

AGREEMENT

THIS AGREEMENT is made and entered into this 24th day of August, 2021, by and between the **COUNTY OF FRESNO**, a political subdivision of the State of California, hereinafter referred to as "**COUNTY**", and **Westside Family Preservation Services Network**, a private non-profit California organization, whose business address is 16856 4th St, Huron California 93234, hereinafter referred to as "**CONTRACTOR**" (collectively the "parties").

WITNESSETH:

WHEREAS, COUNTY, through its Department of Behavioral Health (DBH), Mental Health Services Act (MHSA), Prevention and Early Intervention (PEI) component, and through input from the MHSA community stakeholder process, recognizes the need to provide wellness and recovery support services to children and transitional aged youth through Youth Empowerment Centers; and

WHEREAS, COUNTY, through its DBH, is a Mental Health Plan (MHP), as defined in Title 9 of the California Code of Regulations (CCR), section 1810.226; and

WHEREAS, CONTRACTOR is qualified and willing to to provide said services pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of their mutual covenants and conditions, the parties hereto agree as follows:

1. SERVICES

A. CONTRACTOR shall perform all services and fulfill all responsibilities as set forth in the Scope of Work, attached hereto as Exhibit A and incorporated herein by reference.

B. CONTRACTOR shall also perform all services and fulfill all responsibilities as specified in COUNTY's Request for Proposal (RFP) No. 21-040 dated March 4, 2021, Addendum No. One (1) to COUNTY's RFP No. 21-040 dated March 26, 2021, collectively referred to herein as COUNTY's Revised RFP, and CONTRACTOR's response to said Revised RFP dated April 9, 2021; all incorporated herein by reference and made part of this Agreement. In the event of any inconsistency among these documents, the inconsistency shall be resolved by giving precedence in the following order of priority: (1) to this Agreement, including all Exhibits; (2) to the Revised RFP; and (3) to the CONTRACTOR's Response to the Revised RFP. A copy of COUNTY's Revised RFP No. 21-040 and

1 CONTRACTOR's response thereto shall be retained and made available during the term of this
2 Agreement by COUNTY's DBH.

3 C. CONTRACTOR shall align programs, services, and practices with the vision,
4 mission, and guiding principles of the COUNTY's DBH, as further described in Exhibit B "Guiding
5 Principles of Care Delivery", attached hereto and by this reference incorporated herein and made part of
6 this Agreement.

7 D. CONTRACTOR shall provide tracking tools and measurements for effectiveness,
8 efficiency, and client satisfaction indicators as required by Commission on Accreditation of Rehabilitation
9 Facilities (CARF) standards and as further detailed in Exhibit A.

10 C. Any change to CONTRACTOR's location of the service site(s) may be made only
11 upon sixty (60) days advance written notification to COUNTY's DBH Director and upon written approval
12 from the COUNTY's DBH Director or designee.

13 D. CONTRACTOR agrees that prior to providing services under the terms and
14 conditions of this Agreement, it shall have appropriate staff hired and in place for program services and
15 operations or COUNTY may, in addition to other remedies it may have, suspend referrals or terminate
16 this Agreement in accordance with Section Three (3) of this Agreement.

17 E. It is acknowledged by all parties hereto that COUNTY's DBH shall monitor the
18 services provided by CONTRACTOR, in accordance with Section Fourteen (14) of this Agreement.

19 F. CONTRACTOR shall participate in periodic workgroup meetings consisting of staff
20 from COUNTY's DBH to discuss service requirements, data reporting, outcomes measurement, training,
21 policies and procedures, overall program operations, and any problems or foreseeable problems that may
22 arise.

23 G. It is mutually agreed by all parties to this Agreement, that the program funded
24 under this Agreement shall be identified and subsequently named/branded through the review and
25 approval of COUNTY's DBH Director or designee. All print or media materials, including program
26 branding and program references shall be reviewed and approved by the COUNTY'S DBH Director or
27 designee. The program funded under this Agreement shall be identified as a "County of Fresno,
28 Department of Behavioral Health funded program", and operated by the CONTRACTOR under the

1 terms and conditions of this Agreement.

2 **2. TERM**

3 The term of this Agreement shall be effective September 1, 2021 throughout and
4 including June 30, 2024.

5 This Agreement may be extended for two (2) additional consecutive twelve (12) month
6 periods upon the written approval of both parties not later than thirty (30) days prior to the first day of
7 the next twelve (12) month extension period. The COUNTY's DBH Director or designee is authorized
8 to execute such written approval on behalf of COUNTY based on CONTRACTOR's satisfactory
9 performance.

10 **3. TERMINATION**

11 A. Non-Allocation of Funds – The terms of this Agreement, and the services to be
12 provided thereunder, are contingent on the approval of funds by the appropriating government agency.
13 Should sufficient funds not be allocated, the services provided may be modified, or this Agreement
14 terminated at any time by giving CONTRACTOR sixty (60) days advance written notice.

15 B. Breach of Contract – COUNTY may immediately suspend or terminate this
16 Agreement in whole or in part, where in the determination of COUNTY there is:

- 17 1) An illegal or improper use of funds;
- 18 2) A failure to comply with any term of this Agreement;
- 19 3) A substantially incorrect or incomplete report submitted to COUNTY;
- 20 4) Improperly performed service.

21 In no event shall any payment by COUNTY constitute a waiver by the COUNTY of any
22 breach of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither
23 shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or
24 default. The COUNTY shall have the right to demand of the CONTRACTOR the repayment to the
25 COUNTY of any funds disbursed to CONTRACTOR under this Agreement, which in the judgment of the
26 COUNTY were not expended in accordance with the terms of this Agreement. CONTRACTOR shall
27 promptly refund any such funds upon demand or, at COUNTY's option, such repayment shall be deducted
28 from future payments owing to CONTRACTOR under this Agreement.

1 C. Without Cause - Under circumstances other than those set forth above, this
2 Agreement may be terminated by CONTRACTOR or COUNTY or COUNTY's DBH Director, or designee,
3 upon the giving of sixty (60) days advance written notice of an intention to terminate.

4 **4. COMPENSATION**

5 COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive
6 compensation for actual expenditures incurred in accordance with the CONTRACTOR's "budget"
7 documents approved by the COUNTY's DBH Director or designee and attached hereto as Exhibit C
8 and incorporated herein by this reference.

9 A. Maximum Contract Amount

10 The maximum amount payable to CONTRACTOR for the period of September 1,
11 2021 through June 30, 2022 shall not exceed Three Hundred Fifty-Eight Thousand, Three Hundred
12 Thirty-Three and No/100 Dollars (\$358,333.00).

13 The maximum amount payable to CONTRACTOR for the period of July 1, 2022
14 through June 30, 2023 shall not exceed Four Hundred and Thirty Thousand and No/100 Dollars
15 (\$430,000.00).

16 The maximum amount payable to CONTRACTOR for the period of July 1, 2023
17 through June 30, 2024 shall not exceed Four Hundred and Thirty Thousand and No/100 Dollars
18 (\$430,000.00).

19 The maximum amount payable to CONTRACTOR for the period of July 1, 2024
20 through June 30, 2025 shall not exceed Four Hundred and Thirty Thousand and No/100 Dollars
21 (\$430,000.00).

22 The maximum amount payable to CONTRACTOR for the period of July 1, 2025
23 through June 30, 2026 shall not exceed Four Hundred and Thirty Thousand and No/100 Dollars
24 (\$430,000.00).

25 In no event shall the maximum contract amount for the services provided by the
26 CONTRACTOR to COUNTY under the terms and conditions of this Agreement be in excess Two
27 Million, Seventy-Eight Thousand, Three Hundred Thirty-Three and No/100 Dollars (\$2,078,333.00)
28 during the total Five (5) year term of the Agreement.

1 A. Travel shall be reimbursed based on actual expenditures and mileage
2 reimbursement shall be at CONTRACTOR's adopted rate per mile, not to exceed the Federal Internal
3 Revenue Services (IRS) published rate.

4 B. It is understood that all expenses incidental to CONTRACTOR's performance of
5 services under this Agreement shall be borne by CONTRACTOR. If CONTRACTOR fails to comply with
6 any provision of this Agreement, COUNTY shall be relieved of its obligation for further compensation.

7 C. Payments shall be made by COUNTY to CONTRACTOR in arrears for services
8 provided during the preceding month, within forty-five (45) days after the date of receipt and approval by
9 COUNTY of the monthly invoicing as described in Section Five (5) herein. Payments shall be made after
10 receipt and verification of actual expenditures incurred by CONTRACTOR for monthly program costs, as
11 identified in Exhibit C, in the performance of this Agreement and shall be documented to COUNTY on a
12 monthly basis by the tenth (10th) of the month following the month of said expenditures.

13 CONTRACTOR shall submit to the COUNTY by the tenth (10th) of each month a detailed
14 general ledger (GL), itemizing the costs incurred in the previous month. Failure to submit GL reports and
15 supporting documentation shall be deemed sufficient cause for COUNTY to withhold payments until there
16 is compliance, as further described in Section Five (5) herein.

17 D. COUNTY shall not be obligated to make any payments under this Agreement if the
18 request for payment is received by COUNTY more than sixty (60) days after this Agreement has
19 terminated or expired.

20 E. All final invoices and/or any final budget modification requests shall be submitted by
21 CONTRACTOR within sixty (60) days following the final month of service for which payment is claimed.
22 No action shall be taken by COUNTY on invoices submitted beyond the sixty (60) day closeout period.
23 Any compensation which is not expended by CONTRACTOR pursuant to the terms and conditions of this
24 Agreement shall automatically revert to COUNTY.

25 F. The services provided by CONTRACTOR under this Agreement are funded in
26 whole or in part by the State of California. In the event that funding for these services is delayed by the
27 State Controller, COUNTY may defer payments to CONTRACTOR. The amount of the deferred payment
28 shall not exceed the amount of funding delayed by the State Controller to the COUNTY. The period of

1 time of the deferral by COUNTY shall not exceed the period of time of the State Controller's delay of
2 payment to COUNTY plus forty-five (45) days.

3 **5. INVOICING**

4 A. CONTRACTOR shall invoice COUNTY in arrears by the tenth (10th) day of each
5 month for actual expenses incurred during the prior month electronically to: 1)
6 dbhinvoicereview@fresnocountyca.gov, 2) dbh-invoices@fresnocountyca.gov; and 3)
7 dbhcontractedservicesdivision@fresnocountyca.gov with a copy to the assigned COUNTY's DBH Staff
8 Analyst. Invoices and reports shall be in such detail as acceptable to COUNTY's DBH, as described
9 herein and in Section Fifteen (15) of this Agreement. No reimbursement for costs incurred by
10 CONTRACTOR for services delivered under this Agreement shall be made until the invoice and supporting
11 documentation is received, verified, and approved by COUNTY's DBH.

12 B. At the discretion of COUNTY's DBH Director or designee, if an invoice is incorrect
13 or is otherwise not in proper form or substance, COUNTY's DBH Director or designee, shall have the right
14 to withhold payment as to only that portion of the invoice that is incorrect or improper after five (5) days
15 prior notice to CONTRACTOR. CONTRACTOR agrees to continue to provide services for a period of
16 ninety (90) days after notification of an incorrect or improper invoice. If after the ninety (90) day period, the
17 invoice is still not corrected to COUNTY DBH's satisfaction, COUNTY's DBH Director or designee, may
18 elect to terminate this Agreement, pursuant to the termination provisions stated in Section Three (3) of this
19 Agreement. In addition, for invoices received ninety (90) days after the expiration of each term of this
20 Agreement or termination of this Agreement, at the discretion of COUNTY's DBH Director or designee,
21 COUNTY's DBH shall have the right to deny payment of any additional invoices received.

22 C. CONTRACTOR shall submit monthly invoices and general ledgers to COUNTY's
23 DBH that itemize the line item charges for monthly program costs. Unallowable costs such as lobbying or
24 political donations must be deducted from the monthly invoice reimbursements. The invoices and general
25 ledgers will serve as tracking tools to determine if CONTRACTOR's program costs are in accordance with
26 its budgeted cost. Failure to submit reports and other supporting documentation shall be deemed
27 sufficient cause for COUNTY to withhold payments until there is compliance, as further described in
28 Section Five (5) herein.

1 D. CONTRACTOR shall submit monthly staffing reports that identify all direct service
2 and support staff, applicable licensure/certifications, and full time hours worked to be used as a tracking
3 tool to determine if CONTRACTOR's program is staffed according to the services provided under this
4 Agreement.

5 E. CONTRACTOR must maintain financial records for a period of seven (7) years or
6 until any dispute, audit or inspection is resolved, whichever is later. CONTRACTOR will be responsible for
7 any disallowances related to inadequate documentation.

8 F. CONTRACTOR must attend COUNTY DBH's Business Office training on
9 equipment reporting for assets, intangible and sensitive minor assets.

10 **6. INDEPENDENT CONTRACTOR**

11 In performance of the work, duties, and obligations assumed by CONTRACTOR under this
12 Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of
13 CONTRACTOR's officers, agents, and employees will at all times be acting and performing as an
14 independent contractor, and shall act in an independent capacity and not as an officer, agent, servant,
15 employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to
16 control or supervise or direct the manner or method by which CONTRACTOR shall perform its work and
17 function. However, COUNTY shall retain the right to administer this Agreement so as to verify that
18 CONTRACTOR is performing its obligations in accordance with the terms and conditions thereof.
19 CONTRACTOR and COUNTY shall comply with all applicable provisions of law and the rules and
20 regulations, if any, of governmental authorities having jurisdiction over matters, which are directly or
21 indirectly the subject of this Agreement.

22 Because of its status as an independent contractor, CONTRACTOR shall have absolutely
23 no right to employment rights and benefits available to COUNTY employees. CONTRACTOR shall be
24 solely liable and responsible for providing to, or on behalf of, its employees all legally required employee
25 benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all
26 matters relating to payment of CONTRACTOR's employees, including compliance with Social Security,
27 withholding, and all other regulations governing such matters. It is acknowledged that during the term of
28 this Agreement, CONTRACTOR may be providing services to others unrelated to COUNTY or to this

1 Agreement.

2 **7. MODIFICATION**

3 Any matters of this Agreement may be modified from time to time by the written consent of
4 all the parties without, in any way, affecting the remainder.

5 Notwithstanding the above, changes to expense category (i.e., Salary & Benefits,
6 Facilities/Equipment, Operating, Financial Services, Special Expenses, Fixed Assets, etc.) subtotals in the
7 budgets, as set forth in Exhibit C, that do not exceed ten percent (10%) of the maximum compensation
8 payable to CONTRACTOR, may be made with the written approval of COUNTY's DBH Director or
9 designee.

10 In addition, changes to scope of services, staffing, and responsibilities of the
11 CONTRACTOR, as set forth in Exhibit A, may be made with the signed written approval of COUNTY's
12 DBH Director or designee and CONTRACTOR. Said changes shall not result in any change to the annual
13 maximum compensation amount payable to CONTRACTOR, as stated herein.

14 **8. NON-ASSIGNMENT**

15 No party shall assign, transfer or subcontract this Agreement nor their rights or duties under
16 this Agreement without the prior written consent of COUNTY.

17 **9. HOLD-HARMLESS**

18 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY's request,
19 defend COUNTY, its officers, agents, and employees from any and all costs and expenses, including
20 attorney fees and court costs, damages, liabilities, claims, and losses occurring or resulting to COUNTY
21 in connection with the performance, or failure to perform, by CONTRACTOR, its officers, agents, or
22 employees under this Agreement, and from any and all costs and expenses, including attorney fees
23 and court costs, damages, liabilities, claims and losses occurring or resulting to any person, firm or
24 corporation who may be injured or damaged by the performance, or failure to perform, of
25 CONTRACTOR, its officers, agents, or employees under this Agreement.

26 CONTRACTOR agrees to indemnify COUNTY for Federal, State of California and/or local
27 audit exceptions resulting from noncompliance herein on the part of CONTRACTOR.

28 **10. INSURANCE**

1 Without limiting COUNTY's right to obtain indemnification from CONTRACTOR or any third
2 parties, CONTRACTOR, at its sole expense shall maintain in full force and affect the following insurance
3 policies throughout the term of this Agreement:

4 A. Commercial General Liability

5 Commercial General Liability Insurance with limits of not less than Two Million
6 Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million
7 Dollars (\$4,000,000). This policy shall be issued on a per occurrence basis.
8 COUNTY may require specific coverages including completed operations,
9 product liability, contractual liability, Explosion-Collapse-Underground (XCU), fire
10 legal liability, or any other liability insurance deemed necessary because of the
11 nature of the Agreement.

12 B. Automobile Liability

13 Comprehensive Automobile Liability Insurance with limits no less than One
14 Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
15 Coverage should include any automobile used in connection with this
16 Agreement. If CONTRACTOR's employees are not covered by
17 CONTRACTOR's automobile liability insurance policy, CONTRACTOR shall
18 ensure that each employee as part of this Agreement procures and maintains
19 their own private automobile coverage with the same limits of no less than One
20 Million Dollars (\$1,000,000) per accident for bodily injury and property damage
21 and in force during the term of this Agreement, at the employee's sole cost and
22 expense.

23 C. Property Insurance

24 CONTRACTOR shall maintain a policy of insurance for all risk personal property
25 coverage which shall be endorsed naming the County of Fresno as an additional
26 loss payee. The personal property coverage shall be in an amount that will cover
27 the total of COUNTY purchase and owned property, at a minimum, as discussed
28 in Section Twenty (20) of this Agreement.

All Risk Property Insurance

As applicable, CONTRACTOR will provide property coverage for the full
replacement value of the COUNTY'S personal property in possession of
CONTRACTOR and/or used in the execution of this Agreement. COUNTY will
be identified on an appropriate certificate of insurance as the certificate holder
and will be named as an Additional Loss Payee on the Property Insurance Policy.

D. Professional Liability

Professional Liability Insurance with limits of not less than One Million Dollars
(\$1,000,000) per occurrence, Three Million Dollars (\$3,000,000) annual
aggregate. This coverage shall be issued on a per claim basis. CONTRACTOR
agrees that it shall maintain, at its sole expense, in full force and effect for a
period of three (3) years following the termination of this Agreement, one or more

1 policies of professional liability insurance with limits of coverage as specified
2 herein.

3 E. Worker's Compensation

4 A policy of Worker's Compensation Insurance as may be required by the
5 California Labor Code.

6 F. Molestation

7 Sexual abuse / molestation liability insurance with limits of not less than One
8 Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars
9 (\$2,000,000.00) annual aggregate. This policy shall be issued on a per
10 occurrence basis

11 G. Cyber Liability

12 Cyber Liability Insurance, with limits not less than Two Million Dollars
13 (\$2,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000)
14 aggregate. Coverage shall be sufficiently broad to respond to duties and
15 obligations undertaken by CONTRACTOR in this agreement and shall include,
16 but not be limited to, claims involving infringement of intellectual property,
17 including but not limited to infringement of copyright, trademark, trade dress,
18 invasion of privacy violations, information theft, damage to or destruction of
19 electronic information, release of private information, alteration of electronic
20 information, extortion and network security. The policy shall provide coverage for
21 breach response costs as well as regulatory fines and penalties as well as credit
22 monitoring expenses with limits sufficient to respond to these obligations.

23 H. Waiver of Subrogation

24 CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation
25 which any insurer of said CONTRACTOR may acquire against COUNTY by
26 virtue of the payment of any loss under insurance. CONTRACTOR agrees to
27 obtain any endorsement that may be necessary to affect this waiver of
28 subrogation, but this provision applies regardless of whether or not COUNTY has
received a waiver of subrogation endorsement from the insurer.

CONTRACTOR shall obtain endorsements to the Commercial General Liability insurance
naming the County of Fresno, its officers, agents, and employees, individually and collectively, as
additional insured, but only insofar as the operations under this Agreement are concerned. Such coverage
for additional insured shall apply as primary insurance and any other insurance, or self-insurance,
maintained by COUNTY, its officers, agents, and employees shall be excess only and not contributing with
insurance provided under CONTRACTORS policies herein. This insurance shall not be cancelled or
changed without a minimum of thirty (30) days advance written notice given to COUNTY. CONTRACTOR
hereby waives its right to recover from COUNTY, its officers, agents, and employees any amounts paid by

1 the policy of worker's compensation insurance required by this Agreement. CONTRACTOR is solely
2 responsible to obtain any endorsement to such policy that may be necessary to accomplish such waiver of
3 subrogation, but CONTRACTOR's waiver of subrogation under this paragraph is effective whether or not
4 CONTRACTOR obtains such an endorsement.

5 CONTRACTOR hereby waives its right to recover from COUNTY, its officers, agents, and
6 employees any amounts paid by the policy of worker's compensation insurance required by this
7 Agreement. CONTRACTOR is solely responsible to obtain any endorsement to such policy that may be
8 necessary to accomplish such waiver of subrogation, but CONTRACTOR's waiver of subrogation under
9 this paragraph is effective whether or not CONTRACTOR obtains such an endorsement.

10 Within thirty (30) days from the date CONTRACTOR signs this Agreement,
11 CONTRACTOR shall provide certificates of insurance and endorsements as stated above for all of the
12 foregoing policies, as required herein, to the County of Fresno, Department of Behavioral Health, 3133 N.
13 Millbrook Ave, Fresno, California, 93703, Attention: Contracted Services Division or electronically to
14 dbhcontractedservicesdivision@fresnocountyca.gov with a copy to the assigned COUNTY's DBH Staff
15 Analyst, stating that such insurance coverages have been obtained and are in full force; that the County of
16 Fresno, its officers, agents, and employees will not be responsible for any premiums on the policies; that
17 such Commercial General Liability insurance names the County of Fresno, its officers, agents, and
18 employees, individually and collectively, as additional insured, but only insofar as the operations under this
19 Agreement are concerned; that such coverage for additional insured shall apply as primary insurance and
20 any other insurance, or self-insurance, maintained by COUNTY, its officers, agents, and employees, shall
21 be excess only and not contributing with insurance provided under CONTRACTOR's policies herein; and
22 that this insurance shall not be cancelled or changed without a minimum of thirty (30) days advance,
23 written notice given to COUNTY.

24 In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein
25 provided, COUNTY may, in addition to other remedies it may have, suspend or terminate this Agreement
26 upon the occurrence of such event.

27 All policies shall be with admitted insurers licensed to do business in the State of California.
28 Insurance purchased shall be from companies possessing a current A.M. Best, Inc. rating of A FSC VII or

1 better.

