



**Amendment No. 7
to
Contract No. G040088
for
HIV Social Services**

Between

**City of Austin
and
AIDS Services of Austin**

**TERMS:
Contract Amendment**

- 1.0** On March 20, 2008, the City Council approved an extension to the above-referenced contract for an additional 12 month period from March 1, 2008 to February 28, 2009 and hereby agrees to amend the current contract to reflect the additional funding of \$225,705 for a total contract amount of \$225,705. The contract term will be March 1, 2008 through February 29, 2009.
- 2.0** The total Contract amount is recapped below.

Term	Contract Change Amount	Total Contract Amount
Basic Term: 03/01/04 – 02/28/05	\$ 204,561	\$ 204,561
Amendment No. 1: 03/01/05 – 02/28/06 Renewal Option #1	\$ 204,561	\$ 409,122
Amendment No. 2: 3% Cost of Living: 03/01/05 – 02/28/06	\$2,557	\$ 411,679
Amendment No. 3: 03/01/06 – 02/28/07 Renewal Option # 2	\$210,698	\$622,377
Amendment No. 4: 3.5% Cost of Living: 03/01/06 – 02/28/07	\$3,073	\$ 625,450
Amendment No. 5: one 12-month extension: 03/01/07 – 02/29/08	\$ 218,072	\$ 843,522
Amendment No. 6: 3.5% FY '07 Pro-rated amount: 03/01/07 – 02/29/08	\$ 3,180	\$ 846,702
Amendment No.7: one 12-month extension: 03/01/08 – 02/28/09	\$ 225,705	\$ 1,072,407

3.0 The following terms and conditions have been amended and attached.

- 4.1 Attachment B-7 Performance Measures
- 4.2 Attachment C-7 Budget – Cost Allocation

4.0 Minority Business Enterprises/Women's Business Enterprises (MBE/WBE) goals do not apply to this contract.

5.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

6.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, Amendment No. 7 is hereby incorporated into and made a part of the above-referenced contract.

CONTRACTOR

Lee Manford
Executive Director
AIDS Services of Austin
7215 Cameron Road
Austin, Texas, 78752
(512) 458-2437

CITY

Lynn Mueller
Contract Compliance Manager
P.O. Box 1088
Austin, Texas 78767
(512) 972-4011

Signature

Date

Signature

Date

ATTACHMENT B-7

PERFORMANCE MEASURES

**AIDS Services of Austin
City of Austin HIV Social Service Contract
March 1, 2008 – February 29, 2009**

OUTPUT PERFORMANCE MEASURES

AGENCY NAME: AIDS Services of Austin

SECTION I: OUTPUT PERFORMANCE MEASURES

A. SERVICE CATEGORY: Case Management
OUTPUT MEASURE # 1: 9,418 units will be provided to clients receiving this service One (1) unit of service = one 15 minute case management service contact with a client or on behalf of a client
OUTPUT MEASURE # 2: a) 138 unduplicated clients will receive case management services A. 23 new clients will be served B. 115 continuing clients will be served 2:b) 128 unduplicated clients will receive eligibility screening services
OUTPUT MEASURE #3: 22 unduplicated individuals who do not meet ASA's eligibility criteria will be referred to area HIV community case management services.

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SECTION II: OUTCOME PERFORMANCE MEASURES

Service Category: Case Management
OUTCOME MEASURE # 1: 80% of clients surveyed will report satisfaction with the service provided.
What data will be collected analyzed and reported in order to assess this outcome? Data will be collected on general client satisfaction with case management services at the annual client satisfaction survey with a target return rate of 20%.
How will the data be collected and compiled for this outcome measure (include description of resources and tools used)? Surveys are mailed to all current clients on the agency mailing list with a metered return envelope and offered for a two-week period to all clients accessing food pantry and dental services. This period includes two weeks during which food pantry services are delivered. An administrative assistant compiles the data on overall satisfaction with case management services.
At what point(s) or time(s) in the service delivery sequence will the data be collected and evaluated? The client satisfaction survey will be administered annually and data will be collected and evaluated within two months of the survey. This will reach clients at different points in their service delivery.

Total Undup. Clients Evaluated for Outcome Objective	Total Number of Undup. Clients Achieving Objective	% of Undup. Clients Achieving Outcome Objective	Specify Reporting Dates
28	22	80	3/09

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Service Category: Case Management

OUTCOME MEASURE # 2:

80% of clients will make progress on their service plan objectives.

