

- Contact area colleges and universities to arrange for presentations to education majors for the purpose of promoting youth-focused healthy behaviors and HIV/STD prevention messages to prepare them for delivering effective health education programs in their future teaching positions, as well as to recruit students for potential internships delivering middle/high school health education presentations and developing school-based peer-education programs.
- Contact various area colleges and universities to arrange for presentations to nursing, social work, and students of other health-related majors to promote public health programs as future careers as well as to recruit students for developing HIV/STD prevention programs at the college/university.
- Coordinate with the MDHSS Youth Program Manager and area colleges/universities to arrange potential internships.

- Provide ongoing support to health education programs, health educators, and peer groups, including training, technical assistance, educational materials, and other resources.

### 3. SCHOOL-BASED PROGRAM ACTIVITIES:

- Contact various area middle and high schools to arrange for health education presentations to students for the purpose of promoting youth-focused healthy behaviors and Teen Pregnancy/HIV/STD prevention messages.
- Contact various area middle and high schools to arrange for presentations to student groups/organizations for the purpose of promoting, developing, and recruiting students to implement peer-based healthy behaviors/prevention education programs in the school.
- Provide ongoing support to health education programs, health educators, and peer groups, including training, technical assistance, educational materials, and other resources.

### 4. COMMUNITY-BASED ACTIVITIES:

- Identify and contact various community-based programs and organizations to develop and support effective youth development programs and parent-driven programs related to Healthy Behaviors and Prevention Education.
- Identify various community-based organizations or types of organizations that should be approached as potential partners on this project.
- Provide ongoing support to the participating community-based programs as needed, including training, technical assistance, educational materials, and other resources.

### 5. CARE AND TREATMENT ACTIVITIES:

- Coordinate contract/program activities with Ryan White Part D (Title IV) program.
- Actively participate in and support various local and statewide youth-focused HIV care and treatment activities, promoting youth development and healthy behaviors concepts and recruiting youth clients to participate in prevention education programs and activities.

### 6. TESTING AND IMMUNIZATION ACTIVITIES:

- Coordinate with both the MDHSS Youth Program Manager and local HIV Counseling and Testing programs to provide HIV/STD/Hepatitis testing opportunities for youth in various clinical and outreach settings.
- Educate youth as to the availability of immunizations for Hepatitis A/B and HPV through various state and local programs/settings.
- Following the Missouri Department of Health/Kansas City Health Department standards, provide partner counseling and referral services (PCRS) for newly diagnosed HIV+ individuals. Submit paperwork to the Prevention Manager for review prior to submittal to the Kansas City Health Department for Partner Notification and follow-up services.
- Complete client paperwork (counseling and testing, referrals, data collection elements etc.) in an accurate, thorough, and timely manner.
- Refer clients with an HIV negative test result to Clinic and/or other community risk reduction counseling prevention programs.

### 7. ADMINISTRATIVE ACTIVITIES:

- Observe timely preparation and submittal of program reports as indicated by supervisor.
- Collaborate with the Clinic's Data Management Specialist and Evaluation Manager on program evaluation activities.
- Provide statistical information as requested by supervisor.
- Support the mission and vision of the Kansas City Free Health Clinic.
- Operate as a team member of the Kansas City Free Health Clinic; supporting other staff members when needed.
- All duties as assigned by Department Director or Senior Staff Members when required for the smooth operation of the Clinic and/or its Administrative functions. Perform other duties as assigned that are related to prevention education programming.

### Physical Demands/Working Conditions:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee regularly is required to stand and move about the building.
- The employee is expected to travel by automobile and is exposed to changing weather conditions.
- Will be expected to drive to community meetings, client homes or other agencies.
- May experience traumatic situations including psychiatric and deceased patients.
- This position may be exposed to virus, disease and infection from patients in working environment.
- Employee will regularly have to lift up to ten pounds.