2 **11. LICENSES/CERTIFICATES**

3 Throughout each term of this Agreement, CONTRACTOR and CONTRACTOR's staff shall
4 maintain all necessary licenses, permits, approvals, certificates, waivers and exemptions necessary for the
5 provision of the services hereunder and required by the laws and regulations of the United States of
6 America, State of California, the County of Fresno, and any other applicable governmental agencies.
7 CONTRACTOR shall notify COUNTY immediately in writing of its inability to obtain or maintain such
8 licenses, permits, approvals, certificates, waivers and exemptions irrespective of the pendency of any
9 appeal related thereto. Additionally, CONTRACTOR and CONTRACTOR's staff shall comply with all
10 applicable laws, rules or regulations, as may now exist or be hereafter changed.

11 **12. RECORDS**

12 CONTRACTOR shall maintain its records in COUNTY's EHR system (currently Avatar)
13 in accordance with Exhibit D, "Documentation Standards for Client Records," attached hereto and
14 incorporated herein by reference and made part of this Agreement. The client record shall begin with
15 registration and intake and include client authorizations, assessments, plans of care, and progress
16 notes, as well as other documents as approved by the COUNTY's DBH. COUNTY shall be allowed to
17 review records of services provided, including the goals and objectives of the treatment plan, and how
18 the therapy provided is achieving the goals and objectives. If CONTRACTOR determines to maintain
19 its records in COUNTY's EHR system, it shall provide COUNTY's DBH Director, or designee, with a
20 thirty (30) day notice. If at any time CONTRACTOR chooses not to maintain its records in COUNTY's
21 EHR system, it shall provide COUNTY'S DBH Director, or designee, with a thirty (30) day notice and
22 CONTRACTOR will be responsible for obtaining its own system, at its own cost, for Electronic Health
23 Record management. Disclaimer – COUNTY makes no warranty or representation that information
24 entered into the COUNTY's EHR system by CONTRACTOR will be accurate, adequate or satisfactory
25 for CONTRACTOR's own purposes or that any information in CONTRACTOR's possession or control,
26 or transmitted or received by CONTRACTOR, is or will be secure from unauthorized access, viewing,
27 use, disclosure, or breach. CONTRACTOR is solely responsible for client information entered by
28 CONTRACTOR into the COUNTY's EHR system. CONTRACTOR agrees that all Private Health

1 Information (PHI) maintained by CONTRACTOR in COUNTY's EHR system will be maintained in
2 conformance with all Health Insurance Portability and Accountability Act (HIPAA) laws, as stated in
3 Section Eightteen (18), "Health Insurance Portability and Accountability Act".

4 COUNTY shall be allowed to review all records of services provided, including the goals
5 and objectives of the treatment plan, and how the therapy provided is achieving the goals and objectives.
6 All mental health records shall be considered the property of the COUNTY and shall be retained by the
7 COUNTY upon termination or expiration of this Agreement.

8 CONTRACTOR shall maintain records in accordance with COUNTY's "Documentation
9 Standards for Client Records," attached hereto as Exhibit D and incorporated herein by reference.

10 During site visits, COUNTY shall be allowed to review records of services provided, including the goals
11 and objectives of the treatment plan, and how the therapy provided is achieving the goals and
12 objectives. All medical records shall be maintained for a minimum of ten (10) years from the date of the
13 end of the Agreement.

14 **13. REPORTS**

15 A. Outcome Reports

16 CONTRACTOR shall submit to COUNTY's DBH service outcome reports as
17 requested by COUNTY's DBH. Outcome reports and outcome requirements are subject to change at
18 COUNTY's DBH discretion.

19 B. Activity Reports

20 CONTRACTOR shall submit to County's DBH by the 10th of each month all monthly activity
21 and budget reports for the preceding month.

22 C. Quarterly Progress Reports

23 CONTRACTOR shall complete Quarterly Progress Reports in the form set forth in Exhibit
24 A, attached hereto and by this reference incorporated herein and made part of this Agreement. Quarterly
25 reports shall be submitted to COUNTY's DBH Contracts Division for review within thirty (30) days of the
26 end of each quarter

27 D. MHSA PEI

28 CONTRACTOR shall submit to the County's DBH MHSA PEI reports and participate in

1 evaluation activities as described in Exhibit A.

2 E. Additional Reports

3 CONTRACTOR shall also furnish to COUNTY such statements, records, reports,
4 data, and other information as COUNTY's DBH may request pertaining to matters covered by this
5 Agreement. In the event that CONTRACTOR fails to provide such reports or other information required
6 hereunder, it shall be deemed sufficient cause for COUNTY to withhold monthly payments until there is
7 compliance. In addition, CONTRACTOR shall provide written notification and explanation to COUNTY
8 within five (5) days of any funds received from another source to conduct the same services covered by
9 this Agreement.

10 **14. MONITORING**

11 CONTRACTOR agrees to extend to COUNTY's staff, COUNTY's DBH Director, and the
12 State Department of Health Care Services or their designees, the right to review and monitor records,
13 services, or procedures, at any time, in regard to clients, as well as the overall operation of
14 CONTRACTOR's performance, in order to ensure compliance with the terms and conditions of this
15 Agreement.

16 **15. REFERENCES TO LAWS AND RULES**

17 In the event any law, regulation, or policy referred to in this Agreement is amended during
18 the term thereof, the parties hereto agree to comply with the amended provision as of the effective date of
19 such amendment.

20 **16. COMPLIANCE WITH STATE REQUIREMENTS**

21 CONTRACTOR recognizes that COUNTY operates its mental health programs under an
22 agreement with the State of California Department Health Care Services, and that under said agreement
23 the State imposes certain requirements on COUNTY and its subcontractors. CONTRACTOR shall adhere
24 to all State requirements, including those identified in Exhibit E, "State Mental Health Requirements",
25 attached hereto and by this reference incorporated herein and made part of this Agreement.

26 **17. CONFIDENTIALITY**

27 All services performed by CONTRACTOR under this Agreement shall be in strict
28 conformance with all applicable Federal, State of California and/or local laws and regulations relating to

1 confidentiality.

2 **18. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

3 COUNTY and CONTRACTOR each consider and represent themselves as covered
4 entities as defined by the U.S. Health Insurance Portability and Accountability Act of 1996, Public Law 104-
5 191 (HIPAA) and agree to use and disclose Protected Health Information (PHI) as required by law.

6 COUNTY and CONTRACTOR acknowledge that the exchange of PHI between them is
7 only for treatment, payment, and health care operations.

8 COUNTY and CONTRACTOR intend to protect the privacy and provide for the security of
9 PHI pursuant to the Agreement in compliance with HIPAA, the Health Information Technology for
10 Economic and Clinical Health Act, Public Law 111-005 (HITECH), and regulations promulgated thereunder
11 by the U.S. Department of Health and Human Services (HIPAA Regulations) and other applicable laws.
12 As part of the HIPAA Regulations, the Privacy Rule and the Security Rule require CONTRACTOR to enter
13 into a contract containing specific requirements prior to the disclosure of PHI, as set forth in, but not limited
14 to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations.

15 **19. DATA SECURITY**

16 For the purpose of preventing the potential loss, misappropriation or inadvertent access,
17 viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of
18 COUNTY resources; and/or disruption to COUNTY operations, individuals and/or agencies that enter into
19 a contractual relationship with COUNTY for the purpose of providing services under this Agreement must
20 employ adequate data security measures to protect the confidential information provided to
21 CONTRACTOR by COUNTY, including but not limited to the following:

22 A. **CONTRACTOR-Owned Mobile, Wireless, or Handheld Devices**

23 CONTRACTOR may not connect to COUNTY networks via personally-owned
24 mobile, wireless or handheld devices, unless the following conditions are met:

- 25 1) CONTRACTOR has received authorization by COUNTY for telecommuting
26 purposes;
- 27 2) Current virus protection software is in place;
- 28 3) Mobile device has the remote wipe feature enabled; and

1 4) A secure connection is used.

2 B. CONTRACTOR-Owned Computers or Computer Peripherals

3 CONTRACTOR may not bring contractor-owned computers or computer
4 peripherals into COUNTY for use without prior authorization from COUNTY's Chief Information Officer
5 and/or designee(s), including but not limited to mobile storage devices. If data is approved to be
6 transferred, data must be encrypted and stored on a secure server approved by COUNTY and transferred
7 by means of a Virtual Private Network (VPN) connection, or another type of secure connection.

8 C. COUNTY-Owned Computer Equipment

9 CONTRACTOR may not use COUNTY computers or computer peripherals on non-
10 County premises without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

11 D. CONTRACTOR may not store COUNTY's private, confidential or sensitive data on
12 any hard-disk drive, portable storage device, or remote storage installation unless encrypted.

13 E. CONTRACTOR shall be responsible to employ strict controls to ensure the integrity
14 and security of COUNTY's confidential information and prevent unauthorized access, viewing, use, or
15 disclosure of data maintained in computer files, program documentation, data processing systems, data
16 files, and data processing equipment which stores or processes COUNTY data internally and externally.

17 F. Confidential client information transmitted to one party by the other by means of
18 electronic transmissions must be encrypted according to Advanced Encryption Standards (AES) of 128
19 BIT or higher. Additionally, a password or pass phrase must be utilized.

20 G. CONTRACTOR is responsible to immediately notify COUNTY of any violations,
21 breaches or potential breaches of security related to COUNTY's confidential information, data maintained
22 in computer files, program documentation, data processing systems, data files and data processing
23 equipment which stores or processes COUNTY data internally or externally.

24 H. COUNTY shall provide oversight to CONTRACTOR's response to all incidents
25 arising from a possible breach of security related to COUNTY's confidential client information provided to
26 CONTRACTOR. CONTRACTOR will be responsible to issue any notification to affected individuals as
27 required by law or as deemed necessary by COUNTY in its sole discretion. CONTRACTOR will be
28 responsible for all costs incurred as a result of providing the required notification.

1 designee. CONTRACTOR will maintain a tracking system on the items on Exhibit F. Items are not
2 required to be capitalized or depreciated and are subject to annual inventory for compliance.

3 C. Assets shall be retained by COUNTY, as COUNTY property, in the event this
4 Agreement is terminated or upon expiration of this Agreement. CONTRACTOR agrees to participate in an
5 annual inventory of all COUNTY fixed and inventoried assets. Upon termination or expiration of this
6 Agreement, CONTRACTOR shall be physically present when fixed and inventoried assets are returned to
7 COUNTY possession. CONTRACTOR is responsible for returning to COUNTY all COUNTY-owned
8 undepreciated fixed and inventoried assets, or the monetary value of said assets if unable to produce the
9 assets at the expiration or termination of this Agreement.

10 CONTRACTOR further agrees to the following:

11 1) Maintain all items of equipment in good working order and condition, normal
12 wear and tear is expected;

13 2) Label all items of equipment with COUNTY assigned program number,
14 perform periodic inventories as required by COUNTY, and maintain an inventory list showing where and
15 how the equipment is being used, in accordance with procedures developed by COUNTY. All such lists
16 shall be submitted to COUNTY within ten (10) days of any request therefore; and

17 3) Report in writing to COUNTY immediately after discovery, the loss or theft of
18 any items of equipment. For stolen items, the local law enforcement agency must be contacted and a
19 copy of the police report submitted to COUNTY.

20 D. The purchase of any equipment by CONTRACTOR with funds provided hereunder
21 shall require the prior written approval of COUNTY's DBH, shall fulfill the provisions of this Agreement as
22 appropriate, and must be directly related to CONTRACTORS services or activities under the terms of this
23 Agreement. COUNTY's DBH may refuse reimbursement for any costs resulting from equipment
24 purchased, which are incurred by CONTRACTOR, if prior written approval has not been obtained from
25 COUNTY.

26 E. CONTRACTOR must obtain prior written approval from COUNTY's DBH whenever
27 there is any modification or change in the use of any property acquired or improved, in whole or in part,
28 using funds under this Agreement. If any real or personal property acquired or improved with said funds

1 identified herein is sold and/or is utilized by CONTRACTOR for a use which does not qualify under this
2 Agreement, CONTRACTOR shall reimburse COUNTY in an amount equal to the current fair market value
3 of the property, less any portion thereof attributable to expenditures of funds not provided under this
4 Agreement. These requirements shall continue in effect for the life of the property. In the event this
5 Agreement expires, or terminates, the requirements for this Section shall remain in effect for activities or
6 property funded with said funds, unless action is taken by the State government to relieve COUNTY of
7 these obligations.

8 **21. NON-DISCRIMINATION**

9 During the performance of this Agreement, CONTRACTOR and its subcontractors shall not
10 deny the contract's benefits to any person on the basis of race, religious creed, color, national origin,
11 ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex,
12 gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, not shall
13 they discriminate unlawfully against any employee or applicant for employment because of race, religious
14 creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic
15 information, marital status, sex, gender identity, gender expression, age, sexual orientation, or military and
16 veteran status.

17 CONTRACTOR shall ensure that the evaluation and treatment of employees and
18 applicants for employment are free of such discrimination. CONTRACTOR and subcontractors shall
19 comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12800 et seq.), the
20 regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5,
21 Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §11135-11139.5), and the
22 regulations or standards adopted by the awarding state agency to implement such article. CONTRACTOR
23 shall permit access by representatives of the Department of Fair Employment and Housing and the
24 awarding state agency upon reasonable notice at any time during the normal business hours, but in no
25 case less than twenty-four (24) hours notice, to such of its books, records, accounts, and all other sources
26 of information and its facilities as said department or agency shall require to ascertain compliance with this
27 clause. CONTRACTOR and its subcontractors shall give written notice of their obligations under this
28 clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal.

1 Code Regs., tit. 2, §11105.) CONTRACTOR shall include the non-discrimination and compliance
2 provisions of this clause in all subcontracts to perform work under this Agreement.

3 **22. CULTURAL COMPETENCY**

4 As related to Cultural and Linguistic Competence:

5 A. CONTRACTOR shall not discriminate against beneficiaries based on race, color,
6 national origin, sex, disability, or religion. CONTRACTOR shall ensure that a limited and/or no English
7 proficient beneficiary is entitled to equal access and participation in federally funded programs through
8 the provision of comprehensive and quality bilingual services pursuant to Title 6 of the Civil Rights Act
9 of 1964 (42 U.S.C. Section 2000d, and 45 C.F.R. Part 80) and Executive Order 12250 of 1979.

10 B. CONTRACTOR shall comply with requirements of policies and procedures for
11 ensuring access and appropriate use of trained interpreters and material translation services for all
12 limited and/or no English proficient beneficiaries, including, but not limited to, assessing the cultural and
13 linguistic needs of the beneficiaries, training of staff on the policies and procedures, and monitoring its
14 language assistance program. CONTRACTOR's policies and procedures shall ensure compliance of any
15 subcontracted providers with these requirements.

16 C. CONTRACTOR shall notify its beneficiaries that oral interpretation is available for
17 any language and written translation is available in prevalent languages and that auxiliary aids and
18 services are available upon request, at no cost and in a timely manner for limited and/or no English
19 proficient beneficiaries and/or beneficiaries with disabilities. CONTRACTOR shall avoid relying on an adult
20 or minor child accompanying the beneficiary to interpret or facilitate communication; however, if the
21 beneficiary refuses language assistance services, the CONTRACTOR must document the offer, refusal
22 and justification in the beneficiary's file.

23 D. CONTRACTOR shall ensure that employees, agents, subcontractors, and/or
24 partners who interpret or translate for a beneficiary or who directly communicate with a beneficiary in a
25 language other than English (1) have completed annual training provided by COUNTY at no cost to
26 CONTRACTOR; (2) have demonstrated proficiency in the beneficiary's language; (3) can effectively
27 communicate any specialized terms and concepts specific to CONTRACTOR's services; and (4) adheres
28 to generally accepted interpreter ethic principles. As requested by COUNTY, CONTRACTOR shall identify

1 all who interpret for or provide direct communication to any program beneficiary in a language other than
2 English, and identify when the CONTRACTOR last monitored the interpreter for language competence.

3 E. CONTRACTOR shall submit to COUNTY for approval, within ninety (90) days from
4 date of contract execution, CONTRACTOR's plan to address all fifteen (15) National Standards for
5 Culturally and Linguistically Appropriate Service (CLAS), as published by the Office of Minority Health and
6 as set forth in Exhibit G "National Standards on Culturally and Linguistically Appropriate Services",
7 attached hereto and incorporated herein by reference and made part of this Agreement. As the CLAS
8 standards are updated, CONTRACTOR's plan must be updated accordingly. As requested by COUNTY,
9 CONTRACTOR shall be responsible for conducting an annual CLAS self-assessment and providing the
10 results of the self-assessment to the COUNTY. The annual CLAS self-assessment instruments shall be
11 reviewed by the COUNTY and revised as necessary to meet the approval of the COUNTY.

12 F. Cultural competency training for CONTRACTOR staff should be substantively
13 integrated into health professions education and training at all levels, both academically and functionally,
14 including core curriculum, professional licensure, and continuing professional development programs. As
15 requested by COUNTY, CONTRACTOR shall report on the completion of cultural competency trainings to
16 ensure direct service providers are completing a minimum of eight (8) hours of cultural competency
17 training annually.

18 G. CONTRACTOR shall create and sustain a forum that includes staff at all agency
19 levels to discuss cultural competence. COUNTY encourages a representative from CONTRACTOR's
20 forum to attend COUNTY's Cultural Humility Committee.

21 **23. AMERICANS WITH DISABILITIES ACT**

22 CONTRACTOR agrees to ensure that deliverables developed and produced, pursuant to
23 this Agreement, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act
24 and the Americans with Disabilities Act of 1973 as amended (29 U.S.C. § 794 (d)), and regulations
25 implementing that Act as set forth in Part 1194 of Title 36 of the Code of Federal Regulations. In 1998,
26 Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and
27 information technology (EIT) accessible to people with disabilities. California Government Code section
28 11135 codifies section 508 of the Act requiring accessibility of electronic and information technology.

1 **24. CONFLICT OF INTEREST**

2 No officer, agent, or employee of COUNTY who exercises any function or responsibility
3 for planning and carrying out the services provided under this Agreement shall have any direct or
4 indirect personal financial interest in this Agreement. In addition, no employee of COUNTY shall be
5 employed by CONTRACTOR to fulfill any contractual obligations with COUNTY.

6 CONTRACTOR shall also comply with all Federal, State of California, and local conflict
7 of interest laws, statutes, and regulations, which shall be applicable to all parties and beneficiaries
8 under this Agreement and any officer, agent, or employee of COUNTY.

9 **25. TAX EQUITY AND FISCAL RESPONSIBILITY ACT**

10 To the extent necessary to prevent disallowance of reimbursement under section
11 1861(v)(1) (I) of the Social Security Act, (42 U.S.C. § 1395x, subd. (v)(1)(I)), until the expiration of four (4)
12 years after the furnishing of services under this Agreement, CONTRACTOR shall make available, upon
13 written request to the Secretary of the United States Department of Health and Human Services, or upon
14 request to the Comptroller General of the United States General Accounting Office, or any of their duly
15 authorized representatives, a copy of this Agreement and such books, documents, and records as are
16 necessary to certify the nature and extent of the costs of these services provided by CONTRACTOR under
17 this Agreement. CONTRACTOR further agrees that in the event CONTRACTOR carries out any of its
18 duties under this Agreement through a subcontract, with a value or cost of Ten Thousand and No/100
19 Dollars (\$10,000.00) or more over a twelve (12) month period, with a related organization, such Agreement
20 shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such
21 services pursuant to such subcontract, the related organizations shall make available, upon written request
22 to the Secretary of the United States Department of Health and Human Services, or upon request to the
23 Comptroller General of the United States General Accounting Office, or any of their duly authorized
24 representatives, a copy of such subcontract and such books, documents, and records of such organization
25 as are necessary to verify the nature and extent of such costs.

26 **26. SINGLE AUDIT CLAUSE**

27 A. If CONTRACTOR expends Seven Hundred Fifty Thousand and No/100 Dollars
28 (\$750,000.00) or more in Federal and Federal flow-through monies, CONTRACTOR agrees to conduct an

1 annual audit in accordance with the requirements of the Single Audit Standards as set forth in Office of
2 Management and Budget (OMB) 2 CFR 200. CONTRACTOR shall submit said audit and management
3 letter to COUNTY. The audit must include a statement of findings or a statement that there were no
4 findings. If there were negative findings, CONTRACTOR must include a corrective action plan signed by
5 an authorized individual. CONTRACTOR agrees to take action to correct any material non-compliance or
6 weakness found as a result of such audit. Such audit shall be delivered to COUNTY's DBH Finance
7 Division for review within nine (9) months of the end of any fiscal year in which funds were expended
8 and/or received for the program. Failure to perform the requisite audit functions as required by this
9 Agreement may result in COUNTY performing the necessary audit tasks, or at COUNTY's option,
10 contracting with a public accountant to perform said audit, or may result in the inability of COUNTY to enter
11 into future agreements with CONTRACTOR. All audit costs related to this Agreement are the sole
12 responsibility of CONTRACTOR.

13 B. A single audit report is not applicable if CONTRACTOR's Federal contracts do not
14 exceed the Seven Hundred Fifty Thousand and No/100 Dollars (\$750,000.00) requirement or
15 CONTRACTOR's only funding is through Drug-related Medi-Cal. If a single audit is not applicable, a
16 program audit must be performed and a program audit report with management letter shall be submitted
17 by CONTRACTOR to COUNTY as a minimum requirement to attest to CONTRACTOR solvency. Said
18 audit report shall be delivered to COUNTY's DBH Finance Division for review no later than nine (9) months
19 after the close of the fiscal year in which the funds supplied through this Agreement are expended. Failure
20 to comply with this Act may result in COUNTY performing the necessary audit tasks or contracting with a
21 qualified accountant to perform said audit. All audit costs related to this Agreement are the sole
22 responsibility of CONTRACTOR who agrees to take corrective action to eliminate any material
23 noncompliance or weakness found as a result of such audit. Audit work performed by COUNTY under this
24 paragraph shall be billed to CONTRACTOR at COUNTY cost, as determined by COUNTY's Auditor-
25 Controller/Treasurer-Tax Collector.

26 C. CONTRACTOR shall make available all records and accounts for inspection by
27 COUNTY, the State of California, if applicable, the Comptroller General of the United States, the Federal
28 Grantor Agency, or any of their duly authorized representatives, at all reasonable times for a period of at

1 least three (3) years following final payment under this Agreement or the closure of all other pending
2 matters, whichever is later.