What data will be collected analyzed and reported in order to assess this outcome?

Eligibility/intake staff will collect client information during the intake assessment and, based on this information, will evaluate client needs in order to establish goals and objectives, with client input, for the initial individualized service plan. Case managers will develop an updated assessment and individualized service plan to further document and evaluate client service plan goals. Progress notes and service plans will reflect progress in and achievement of service plan goals. Clients will achieve this outcome when they make improvement in or achieve one or more service plan goals.

How will the data be collected and compiled for this outcome measure (include description of resources and tools used)?

Eligibility/Intake staff and case managers enter service plan goals into the Provide® service plan template (electronic form) and then print the plan. Clients sign a paper copy of the individualized service plan, which is included in the client paper file.

Case managers will document in progress notes in the electronic client file, client self-report, and medical and social service providers reports that address progress in and achievement of client service plan goals. Case managers will review service plans on acuity level 3 clients every three months; and on acuity level 1 and 2 clients every six months. During the review, staff will document in a progress note that the client has achieved one or more of the service plan goals. Using a feature in Provide®, case managers will report in the electronic file that the client has achieved this outcome when he/she has met one service plan goal. Using another Provide® reporting function®, a report will be generated on the number of clients achieving the outcome and the total number of unduplicated clients receiving case management services. Once the percentage is determined from these reports, it will then be reported to the Facilities and Systems Administrator, who completes monthly grant reports. The Provide® database contains the client file and includes the data fields necessary to enter into or export required information to the ARIES database for statistical analysis as required by DSHS and A/TCHHSD.

At what point(s) or time(s) in the service delivery sequence will the data be collected and evaluated?

Baseline information is collected on each client during intake by the intake staff and is documented in the initial assessment and individualized service plan. Case managers document each client contact including notes on activities related to service plan goals and follow-up on referrals. Client progress toward said goals will be reviewed with the client every three or six months as the service plan is updated. At that time or on a semiannually basis, case managers review client service plans and report all client achieving the outcome. Consequently, data will be collected at different points in the service delivery sequence. Supervisors will monitor and evaluate the data on a quarterly basis.

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Total Undup. Clients Evaluated for Outcome Objective	Total Number of Undup. Clients Achieving Objective	% of Undup. Clients Achieving Outcome Objective	Specify Reporting Dates
128*	102	80	6/08, 9/08, 12/08, 3/09

*Lower than unduplicated client count due to client closures from death, moves to other cities, no longer in need of case management or loss to follow-up.

**AIDS Services of Austin
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Service Category: Case Management

OUTCOME MEASURE # 3:

85% of clients will receive primary medical care based on criteria on the “In Care Verification” form, with exceptions noted.

What data will be collected analyzed and reported in order to assess this outcome?

Information collected during the intake assessment will evaluate client needs and will be used to establish goals and objectives for the initial individualized service plan that will address this outcome. Case Managers will develop an updated assessment and service plan to further evaluate this need. Progress notes and service plans will reflect progress made in achievement of this goal and exceptions including reasons for not attaining goal.

Case managers will collect information that is documented in the in care survey form and will report that clients achieved this outcome when the form indicates they have received viral load test results or CD4 count results or anti-retroviral therapy within the last 12 months.*

*Note- this information may be forthcoming through ARIES so that forms are only required on clients accessing primary medical care through providers other than the Ryan White funded David Powell Clinic.

How will the data be collected and compiled for this outcome measure (include description of resources and tools used)?

Completed “In Care Verification” forms will be mailed monthly, before the 20th of each month for the previous month, to the HIV Resources Administration Unit.

Case managers and the nutritionist will document client self-report and medical provider reports that address the criteria in the verification form in the client file. Case managers will document this medical information on the verification form and include it in the client paper file. Case managers will document the reason client is not in care and efforts made to get client into care. Case managers will record all verifications for each month on a central, handwritten list. Using a reporting function in Provide®, supervisors will use this handwritten list to report achieved client outcomes in the clients’ electronic files. Using another Provide® reporting function, a report will be generated on the number of unduplicated clients achieving the outcome. Once the percentage is determined from these reports, it will then be reported to supervisors and the Facilities and Systems Administrator.

The Provide® database contains the client file and includes the data fields necessary to enter into or export required information to ARIES for statistical analysis as required by DSHS and A/TCHHSD.