**KANSAS CITY FREE HEALTH CLINIC  
JOB DESCRIPTION**

<b>Position:</b> CATS Prevention Specialist	<b>Exempt Status:</b> EXEMPT	<b>Work Status:</b> Full-Time
<b>Job Code:</b> OSHA – 1 High Exposure	<b>Division:</b> Community Services	
<b>Reports To:</b> Prevention Manager		<b>Date:</b> 9/19/05

**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.
- 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, harm reduction supplies).
- 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.
- Other duties as assigned.

**EDUCATION/EXPERIENCE**

Bachelor's Degree and/or at least 2 years experience in HIV/AIDS prevention or community related work required. Counseling experience preferred.

Staff is required to attend and successfully complete the State of Missouri's Fundamentals of Prevention Counseling training.

Approved:

\_\_\_\_\_  
Prevention Manager

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## KANSAS CITY FREE HEALTH CLINIC JOB DESCRIPTION

<b>Position:</b> STD Prevention Coordinator	<b>Exempt Status:</b> EXEMPT	<b>Work Status:</b> Full-Time
<b>Job Code:</b> OSHA - 2 Medium Exposure	<b>Division:</b> HIV Community Services	
<b>Reports To:</b> Prevention Manager		<b>Date:</b> 10/05, Revised 6/08

**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:**

1. Collaborate with the Clinic's medical teams to coordinate the provision of HIV/STD prevention and testing services in the clinic setting.
2. 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.
3. Assist with the coordination of community outreach programs that involve STD and HIV counseling and testing services.
4. Ensure agreements and procedures in place with community agency to perform confirmatory HIV testing.
5. Provide HIV/STD prevention counseling and testing services as needed.
6. Ensure the implementation of routine quality management activities concerning all program activities (i.e. client records, testing logs, lab processes, etc.).
7. Oversee the accurate completion of all client files and associated paperwork (i.e. scan sheets, lab requests, etc.)
8. Internally post HIV/STD results and complete appropriate follow-up paper work in a timely fashion (i.e. health department regulated reports for the reporting of HIV and other STD's).
9. 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.)
10. Coordinate the integration of HIV primary care services for all new HIV+ clients.
11. Work with the Clinic's Evaluation Department to efficiently maintain all database programs associated with HIV/STD prevention services provided.
12. Develop program policies and procedures in conjunction with Prevention Manager as needed.
13. Maintain and revise as needed a program manual relevant to HIV/STD prevention and testing activities (i.e. policy and procedures).

14. Recruit, train and supervise program volunteers and students.
15. Ensure program volunteers and staff are trained to provide HIV/STD prevention services utilizing the program manual as a training tool. Ensure that program volunteers adhere to the program policies and procedures set forth in the manual.
16. 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.
17. Coordinate quarterly STD/HIV educational updates for program staff and volunteers.
18. Coordinate program related communication with all program staff, volunteers, agency and community (via mail, e-mail, newsletters, etc.).
19. Develop and implement program marketing strategies.
20. Order program supplies as necessary.
21. Work in collaboration with Prevention Manager to ensure all grant related deliverables are met including budget expenditures.
22. Coordinate KCHD and DHSS quality assurance site visits and constantly monitor QA requirements to ensure compliance.
23. Ensure that all program related reports are completed and submitted to the appropriate agency and Prevention Manager in a timely manner.
24. Collaborate with the Clinic's Evaluation department to ensure that client satisfaction surveys are conducted semi-annually.
25. Assist with the development of grant proposals and program reports as needed.
26. Attend the Kansas City Regional Prevention Planning Group meetings as well as other community meetings.
27. Provide oversight to the operation and management of the Clinic's mobile van.

**EDUCATION/EXPERIENCE:** Bachelor's degree required, Master's degree preferred, in the field of public health, public administration, community health education, social work or related field. Three years experience in program administration including contract management, supervision, and data management preferred. Experience working with volunteers preferred. Demonstrated ability to effectively use various data base and word processing applications required.

**PHYSICAL DEMANDS AND WORK CONDITIONS:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hands or fingers to handle or feel objects, tools, or controls; The employee frequently lifts and/or moves up to 10 pounds. The employee is expected to travel by automobile and is exposed to changing weather conditions. Will be expected to drive to community meetings, client homes or other agencies. May experience traumatic situations including psychiatric and deceased patients.