3 **27. COMPLIANCE**

4 CONTRACTOR agrees to comply with COUNTY's Contractor Code of Conduct and Ethics
5 and the COUNTY's Compliance Program in accordance with Exhibit H. Within thirty (30) days of entering
6 into this Agreement with COUNTY, CONTRACTOR shall have all of CONTRACTOR's employees, agents,
7 and subcontractors providing services under this Agreement certify in writing, that he or she has received,
8 read, understood, and shall abide by the Contractor Code of Conduct and Ethics. CONTRACTOR shall
9 ensure that within thirty (30) days of hire, all new employees, agents, and subcontractors providing
10 services under this Agreement shall certify in writing that he or she has received, read, understood, and
11 shall abide by the Contractor Code of Conduct and Ethics. CONTRACTOR understands that the
12 promotion of and adherence to the Contractor Code of Conduct is an element in evaluating the
13 performance of CONTRACTOR and its employees, agents and subcontractors.

14 Within thirty (30) days of entering into this Agreement, and annually thereafter, all
15 employees, agents, and subcontractors providing services under this Agreement shall complete general
16 compliance training, and appropriate employees, agents, and subcontractors shall complete
17 documentation and billing or billing/reimbursement training. All new employees, agents, and
18 subcontractors shall attend the appropriate training within thirty (30) days of hire. Each individual who is
19 required to attend training shall certify in writing that he or she has received the required training. The
20 certification shall specify the type of training received and the date received. The certification shall be
21 provided to COUNTY's DBH Compliance Officer at 1925 E. Dakota Ave, Fresno, California 93726.
22 CONTRACTOR agrees to reimburse COUNTY for the entire cost of any penalty imposed upon COUNTY
23 by the Federal Government as a result of CONTRACTOR's violation of the terms of this Agreement.

24 **28. ASSURANCES**

25 In entering into this Agreement, CONTRACTOR certifies that neither they, nor any of their
26 officers, are currently excluded, suspended, debarred, or otherwise ineligible to participate in the Federal
27 Health Care Programs; that neither they, nor any of their officers, have been convicted of a criminal
28 offense related to the provision of health care items or services; nor have they, nor any of their officers,

1 been reinstated to participate in the Federal Health Care Programs after a period of exclusion, suspension,
2 debarment, or ineligibility. If COUNTY learns, subsequent to entering into a contract, that CONTRACTOR
3 is ineligible on these grounds, COUNTY will remove CONTRACTOR from responsibility for, or involvement
4 with, COUNTY's business operations related to the Federal Health Care Programs and shall remove such
5 CONTRACTOR from any position in which CONTRACTOR's compensation, or the items or services
6 rendered, ordered or prescribed by CONTRACTOR may be paid in whole or part, directly or indirectly, by
7 Federal Health Care Programs or otherwise with Federal Funds at least until such time as CONTRACTOR
8 is reinstated into participation in the Federal Health Care Programs.

9 A. If COUNTY has notice that either CONTRACTOR, or its officers, have been
10 charged with a criminal offense related to any Federal Health Care Program, or are proposed for exclusion
11 during the term of any contract, CONTRACTOR and COUNTY shall take all appropriate actions to ensure
12 the accuracy of any claims submitted to any Federal Health Care Program. At its discretion, given such
13 circumstances, COUNTY may request that CONTRACTOR cease providing services until resolution of the
14 charges or the proposed exclusion.

15 B. CONTRACTOR agrees that all potential new employees of CONTRACTOR or
16 subcontractors of CONTRACTOR who, in each case, are expected to perform professional services under
17 this Agreement, will be queried as to whether: (1) they are now or ever have been excluded, suspended,
18 debarred, or otherwise ineligible to participate in the Federal Health Care Programs; (2) they have been
19 convicted of a criminal offense related to the provision of health care items or services; and (3) they have
20 been reinstated to participate in the Federal Health Care Programs after a period of exclusion, suspension,
21 debarment, or ineligibility.

22 1) In the event the potential employee or subcontractor informs
23 CONTRACTOR that he or she is excluded, suspended, debarred, or otherwise ineligible, or has been
24 convicted of a criminal offense relating to the provision of health care services, and CONTRACTOR hires
25 or engages such potential employee or subcontractor, CONTRACTOR will ensure that said employee or
26 subcontractor does no work, either directly or indirectly relating to services provided to COUNTY.

27 2) Notwithstanding the above, COUNTY, at its discretion, may terminate this
28 Agreement in accordance with Section Three (3) of this Agreement, or require adequate assurance (as

1 defined by COUNTY) that no excluded, suspended, or otherwise ineligible employee or subcontractor of
2 CONTRACTOR will perform work, either directly or indirectly, relating to services provided to COUNTY.
3 Such demand for adequate assurance shall be effective upon a time frame to be determined by COUNTY
4 to protect the interests of COUNTY consumers.

5 C. CONTRACTOR shall verify (by asking the applicable employees and
6 subcontractors) that all current employees and existing subcontractors who, in each case, are expected to
7 perform professional services under this Agreement: (1) are not currently excluded, suspended, debarred,
8 or otherwise ineligible to participate in the Federal Health Care Programs; (2) have not been convicted of a
9 criminal offense related to the provision of health care items or services; and (3) have not been reinstated
10 to participate in the Federal Health Care Program after a period of exclusion, suspension, debarment, or
11 ineligibility. In the event any existing employee or subcontractor informs CONTRACTOR that he or she is
12 excluded, suspended, debarred, or otherwise ineligible to participate in the Federal Health Care Programs,
13 or has been convicted of a criminal offense relating to the provision of health care services,
14 CONTRACTOR will ensure that said employee or subcontractor does no work, either direct or indirect,
15 relating to services provided to COUNTY.

16 1) CONTRACTOR agrees to notify COUNTY immediately during the term of
17 this Agreement whenever CONTRACTOR learns that an employee or subcontractor who, in each case, is
18 providing professional services under this Agreement is excluded, suspended, debarred, or otherwise
19 ineligible to participate in the Federal Health Care Programs, or is convicted of a criminal offense relating
20 to the provision of health care services.

21 2) Notwithstanding the above, COUNTY, at its discretion, may terminate this
22 Agreement in accordance with Section Three (3) of this Agreement, or require adequate assurance (as
23 defined by COUNTY) that no excluded, suspended, or otherwise ineligible employee or subcontractor of
24 CONTRACTOR will perform work, either directly or indirectly, relating to services provided to COUNTY.
25 Such demand for adequate assurance shall be effective upon a time frame to be determined by COUNTY
26 to protect the interests of COUNTY consumers.

27 D. CONTRACTOR agrees to cooperate fully with any reasonable requests for
28 information from COUNTY which may be necessary to complete any internal or external audits relating to

1 CONTRACTOR's compliance with the provisions of this Section.

2 E. CONTRACTOR agrees to reimburse COUNTY for the entire cost of any penalty
3 imposed upon COUNTY by the Federal Government as a result of CONTRACTOR's violation of
4 CONTRACTOR's obligations as described in this Section.

5 **29. PUBLICITY PROHIBITION**

6 None of the funds, materials, property or services provided directly or indirectly under this
7 Agreement shall be used for CONTRACTOR's advertising, fundraising, or publicity (*i.e.*, purchasing of
8 tickets/tables, silent auction donations, etc.) for the purpose of self-promotion. Notwithstanding the above,
9 publicity of the services described in Section One (1) of this Agreement shall be allowed as necessary to
10 raise public awareness about the availability of such specific services when approved in advance by
11 COUNTY's DBH Director or designee and at a cost to be provided in Exhibit C for such items as
12 written/printed materials, the use of media (*i.e.*, radio, television, newspapers), and any other related
13 expense(s).

14 **30. COMPLAINTS**

15 CONTRACTOR shall log complaints and the disposition of all complaints from a client or a
16 client's family. CONTRACTOR shall provide a copy of the detailed complaint log entries concerning
17 COUNTY-sponsored clients to COUNTY at monthly intervals by the tenth (10th) day of the following month,
18 in a format that is mutually agreed upon. In addition, CONTRACTOR shall provide details and attach
19 documentation of each complaint with the log. CONTRACTOR shall post signs informing clients of their
20 right to file a complaint or grievance. CONTRACTOR shall notify COUNTY of all incidents reportable to
21 State licensing bodies that affect COUNTY clients within twenty-four (24) hours of receipt of a complaint.

22 Within ten (10) days after each incident or complaint affecting COUNTY clients,
23 CONTRACTOR shall provide COUNTY with information relevant to the complaint, investigative details of
24 the complaint, the complaint and CONTRACTOR's disposition of, or corrective action taken to resolve the
25 complaint. In addition, CONTRACTOR shall inform every client of their rights as set forth in Exhibit I.
26 CONTRACTOR shall file an incident report for all incidents involving clients, following the protocol and
27 using the worksheet identified in Exhibit J.

28 **31. CHILD ABUSE REPORTING ACT**

1 CONTRACTOR shall establish a procedure acceptable to the COUNTY's DBH
2 Director, or his or her designee, to ensure that all of the CONTRACTOR's employees, consultants,
3 subcontractors or agents described in the Child Abuse Reporting Act, section 1116 et seq. of the Penal
4 Code, and performing services under this Agreement shall report all known or suspected child abuse or
5 neglect to a child protective agency as defined in Penal Code section 11165.9. This procedure shall
6 include:

7 A. A requirement that all CONTRACTOR's employees, consultants, subcontractors
8 or agents performing services shall sign a statement that he or she knows of and will comply with the
9 reporting requirements as defined in Penal Code section 11166(a).

10 B. Establishing procedures to ensure reporting even when employees, consultants,
11 subcontractors, or agents who are not required to report child abuse under Penal Code section 11166(a),
12 gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect

13 **32. DISCLOSURE OF OWNERSHIP AND/OR CONTROL INTEREST INFORMATION**

14 This provision is only applicable if CONTRACTOR is disclosing entities, fiscal agents, or
15 managed care entities, as defined in Code of Federal Regulations (C.F.R.), Title 42 §§ 455.101, 455.104
16 and 455.106(a)(1),(2).

17 In accordance with C.F.R., Title 42 §§ 455.101, 455.104, 455.105 and 455.106(a)(1),(2),
18 the following information must be disclosed by CONTRACTOR by completing Exhibit K, "Disclosure of
19 Ownership and Control Interest Statement", attached hereto and by this reference incorporated herein and
20 made part of this Agreement. CONTRACTOR shall submit this form to the COUNTY's DBH within thirty
21 (30) days of the effective date of this Agreement. Additionally, CONTRACTOR shall report any changes to
22 this information within thirty-five (35) days of occurrence by completing Exhibit K. Submissions shall be
23 scanned portable document format (pdf) copies and are to be sent via email to COUNTY's DBH assigned
24 Staff Analyst.

25 CONTRACTOR is required to submit a set of fingerprints for any person with a five (5)
26 percent or greater direct or indirect ownership interest in CONTRACTOR. COUNTY may terminate this
27 Agreement where any person with a five (5) percent or greater direct or indirect ownership interest in
28 the CONTRACTOR did not submit timely and accurate information and cooperate with any screening

1 method required in CFR, Title 42, Section 455.416. Submissions shall be scanned pdf copies and are
2 to be sent via email to DBHContractedServices@fresnocountyca.gov. COUNTY may deny enrollment
3 or terminate this Agreement where any person with a five (5) percent or greater direct or indirect
4 ownership interest in CONTRACTOR has been convicted of a criminal offense related to that person's
5 involvement with the Medicare, Medicaid, or Title XXI program in the last ten (10) years.

6 **33. DISCLOSURE – CRIMINAL HISTORY AND CIVIL ACTIONS**

7 CONTRACTOR is required to disclose if any of the following conditions apply to them, their
8 owners, officers, corporate managers, and partners (hereinafter collectively referred to in this Section as
9 "CONTRACTOR"):

10 C. Within the three (3) year period preceding the Agreement award, they have been
11 convicted of, or had a civil judgment rendered against them for:

- 12 1) Fraud or a criminal offense in connection with obtaining, attempting to
13 obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
14 2) Violation of a federal or state antitrust statute;
15 3) Embezzlement, theft, forgery, bribery, falsification, or destruction of records;
16 or
17 4) False statements or receipt of stolen property.

18 D. Within the three (3) year period preceding the Agreement award, they have had a
19 public transaction (federal, state, or local) terminated for cause or default.

20 Disclosure of the above information will not automatically eliminate CONTRACTOR from
21 further business consideration. The information will be considered as part of the determination of whether
22 to continue and/or renew this Agreement and any additional information or explanation that
23 CONTRACTOR elects to submit with the disclosed information will be considered. If it is later determined
24 that CONTRACTOR failed to disclose required information, any contract awarded to such CONTRACTOR
25 may be immediately voided and terminated for material failure to comply with the terms and conditions of
26 the award.

27 CONTRACTOR must sign a "Certification Regarding Debarment, Suspension, and Other
28 Responsibility Matters- Primary Covered Transactions" in the form set forth in Exhibit L, attached hereto

1 and by this reference incorporated herein and made part of this Agreement. Additionally, CONTRACTOR
2 must immediately advise COUNTY's DBH in writing if, during the term of this Agreement: (1)
3 CONTRACTOR becomes suspended, debarred, excluded, or ineligible for participation in Federal or State
4 funded programs or from receiving federal funds as listed in the excluded parties' list system
5 (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to CONTRACTOR.
6 CONTRACTOR shall indemnify, defend, and hold COUNTY harmless for any loss or damage resulting
7 from a conviction, debarment, exclusion, ineligibility, or other matter listed in the signed Certification
8 Regarding Debarment, Suspension, and Other Responsibility Matters.

9 **34. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

10 This provision is only applicable if a CONTRACTOR is operating as a corporation (a for-
11 profit or non-profit corporation) or if during the term of this Agreement, CONTRACTOR changes its status
12 to operate as a corporation.

13 Members of a CONTRACTOR's Board of Directors shall disclose any self-dealing
14 transactions that they are a party to while CONTRACTOR is providing goods or performing services under
15 this Agreement. A self-dealing transaction shall mean a transaction to which CONTRACTOR is a party
16 and in which one or more of its directors has a material financial interest. Members of the Board of
17 Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a
18 "Self-Dealing Transaction Disclosure Form", attached hereto as Exhibit M and incorporated herein by
19 reference and made part of this Agreement, and submitting it to COUNTY prior to commencing with the
20 self-dealing transaction or immediately thereafter.

21 **35. AUDITS AND INSPECTIONS**

22 After reasonable notice to CONTRACTOR, CONTRACTOR shall, at any time during
23 business hours and as often as COUNTY may deem necessary, make available to COUNTY for
24 examination all of its records and data with respect to the matters covered by this Agreement.
25 CONTRACTOR shall, upon request by COUNTY, permit COUNTY to audit and inspect all such records
26 and data necessary to ensure CONTRACTOR's compliance with the terms of this Agreement.

27 If this Agreement exceeds Ten Thousand and No/100 Dollars (\$10,000.00),
28 CONTRACTOR shall be subject to the examination and audit of the State Auditor General for a period of

1 three (3) years after final payment under contract (California Government Code section 8546.7).

2 **36. NOTICES**

3 The persons having authority to give and receive notices under this Agreement and their
4 addresses include the following:

5 COUNTY

6 Director, Fresno County
7 Department of Behavioral Health
8 1925 E. Dakota Ave
9 Fresno, CA 93726

CONTRACTOR

Chief Executive Officer
Westside Family Preservation
Services Network
PO Box 898
Huron, CA 93234

10 All notices between COUNTY and CONTRACTOR provided for or permitted under this
11 Agreement must be in writing and delivered either by personal service, by first-class United States mail, by
12 an overnight commercial courier service, or by telephonic facsimile transmission. A notice delivered by
13 personal service is effective upon service to the recipient. A notice delivered by first-class United States
14 mail is effective three (3) COUNTY business days after deposit in the United States mail, postage prepaid,
15 addressed to the recipient. A notice delivered by an overnight commercial courier service is effective one
16 (1) COUNTY business day after deposit with the overnight commercial courier service, delivery fees
17 prepaid, with delivery instructions given for next day delivery, addressed to the recipient. A notice
18 delivered by telephonic facsimile is effective when transmission to the recipient is completed (but, if such
19 transmission is completed outside of COUNTY business hours, then such delivery shall be deemed to be
20 effective at the next beginning of a COUNTY business day), provided that the sender maintains a machine
21 record of the completed transmission. For all claims arising out of or related to this Agreement, nothing in
22 this section establishes, waives, or modifies any claims presentation requirements or procedures provided
23 by law, including but not limited to the Government Claims Act (Division 3.6 of Title 1 of the Government
24 Code, beginning with section 810).

25 **37. GOVERNING LAW**

26 Venue for any action arising out of or related to the Agreement shall only be in Fresno
27 County, California.

28 The rights and obligations of the parties and all interpretation and performance of this

1 Agreement shall be governed in all respects by the laws of the State of California.

2 **38. ELECTRONIC SIGNATURE:**

3 The parties agree that this Agreement may be executed by electronic signature as
4 provided in this section. An “electronic signature” means any symbol or process intended by an individual
5 signing this Agreement to represent their signature, including but not limited to (1) a digital signature; (2) a
6 faxed version of an original handwritten signature; or (3) an electronically scanned and transmitted (for
7 example by PDF document) of a handwritten signature. Each electronic signature affixed or attached to
8 this Agreement (1) is deemed equivalent to a valid original handwritten signature of the person signing this
9 Agreement for all purposes, including but not limited to evidentiary proof in any administrative or judicial
10 proceeding, and (2) has the same force and effect as the valid original handwritten signature of that
11 person. The provisions of this section satisfy the requirements of Civil Code section 1633.5, subdivision
12 (b), in the Uniform Electronic Transaction Act (Civil Code, Division 3, Part 2, Title 2.5, beginning with
13 section 1633.1). Each party using a digital signature represents that it has undertaken and satisfied the
14 requirements of Government Code section 16.5, subdivision (a), paragraphs (1) through (5), and agrees
15 that each other party may rely upon that representation. This Agreement is not conditioned upon the
16 parties conducting the transactions under it by electronic means and either party may sign this Agreement
17 with an original handwritten signature.

18 **39. ENTIRE AGREEMENT**

19 This Agreement, including all Exhibits, Revised RFP No. 21-040 and CONTRACTOR’s
20 Response thereto, constitutes the entire agreement between CONTRACTOR and COUNTY with respect
21 to the subject matter hereof and supersedes all previous agreement negotiations, proposals,
22 commitments, writings, advertisements, publications, and understandings of any nature whatsoever unless
23 expressly included in this Agreement. This Agreement shall be effective retroactive to September 1, 2021.

24 ///

25 ///

26 ///

27 ///

28 ///

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year
2 first hereinabove written.

3
4 **CONTRACTOR:**
5 **Westside Family Preservation
6 Services Network**

COUNTY OF FRESNO

7 By: Juanita M. Veliz
8 Print Name: Juanita M. Veliz

Steve Brandau
Steve Brandau, Chairman of the Board of
Supervisors of the County of Fresno

10 Title: Board Treasurer
11 Chair of the Board, or President,
12 Board Treasurer, or any Vice President

ATTEST:
Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

13
14 By: Yvonne V. Fave
15 Print Name: Yvonne V. Fave

By: Jose Cruz
Deputy

16
17 Title: Secretary
18 Secretary of Corporation, or
19 any Assistant Secretary, or
20 Chief Financial Officer, or
21 any Assistant Treasurer

22 Mailing Address:
23 PO Box 898
24 Huron, CA 93234
25 Phone No.: (559) 945-1022
26 Contact: Dr Jeannemarie Caris-McManus

26 **FOR ACCOUNTING USE ONLY:**
27 Fund/Subclass: 0001/10000
28 Organization: 56304770
Account No.: 7295

Youth Empowerment Centers (YEC) Scope of Work

Organization: Westside Family Preservation Services Network

Address: PO Box 898, Huron CA 93234

Program Director: Aurora Ramirez
Westside Family Preservation Services Network, Huron

Phone Number: (559) 945-1022

I. Project Description

Contractor shall operate Youth Empowerment Centers that provide a range of prevention, wellness and recovery focused activities. These centers will engage individuals who may be, but are not limited to, trauma exposed individuals; individuals experiencing the first onset of serious psychiatric illness; children, youth, adolescents, and transitional age youth from and/or in stressed families; as well as those that may be considered un-served or underserved cultural populations. The services provided to this population should offer wellness and recovery activities that include, but are not be limited to education, socialization, life-skills training, and other peer support activities.

Contractor will provide prevention services through wellness and recovery center format as identified in the approved Mental Health Services Act (MHSA) Three-Year Plan currently entitled "Youth Empowerment Centers". Youth Empowerment Centers will be funded with MHSA Prevention and Early Intervention (PEI) funds. MHSA PEI identifies PEI programs by strategies and each strategy has its own regulatory and reporting requirements. Youth Wellness Centers is designated as a Prevention (Primary) program.

II. Target Population

Fresno County residents 10-13 years old, 14-17 years old, and 16-24 years old or Transitional Age Youth (TAY), including the unserved and underserved cultural, ethnic, and linguistic communities.

III. Location of Services and Hours of Operation

Youth Empowerment Centers (YEC) may be co-located with other agencies and organizations targeted to reach the unserved and underserved children, youth, and adolescent populations in Fresno County.

Youth Empowerment Centers will take place at off-site locations that are approved by the County that may be a school or appropriate natural community setting and not necessarily a mental health facility. Sites will be determined based on community need, availability of the meeting space, and willingness of the school or community center to allow youth to participate.

The program will have two sites in Huron and Firebaugh. Each of these sites will have mini-centers in the surrounding area to reach more of the population to be served. Contractor and

County shall continue to assess the feasibility of adding centers and/or mini centers listed below as well as beyond those listed.

Below are the proposed locations to be served:

- **Huron:** Contractor shall utilize their current home visiting program location until a separate site is secured, 16856 4th Street, Huron, CA 93234
 - Coalinga YEC Mini-Center
 - Westside/Five Points Mini-Center
 - Cantua Creek Mini-Center

- **Firebaugh**
 - YEC Kerman Mini-Center
 - Contractor shall utilize their current home visiting program location until a separate site is secured, 441 S. Madera Avenue, Suite D, Kerman, CA 93630
 - Mendota Mini-Center
 - Tranquility Mini-Center
 - San Joaquin Mini-Center

IV. Description of Services

Youth Empowerment Centers will work with three, mutually reinforcing and overlapping categories of activities: mentor/coaching and program design initiated by the College Interns; a public program of activities designed and implemented by the youth, with support from the Parent Partners and Program Supervisors; and, community work, which will follow an agenda of collective impact led by youth in specific communities and including their families and other community members.