At what point(s) or time(s) in the service delivery sequence will the data be collected and evaluated?

The “In Care Verification” form will be completed on new clients at intake and at six-month intervals thereafter; and on existing clients within six months of the last form completion, and at six-month intervals thereafter.

Consequently, data will be collected at different points in the service delivery sequence. Supervisors, on a semi-annual basis, will monitor and evaluate the data, to include the reasons clients are not in care.

**AIDS Services of Austin
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Total Undup. Clients Evaluated for Outcome Objective	Total Number of Undup. Clients Achieving Objective	% of Undup. Clients Achieving Outcome Objective	Specify Reporting Dates
113*	96	85	9/08, 3/09

*Lower than unduplicated client count due to client closures from death, moves to other cities, no longer in need of case management or loss to follow-up prior to due date at six months for ICV form completion

ATTACHMENT C-7
BUDGET- COST ALLOCATION

Projected Service Category Cost Allocation Plan and Projected Budget Justification FY 2008																						
Program : Case Management Services - City HIV Services																						
Please complete one worksheet per program using March 1, 2007 through February 29, 2008 awarded or projected figures.																						
Cost Category	FTE	Annual Admin Cost	Annual Program Cost	%	Ryan White Title I Program Costs	%	Ryan White Title I Admin Costs	%	City HIV Social Services Program Costs	%	City HIV Social Services Admin Costs	%	County HIV Social Services Program Costs	%	County HIV Social Services Admin Costs	%	Other Program Funds	%	Other Admin Funds	Total Program Costs	Total Admin Costs	TOTAL %
OPERATING COSTS																						
Personnel:																						
Director Director Access Serv (M.Flores)	0.30	16,995	32.36%		5,500	32.4%	5,500	16.2%	2,750	19.1%	3,245	19.1%	16,995				3,245	19.1%		16,995		100%
Deputy of Access Ser. (J. Jonker)	0.40	19,045	28.35%		5,400	28.4%	5,400	14.2%	2,700	29.1%	5,545	29.1%	19,045				5,545	29.1%		19,045		100%
Lead Case Manager (E. Becnel)	1.00	36,290	20.95%		7,604	39.5%	14,334	19.8%	7,189	19.7%	7,163	19.7%	36,290				7,163	19.7%		36,290		100%
Intensive Case Manager (J. Newton)	1.00	32,500	20.95%		6,810	39.5%	12,837	19.8%	6,438	19.7%	6,415	19.7%	32,500				6,415	19.7%		32,500		100%
Intensive Case Manager (K. Fowler)	1.00	32,500	20.95%		6,810	39.5%	12,837	19.8%	6,438	19.7%	6,415	19.7%	32,500				6,415	19.7%		32,500		100%
Intensive Case Manager (A. Paredes)	1.00	31,500	20.95%		6,601	39.5%	12,442	19.8%	6,240	19.7%	6,218	19.7%	31,500				6,218	19.7%		31,500		100%
Intensive Case Manager (I. Jones)	1.00	29,252	20.95%		6,129	39.5%	11,554	19.8%	5,795	19.7%	5,774	19.7%	29,252				5,774	19.7%		29,252		100%
Access Unit Case Manager (A. Staples)	1.00	30,500	20.95%		6,391	39.5%	12,047	19.8%	6,042	19.7%	6,020	19.7%	30,500				6,020	19.7%		30,500		100%
Access Unit Case Mgr (M. Rodriguez)	1.00	29,000	20.95%		6,077	39.5%	11,454	19.8%	5,745	19.7%	5,724	19.7%	29,000				5,724	19.7%		29,000		100%
Case Manager/HH (M. Chrestman)	0.75	21,825	20.95%		4,573	39.5%	8,620	19.8%	4,324	19.7%	4,308	19.7%	21,825				4,308	19.7%		21,825		100%