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

Approved:



## SAVE INC. JOB DESCRIPTION

**Title:** Resident Care Staff

**Reports To:** SAVE Home Manager

**Job Summary:** This position provide support to the residents and assist 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:

#### General:

- Implements the policies and procedures of SAVE Home.
- Ensures the safety and security of the facility and its residents.
- 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 the SAVE Home Manager 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.
- Provides shift specific duties as determined by the usual operating procedures of the Home.
- Perform other duties as assigned by the SAVE Home Manager or Resident Care Coordinator.

#### Residents:

- 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.
- Maintains documentation in the resident record every shift, including admission data, SRO application, health status observations, interactions with family/friends, observations of mental status, as well as problems and concerns related to the resident.

**Staff:**

- Routinely communicates residence issues to SAVE Home Manager.
- Orients new staff and volunteers, as assigned.
- Maintains personal work schedule and submits requests for vacation, leave, etc. in a timely manner to avoid scheduling compromises.
- Regularly attends and participates in staff meetings.

**Education and Experience:**

- High School Diploma or its equivalent.
- Good judgment and observation skills.
- Good physical and mental health.
- Knowledge of AIDS and its related illnesses.
- Demonstrated ability to work with residents and families to provide assistance in adjustment to the resident's illness.
- Successful completion of educational programs that enhance the skills and abilities of the Resident Care Staff in relation to activities of SAVE Home.

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work.*

4-2-2003

## Section D: Program Information

Complete each section for each program your agency is applying for funding.  
All Program 1 information should be entered in the left column, all Program 2 information in the middle column,  
and all Program 3 information in the right column.

Program 1 Name	Program 2 Name	Program 3 Name
<p>General Medicine &amp; Dental Services (KC Free Health Clinic)</p> <p>Kansas City Free Health Clinic will provide medical and dental services for uninsured and under-insured residents of Jackson County, Missouri. Medical services include acute and chronic disease care, women's health, physical exams, TB testing, chiropractic services and occupational/physical therapies. Volunteers provide clinics in nutrition, diabetes management, medication adherence, acupuncture, dermatology, cardiology, optometry, podiatry, endocrinology and pulmonary care. The dental program provides diagnostic, restorative, emergency and preventive oral health care. Most of our patients have neglected their dental care for many years and require extensive work to restore their oral health. An average of 6.2 procedures are performed on each patient, including exams, x-rays, extractions, fillings, root canals, prophylaxis, and routine cleaning. Our medical and dental programs are among the first in the nation to offer opt-out rapid HIV testing (results in 20 minutes) as a routine part of care, per CDC guidelines.</p>	<p>AIDS Service Organization Program (KC Free, GSP, SAVE, Inc.)</p> <p style="text-align: center;"><b>Proposed Program</b> Detail functions to be performed by each program.</p> <p>Kansas City Free Health Clinic, Good Samaritan Project and SAVE, Inc. 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 and testing for individuals at high risk for exposure to HIV/AIDS. Good Samaritan Project will provide HIV testing, peer support and emergency assistance for 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.</p>	

Participants	
Identify the number of participants by County that each program serves.	
Jackson	6,317
Clay/Platte	58
Cass	-
Other Missouri	83
Kansas	107
Describe target population and demographics to be served by each program.	Target Population
<p>Our patients are among the most vulnerable people in the community. Ninety-five percent report they have incomes at or below the federal poverty level; 96% are uninsured. We serve adults, ages 18 to 64, who are uninsured or under-insured. This includes people with full or part-time jobs that don't offer health benefits; self-employed individuals; laid off workers whose COBRA benefits have expired or they could not afford COBRA; and those unable to afford employer coverage. According to a three-week survey of medical and dental patients, 35% to 40% are parents or adult caregivers in families with children. The Clinic's medical programs are seeing a 23% increase in patients served in 2009 as compared to 2008. To provide comprehensive dental care needed to improve patient health, we have limited our dental patient population to those who are currently Clinic patients in this and other programs. The pool of potential patients is nearly 6,000 uninsured individuals, who are 35% African American, 43% Caucasian, 7% Latino and 15% other or unreported.</p>	<p>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 vulnerable populations identified in the Kansas City Region Comprehensive HIV Prevention Plan 2006-2010, including, but not limited to, Men Who Have Sex With Men (MSM), African American women (particularly women of childbearing age 13-44 years), and Hispanic/Latino men and women. The target population also includes persons who are living with HIV/AIDS and homeless, and individuals in substance abuse treatment centers, correctional facilities and domestic violence shelters.</p>