Contractor shall provide activities and community programs in seven different arenas: Health & Fitness; Dating Violence, Bullying & Homelessness; Employment, Workplace Skill Building; Educational Accomplishment; Mindfulness and Stress Management; Restorative Justice and Conflict Mediation; and Resources/Referrals for Mental Health Illness.

Activities at each Center will consist of the following but not limited to:

- Facilitated peer directed groups, with mental health themes like depression, self-esteem, anger management, healthy lifestyles etc.
- Curriculum classes to both youth and families such as parenting classes, anger management, self-esteem etc.
 - One-to-one support to youth
 - If necessary, linking individuals served to mental health resources for critical, Serious Emotional Disturbance (SED) or Serious Mental Illness (SMI) children and youth
 - Develop and foster mentor relationships between older teens and younger individuals
 - Develop sports, arts/crafts, music, and other appropriate activities at all sites to draw youth in, particularly high school teenagers
 - Ensure that culturally specific approaches and activities are incorporated into the Youth Empowerment Center

- Collaboration with other community groups to provide specialized activities at the centers aimed at increasing participation and penetration
 - Explore need for youth literacy classes at each center, implement as appropriate

Contractor and Youth Councils will collaborate in the development of programs to target Risk Factors, employing Protective Factors, as they face three interrelated categories: Individual, Community, and Family.

Youth Council

Each of the Youth Empowerment Centers' models of services shall be developed, assessed, and adapted on an ongoing basis by the consumers guided by individual Youth Councils at each center.

Contractor will encourage member involvement in program planning and decision making by including a Youth Council in the program design, implementation, and evaluation of activities. Councils are intended to meet once every two weeks but will have ongoing assessment to adjust to better target program goals. Contractor shall provide an appropriate location for youth councils to meet. Transitional Aged Youth shall have their own separate council.

Beyond the Youth Council, individual participants will be encouraged to identify community improvement projects in which they want to volunteer their time in order to fulfill their school requirements for community service. Program will add a public reflection and recognition piece such that these participants receive certificates for their work in a public forum annually.

Contractor shall ensure Adult Facilitators complete training designed to prepare them for working with youth. These trainings will address broad topics including but not limited to addressing their own biases towards youth limitations.

Contractor will encourage youth to lead and utilize resources such as leadership skill development, exercises, and other appropriate resources. Contractor will encourage our staff to deliver content presentations and facilitate group discussions so that they too can be role models. As the program progresses a structured training and skill building plan for youth that focuses on leadership will be implemented

In each quarter, each age group will choose a focus – all will receive material that is age appropriate, but the way the material is presented, the ensuing discussions, and the questions from the participants will vary in depth as their experiences inform them. All age groups will decide what their focus will be and how they want to implement the schedule that the Youth Council sets each year.

Transitional Aged Youth (TAY)

The YEC Program shall include a wellness and recovery program plan to specifically address transition age youth (ages 16-24.)

Contractor will support and nurture Transitional Aged Youth (TAY) members to become Youth Ambassadors on community issues where the impact of their participation will be measured in the overall increase of volunteer participation throughout the adults in the communities.

Contractor will encourage and provide support to the TAY participants to pursue college education beyond earning their AA degree at community college as well as vocational training, various career paths based on their interests. Contractor will provide programs/activities for TAY population to broaden horizons and pursue career goals beyond perceived generational boundaries.

Contractor shall provide appropriate linkages for the needs of the individual including but not limited to mental health, substance use disorder, employment, physical health, and education for all participants.

V. Staffing Level

The staffing plan for Youth Empowerment Centers should be clear and concise and allow for full implementation of all program components. Any changes in staffing volume must be requested in writing and approved by DBH Director or designee before implementation.

Specifically, wellness and recovery staff shall include persons who are bilingual and bicultural in order to provide culturally and linguistically appropriate strength-based mental health supportive services that are client and family driven. All bilingual staff will be required to meet the language proficiency requirements set by County policy. Should a potential client require language assistance outside the proficiency of the staff, a certified interpreter will be required.

Position titles do not fully define lived experience as peer or family; a "peer position" is reflective of lived experience. It is expected that services shall be provided by peer support specialists and volunteers. All volunteers will participate in a volunteer training program prior to volunteer service commencing. Staffing patterns should allow for staff specialization in services to the different age groups and families to be served.

Senate Bill (SB) 803 requires the development of a peer support certification program and other requirements around peer support services by DHCS. The Department acknowledges that detailed requirements have not yet been published by DHCS. Bidder shall be flexible and adaptable to ensure compliance with regulations and requirements as set forth by DHCS and DBH.

VI. Performance and Outcome Measurements

CONTRACTOR shall comply with all project monitoring and compliance protocols, procedures, data collection methods, and reporting requirements requested by the COUNTY. COUNTY and CONTRACTOR shall use performance outcome measures for evaluating program and system effectiveness to ensure services and service delivery strategies are positively impacting the service population.

In addition, these measures shall be used to ensure the program is in alignment with MHSA guiding principles which are inclusive of: an integrated service experience; community collaboration; cultural competence; individual/family driven service; and wellness, resilience, and recovery-focused services.

Performance outcome measures shall be tracked on an ongoing basis and used to update the COUNTY monthly (by the 10th of the month following the report period). In addition,

performance outcome measures are reported to the COUNTY annually in accumulative reports for overall program and contract evaluation. Forms and tools used to gather, and report data reflecting services provided, populations served, and impact of those services are to be developed by the COUNTY and CONTRACTOR. CONTRACTOR will work closely with the COUNTY to analyze the data and make necessary adjustments to service delivery and reporting requirements before the start of each new fiscal year and at appropriate intervals during the fiscal year.

Measurable outcomes may be reviewed for input and approval by a designated DBH work group upon contract execution and adjusted as needed each new fiscal year. The purpose of this review process is to ensure a comprehensive system wide approach to the evaluation of programs through an effective outcome reporting process.

The following items listed below represent program goals to be achieved by CONTRACTOR. The program's success will be based on the number of goals it can achieve, resulting from performance outcomes. Contractor will utilize a computerized tracking system with which outcome measures and other relevant individual data, such as demographics, will be maintained.

CONTRACTOR will collect data about the characteristics of the individuals served and measure service delivery performance indicators in the four Commission on Accreditation of Rehabilitation Facilities (CARF) domains, with at least one performance indicator for each of the four domains. CONTRACTOR shall submit annual outcomes on a report template to be provided by the County for each level of care provided.

Contractor shall actively participate with DBH and any outside consultants for performance monitoring and reporting requirement.

Outcomes to be tracked include, but are not limited to:

- Activities Participation & General Participant Well-being
 - Program sign in sheets
 - Activity Facilitator Assessment of Individual Participation & Identification of any concerns requiring follow-up and/or referrals for services, especially mental health
- Youth Educational Outcomes
 - Participant Survey & Testimonials
 - Participant Grades
 - School Attendance
 - Annual Grade Level Promotions
- Youth Health & Wellness; Self Agency
 - Youth Wellness Annual Physical Exam
 - Follow-up Individual Plan for Health & Fitness
- Youth Reduction in School Suspension; Arrest; Drug, Tobacco & Alcohol Use/Addiction
 - Youth Involvement in Justice System
 - Youth Participation in Restorative Justice
- Youth Reduction of Embodied Stress Response & Increased Resiliency
 - Self-Reported Improvement in Stress Reduction
 - Application of Learned Techniques (to counter the effects of ACEs, and ongoing interpersonal, family, gang, and community violence)

- Youth Enrichment & Increasing Choice
 - Self-Reflected Improvement in Experience & Knowledge of
 - Other walks of life
 - Other cultures
 - Other communities
 - Other places
- Effectiveness
 - Improvement in school and life success; lessening the impact of ACEs and other factors that increase trauma and chronic stress
- Efficiency
 - Cost per participant
- Access
 - Programs available during non-school hours (weekends and after school)
- Satisfaction and Feedback of Persons Served and Stakeholders
 - Program evaluation satisfaction surveys, 80% satisfaction with participant stating they learned and applied at least one factor that benefited themselves

Additional Reporting Requirements

Contractor shall be responsible for meeting with DBH on a monthly basis, or more often as agreed upon between DBH and the Contractor, for contract and performance monitoring. Contractor will be required to submit a monthly report to the County that will include, but not be limited to: actual expenses; the number of individuals served/anticipated to be served; utilization of services by individuals; and staff composition. This report will be due within 30 days after the last day of the previous month or payments may be delayed.

MHSA PEI-Contractor will be required to track and submit data as required by MHSA PEI reporting requirements. Contractor shall comply with requests developed from PEI Program Evaluation Project and DBH partnership with RAND Corporation.

COUNTY RESPONSIBILITIES

1. DBH MHSA Coordinator or designee shall assist the contractor in making linkages with the total mental health system. This will be accomplished through regularly scheduled meetings as well as formal and informal consultation.
2. DBH MHSA Coordinator or designee shall participate in evaluating the progress of the overall program and the efficiency and will be available to the contractor for ongoing consultation.
3. DBH MHSA Coordinator or designee will gather outcome information from target consumer groups and CONTRACTOR throughout the term of contract. DBH MHSA Coordinator or designee will notify CONTRACTOR when its participation is required. The performance outcome measurement process will not be limited to survey instruments but will also include, as appropriate, consumer and staff interviews, chart reviews, and other methods of obtaining required information.
4. The County Department of Behavioral Health (DBH), Mental Health Services Act Coordinator or designee will provide oversight of program services funded through

MHSA Prevention and Early Intervention (PEI) funding and collaborate with contactor(s) and other County Departments and community agencies to help achieve State program goals and outcomes. In addition to contract monitoring of program(s), oversight includes, but is not limited to, coordination with the State Department of Mental Health in regard to program administration and outcomes.

CONTRACTOR RESPONSIBILITIES

1. CONTRACTOR will maintain facilities and equipment and operate continuously with the number and classification of staff required for the provision of services.
2. CONTRACTOR must have a location that is accessible by public transportation and approved by COUNTY.
3. CONTRACTOR will be required to comply with all State regulations regarding State Performance Outcomes measurement requirements and participate in the outcomes measurement process as required by the County and applicable funding sources.
4. CONTRACTOR will participate in performance outcomes throughout the term of the contract. DBH MHSA Coordinator or designee will notify CONTRACTOR when its participation is required. The performance outcome measurement process will not be limited to survey instruments but will also include, as appropriate, consumer and staff interviews, chart reviews, and other methods of obtaining needed information, as outlined in the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan.
5. CONTRACTOR's staff will possess appropriate licenses and certificates and be qualified in accordance with applicable statutes and regulations. CONTRACTOR will obtain, maintain and comply with all necessary government authorizations, permits and Exhibit A licenses required to conduct its operations. In addition, the CONTRACTOR's will comply with all applicable Federal, State and local laws, rules, regulations and orders in its operations including compliance with all applicable safety and health requirements as to the CONTRACTOR's employees.
6. CONTRACTOR shall log all complaints and the disposition of all complaints from a consumer or a consumer's family. CONTRACTOR shall provide a summary of the complaint log entries concerning County-sponsored consumers to County at monthly intervals, by the tenth (10th) fifteenth (15th) day of the following month, in a format that is mutually agreed upon. CONTRACTOR shall post signs, provided by the County, informing consumers of their right to file a grievance and appeal. CONTRACTOR will abide by the Fresno County Mental Health Plan (MHP) grievance process (Exhibit I) and notify County of all incidents reportable to state licensing bodies that affect County consumers within twenty-four (24) hours of receipt of a complaint. CONTRACTOR shall use existing County Department Incident Report form (Exhibit J) and submit to County a copy of the Incident Report within 24 hours. Within fifteen (15) days after each incident or complaint affecting County-sponsored consumers, CONTRACTOR shall provide

County with the complaint and CONTRACTOR's disposition of, or corrective action taken to resolve the complaint or incident.

7. CONTRACTOR shall provide a monthly staff work schedule to DBH MHSA Coordinator or designee.
8. CONTRACTOR shall maintain a service log in collaboration with DBH staff that reports type of activity/services attended, number of one-to-one peer support contacts, and number of crisis contacts per month by consumer. This information will be provided to the DBH Director or designee in a monthly report submitted with the monthly invoice or as requested by DBH.
9. CONTRACTOR shall provide work schedules, cultural competency training, and demographic ethnic information as required by the COUNTY.
10. CONTRACTOR shall arrange activities for consumers and provide supplies for such activities. A schedule of activities and the number of participants will be included in the monthly reports and submitted to the COUNTY.
11. CONTRACTOR shall attend a provider meeting hosted by DBH monthly or at intervals determined by DBH

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

DBH VISION:

Health and well-being for our community.

DBH MISSION:

DBH, in partnership with our diverse community, is dedicated to providing quality, culturally responsive, behavioral health services to promote wellness, recovery, and resiliency for individuals and families in our community.

DBH GOALS:

Quadruple Aim

- Deliver quality care
- Maximize resources while focusing on efficiency
- Provide an excellent care experience
- Promote workforce well-being

GUIDING PRINCIPLES OF CARE DELIVERY:

The DBH 11 principles of care delivery define and guide a system that strives for excellence in the provision of behavioral health services where the values of wellness, resiliency, and recovery are central to the development of programs, services, and workforce. The principles provide the clinical framework that influences decision-making on all aspects of care delivery including program design and implementation, service delivery, training of the workforce, allocation of resources, and measurement of outcomes.

1. Principle One - Timely Access & Integrated Services

- Individuals and families are connected with services in a manner that is streamlined, effective, and seamless
- Collaborative care coordination occurs across agencies, plans for care are integrated, and whole person care considers all life domains such as health, education, employment, housing, and spirituality
- Barriers to access and treatment are identified and addressed
- Excellent customer service ensures individuals and families are transitioned from one point of care to another without disruption of care

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

2. Principle Two - Strengths-based

- Positive change occurs within the context of genuine trusting relationships
- Individuals, families, and communities are resourceful and resilient in the way they solve problems
- Hope and optimism is created through identification of, and focus on, the unique abilities of individuals and families

3. Principle Three - Person-driven and Family-driven

- Self-determination and self-direction are the foundations for recovery
- Individuals and families optimize their autonomy and independence by leading the process, including the identification of strengths, needs, and preferences
- Providers contribute clinical expertise, provide options, and support individuals and families in informed decision making, developing goals and objectives, and identifying pathways to recovery
- Individuals and families partner with their provider in determining the services and supports that would be most effective and helpful and they exercise choice in the services and supports they receive

4. Principle Four - Inclusive of Natural Supports

- The person served identifies and defines family and other natural supports to be included in care
- Individuals and families speak for themselves
- Natural support systems are vital to successful recovery and the maintaining of ongoing wellness; these supports include personal associations and relationships typically developed in the community that enhance a person's quality of life
- Providers assist individuals and families in developing and utilizing natural supports.

5. Principle Five - Clinical Significance and Evidence Based Practices (EBP)

- Services are effective, resulting in a noticeable change in daily life that is measurable.
- Clinical practice is informed by best available research evidence, best clinical expertise, and values and preferences of those we serve
- Other clinically significant interventions such as innovative, promising, and emerging practices are embraced

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

6. Principle Six - Culturally Responsive

- Values, traditions, and beliefs specific to an individual's or family's culture(s) are valued and referenced in the path of wellness, resilience, and recovery
- Services are culturally grounded, congruent, and personalized to reflect the unique cultural experience of each individual and family
- Providers exhibit the highest level of cultural humility and sensitivity to the self-identified culture(s) of the person or family served in striving to achieve the greatest competency in care delivery

7. Principle Seven - Trauma-informed and Trauma-responsive

- The widespread impacts of all types of trauma are recognized and the various potential paths for recovery from trauma are understood
- Signs and symptoms of trauma in individuals, families, staff, and others are recognized and persons receive trauma-informed responses
- Physical, psychological and emotional safety for individuals, families, and providers is emphasized

8. Principle Eight - Co-occurring Capable

- Services are reflective of whole-person care; providers understand the influence of bio-psycho-social factors and the interactions between physical health, mental health, and substance use disorders
- Treatment of substance use disorders and mental health disorders are integrated; a provider or team may deliver treatment for mental health and substance use disorders at the same time

9. Principle Nine - Stages of Change, Motivation, and Harm Reduction

- Interventions are motivation-based and adapted to the person's stage of change
- Progression through stages of change are supported through positive working relationships and alliances that are motivating
- Providers support individuals and families to develop strategies aimed at reducing negative outcomes of substance misuse through a harm reduction approach
- Each individual defines their own recovery and recovers at their own pace when provided with sufficient time and support

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

10. Principle Ten - Continuous Quality Improvement and Outcomes-Driven

- Individual and program outcomes are collected and evaluated for quality and efficacy
- Strategies are implemented to achieve a system of continuous quality improvement and improved performance outcomes
- Providers participate in ongoing professional development activities needed for proficiency in practice and implementation of treatment models

11. Principle Eleven - Health and Wellness Promotion, Illness and Harm Prevention, and Stigma Reduction

- The rights of all people are respected
- Behavioral health is recognized as integral to individual and community well-being
- Promotion of health and wellness is interwoven throughout all aspects of DBH services
- Specific strategies to prevent illness and harm are implemented at the individual, family, program, and community levels
- Stigma is actively reduced by promoting awareness, accountability, and positive change in attitudes, beliefs, practices, and policies within all systems
- The vision of health and well-being for our community is continually addressed through collaborations between providers, individuals, families, and community members

**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2021-22**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Rural Westside YEC Network Program Director	1.00	\$ -	\$ 46,440	\$ 46,440
1102	Chief Education Director (YEC-CED)	0.25	-	9,925	9,925
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	1.00	-	34,400	34,400
1104	Huron/Coalinga YEC Sites Supervisor	1.00	-	34,400	34,400
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	0.40	-	11,696	11,696
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	1.60	-	20,640	20,640
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	0.25	-	6,880	6,880
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	0.25	-	6,880	6,880
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	0.25	-	6,880	6,880
1110	Rural Westside YEC Network Dating Violence, Homelessness, & Bullying Coach/Intern	0.25	-	6,880	6,880
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications, & Workplace Skills Coach/Intern	0.25	-	6,880	6,880
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	0.25	-	6,880	6,880
1113	YEC Business Manager	0.05	-	1,806	1,806
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
1121			-	-	-
1122			-	-	-
1123			-	-	-
1124			-	-	-
1125			-	-	-
1126			-	-	-
1127			-	-	-
1128			-	-	-
1129			-	-	-

1130			-	-	-
1131			-	-	-
1132			-	-	-
1133			-	-	-
1134			-	-	-
1135			-	-	-
Personnel Salaries Subtotal		6.80	\$ -	\$ 200,587	\$ 200,587
Employee Benefits					
Acct #	Description	Admin	Direct	Total	
1201	Retirement	\$ -	\$ 3,457	\$ 3,457	
1202	Worker's Compensation	-	1,504	1,504	
1203	Health Insurance	-	13,396	13,396	
1204	Other (specify)	-	-	-	
1205	Other (specify)	-	-	-	
1206	Other (specify)	-	-	-	
Employee Benefits Subtotal:		\$ -	\$ 18,357	\$ 18,357	
Payroll Taxes & Expenses:					
Acct #	Description	Admin	Direct	Total	
1301	OASDI	\$ -	\$ 12,436	\$ 12,436	
1302	MEDICARE	-	2,909	2,909	
1303	SUI	-	3,209	3,209	
1304	Other (specify)	-	-	-	
1305	Other (specify)	-	-	-	
1306	Other (specify)	-	-	-	
Payroll Taxes & Expenses Subtotal:		\$ -	\$ 18,554	\$ 18,554	
EMPLOYEE SALARIES & BENEFITS TOTAL:		\$ -	\$ 237,498	\$ 237,498	

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ 1,200
2002	Client Housing Support	-
2003	Client Transportation & Support	4,000
2004	Clothing, Food, & Hygiene	4,200
2005	Education Support	11,000
2006	Employment Support	2,200
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Program Supplies - Client Enrichment Trips	8,000
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ 30,600

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 7,600
3002	Printing/Postage	3,200
3003	Office, Household & Program Supplies	2,000
3004	Advertising	1,000
3005	Staff Development & Training	2,200
3006	Staff Mileage	6,640
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Program Software - Apricot 360	8,500
3010	Other (specify)	-
3011	Other (specify)	-
3012	Other (specify)	-
OPERATING EXPENSES TOTAL:		\$ 31,140

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 840
4002	Rent/Lease Building	15,000
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 15,840

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 4,000
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services Higher Education 4 All	-
5004	Translation Services	-
5005	Apricot 360 - One time consultant set-up fee	5,000
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
SPECIAL EXPENSES TOTAL:		\$ 9,000

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 21,005
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping - Valley Business Consulting & Training	6,000
6004	External Audit - Jaribu Nelson CPA	2,000
6005	Insurance (Specify):	3,100
6006	Payroll Services - Valley Business Consulting & Training/Intuit payroll services	650
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (specify)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 32,755

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 750
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	750
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ 1,500

TOTAL PROGRAM EXPENSES	\$ 358,333
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		358,333
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 358,333

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 358,333
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NET PROGRAM COST:	\$ -
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**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2021-22 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		237,498	
Employee Salaries		200,587	
1101	Rural Westside YEC Network Program Director	46,440	40 hrs./wk. @ \$27/hr. - salaried position Luisa Avila - Direct based on timesheet, responsible for financial and operational goals for the program, completes reporting to the CEO
1102	Chief Education Director (YEC-CED)	9,925	Chief Education Director, retired Principal Golden Plains, Mr. Espi Sandoval @ \$23.08/hr - Direct expense based on timesheet. Responsible for accomplishing the education goals of the program such as activities and programs that directly relate to education attainment and progress
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	34,400	Program Supervisor, 40 hrs./wk. @ \$20/hr. Mr. Felipe Perez - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
1104	Huron/Coalinga YEC Sites Supervisor	34,400	Program Supervisor, vacant @ \$20.00/hr. - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	11,696	Parent Partner, 20 hrs./wk. @ \$17/hr. Ms. Nancy Peters - Direct expense based on timesheet. Oversight on the referrals and resources available to the individuals and families and coordinates the linkages including warm handoff.
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	20,640	Four part-time Parent Partner positions, one assigned to each YEC @ \$15.00/hr. - Direct expense based on timesheet. Provide support for the activities and services provided at the centers.
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1110	Rural Westside YEC Network Dating Violence, Homelessness, & Bullying Coach/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications, & Workplace Skills Coach/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	6,880	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1113	YEC Business Manager	1,806	YEC Business Manager, Mrs. Rose Spafford @ \$21.00/hr. - Direct expense based on timesheet. This position will ensure all expenses are collected and correct for financial reporting.
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
1121	0	-	
1122	0	-	
1123	0	-	
1124	0	-	
1125	0	-	
1126	0	-	
1127	0	-	
1128	0	-	
1129	0	-	
1130	0	-	
1131	0	-	
1132	0	-	
1133	0	-	
1134	0	-	
1135	0	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
Employee Benefits		18,357	
1201	Retirement	3,457	3% Match of 1.0 FTE Personnel Salaries - Direct expense
1202	Worker's Compensation	1,504	0.75% of total Personnel Salaries & Wages - Direct expense
1203	Health Insurance	13,396	\$450 mo. for 3.0 FTE Full Time Salaried Positions - Direct expense
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	
Payroll Taxes & Expenses:		18,554	
1301	OASDI	12,436	6.2% - Direct expense
1302	MEDICARE	2,909	1.45% - Direct expense
1303	SUI	3,209	3.6% on the first \$7000.00 of Salaries & Wages - Direct expense
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