E/OOC Supervisor (J. Garcia)	0.60	24,720	20.95%		5,180	39.5%	9,764	19.8%	4,897	19.7%	4,879	19.7%	24,720				4,879	19.7%		24,720		100%
EI Specialist (C. Williams)	1.00	25,750	20.95%		5,396	39.5%	10,171	19.8%	5,101	19.7%	5,083	19.7%	25,750				5,083	19.7%		25,750		100%
EI Specialist (M. Gantt)	1.00	28,000	20.95%		5,867	39.5%	11,059	19.8%	5,547	100.0%	12,000	100.0%	28,000				12,000	100.0%		28,000		100%
Contract Personnel	0.36	12,000	0.00%		0	0.0%	0	0.0%	0				12,000							12,000		100%
Receptionist (M. Fuentes)	0.35	9,013	0.00%		0	0.0%	0	0.0%	0				9,013							9,013		100%
Total Program Personnel	11.76	378,889	20.68%		78,338	36.4%	138,017	18.3%	69,208	24.6%	93,327	24.6%	378,889				93,327			378,889		100%
Administrative Personnel:																						
Facilities & Systems (L. White)	0.15	6,271		25.0%	1,567	25.0%	1,567	42.6%	2,672	32.4%	2,033	32.4%	6,271				2,033	32.4%	0	6,271		100%
Director of Finance (P. Jordan)	0.20	7,044		19.0%	1,341	19.0%	1,341	32.5%	2,287	15.1%	1,063	15.1%	7,044				1,063	15.1%	2,353	7,044		100%
Accounting Clerk (R. DeFee)	0.20	5,161		19.0%	982	19.0%	982	32.5%	1,675	15.1%	779	15.1%	5,161				779	15.1%	1,724	5,161		100%
Systems Coordinator (L. Koube)	0.20	7,098		19.0%	1,351	19.0%	1,351	35.0%	2,304	19.3%	1,071	19.3%	7,098				1,071	19.3%	2,371	7,098		100%
Total Administrative Personnel	0.76	25,574		20.5%	5,241	20.5%	5,241	32.5%	8,938	15.1%	4,946	15.1%	25,574				4,946	15.1%	6,448	25,574		100%
Total Administrative Benefits		6,616		19.0%	1,259	19.0%	1,259	18.3%	2,148		999		6,616						2,210	6,616		100%
Benefits		119,350	20.68%		24,676	36.4%	43,475	18.3%	21,800	24.6%	29,398	24.6%	119,350				29,398		8,658	119,350		100%
Total Personnel		32,190			103,014		181,493		11,086		5,945		32,190				122,725		8,658	498,239		100%
Occupancy: Utilities, Repairs, Maintenance, Interest expense, Rent, and Depreciation.		15,007		19.0%	5,000	32.5%	5,000	32.5%	4,872	17.4%	2,265	12.9%	15,007				1,847	33.4%	5,013	14,347		100%
Copiers and other leased equipment, equipment repair, and depreciation.		7,635		19.0%	1,454	39.5%	1,454	32.5%	2,479	19.8%	1,153	19.7%	7,635				738	33.4%	2,551	3,741		100%
Postage	0	1,781	20.95%	373	0.0%	0	39.5%	703	0.0%	0	19.8%	353	0.0%	1,781			352	0.0%	0	1,781		100%
Telephone	0	6,347	33.09%	2,100	0.0%	0	33.1%	2,100	0.0%	0	16.5%	1,050	0.0%	6,347			1,097	0.0%	0	6,347		100%
Staff Travel, Conferences & Training	0	10,465	18.33%	1,918	0.0%	0	18.4%	1,922	0.0%	0	8.8%	923	0.0%	10,465			5,700	0.0%	0	10,465		100%
Office Supplies	0	6,425	20.95%	1,346	0.0%	0	39.5%	2,538	0.0%	0	19.8%	1,275	0.0%	6,425			1,268	0.0%	0	6,425		100%
Audit and Accounting	3,062		0.00%	0	0.0%	583	0.0%	0	994	0.0%	462	0.0%					0	33.4%	1,023		100%	
Insurance/Bonding	7,319		0.00%	0	19.0%	1,393	0.0%	0	32.5%	2,376	0.0%	1,105	0.0%				0	0.0%	2,445		100%	
Computer Service	0	2,612	20.95%	547	0.0%	0	39.5%	1,032	0.0%	0	19.8%	517	0.0%				516	0.0%	0	2,612		100%
TOTAL OPERATING COST		33,024			12,069		6,287		14,772		4,985						11,518		11,031	45,718		100%
		\$65,214	21.16%		\$115,083	2.4%	\$12,787	36.1%	\$196,265	33.4%	\$21,807	18.1%	\$98,367	2.0%	\$10,930	24.7%	\$134,242	3.6%	\$19,689	\$543,957	\$65,214	\$609,171
Total		609,171			5,522				4,720								6,648					
Units of Service Delivered																						
Operating Unit Cost																						