Identify your specific geographic service delivery for each program.	Service Delivery Area	Fund Separation
<p>The Kansas City Free Health Clinic delivers services to residents of the metropolitan Kansas City area. Approximately 78% of medical/dental patients live in Jackson County. Other metro area counties where our patients reside include Clay (6%), Wyandotte (5%), Johnson (5%), Platte (2%) and Cass (1%) The remaining 3% live in other KS and MO counties.</p>	<p>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.</p>	<p>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 conducted our most recent audit in June 2009 and has presented the audit to the board finance committee. There were no findings. The Board is slated to review the audit at its September 22, 2009 meeting.</p>
<p>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 conducted our most recent audit in June 2009 and has presented the audit to the board finance committee. There were no findings. The Board is slated to review the audit at its September 22, 2009 meeting.</p>	<p>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 conducted our most recent audit in June 2009 and has presented the audit to the board finance committee. There were no findings. The Board is slated to review the audit at its September 22, 2009 meeting.</p>	<p>The Clinic will take measures to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.</p>

Approach & Method	
List the top three (3) objectives for each program.	
<p>1. Provide at least 7,800 General Medicine patient visits for Jackson County residents. (Encounters are defined by the federal UDS requirements.)</p>	<p>1. Kansas City Free Health Clinic will provide HIV education and prevention services for people at high risk for contracting HIV.</p>
<p>2. Provide services which address the preventive, acute and chronic health care needs of uninsured and underinsured Jackson County residents</p>	<p>2. Good Samaritan Project will provide HIV testing for individuals at risk for HIV/AIDS, peer support, and emergency assistance for HIV+ clients.</p>
<p>3. Provide comprehensive Oral Health Care which is integrated with the Clinic's General Medicine and HIV Primary Care programs</p>	<p>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.</p>
Detail specific methods you will use to achieve these objectives.	
<p>1. Provide a minimum of 25 medical clinics weekly at the Clinic's two locations to treat acute and chronic conditions. 2. Refer patients as needed for additional services to other safety net providers through KC Carelink. 3. Provide at least 8 oral health clinics weekly. 4. Offer each dental patient an oral health treatment plan by the second visit. 5. Offer rapid HIV test to all medical and dental patients at least annually.</p>	<p>KC Free will provide prevention interventions (Safety Counts, SISTA, CRCS, etc.) and conduct HIV testing in the community. GSP will provide rapid HIV testing for persons at-risk, peer support and emergency assistance for HIV+ clients. SAVE, Inc. will house HIV+ homeless persons in its group home; assist them in managing their condition/challenges (medications, hygiene, housekeeping, meal prep) and accessing medical/other services.</p>

<p><b>Evaluation</b> Describe how the success of each program will be evaluated. Indicate performance measures or statistics you will use to demonstrate the success of each program.</p>		
	<p>KC 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 risk reduction materials distributed; and the number of drop-off sites for condom distribution. 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 HMIS system.</p>	<p><b>Notification</b> How will your organization make clients, the taxpayer, and the media aware of the generous funding received from Jackson County? (Please attach any examples)</p> <p>The Clinic will acknowledge this grant award in its annual report which is distributed to over 7,000 donors in the greater Kansas City area and posted on the Clinic's website, www.kcfree.org. The Clinic regularly reports recent grant awards to its Board of Directors at its monthly meetings. The Clinic issues media releases for some grants and is willing to work with Jackson County for maximum impact. GSP will inform the public of the County's support through its bi-annual newsletter. acknowledgement on its website and various HIV prevention materials. SAVE, Inc. will inform its Board of Directors and acknowledge this award in its annual report and newsletter which its posts on its website, www.saveinckc.org.</p>