2000: CLIENT SUPPORT		30,600	
2001	Child Care	1,200	For community events for Transition Aged Youth (TAY) - Direct expense
2002	Client Housing Support	-	
2003	Client Transportation & Support	4,000	Gas/Mileage to drivers for transportation program participants to technology classes at Bitwise if ZOOM classes are not available. Estimated @ \$333/mo - Direct expense
2004	Clothing, Food, & Hygiene	4,200	\$105/mo. for snacks and water at two centers: Huron and Firebaugh sites - Direct expense
2005	Education Support	11,000	\$550/mo. for books and materials at two centers: Huron and Firebaugh - Direct expense
2006	Employment Support	2,200	\$110/mo. For job readiness materials, including basic clothing to be distributed at two centers: Huron and Firebaugh - Direct
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Program Supplies - Client Enrichment Trips	8,000	Trips for participants, where they choose, but to places like water amusement parks, national parks, and/or aquariums - Direct expenses for admission and commercial transportation
2012	Other (specify)	-	
2013	Other (specify)	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
2014	Other (specify)	-		
2015	Other (specify)	-		
2016	Other (specify)	-		

3000: OPERATING EXPENSES		31,140		
3001	Telecommunications	7,600	\$40/mo. Cell phone stipend for 13 paid positions and allocation of phone/internet connection at four sites - Direct expenses	
3002	Printing/Postage	3,200	\$160/mo. for outside and inside printing, toner & copier maintenance at Huron and Firebaugh YEC - Direct expense	
3003	Office, Household & Program Supplies	2,000	\$100/mo. for office, program supplies for activities for participants, like craft supplies, etc. - Direct expense	
3004	Advertising	1,000	\$100/mo for a share of website and social media placements - Direct expense	
3005	Staff Development & Training	2,200	Program budget for staff and participant training. Will vary depending upon program emphasis. For instance, Michael J. Meade's Mosaic Multicultural Foundation programs on education and cultural healing - Direct expense	
3006	Staff Mileage	6,640	About 600 miles a month for each YEC @ \$.50/mile for 8.0 FTE - Direct based on mileage vouchers	
3007	Subscriptions & Memberships	-		
3008	Vehicle Maintenance	-		
3009	Program Software - Apricot 360	8,500	Estimated yearly subscription cost - Direct for this program	
3010	Other (specify)	-		
3011	Other (specify)	-		
3012	Other (specify)	-		

4000: FACILITIES & EQUIPMENT		15,840		
4001	Building Maintenance	840	Divided between two sites: Firebaugh and Huron - Direct	
4002	Rent/Lease Building	15,000	\$750/mo. X 10 mos. For Firebaugh YEC; \$250/mo. X 10 mos. X 3 sites, For portion of shared facilities costs in Huron and Coalinga and Kerman sites - Direct	
4003	Rent/Lease Equipment	-		
4004	Rent/Lease Vehicles	-		
4005	Security	-		
4006	Utilities	-		
4007	Other (specify)	-		
4008	Other (specify)	-		
4009	Other (specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4010	Other (specify)	-	

5000: SPECIAL EXPENSES		9,000	
5001	Consultant (Network & Data Management)	4,000	\$100/mo for four sites, Network management - Direct expense
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services Higher Education 4 All	-	
5004	Translation Services	-	
5005	Apricot 360 - One time consultant set-up fee	5,000	Initial set up and training for ten users at all YEC sites - Direct expense
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		32,755	
6001	Administrative Overhead	21,005	Indirect costs cover additional health benefits to non-salaried staff such as vision, dental also covers all contract expenses not otherwise included in a line item. Indirect allows for the efficient use of staff time and effort in allocating direct expenses. Indirect expense
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping - Valley Business Consulting & Training	6,000	\$600/mo. For program bookkeeping, including the production of monthly invoices, review timesheets, expenditure accounting and general ledger - Direct billed expense
6004	External Audit - Jaribu Nelson CPA	2,000	Portion of annual A-133 Single Audit - indirect billed expense
6005	Insurance (Specify):	3,100	Portion of liability, automotive insurance costs. We have no licensed professionals in this program and therefore no professional liability insurance - Indirect expense
6006	Payroll Services - Valley Business Consulting & Training/Intuit payroll services	650	Weekly payroll processing at \$5.00 per month x 13 paid employees - Intuit Payroll Services - indirect expense
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (specify)	-	
6009	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7000: FIXED ASSETS		1,500	
7001	Computer Equipment & Software	750	Desktop and software for Program Director - Direct
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	750	Tables, chairs, file cabinets for YEC sites in Huron & Firebaugh - Direct
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	358,333
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	358,333
BUDGET CHECK:	-

**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2022-23**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Rural Westside YEC Network Program Director	1.00	\$ -	\$ 56,160	\$ 56,160
1102	Chief Education Director (YEC-CED)	0.25	-	12,000	12,000
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	1.00	-	41,600	41,600
1104	Huron/Coalinga YEC Sites Supervisor	1.00	-	41,600	41,600
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	0.40	-	14,144	14,144
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	1.60	-	24,960	24,960
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	0.25	-	8,320	8,320
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	0.25	-	8,320	8,320
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	0.25	-	8,320	8,320
1110	Rural Westside YEC Network Dating Violence, Homelessness, & Bullying Coach/Intern	0.25	-	8,320	8,320
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications, & Workplace Skills Coach/Intern	0.25	-	8,320	8,320
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	0.25	-	8,320	8,320
1113	YEC Business Manager	0.05	-	2,184	2,184
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
1121			-	-	-
1122			-	-	-
1123			-	-	-
1124			-	-	-
1125			-	-	-
1126			-	-	-
1127			-	-	-
1128			-	-	-
1129			-	-	-

1130			-	-	-
1131			-	-	-
1132			-	-	-
1133			-	-	-
1134			-	-	-
1135			-	-	-
Personnel Salaries Subtotal		6.80	\$ -	\$ 242,568	\$ 242,568
Employee Benefits					
Acct #	Description	Admin	Direct	Total	
1201	Retirement	\$ -	\$ 4,181	\$ 4,181	
1202	Worker's Compensation	-	1,819	1,819	
1203	Health Insurance	-	16,200	16,200	
1204	Other (Specify)	-	-	-	
1205	Other (Specify)	-	-	-	
1206	Other (Specify)	-	-	-	
Employee Benefits Subtotal:		\$ -	\$ 22,200	\$ 22,200	
Payroll Taxes & Expenses:					
Acct #	Description	Admin	Direct	Total	
1301	OASDI	\$ -	\$ 15,039	\$ 15,039	
1302	FICA/MEDICARE	-	3,517	3,517	
1303	SUI	-	3,881	3,881	
1304	Other (Specify)	-	-	-	
1305	Other (Specify)	-	-	-	
1306	Other (Specify)	-	-	-	
Payroll Taxes & Expenses Subtotal:		\$ -	\$ 22,437	\$ 22,437	
EMPLOYEE SALARIES & BENEFITS TOTAL:		\$ -	\$ 287,205	\$ 287,205	

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ 1,440
2002	Client Housing Support	-
2003	Client Transportation & Support	4,800
2004	Clothing, Food, & Hygiene	5,000
2005	Education Support	13,200
2006	Employment Support	2,600
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Participant Enrichment Trips	12,000
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ 39,040

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 9,100
3002	Printing/Postage	3,800
3003	Office, Household & Program Supplies	2,400
3004	Advertising	1,200
3005	Staff Development & Training	2,200
3006	Staff Mileage	9,600
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Program Software - Apricot 360	8,500
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 36,800

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 1,000
4002	Rent/Lease Building	18,000
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 19,000

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 5,500
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 5,500

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 28,691
6002	Professional Liability Insurance	
6003	Accounting/Bookkeeping	7,200
6004	External Audit	2,400
6005	Insurance (Specify):Cyber Security	3,384
6006	Payroll Services	780
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-

6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 42,455

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 430,000
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -

8302	PEI - Prevention & Early Intervention		430,000
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 430,000

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	
8404	Other (Specify)	
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 430,000
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NET PROGRAM COST:	\$ -
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**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2022-23 Budget Narrative**

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1000:	SALARIES & BENEFITS	287,205		
	Employee Salaries	242,568		
1101	Rural Westside YEC Network Program Director	56,160	40 hrs./wk. @ \$27/hr. - salaried position Luisa Avila - Direct based on timesheet, responsible for financial and operational goals for the program, completes reporting to	
1102	Chief Education Director (YEC-CED)	12,000	Chief Education Director, retired Principal Golden Plains, Mr. Espi Sandoval @ \$23.08/hr -	
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	41,600	Program Supervisor, 40 hrs./wk. @ \$20/hr. Mr. Felipe Perez - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council,	
1104	Huron/Coalinga YEC Sites Supervisor	41,600	Program Supervisor, vacant @ \$20.00/hr. - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff,	
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	14,144	Parent Partner, 20 hrs./wk. @ \$17/hr. Ms. Nancy Peters - Direct expense based on timesheet. Oversight on the referrals and resources available to the individuals and	
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	24,960	Four part-time Parent Partner positions, one assigned to each YEC @ \$15.00/hr. - Direct expense based on timesheet. Provide support for the activities and services provided at	
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	
1110	Rural Westside YEC Network Dating Violence, Homelessness, & Bullying Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications, & Workplace Skills Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1113	YEC Business Manager	2,184	YEC Business Manager, Mrs. Rose Spafford @ \$21.00/hr. - Direct expense based on timesheet. This position will ensure all expenses are collected and correct for financial reporting.	
1114	0	-		
1115	0	-		
1116	0	-		
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
1121	0	-		
1122	0	-		
1123	0	-		
1124	0	-		
1125	0	-		
1126	0	-		
1127	0	-		
1128	0	-		
1129	0	-		
1130	0	-		
1131	0	-		
1132	0	-		
1133	0	-		
1134	0	-		
1135	0	-		
Employee Benefits		22,200		
1201	Retirement	4,181	3% Match of 1.0 FTE Personnel Salaries - Direct expense	
1202	Worker's Compensation	1,819	0.75% of total Personnel Salaries & Wages - Direct expense	
1203	Health Insurance	16,200	\$450 mo. for 3.0 FTE Full Time Salaried Positions - Direct expense	
1204	Other (Specify)	-		
1205	Other (Specify)	-		
1206	Other (Specify)	-		
Payroll Taxes & Expenses:		22,437		
1301	OASDI	15,039	6.2% - Direct expense	
1302	FICA/MEDICARE	3,517	1.45% - Direct expense	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1303	SUI	3,881	3.6% on the first \$7000.00 of Salaries & Wages - Direct expense	
1304	Other (Specify)	-		
1305	Other (Specify)	-		
1306	Other (Specify)	-		

2000: CLIENT SUPPORT		39,040		
2001	Child Care	1,440	For community events for Transistion Aged Youth (TAY) - Direct expense	
2002	Client Housing Support	-		
2003	Client Transportation & Support	4,800	Gas/Mileage to drivers for transportation program participants to technology classes at Bitwise if ZOOM classes are not available. Estimated @ \$333/mo - Direct expense	
2004	Clothing, Food, & Hygiene	5,000	\$105/mo. for snacks and water at two centers: Huron and Firebaugh sites - Direct expense	
2005	Education Support	13,200	\$550/mo. for books and materials at two centers: Huron and Firebaugh - Direct expense	
2006	Employment Support	2,600	\$110/mo. For job readiness materials, including basic clothing to be distributed at two centers: Huron and Firebaugh - Direct	
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		
2010	Utility Vouchers	-		
2011	Participant Enrichment Trips	12,000	Trips for participants, where they choose, but to places like water amusement parks, national parks, and/or aquariums - Direct expenses for admission and commercial transportation	
2012	Other (Specify)	-		
2013	Other (Specify)	-		
2014	Other (Specify)	-		
2015	Other (Specify)	-		
2016	Other (Specify)	-		

3000: OPERATING EXPENSES		36,800		
3001	Telecommunications	9,100	\$40/mo. Cell phone stipend for 13 paid positions and allocation of phone/internet connection at four sites - Direct expenses	
3002	Printing/Postage	3,800	\$160/mo. for outside and inside printing, toner & copier maintenance at Huron and Firebaugh YEC - Direct expense	
3003	Office, Household & Program Supplies	2,400	\$100/mo. for office, program supplies for activities for participants, like craft supplies, etc. - Direct expense	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
3004	Advertising	1,200	\$100/mo for a share of website and social media placements - Direct expense	
3005	Staff Development & Training	2,200	Program budget for staff and participant training. Will vary depending upon program emphasis. For instance, Michael J. Meade's Mosaic Multicultural Foundation programs on education and cultural healing - Direct expense	
3006	Staff Mileage	9,600	About 600 miles a month for each YEC @ \$.50/mile for 8.0 FTE - Direct based on mileage vouchers	
3007	Subscriptions & Memberships	-	0	
3008	Vehicle Maintenance	-	0	
3009	Program Software - Apricot 360	8,500	Estimated yearly subscription cost - Direct for this program	
3010	Other (Specify)	-		
3011	Other (Specify)	-		
3012	Other (Specify)	-		

4000: FACILITIES & EQUIPMENT		19,000		
4001	Building Maintenance	1,000	Divided between two sites: Firebaugh and Huron - Direct	
4002	Rent/Lease Building	18,000	\$750/mo. X 10 mos. For Firebaugh YEC; \$250/mo. X 10 mos. X 3 sites, For portion of shared facilities costs in Huron and Coalinga and Kerman sites - Direct	
4003	Rent/Lease Equipment	-		
4004	Rent/Lease Vehicles	-		
4005	Security	-		
4006	Utilities	-		
4007	Other (Specify)	-		
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		5,500		
5001	Consultant (Network & Data Management)	5,500	\$100/mo for four sites, Network management - Direct expense	
5002	HMIS (Health Management Information System)	-		
5003	Contractual/Consulting Services (Specify)	-		
5004	Translation Services	-		
5005	Other (Specify)	-		
5006	Other (Specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		42,455	
6001	Administrative Overhead	28,691	Indirect costs cover additional health benefits to non-salaried staff such as vision, dental also covers all contract expenses not otherwise included in a line item. Indirect allows for the efficient use of staff time and effort in allocating direct expenses. Indirect expense
6002	Professional Liability Insurance	-	0
6003	Accounting/Bookkeeping	7,200	\$600/mo. For program bookkeeping, including the production of monthly invoices, review timesheets, expenditure accounting and general ledger - Direct billed expense
6004	External Audit	2,400	Portion of annual A-133 Single Audit - indirect billed expense
6005	Insurance (Specify):Cyber Security	3,384	Portion of liability, automotive insurance costs. We have no licensed professionals in this program and therefore no professional liability insurance - Indirect expense
6006	Payroll Services	780	Weekly payroll processing at \$5.00 per month x 13 paid employees - Intuit Payroll Services - indirect expense
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		-	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	430,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	430,000
BUDGET CHECK:	-

**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2023-24**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Rural Westside YEC Network Program Director	1.00	\$ -	\$ 56,160	\$ 56,160
1102	Chief Education Director (YEC-CDE)	0.25	-	\$ 12,000	12,000
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	1.00	-	\$ 41,600	41,600
1104	Huron/Coalinga YEC Sites Supervisor	1.00	-	\$ 41,600	41,600
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	0.40	-	\$ 14,144	14,144
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	1.60	-	\$ 24,960	24,960
1107	Rural Westside YEC Net5work Stress Management & Mindfulness Coach/Intern	0.25	-	\$ 8,320	8,320
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	0.25	-	\$ 8,320	8,320
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	0.25	-	\$ 8,320	8,320
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	0.25	-	\$ 8,320	8,320
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job applications & Workplace Skills Coach/Intern	0.25	-	\$ 8,320	8,320
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	0.25	-	\$ 8,320	8,320
1113	YEC Business Manager	0.05	-	\$ 2,200	2,200
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
1121			-	-	-
1122			-	-	-
1123			-	-	-
1124			-	-	-
1125			-	-	-

1126			-	-	-
1127			-	-	-
1128			-	-	-
1129			-	-	-
1130			-	-	-
1131			-	-	-
1132			-	-	-
1133			-	-	-
1134			-	-	-
1135			-	-	-
Personnel Salaries Subtotal		6.80	\$ -	\$ 242,584	\$ 242,584
Employee Benefits					
Acct #	Description	Admin	Direct	Total	
1201	Retirement	\$ -	\$ 4,181	\$ 4,181	
1202	Worker's Compensation	-	\$ 1,819	1,819	
1203	Health Insurance	-	\$ 17,100	17,100	
1204	Other (Specify)	-	-	-	
1205	Other (Specify)	-	-	-	
1206	Other (Specify)	-	-	-	
Employee Benefits Subtotal:		\$ -	\$ 23,100	\$ 23,100	
Payroll Taxes & Expenses:					
Acct #	Description	Admin	Direct	Total	
1301	OASDI	\$ -	\$ 15,043	\$ 15,043	
1302	MEDICARE	-	\$ 3,518	3,518	
1303	SUI	-	\$ 3,882	3,882	
1304	Other (Specify)	-	-	-	
1305	Other (Specify)	-	-	-	
1306	Other (Specify)	-	-	-	
Payroll Taxes & Expenses Subtotal:		\$ -	\$ 22,443	\$ 22,443	
EMPLOYEE SALARIES & BENEFITS TOTAL:		\$ -	\$ 288,127	\$ 288,127	

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ 1,440
2002	Client Housing Support	\$ -
2003	Client Transportation & Support	\$ 5,000
2004	Clothing, Food, & Hygiene	\$ 5,000
2005	Education Support	\$ 13,200
2006	Employment Support	\$ 2,600
2007	Household Items for Clients	\$ -
2008	Medication Supports	\$ -
2009	Program Supplies - Medical	\$ -
2010	Utility Vouchers	\$ -
2011	Participant Enrichment Trips	\$ 12,000
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ 39,240

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 9,100
3002	Printing/Postage	\$ 3,800
3003	Office, Household & Program Supplies	\$ 2,400
3004	Advertising	\$ 1,200
3005	Staff Development & Training	\$ 2,200
3006	Staff Mileage	\$ 9,600
3007	Subscriptions & Memberships	\$ -
3008	Vehicle Maintenance	\$ -
3009	Program Software - Apricot 360	\$ 8,500
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 36,800

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 1,000
4002	Rent/Lease Building	\$ 18,000
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 19,000

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 5,500
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 5,500

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 27,569
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	7,200
6004	External Audit	2,400
6005	Insurance (Specify):	3,384
6006	Payroll Services	780
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 41,333

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 430,000
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		430,000
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 430,000

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 430,000
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NET PROGRAM COST:	\$ -
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**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2023-24 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		288,127	
Employee Salaries		242,584	
1101	Rural Westside YEC Network Program Director	56,160	40 hrs./wk. @ \$27/hr. - salaried position Luisa Avila - Direct based on timesheet, responsible for financial and operational goals for the program, completes reporting to
1102	Chief Education Director (YEC-CDE)	12,000	Chief Education Director, retired Principal Golden Plains, Mr. Espi Sandoval @ \$23.08/hr - Direct expense based on timesheet. Responsible for accomplishing the education goals
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	41,600	Program Supervisor, 40 hrs./wk. @ \$20/hr. Mr. Felipe Perez - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council,
1104	Huron/Coalinga YEC Sites Supervisor	41,600	Program Supervisor, vacant @ \$20.00/hr. - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff,
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	14,144	Parent Partner, 20 hrs./wk. @ \$17/hr. Ms. Nancy Peters - Direct expense based on timesheet. Oversight on the referrals and resources available to the individuals and
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	24,960	Four part-time Parent Partner positions, one assigned to each YEC @ \$15.00/hr. - Direct expense based on timesheet. Provide support for the activities and services provided at
1107	Rural Westside YEC Net5work Stress Management & Mindfulness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job applications & Workplace Skills Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet

PROGRAM EXPENSE

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1113	YEC Business Manager	2,200	YEC Business Manager, Mrs. Rose Spafford @ \$21.00/hr. - Direct expense based on timesheet. This position will ensure all expenses are collected and correct for financial reporting.
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
1121	0	-	
1122	0	-	
1123	0	-	
1124	0	-	
1125	0	-	
1126	0	-	
1127	0	-	
1128	0	-	
1129	0	-	
1130	0	-	
1131	0	-	
1132	0	-	
1133	0	-	
1134	0	-	
1135	0	-	
Employee Benefits		23,100	
1201	Retirement	4,181	3% Match of 1.0 FTE Personnel Salaries - Direct expense
1202	Worker's Compensation	1,819	0.75% of total Personnel Salaries & Wages - Direct expense
1203	Health Insurance	17,100	\$450 mo. for 3.0 FTE Full Time Salaried Positions - Direct expense
1204	Other (Specify)	-	
1205	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		22,443	
1301	OASDI	15,043	6.2% - Direct expense
1302	MEDICARE	3,518	1.45% - Direct expense
1303	SUI	3,882	3.6% on the first \$7000.00 of Salaries & Wages - Direct expense
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT		39,240	
2001	Child Care	1,440	For community events for Transistion Aged Youth (TAY) - Direct expense
2002	Client Housing Support	-	0
2003	Client Transportation & Support	5,000	Gas/Mileage to drivers for transportation program participants to technology classes at Bitwise if ZOOM classes are not available. Estimated @ \$333/mo - Direct expense
2004	Clothing, Food, & Hygiene	5,000	\$105/mo. for snacks and water at two centers: Huron and Firebaugh sites - Direct expense
2005	Education Support	13,200	\$550/mo. for books and materials at two centers: Huron and Firebaugh - Direct expense
2006	Employment Support	2,600	\$110/mo. For job readiness materials, including basic clothing to be distributed at two centers: Huron and Firebaugh - Direct
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Participant Enrichment Trips	12,000	Trips for participants, where they choose, but to places like water amusement parks, national parks, and/or aquariums - Direct expenses for admission and commercial transportation
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE

3000: OPERATING EXPENSES		36,800	
3001	Telecommunications	9,100	\$40/mo. Cell phone stipend for 13 paid positions and allocation of phone/internet connection at four sites - Direct expenses
3002	Printing/Postage	3,800	\$160/mo. for outside and inside printing, toner & copier maintenance at Huron and Firebaugh YEC - Direct expense
3003	Office, Household & Program Supplies	2,400	\$100/mo. for office, program supplies for activities for participants, like craft supplies, etc. - Direct expense
3004	Advertising	1,200	\$100/mo for a share of website and social media placements - Direct expense
3005	Staff Development & Training	2,200	Program budget for staff and participant training. Will vary depending upon program emphasis. For instance, Michael J. Meade's Mosaic Multicultural Foundation programs on education and cultural healing - Direct expense
3006	Staff Mileage	9,600	About 600 miles a month for each YEC @ \$.50/mile for 8.0 FTE - Direct based on mileage vouchers
3007	Subscriptions & Memberships	-	0
3008	Vehicle Maintenance	-	0
3009	Program Software - Apricot 360	8,500	Estimated yearly subscription cost - Direct for this program
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		19,000	
4001	Building Maintenance	1,000	Divided between two sites: Firebaugh and Huron - Direct
4002	Rent/Lease Building	18,000	\$750/mo. X 10 mos. For Firebaugh YEC; \$250/mo. X 10 mos. X 3 sites, For portion of shared facilities costs in Huron and Coalinga and Kerman sites - Direct
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE

5000: SPECIAL EXPENSES		5,500	
5001	Consultant (Network & Data Management)	5,500	\$100/mo for four sites, Network management - Direct expense
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		41,333	
6001	Administrative Overhead	27,569	Indirect costs cover additional health benefits to non-salaried staff such as vision, dental also covers all contract expenses not otherwise included in a line item. Indirect allows for the efficient use of staff time and effort in allocating direct expenses. Indirect expense
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	7,200	\$600/mo. For program bookkeeping, including the production of monthly invoices, review timesheets, expenditure accounting and general ledger - Direct billed expense
6004	External Audit	2,400	Portion of annual A-133 Single Audit - indirect billed expense
6005	Insurance (Specify):	3,384	Portion of liability, automotive insurance costs. We have no licensed professionals in this program and therefore no professional liability insurance - Indirect expense
6006	Payroll Services	780	Weekly payroll processing at \$5.00 per month x 13 paid employees - Intuit Payroll Services - indirect expense
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS			
		-	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

PROGRAM EXPENSE

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
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TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 430,000

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 430,000

BUDGET CHECK: -

**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2024-25**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Rural Westside YEC Network Program Director	1.00	\$ -	\$ 56,160	\$ 56,160
1102	Chief Education Director (YEC-CED)	0.25	-	12,000	12,000
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	1.00	-	41,600	41,600
1104	Huron/Coalinga YEC Sites Supervisor	1.00	-	41,600	41,600
1105	Youth & Family Resource Navigator - YEC Resources & Referrals	0.40	-	14,144	14,144
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	1.60	-	24,960	24,960
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	0.25	-	8,320	8,320
1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	0.25	-	8,320	8,320
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	0.25	-	8,320	8,320
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	0.25	-	8,320	8,320
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications & Workplace Skills Coach/Intern	0.25	-	8,320	8,320
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	0.25	-	8,320	8,320
1113	YEC Business Manager	0.05	-	2,200	2,200
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
1121			-	-	-
1122			-	-	-
1123			-	-	-
1124			-	-	-
1125			-	-	-
1126			-	-	-

1127			-	-	-
1128			-	-	-
1129			-	-	-
1130			-	-	-
1131			-	-	-
1132			-	-	-
1133			-	-	-
1134			-	-	-
1135			-	-	-
Personnel Salaries Subtotal		6.80	\$ -	\$ 242,584	\$ 242,584
Employee Benefits					
Acct #	Description	Admin	Direct	Total	
1201	Retirement	\$ -	\$ 4,181	\$ 4,181	
1202	Worker's Compensation	-	1,819	1,819	
1203	Health Insurance	-	17,100	17,100	
1204	Other (Specify)	-	-	-	
1205	Other (Specify)	-	-	-	
1206	Other (Specify)	-	-	-	
Employee Benefits Subtotal:		\$ -	\$ 23,100	\$ 23,100	
Payroll Taxes & Expenses:					
Acct #	Description	Admin	Direct	Total	
1301	OASDI	\$ -	\$ 15,043	\$ 15,043	
1302	MEDICARE	-	3,518	3,518	
1303	SUI	-	3,882	3,882	
1304	Other (Specify)	-	-	-	
1305	Other (Specify)	-	-	-	
1306	Other (Specify)	-	-	-	
Payroll Taxes & Expenses Subtotal:		\$ -	\$ 22,443	\$ 22,443	
EMPLOYEE SALARIES & BENEFITS TOTAL:		\$ -	\$ 288,127	\$ 288,127	

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ 1,440
2002	Client Housing Support	-
2003	Client Transportation & Support	5,000
2004	Clothing, Food, & Hygiene	5,000
2005	Education Support	13,200
2006	Employment Support	2,600
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Participant Enrichment Trips	12,000
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ 39,240

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 9,100
3002	Printing/Postage	3,800
3003	Office, Household & Program Supplies	2,400
3004	Advertising	1,200
3005	Staff Development & Training	2,200
3006	Staff Mileage	9,600
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Program Software - Apricot 360	8,500
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 36,800

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 1,000
4002	Rent/Lease Building	18,000
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 19,000

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 5,500
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 5,500

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 27,569
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	7,200
6004	External Audit	2,400
6005	Insurance (Gen. Liab, Cyber-security):	3,384
6006	Payroll Services	780
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 41,333

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 430,000
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		430,000
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 430,000

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 430,000
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NET PROGRAM COST:	\$ -
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**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2024-25 Budget Narrative**

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	1000: SALARIES & BENEFITS		288,127	
	Employee Salaries		242,584	
	1101	Rural Westside YEC Network Program Director	56,160	40 hrs./wk. @ \$27/hr. - salaried position Luisa Avila - Direct based on timesheet, responsible for financial and operational goals for the program, completes reporting to the CEO
	1102	Chief Education Director (YEC-CED)	12,000	Chief Education Director, retired Principal Golden Plains, Mr. Espi Sandoval @ \$23.08/hr - Direct expense based on timesheet. Responsible for accomplishing the education goals of the program such as activities and programs that directly relate to education
	1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	41,600	Program Supervisor, 40 hrs./wk. @ \$20/hr. Mr. Felipe Perez - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
	1104	Huron/Coalinga YEC Sites Supervisor	41,600	Program Supervisor, vacant @ \$20.00/hr. - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
	1105	Youth & Family Resource Navigator - YEC Resources & Referrals	14,144	Parent Partner, 20 hrs./wk. @ \$17/hr. Ms. Nancy Peters - Direct expense based on timesheet. Oversight on the referrals and resources available to the individuals and families and coordinates the linkages including warm handoff.
	1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	24,960	Four part-time Parent Partner positions, one assigned to each YEC @ \$15.00/hr. - Direct expense based on timesheet. Provide support for the activities and services provided at the centers.
	1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
	1108	Rural Westside YEC Network Nutrition & Fitness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1109	Rural Westside YEC Network Restorative Justice & Conflict Mediation Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume Builder, On-line Job Applications & Workplace Skills Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1113	YEC Business Manager	2,200	YEC Business Manager, Mrs. Rose Spafford @ \$21.00/hr. - Direct expense based on timesheet. This position will ensure all expenses are collected and correct for financial reporting.
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
1121	0	-	
1122	0	-	
1123	0	-	
1124	0	-	
1125	0	-	
1126	0	-	
1127	0	-	
1128	0	-	
1129	0	-	
1130	0	-	
1131	0	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	1132	0	-	
	1133	0	-	
	1134	0	-	
	1135	0	-	
Employee Benefits			23,100	
	1201	Retirement	4,181	3% Match of 1.0 FTE Personnel Salaries - Direct expense
	1202	Worker's Compensation	1,819	0.75% of total Personnel Salaries & Wages - Direct expense
	1203	Health Insurance	17,100	\$450 mo. for 3.0 FTE Full Time Salaried Positions - Direct expense
	1204	Other (Specify)	-	
	1205	Other (Specify)	-	
	1206	Other (Specify)	-	
Payroll Taxes & Expenses:			22,443	
	1301	OASDI	15,043	6.2% - Direct expense
	1302	MEDICARE	3,518	1.45% - Direct expense
	1303	SUI	3,882	3.6% on the first \$7000.00 of Salaries & Wages - Direct expense
	1304	Other (Specify)	-	
	1305	Other (Specify)	-	
	1306	Other (Specify)	-	
2000: CLIENT SUPPORT			39,240	
	2001	Child Care	1,440	For community events for Transition Aged Youth (TAY) - Direct expense
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	5,000	Gas/Mileage to drivers for transportation program participants to technology classes at Bitwise if ZOOM classes are not available. Estimated @ \$333/mo - Direct expense
	2004	Clothing, Food, & Hygiene	5,000	\$105/mo. for snacks and water at two centers: Huron and Firebaugh sites - Direct expense
	2005	Education Support	13,200	\$550/mo. for books and materials at two centers: Huron and Firebaugh - Direct expense
	2006	Employment Support	2,600	\$110/mo. For job readiness materials, including basic clothing to be distributed at two centers: Huron and Firebaugh - Direct
	2007	Household Items for Clients	-	
	2008	Medication Supports	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Participant Enrichment Trips	12,000	Trips for participants, where they choose, but to places like water amusement parks, national parks, and/or aquariums - Direct expenses for admission and commercial transportation
2012	Other (Specify)	-	
2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		36,800	
3001	Telecommunications	9,100	\$40/mo. Cell phone stipend for 13 paid positions and allocation of phone/internet connection at four sites - Direct expenses
3002	Printing/Postage	3,800	\$160/mo. for outside and inside printing, toner & copier maintenance at Huron and Firebaugh YEC - Direct expense
3003	Office, Household & Program Supplies	2,400	\$100/mo. for office, program supplies for activities for participants, like craft supplies, etc. - Direct expense
3004	Advertising	1,200	\$100/mo for a share of website and social media placements - Direct expense
3005	Staff Development & Training	2,200	Program budget for staff and participant training. Will vary depending upon program emphasis. For instance, Michael J. Meade's Mosaic Multicultural Foundation programs on education and cultural healing - Direct expense
3006	Staff Mileage	9,600	About 600 miles a month for each YEC @ \$.50/mile for 8.0 FTE - Direct based on mileage vouchers
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Program Software - Apricot 360	8,500	Estimated yearly subscription cost - Direct for this program
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		19,000	
4001	Building Maintenance	1,000	Divided between two sites: Firebaugh and Huron - Direct

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4002	Rent/Lease Building	18,000	\$750/mo. X 10 mos. For Firebaugh YEC; \$250/mo. X 10 mos. X 3 sites, For portion of shared facilities costs in Huron and Coalinga and Kerman sites - Direct
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		5,500	
5001	Consultant (Network & Data Management)	5,500	\$100/mo for four sites, Network management - Direct expense
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		41,333	
6001	Administrative Overhead	27,569	Indirect costs cover additional health benefits to non-salaried staff such as vision, dental also covers all contract expenses not otherwise included in a line item. Indirect allows for the efficient use of staff time and effort in allocating direct expenses. Indirect expense
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	7,200	\$600/mo. For program bookkeeping, including the production of monthly invoices, review timesheets, expenditure accounting and general ledger - Direct billed expense

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
6004	External Audit	2,400	Portion of annual A-133 Single Audit - indirect billed expense
6005	Insurance (Gen. Liab, Cyber-security):	3,384	Portion of liability, automotive insurance costs. We have no licensed professionals in this program and therefore no professional liability insurance - Indirect expense
6006	Payroll Services	780	Weekly payroll processing at \$5.00 per month x 13 paid employees - Intuit Payroll Services - indirect expense
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS			
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 430,000

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 430,000

BUDGET CHECK: -

**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2025-26**

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Rural Westside YEC Network Program Director	1.00	\$ -	\$ 56,160	\$ 56,160
1102	Chief Education Director (YEC-CED)	0.25	-	12,000	12,000
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	1.00	-	41,600	41,600
1104	Huron/Coalinga YEC Sites Supervisor	1.00	-	41,600	41,600
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	0.40	-	14,144	14,144
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	1.60	-	24,960	24,960
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	0.25	-	8,320	8,320
1108	Rural Westside YEC Network Nutrition & fitness Coach/Intern	0.25	-	8,320	8,320
1109	Rural Westside YEC Network Restorative Justice & conflict Mediation Coach/Intern	0.25	-	8,320	8,320
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	0.25	-	8,320	8,320
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume builder, On-line Job applications & Workplace Skills Coach/Intern	0.25	-	8,320	8,320
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	0.25	-	8,320	8,320
1113	YEC Business Manager	0.05	-	2,200	2,200
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
1121			-	-	-
1122			-	-	-
1123			-	-	-
1124			-	-	-
1125			-	-	-
1126			-	-	-

1127			-	-	-
1128			-	-	-
1129			-	-	-
1130			-	-	-
1131			-	-	-
1132			-	-	-
1133			-	-	-
1134			-	-	-
1135			-	-	-
Personnel Salaries Subtotal		6.80	\$ -	\$ 242,584	\$ 242,584
Employee Benefits					
Acct #	Description	Admin	Direct	Total	
1201	Retirement	\$ -	\$ 4,181	\$ 4,181	
1202	Worker's Compensation	-	1,819	1,819	
1203	Health Insurance	-	17,100	17,100	
1204	Other (Specify)	-	-	-	
1205	Other (Specify)	-	-	-	
1206	Other (Specify)	-	-	-	
Employee Benefits Subtotal:		\$ -	\$ 23,100	\$ 23,100	
Payroll Taxes & Expenses:					
Acct #	Description	Admin	Direct	Total	
1301	OASDI	\$ -	\$ 15,043	\$ 15,043	
1302	MEDICARE	-	3,518	3,518	
1303	SUI	-	3,882	3,882	
1304	Other (Specify)	-	-	-	
1305	Other (Specify)	-	-	-	
1306	Other (Specify)	-	-	-	
Payroll Taxes & Expenses Subtotal:		\$ -	\$ 22,443	\$ 22,443	
EMPLOYEE SALARIES & BENEFITS TOTAL:		\$ -	\$ 288,127	\$ 288,127	

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	\$ 1,440
2002	Client Housing Support	-
2003	Client Transportation & Support	5,000
2004	Clothing, Food, & Hygiene	5,000
2005	Education Support	13,200
2006	Employment Support	2,600
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Participant Enrichment Trips	12,000
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
DIRECT CLIENT CARE TOTAL		\$ 39,240

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 9,100
3002	Printing/Postage	3,800
3003	Office, Household & Program Supplies	2,400
3004	Advertising	1,200
3005	Staff Development & Training	2,200
3006	Staff Mileage	9,600
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Program Software - Apricot 360	8,500
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 36,800

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 1,000
4002	Rent/Lease Building	18,000
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 19,000

5000: SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 5,500
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 5,500

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 27,569
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	7,200
6004	External Audit	2,400
6005	Insurance (Gen. Liab & Cyber-Security):	3,384
6006	Payroll Services	780
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 41,333

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 430,000
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PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
8009	Other (Specify)	0	-	-
8010	Other (Specify)	0	-	-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
MEDI-CAL FFP TOTAL				\$ -

8100 - SUBSTANCE USE DISORDER FUNDS

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
SUBSTANCE USE DISORDER FUNDS TOTAL		\$ -

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ -
REALIGNMENT TOTAL		\$ -

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		430,000
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 430,000

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 430,000
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NET PROGRAM COST:	\$ -
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**Youth Empowerment Centers
Westside Family Preservation Services Network - Huron
Fiscal Year (FY) 2025-26 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		288,127	
Employee Salaries		242,584	
1101	Rural Westside YEC Network Program Director	56,160	40 hrs./wk. @ \$27/hr. - salaried position Luisa Avila - Direct based on timesheet. responsible for financial and operational goals for the program, completes reporting to the CEO
1102	Chief Education Director (YEC-CED)	12,000	Chief Education Director, retired Principal Golden Plains, Mr. Espi Sandoval @ \$23.08/hr - Direct expense based on timesheet. Responsible for accomplishing the education goals of the program such as activities and programs that directly relate to education attainment and progress
1103	Firebaugh/Kerman/Mendota YEC Site & mini-centers Supervisor	41,600	Program Supervisor, 40 hrs./wk. @ \$20/hr. Mr. Felipe Perez - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
1104	Huron/Coalinga YEC Sites Supervisor	41,600	Program Supervisor, vacant @ \$20.00/hr. - Direct expense based on timesheet. Reports to the Director and responsibilities include supporting youth council, supervision of staff, program oversight at each location, works as a liason among community partners and schools.
1105	Youth & Family Resource Navigator - YEC Resources and Referrals	14,144	Parent Partner, 20 hrs./wk. @ \$17/hr. Ms. Nancy Peters - Direct expense based on timesheet. Oversight on the referrals and resources available to the individuals and families and coordinates the linkages including warm handoff.
1106	YEC Parent Partners: Firebaugh; Kerman; Huron; Coalinga	24,960	Four part-time Parent Partner positions, one assigned to each YEC @ \$15.00/hr. - Direct expense based on timesheet. Provide support for the activities and services provided at the centers.
1107	Rural Westside YEC Network Stress Management & Mindfulness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1108	Rural Westside YEC Network Nutrition & fitness Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1109	Rural Westside YEC Network Restorative Justice & conflict Mediation Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1110	Rural Westside YEC Network Dating Violence, Homelessness & Bullying Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1111	Rural Westside YEC Network Employment, Job Interviews, Dress for Success, Resume builder, On-line Job applications & Workplace Skills Coach/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1112	Rural Westside YEC Network Youth Navigator for Positive Mental Health Resources & Referrals/Intern	8,320	College student Internship: Mentor, role model & Coach to Program Participants to build and deploy programs in this area of concentration 10 hrs./wk. @ \$16/hr. - Direct expense based on timesheet
1113	YEC Business Manager	2,200	YEC Business Manager, Mrs. Rose Spafford @ \$21.00/hr. - Direct expense based on timesheet. This position will ensure all expenses are collected and correct for financial reporting.
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
1121	0	-	
1122	0	-	
1123	0	-	
1124	0	-	
1125	0	-	
1126	0	-	
1127	0	-	
1128	0	-	
1129	0	-	
1130	0	-	
1131	0	-	
1132	0	-	
1133	0	-	
1134	0	-	
1135	0	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
Employee Benefits			23,100	
	1201	Retirement	4,181	3% Match of 1.0 FTE Personnel Salaries - Direct expense
	1202	Worker's Compensation	1,819	0.75% of total Personnel Salaries & Wages - Direct expense
	1203	Health Insurance	17,100	\$450 mo. for 3.0 FTE Full Time Salaried Positions - Direct expense
	1204	Other (Specify)	-	
	1205	Other (Specify)	-	
	1206	Other (Specify)	-	
Payroll Taxes & Expenses:			22,443	
	1301	OASDI	15,043	6.2% - Direct expense
	1302	MEDICARE	3,518	1.45% - Direct expense
	1303	SUI	3,882	3.6% on the first \$7000.00 of Salaries & Wages - Direct expense
	1304	Other (Specify)	-	
	1305	Other (Specify)	-	
	1306	Other (Specify)	-	
2000: CLIENT SUPPORT			39,240	
	2001	Child Care	1,440	For community events for Transistion Aged Youth (TAY) - Direct expense
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	5,000	Gas/Mileage to drivers for transportation program participants to technology classes at Bitwise if ZOOM classes are not available. Estimated @ \$333/mo - Direct expense
	2004	Clothing, Food, & Hygiene	5,000	\$105/mo. for snacks and water at two centers: Huron and Firebaugh sites - Direct expense
	2005	Education Support	13,200	\$550/mo. for books and materials at two centers: Huron and Firebaugh - Direct expense
	2006	Employment Support	2,600	\$110/mo. For job readiness materials, including basic clothing to be distributed at two centers: Huron and Firebaugh - Direct
	2007	Household Items for Clients	-	
	2008	Medication Supports	-	
	2009	Program Supplies - Medical	-	
	2010	Utility Vouchers	-	
	2011	Participant Enrichment Trips	12,000	Trips for participants, where they choose, but to places like water amusement parks, national parks, and/or aquariums - Direct expenses for admission and commercial transportation
	2012	Other (Specify)	-	
	2013	Other (Specify)	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	2014	Other (Specify)	-	
	2015	Other (Specify)	-	
	2016	Other (Specify)	-	

3000: OPERATING EXPENSES		36,800		
	3001	Telecommunications	9,100	\$40/mo. Cell phone stipend for 13 paid positions and allocation of phone/internet connection at four sites - Direct expenses
	3002	Printing/Postage	3,800	\$160/mo. for outside and inside printing, toner & copier maintenance at Huron and Firebaugh YEC - Direct expense
	3003	Office, Household & Program Supplies	2,400	\$100/mo. for office, program supplies for activities for participants, like craft supplies, etc. - Direct expense
	3004	Advertising	1,200	\$100/mo for a share of website and social media placements - Direct expense
	3005	Staff Development & Training	2,200	Program budget for staff and participant training. Will vary depending upon program emphasis. For instance, Michael J. Meade's Mosaic Multicultural Foundation programs on education and cultural healing - Direct expense
	3006	Staff Mileage	9,600	About 600 miles a month for each YEC @ \$.50/mile for 8.0 FTE - Direct based on mileage vouchers
	3007	Subscriptions & Memberships	-	
	3008	Vehicle Maintenance	-	
	3009	Program Software - Apricot 360	8,500	Estimated yearly subscription cost - Direct for this program
	3010	Other (Specify)	-	
	3011	Other (Specify)	-	
	3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		19,000		
	4001	Building Maintenance	1,000	Divided between two sites: Firebaugh and Huron - Direct
	4002	Rent/Lease Building	18,000	\$750/mo. X 10 mos. For Firebaugh YEC; \$250/mo. X 10 mos. X 3 sites, For portion of shared facilities costs in Huron and Coalinga and Kerman sites - Direct
	4003	Rent/Lease Equipment	-	
	4004	Rent/Lease Vehicles	-	
	4005	Security	-	
	4006	Utilities	-	
	4007	Other (Specify)	-	
	4008	Other (Specify)	-	
	4009	Other (Specify)	-	
	4010	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE

5000: SPECIAL EXPENSES		5,500	
5001	Consultant (Network & Data Management)	5,500	\$115/mo for four sites, Network management - Direct expense
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other (Specify)	-	
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		41,333	
6001	Administrative Overhead	27,569	Indirect costs cover additional health benefits to non-salaried staff such as vision, dental also covers all contract expenses not otherwise included in a line item. Indirect allows for the efficient use of staff time and effort in allocating direct expenses. Indirect expense
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	7,200	\$600/mo. For program bookkeeping, including the production of monthly invoices, review timesheets, expenditure accounting and general ledger - Direct billed expense
6004	External Audit	2,400	Portion of annual A-133 Single Audit - indirect billed expense
6005	Insurance (Gen. Liab & Cyber-Security):	3,384	Portion of liability, automotive insurance costs. We have no licensed professionals in this program and therefore no professional liability insurance - Indirect expense
6006	Payroll Services	780	Weekly payroll processing at \$5.00 per month x 13 paid employees - Intuit Payroll Services - indirect expense
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE

7000: FIXED ASSETS			
		-	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
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8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	Other (Specify)		
8010	Other (Specify)		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	430,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	430,000
BUDGET CHECK:	-

DOCUMENTATION STANDARDS FOR CLIENT RECORDS

The documentation standards are described below under key topics related to client care. All standards must be addressed in the client record; however, there is no requirement that the record have a specific document or section addressing these topics. All medical records shall be maintained for a minimum of 10 years from the date of the end of the Agreement.

A. Assessments

1. The following areas will be included as appropriate as a part of a comprehensive client record.
 - Relevant physical health conditions reported by the client will be prominently identified and updated as appropriate.
 - Presenting problems and relevant conditions affecting the client's physical health and mental health status will be documented, for example: living situation, daily activities, and social support.
 - Documentation will describe client's strengths in achieving client plan goals.
 - Special status situations that present a risk to clients or others will be prominently documented and updated as appropriate.
 - Documentations will include medications that have been described by mental health plan physicians, dosage of each medication, dates of initial prescriptions and refills, and documentations of informed consent for medications.
 - Client self report of allergies and adverse reactions to medications, or lack of known allergies/sensitivities will be clearly documented.
 - A mental health history will be documented, including: previous treatment dates, providers, therapeutic interventions and responses, sources of clinical data, relevant family information and relevant results of relevant lab tests and consultations reports.
 - For children and adolescents, pre-natal and perinatal events and complete developmental history will be documented.
 - Documentations will include past and present use of tobacco, alcohol, and caffeine, as well as illicit, prescribed and over-the-counter drugs.
 - A relevant mental status examination will be documented.
 - A DSM-5 diagnosis, or a diagnosis from the most current ICD, will be documented, consistent with the presenting problems, history mental status evaluation and/or other assessment data.

2. Timeliness/Frequency Standard for Assessment

- An assessment will be completed at intake and updated as needed to document changes in the client's condition.
- Client conditions will be assessed at least annually and, in most cases, at more frequent intervals.

B. Client Plans

1. Client plans will:

- have specific observable and/or specific quantifiable goals
- identify the proposed type(s) of intervention
- have a proposed duration of intervention(s)
- be signed (or electronic equivalent) by:
 - the person providing the service(s), or
 - a person representing a team or program providing services, or
 - a person representing the MHP providing services
 - when the client plan is used to establish that the services are provided under the direction of an approved category of staff, and if the below staff are not the approved category,
 - a physician
 - a licensed/ "waivered" psychologist
 - a licensed/ "associate" social worker
 - a licensed/ registered/marriage and family therapist or
 - a registered nurse
- In addition,
 - Client plans will be consistent with the diagnosis, and the focus of intervention will be consistent with the client plan goals, and there will be documentation of the client's participation in and agreement with the plan. Examples of the documentation include, but are not limited to, reference to the client's participation and agreement in the body of the plan, client signature on the plan, or a description of the client's participation and agreement in progress notes.

- Client signature on the plan will be used as the means by which the CONTRACTOR documents the participation of the client.
- When the client's signature is required on the client plan and the client refuses or is unavailable for signature, the client plan will include a written explanation of the refusal or unavailability.
- The CONTRACTOR will give a copy of the client plan to the client on request.

2. Timeliness/Frequency of Client Plan:

- Will be updated at least annually.
- The CONTRACTOR(S) will establish standards for timeliness and frequency for the individual elements of the client plan described in item 1.

C. Progress Notes

1. Items that must be contained in the client record related to the client's progress in treatment include:

- The client record will provide timely documentation of relevant aspects of client care.
- Mental health staff/practitioners will use client records to document client encounters, including relevant clinical decisions and interventions.
- All entries in the client record will include the signature of the person providing the service (or electronic equivalent); the person's professional degree, licensure or job title; and the relevant identification number, if applicable.
- All entries will include the date services were provided.
- The record will be legible.
- The client record will document follow-up care, or as appropriate, a discharge summary.

2. Timeliness/Frequency of Progress Notes:

- Progress notes shall be documented at the frequency by type of service indicated below:
 - a. Every Service Contact
 - Mental Health Services
 - Medication Support Services
 - Crisis Intervention

STATE MENTAL HEALTH REQUIREMENTS

1. CONTROL REQUIREMENTS

The COUNTY and its subcontractors shall provide services in accordance with all applicable Federal and State statutes and regulations.

2. PROFESSIONAL LICENSURE

All (professional level) persons employed by the COUNTY Mental Health Program (directly or through contract) providing Short-Doyle/Medi-Cal services have met applicable professional licensure requirements pursuant to Business and Professions and Welfare and Institutions Codes.

3. CONFIDENTIALITY

CONTRACTOR shall conform to and COUNTY shall monitor compliance with all State of California and Federal statutes and regulations regarding confidentiality, including but not limited to confidentiality of information requirements at 42, Code of Federal Regulations sections 2.1 *et seq*; California Welfare and Institutions Code, sections 14100.2, 11977, 11812, 5328; Division 10.5 and 10.6 of the California Health and Safety Code; Title 22, California Code of Regulations, section 51009; and Division 1, Part 2.6, Chapters 1-7 of the California Civil Code.

4. NON-DISCRIMINATION

A. Eligibility for Services

CONTRACTOR shall prepare and make available to COUNTY and to the public all eligibility requirements to participate in the program plan set forth in the Agreement. No person shall, because of ethnic group identification, age, gender, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political belief or sexual preference be excluded from participation, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal or State of California assistance.

B. Employment Opportunity

CONTRACTOR shall comply with COUNTY policy, and the Equal Employment Opportunity Commission guidelines, which forbids discrimination against any person on the grounds of race, color, national origin, sex, religion, age, disability status, or sexual preference in employment practices. Such practices include retirement, recruitment advertising, hiring, layoff, termination, upgrading, demotion, transfer, rates of pay or other forms of compensation, use of facilities, and other terms and conditions of employment.

- C. Suspension of Compensation
If an allegation of discrimination occurs, COUNTY may withhold all further funds, until CONTRACTOR can show clear and convincing evidence to the satisfaction of COUNTY that funds provided under this Agreement were not used in connection with the alleged discrimination.
- D. Nepotism
Except by consent of COUNTY's Department of Behavioral Health Director, or designee, no person shall be employed by CONTRACTOR who is related by blood or marriage to, or who is a member of the Board of Directors or an officer of CONTRACTOR.

5. **PATIENTS' RIGHTS**

CONTRACTOR shall comply with applicable laws and regulations, including but not limited to, laws, regulations, and State policies relating to patients' rights.

STATE CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: CONTRACTOR has, unless exempted, complied with the non-discrimination program requirements. (Gov. Code § 12990 (a-f) and CCR, Title 2, Section 111 02) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: CONTRACTOR will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on this Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on this Agreement.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement or both and

CONTRACTOR may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the CONTRACTOR has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: CONTRACTOR certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against CONTRACTOR within the immediately preceding two (2) year period because of CONTRACTOR's failure to comply with an order of a Federal court, which orders CONTRACTOR to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)
4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: CONTRACTOR hereby certifies that CONTRACTOR will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

CONTRACTOR agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: CONTRACTOR hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.
6. SWEATFREE CODE OF CONDUCT:
 - a. All CONTRACTORS contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. CONTRACTOR further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

- b. CONTRACTOR agrees to cooperate fully in providing reasonable access to the CONTRACTOR's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).
7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, CONTRACTOR certifies that CONTRACTOR is in compliance with Public Contract Code Section 10295.3.
8. GENDER IDENTITY: For contracts of \$100,000 or more, CONTRACTOR certifies that CONTRACTOR is in compliance with Public Contract Code Section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: CONTRACTOR needs to be aware of the following provisions regarding current or former state employees. If CONTRACTOR has any questions on the status of any person rendering services or involved with this Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- a). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- b). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- a). For the two (2) year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- b). For the twelve (12) month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as

the proposed contract within the twelve (12) month period prior to his or her leaving state service.

If CONTRACTOR violates any provisions of above paragraphs, such action by CONTRACTOR shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: CONTRACTOR needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and CONTRACTOR affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: CONTRACTOR assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the CONTRACTOR's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:
 - a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the CONTRACTOR is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
 - b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
 - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body, which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the CONTRACTOR shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.
9. INSPECTION and Audit of Records and access to Facilities.

The State, CMS, the Office of the Inspector General, the Comptroller General, and their designees may, at any time, inspect and audit any records or documents of CONTRACTOR or its subcontractors, and may, at any time, inspect the premises, physical facilities, and equipment where Medicaid-related activities or work is conducted. The right to audit under this section exists for ten (10) years from the final date of the contract period or from the date of completion of any audit, whichever is later.

Federal database checks.

Consistent with the requirements at § 455.436 of this chapter, the State must confirm the identity and determine the exclusion status of CONTRACTOR, any subcontractor, as well as any person with an ownership or control interest, or who is an agent or managing employee of CONTRACTOR through routine checks of Federal databases. This includes the Social Security Administration's Death Master File, the National Plan and Provider Enumeration System (NPPES), the List of Excluded Individuals/Entities (LEIE), the System for Award Management (SAM), and any other databases as the State or Secretary may prescribe. These databases must be consulted upon contracting and no less frequently than monthly thereafter. If the State finds a party that is excluded, it must promptly notify the CONTRACTOR and take action consistent with § 438.610(c).

The State must ensure that CONTRACTOR with which the State contracts under this part is not located outside of the United States and that no claims paid by a CONTRACTOR to a network provider, out-of-network provider, subcontractor or financial institution located outside of the U.S. are considered in the development of actuarially sound capitation rates.

Vendor:	Contract#	Contact Person	Contact#

Fixed Asset and Sensitive Item Tracking

Example Example

Item	Make/Brand	Model	Serial #	Fixed Asset	Sensitive Item	Date Requested (If Fixed Asset)	Date Approved (If Fixed Asset)	Purchase Date	Location	Condition	Fresno County Inventory Number	Cost
Copier	Canon	27CRT	9YHJY65R	x		3/27/2008	4/1/2008	4/10/2008	Heritage	New		\$6,500.00
DVD Player	Sony	DV2230	PXC4356A		x	n/a	n/a	4/1/2008	Heritage	New		\$450.00
Date Prepared:												
1												
2												
3												
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23												
24												
25												

Date Received: _____

FIXED ASSET AND SENSITIVE ITEM TRACKING

Field Number	Field Description	Instruction or Comments	Required or Conditional
Header	Vendor	Indicate the legal name of the agency contracted to provide services.	Required
Header	Program	Indicate the title of the project as described in the contract with the County.	Required
Header	Contract #	Indicate the assigned County contract number. If not known, County staff can provide.	Required
Header	Contact Person	Indicate the first and last name of the primary agency contact for the contract.	Required
Header	Contact #	Indicate the most appropriate telephone number of the primary agency contact for the contract.	Required
Header	Date Prepared	Indicate the most current date that the tracking form was completed by the vendor.	Required
a	Item	Identify the item by providing a commonly recognized description of the item	Required
b	Make/ Brand	Identify the company that manufactured the item	Required
c	Model	Identify the model number for the item, if applicable.	Conditional
d	Serial #	Identify the serial number for the item, if applicable.	Conditional
e	Fixed Asset	Mark the box with an "X" if the cost of the item is \$5,000 or more to indicate that the item is a fixed asset.	Conditional
f	Sensitive Item	Mark the box with an "X" if the item meets the criteria of a sensitive item as defined by the County.	Conditional
g	Date Requested	Indicate the date that the agency submitted a request to the County to purchase the item	Required
h	Date Approved	Indicate the date that the County approved the request to purchase the item	Required
i	Purchase Date	Indicate the date the agency purchased the item	Required
j	Location	Indicate the physical location of the item	Required
k	Condition	Indicate the general condition of the item (New, Good, Worn, Bad).	Required
l	Fresno County Inventory Number	Indicate the FR # provided by the County for the item	Conditional
m	Cost	Indicate the total purchase price of the item including sales tax and other costs, such as shipping.	Required

National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care

The National CLAS Standards are intended to advance health equity, improve quality, and help eliminate health care disparities by establishing a blueprint for health and health care organizations to:

Principal Standard:

1. Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.

Governance, Leadership, and Workforce:

2. Advance and sustain organizational governance and leadership that promotes CLAS and health equity through policy, practices, and allocated resources.
3. Recruit, promote, and support a culturally and linguistically diverse governance, leadership, and workforce that are responsive to the population in the service area.
4. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.

Communication and Language Assistance:

5. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
6. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
7. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.
8. Provide easy-to-understand print and multimedia materials and signage in the languages commonly used by the populations in the service area.

Engagement, Continuous Improvement, and Accountability:

9. Establish culturally and linguistically appropriate goals, policies, and management accountability, and infuse them throughout the organization's planning and operations.
10. Conduct ongoing assessments of the organization's CLAS-related activities and integrate CLAS-related measures into measurement and continuous quality improvement activities.
11. Collect and maintain accurate and reliable demographic data to monitor and evaluate the impact of CLAS on health equity and outcomes and to inform service delivery.
12. Conduct regular assessments of community health assets and needs and use the results to plan and implement services that respond to the cultural and linguistic diversity of populations in the service area.
13. Partner with the community to design, implement, and evaluate policies, practices, and services to ensure cultural and linguistic appropriateness.
14. Create conflict and grievance resolution processes that are culturally and linguistically appropriate to identify, prevent, and resolve conflicts or complaints.
15. Communicate the organization's progress in implementing and sustaining CLAS to all stakeholders, constituents, and the general public.



The Case for the National CLAS Standards

Health equity is the attainment of the highest level of health for all people.¹ Currently, individuals across the United States from various cultural backgrounds are unable to attain their highest level of health for several reasons, including the social determinants of health, or those conditions in which individuals are born, grow, live, work, and age,² such as socioeconomic status, education level, and the availability of health services.³

Though health inequities are directly related to the existence of historical and current discrimination and social injustice, one of the most modifiable factors is the lack of culturally and linguistically appropriate services, broadly defined as care and services that are respectful of and responsive to the cultural and linguistic needs of all individuals.

Health inequities result in disparities that directly affect the quality of life for all individuals. Health disparities adversely affect neighborhoods, communities, and the broader society, thus making the issue not only an individual concern but also a public health concern. In the United States, it has been estimated that the combined cost of health disparities and subsequent deaths due to inadequate and/or inequitable care is \$1.24 trillion.⁴

Culturally and linguistically appropriate services are increasingly recognized as effective in improving the quality of care and services.^{5,6} By providing a structure to implement culturally and linguistically appropriate services, the National CLAS Standards will improve an organization's ability to address health care disparities.

The National CLAS Standards align with the HHS Action Plan to Reduce Racial and Ethnic Health Disparities⁷ and the National Stakeholder Strategy for Achieving Health Equity,⁸ which aim to promote health equity through providing clear plans and strategies to guide collaborative efforts that address racial and ethnic health disparities across the country.

Similar to these initiatives, the National CLAS Standards are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and health care organizations to implement culturally and linguistically appropriate services. Adoption of these Standards will help advance better health and health care in the United States.

Of all the forms of inequality, injustice in health care is the most shocking and inhumane.

— Dr. Martin Luther King, Jr.

Bibliography

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2. World Health Organization. (2012). Social determinants of health. Retrieved from http://www.who.int/social_determinants/en/
3. U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion. (2010). Healthy people 2020: Social determinants of health. Retrieved from <http://www.healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=39>
4. LaVeist, T. A., Gaskin, D. J., & Richard, P. (2009). The economic burden of health inequalities in the United States. Retrieved from the Joint Center for Political and Economic Studies website: <http://www.jointcenter.org/sites/default/files/upload/research/files/The%20Economic%20Burden%20of%20Health%20Inequalities%20in%20the%20United%20States.pdf>
5. Beach, M. C., Cooper, L. A., Robinson, K. A., Price, E. G., Gary, T. L., Jenckes, M. W., Powe, N.R. (2004). Strategies for improving minority healthcare quality. (AHRQ Publication No. 04-E008-02). Retrieved from the Agency of Healthcare Research and Quality website: <http://www.ahrq.gov/downloads/pub/evidence/pdf/minqual/minqual.pdf>
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7. U.S. Department of Health and Human Services. (2011). HHS action plan to reduce racial and ethnic health disparities: A nation free of disparities in health and health care. Retrieved from http://minorityhealth.hhs.gov/npa/files/Plans/HHS/HHS_Plan_complete.pdf
8. National Partnership for Action to End Health Disparities. (2011). National stakeholder strategy for achieving health equity. Retrieved from U.S. Department of Health and Human Services, Office of Minority Health website: <http://www.minorityhealth.hhs.gov/npa/templates/content.aspx?lvl=1&lvlid=33&ID=286>



FRESNO COUNTY MENTAL HEALTH COMPLIANCE PROGRAM
CONTRACTOR CODE OF CONDUCT AND ETHICS

Fresno County is firmly committed to full compliance with all applicable laws, regulations, rules and guidelines that apply to the provision and payment of mental health services. Mental health contractors and the manner in which they conduct themselves are a vital part of this commitment.

Fresno County has established this Contractor Code of Conduct and Ethics with which contractor and its employees and subcontractors shall comply. CONTRACTOR(S) shall require its employees and subcontractors to attend a compliance training that will be provided by Fresno County. After completion of this training, CONTRACTOR(S), CONTRACTOR(S)' employees and subcontractors must sign the Contractor Acknowledgment and Agreement form and return this form to the Compliance Officer or designee.

Contractor and its employees and subcontractor shall:

1. Comply with all applicable laws, regulations, rules or guidelines when providing and billing for mental health services.
2. Conduct themselves honestly, fairly, courteously and with a high degree of integrity in their professional dealing related to their contract with the COUNTY and avoid any conduct that could reasonably be expected to reflect adversely upon the integrity of the COUNTY.
3. Treat COUNTY employees, consumers, and other mental health contractors fairly and with respect.
4. NOT engage in any activity in violation of the COUNTY's Compliance Program, nor engage in any other conduct which violates any applicable law, regulation, rule or guideline
5. Take precautions to ensure that claims are prepared and submitted accurately, timely and are consistent with all applicable laws, regulations, rules or guidelines.
6. Ensure that no false, fraudulent, inaccurate or fictitious claims for payment or reimbursement of any kind are submitted.

7. Bill only for eligible services actually rendered and fully documented. Use billing codes that accurately describe the services provided.
8. Act promptly to investigate and correct problems if errors in claims or billing are discovered.
9. Promptly report to the Compliance Officer any suspected violation(s) of this Code of Conduct and Ethics by COUNTY employees or other mental health contractors, or report any activity that they believe may violate the standards of the Compliance Program, or any other applicable law, regulation, rule or guideline. Fresno County prohibits retaliation against any person making a report. Any person engaging in any form of retaliation will be subject to disciplinary or other appropriate action by the COUNTY. CONTRACTOR(S) may report anonymously.
10. Consult with the Compliance Officer if you have any questions or are uncertain of any Compliance Program standard or any other applicable law, regulation, rule or guideline.
11. Immediately notify the Compliance Officer if they become or may become an Ineligible person and therefore excluded from participation in the Federal Health Care Programs.

Fresno County Mental Health Compliance Program
Contractor Acknowledgment and Agreement

I hereby acknowledge that I have received, read and understand the Contractor Code of Conduct and Ethics. I hereby acknowledge that I have received training and information on the Fresno County Mental Health Compliance Program and understand the contents thereof. I further agree to abide by the Contractor Code of Conduct and Ethics, and all Compliance Program requirements as they apply to my responsibilities as a mental health contractor for Fresno County.

I understand and accept my responsibilities under this Agreement. I further understand that any violation of the Contractor Code of Conduct and Ethics or the Compliance Program is a violation of County policy and may also be a violation of applicable laws, regulations, rules or guidelines. I further understand that violation of the Contractor Code of Conduct and Ethics or the Compliance Program may result in termination of my agreement with Fresno County. I further understand that Fresno County will report me to the appropriate Federal or State agency.

For Individual Providers

Name (print): _____

Discipline: Psychiatrist Psychologist LCSW LMFT

Signature: _____ Date: ___/___/___

For Group or Organizational Providers

Group/Org. Name (print): _____

Employee Name (print): _____

Discipline: Psychiatrist Psychologist LCSW LMFT

Other: _____

Job Title (if different from Discipline): _____

Signature: _____ Date: ___/___/___

FRESNO COUNTY MENTAL HEALTH PLAN

Grievances

Fresno County Mental Health Plan (MHP) provides beneficiaries with a grievance and appeal process and an expedited appeal process to resolve grievances and disputes at the earliest and the lowest possible level.

Title 9 of the California Code of Regulations requires that the MHP and its fee-for-service providers give verbal and written information to Medi-Cal beneficiaries regarding the following:

- How to access specialty mental health services
- How to file a grievance about services
- How to file for a State Fair Hearing

The MHP has developed a Consumer Guide, a beneficiary rights poster, a grievance form, an appeal form, and Request for Change of Provider Form. All of these beneficiary materials must be posted in prominent locations where Medi-Cal beneficiaries receive outpatient specialty mental health services, including the waiting rooms of providers' offices of service.

Please note that all fee-for-service providers and contract agencies are required to give the individuals served copies of all current beneficiary information annually at the time their treatment plans are updated and at intake.

Beneficiaries have the right to use the grievance and/or appeal process without any penalty, change in mental health services, or any form of retaliation. All Medi-Cal beneficiaries can file an appeal or state hearing.

Grievances and appeals forms and self addressed envelopes must be available for beneficiaries to pick up at all provider sites without having to make a verbal or written request. Forms can be sent to the following address:

Fresno County Mental Health Plan
P.O. Box 45003
Fresno, CA 93718-9886
(800) 654-3937 (for more information)
(559) 488-3055 (TTY)

Provider Problem Resolution and Appeals Process

The MHP uses a simple, informal procedure in identifying and resolving provider concerns and problems regarding payment authorization issues, other complaints and concerns.

Informal provider problem resolution process – the provider may first speak to a Provider Relations Specialist (PRS) regarding his or her complaint or concern.

The PRS will attempt to settle the complaint or concern with the provider. If the attempt is unsuccessful and the provider chooses to forego the informal grievance process, the provider will be advised to file a written complaint to the MHP address (listed above).

Formal provider appeal process – the provider has the right to access the provider appeal process at any time before, during, or after the provider problem resolution process has begun, when the complaint concerns a denied or modified request for MHP payment authorization, or the process or payment of a provider's claim to the MHP.

Payment authorization issues – the provider may appeal a denied or modified request for payment authorization or a dispute with the MHP regarding the processing or payment of a provider's claim to the MHP. The written appeal must be submitted to the MHP within 90 calendar days of the date of the receipt of the non-approval of payment.

The MHP shall have 60 calendar days from its receipt of the appeal to inform the provider in writing of the decision, including a statement of the reasons for the decision that addresses each issue raised by the provider, and any action required by the provider to implement the decision.

If the appeal concerns a denial or modification of payment authorization request, the MHP utilizes a Managed Care staff who was not involved in the initial denial or modification decision to determine the appeal decision.

If the Managed Care staff reverses the appealed decision, the provider will be asked to submit a revised request for payment within 30 calendar days of receipt of the decision

Other complaints – if there are other issues or complaints, which are not related to payment authorization issues, providers are encouraged to send a letter of complaint to the MHP. The provider will receive a written response from the MHP within 60 calendar days of receipt of the complaint. The decision rendered by the MHP is final.

INCIDENT REPORTING

PROTOCOL FOR COMPLETION OF INCIDENT REPORT

The Incident Report must be completed for all incidents involving individuals served through DBH's current incident reporting portal, Logic Manager, at <https://fresnodbh.logicmanager.com/incidents/?t=9&p=1&k=182be0c5cdcd5072bb1864cdee4d3d6e>

- The reporting portal is available 24 hours a day, every day.
- Any employee of the CONTRACTOR can submit an incident using the reporting portal at any time. No login is required.
- The designated administrator of the CONTRACTOR can add information to the follow up section of the report after submission.
- When an employee submits an incident within 24 hours from the time of the incident or first knowledge of the incident, the CONTRACTOR's designated administrator, the assigned contract analyst and the Incident Reporting email inbox will be notified immediately via email from the Logic Manager system that there is a new incident to review.
- Meeting the 24 hour incident reporting requirements will be easier as there are no signatures to collect.
- The user guide attached identifies the reporting process and the reviewer process, and is subject to updates based on DBH's selected incident reporting portal system.

Questions about incident reporting, how to use the incident reporting portal, or designating/changing the name of the administrator who will review incidents for the CONTRACTOR should be emailed to DBHIncidentReporting@fresnocountyca.gov and the assigned contract analyst.



INCIDENT REVIEWER ROLE – User Guide

Fresno County Department of Behavioral Health (DBH) requires all of its county-operated and contracted providers (through the Mental Health Plan (MHP) and Substance Use Disorder (SUD) services) to complete a written report of any incidents compromising the health and safety of persons served, employees, or community members.

Yes! Incident reports will now be made through an on online reporting portal hosted by Logic Manager. It's an easier way for any employee to report an incident at any time. A few highlights:

- No supervisor signature is immediately required.
- Additional information can be added to the report by the program supervisor/manager without having to resubmit the incident.
- When an incident is submitted, the assigned contract analyst, program supervisor/manager, clinical supervisor and the DBHIncidentReporting mailbox automatically receives an email notification of a new incident and can log in any time to review the incident. Everything that was on the original paper/electronic form matches the online form.
- Do away with submitting a paper version with a signature.
- This online submission allows for timely action for the health and safety of the persons-served, as well as compliance with state reporting timelines when necessary.

As an Incident Reviewer, the responsibility is to:

- Log in to Logic Manager and review incident submitted within 48 hours of notification of incident.
- Review incident for clarity, missing information and add in additional information deemed appropriate.
- Notify DBHIncidentReporting@fresnocountyca.gov if there is additional information to be report after initial submission
- Contact DBHIncidentReporting@fresnocountyca.gov if there are any concerns, questions or comments with Logic Manager or incident reporting.

Below is the link to report incidents

<https://fresnodbh.logicmanager.com/incidents/?t=9&p=1&k=182be0c5cdcd5072bb1864cdee4d3d6e>

The link will take employees to the reporting screen to begin incident submission:

Incident Report

Please complete this form

Client Information

Name of Facility*
Text (500 characters)

Name of Reporting Party*
Text (500 characters)

Facility Address*
Text (5000 characters)

Facility Phone Number*
Text (500 characters)

Mental Health or Substance Use Disorder Program?*
Select an option

Client First Name*
Text (500 characters)

Client Last Name*
Text (500 characters)

From Job*
Text (500 characters)

Client Date of Birth*
Text (MM/DD/YYYY)

Client Address*
Text (5000 characters)

Client ID*
Text (500 characters)

Gender*
Select an option

County of Origin*
Select an option

Summary

Subject ID*
Text (500 characters)

Incident (check all that apply)*
Select an option

If Other-specify (i.e. fire, poisoning, epidemic outbreaks, other catastrophes/events that jeopardize the welfare and safety of clients, staff and /or members of the community):
Text (5000 characters)

Description of the Incident*
Text (5000 characters)

Similar to the paper version, multiple incident categories can be selected

Incident (check all that apply)*

Medical Emergency Death of Client

Homicide/Homicide Attempt

AWOL/Elopement from locked facility

Violence/Abuse/Assault (toward others, client and/or property)

Attempted Suicide (resulting in serious injury)

Injury (self-inflicted or by accident)

Medication Error

fresnodbh.logicmanager.com/incidents/7t-9&ip=18&k=182be0c5cdcd5072bb1b64cdee4d3d6e

Date of Incident*
mm/dd/yyyy

Time of Incident*
hh:mm

Location of Incident*
/

Key People Directly Involved in Incident (witnesses, staff)*
/

Did the Injured Party seek Medical Attention?
Default: yes/no

Attach any additional details
Add File or Drop File Here

Reported By Name*
/

Reported By Email*
/

Reported On
10/30/2019

As another bonus feature, either drag files (such as a copy of a UOR, additional statements/document) or click on Add File to upload a file.

The screenshot shows a web browser window with the URL fresnodbh.logicmanager.com/incident/1471-08p-1&k-182be0c5c1cd5072bb1864cde-1d3d6e. The form includes fields for 'Reported By Name*', 'Reported By Email*', and 'Reported On' (10/30/2019). A section titled 'Follow Up' contains a dropdown menu for 'Action Taken (check all that apply)*', a text field for 'Please specify if other', and a larger text field for 'Description of Action Taken*'. At the bottom of the form is a green 'SUBMIT' button. A red arrow points from the text above to the 'Add File or Drop File Here' button, which is highlighted in yellow.

Similar to the paper version, multiple Action Taken categories can be selected.

This close-up shows the 'Action Taken (check all that apply)*' dropdown menu. The selected items are 'Law Enforcement Contacted' and 'Called 911/EMS'. Other visible options include 'Consulted with Physician', 'First Aid/CPR Administered', 'Client removed from building', 'Parent/Legal Guardian Contacted', and 'Other'.

When done entering all the information, simply click submit.

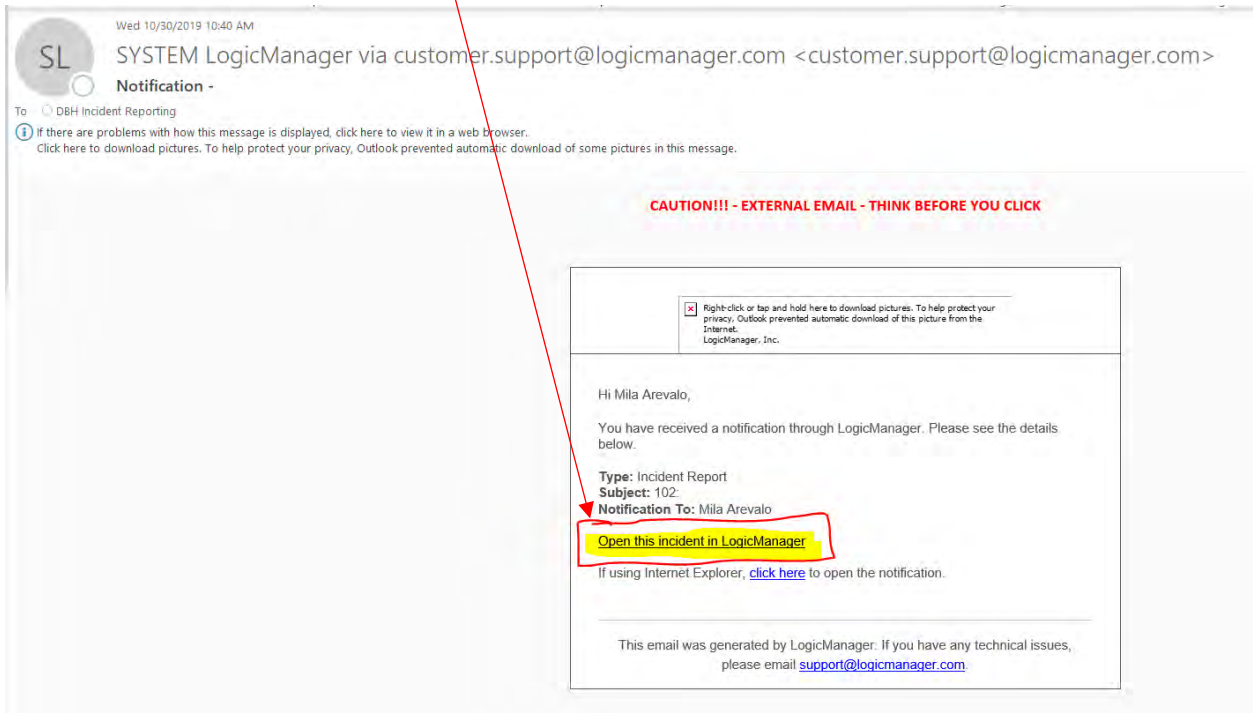
Any fields that have a red asterisk, require information and will prevent submission of the form if left blank.

This close-up shows the 'Outcome*' field, which is required. A red arrow points from the text above to the red asterisk. Below the field is a green 'SUBMIT' button. Another red arrow points from the text above to the 'SUBMIT' button.

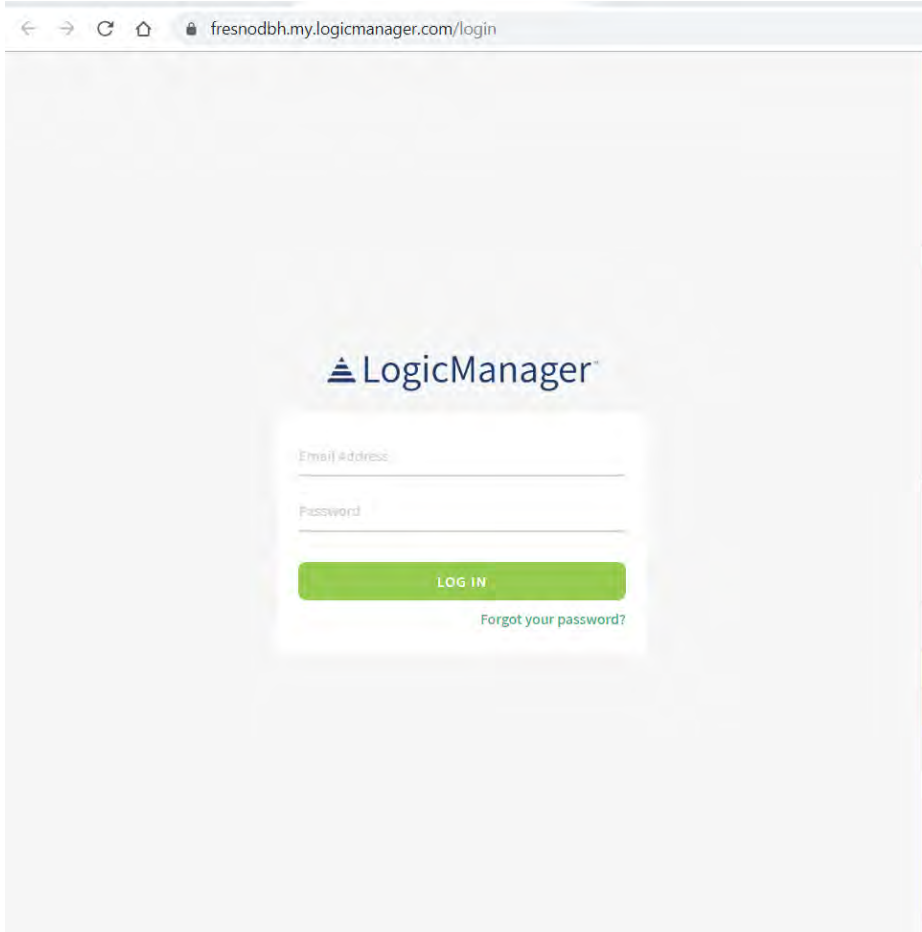
A "Thank you for your submission" statement will pop up if an incident is successfully submitted. Click "Reload the Form" to submit another incident.

The screenshot shows a dark teal header with the 'LogicManager' logo. Below it is a white message box that says 'Thank you for your submission!'. At the bottom of the message box is a green 'RELOAD THE FORM' button. A red arrow points from the text above to the 'RELOAD THE FORM' button.

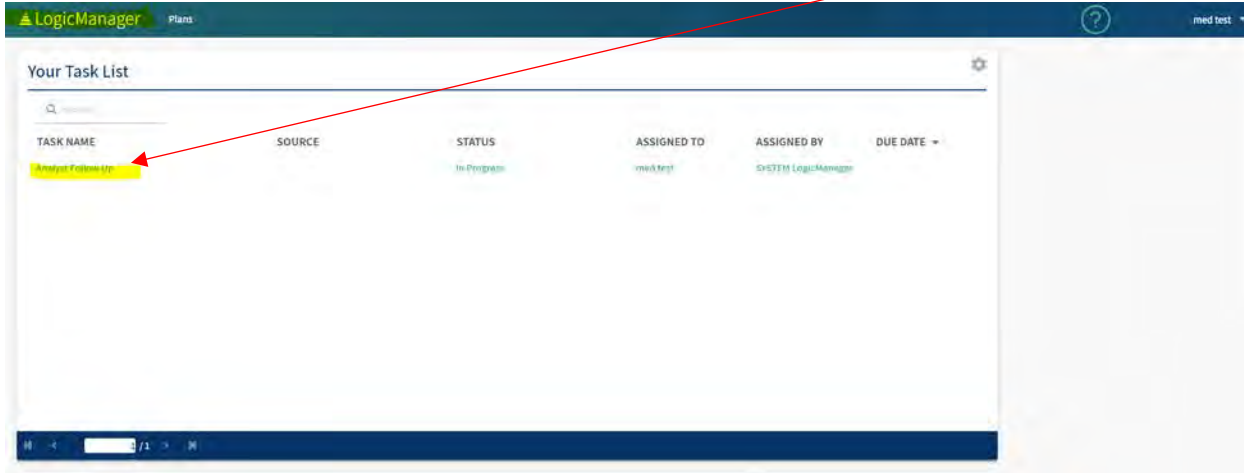
A Notification email will be received when a new incident is reported, or a new comment has been made regarding an incident. Click on "Open this incident in Logic Manager" and the Logic Manager login screen will show.



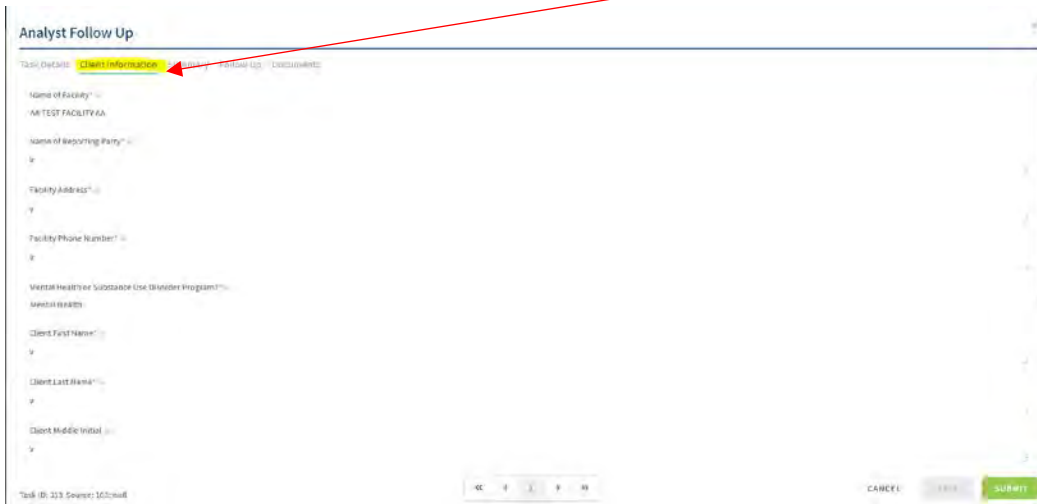
Enter in email address and password. First time users will be prompted to set up a password.



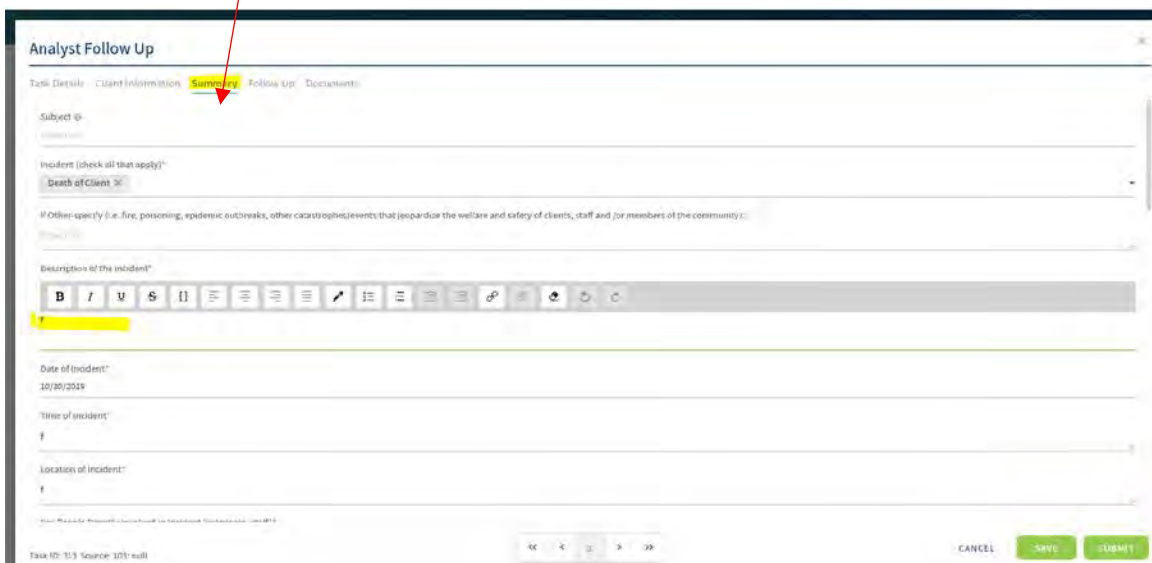
Once logged in, the main screen will show reviewer task (incidents to review). Click on analyst/supervisor follow up to view the incident.



This screen below will then pop up. There are 5 tabs to navigate through. **Client information** will show the client and facility information. No edits can be made to this section.



The next tab is **Summary**: No edits can be made to this section.



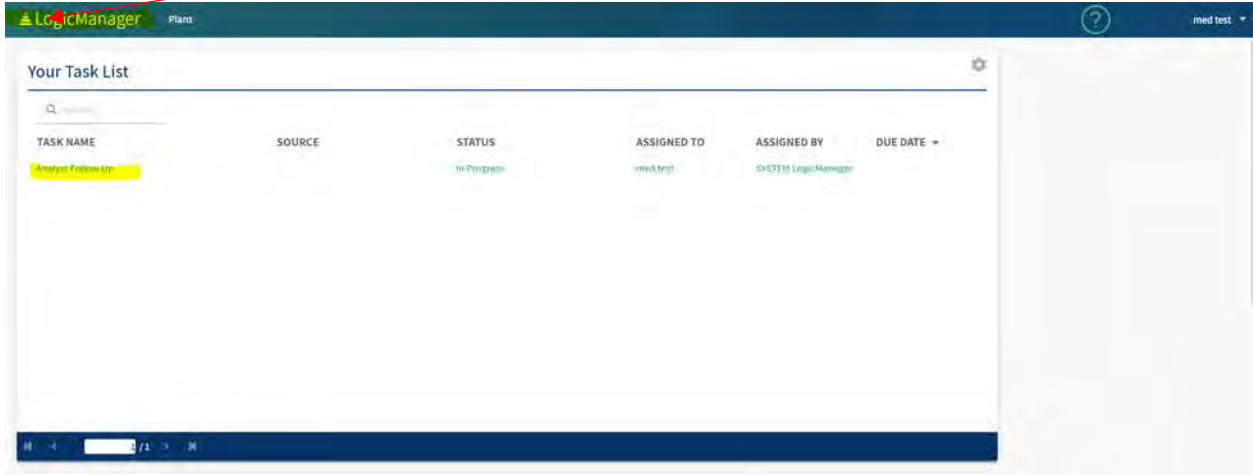
The next tab is **Follow up**: This section can be edited. Add to the areas below or make corrections to these fields. Be sure to click **SAVE** when edits are made. Then **Cancel** to Exit out of the incident.

The next tab is **Documents**: View and add attachments to the incident. Be sure to click **SAVE** when adding documents. Then **Cancel** to Exit out of the incident.

If all tasks are followed up with and the incident no longer needs further review/information, click **SUBMIT**. Once submitted, the incident will be removed from the task list and no further edits can be made. Notice the **SUBMIT** button is on every tab. If further information needs to be included, email

DBHIncidentReporting@fresnocountyca.gov

To get back to the home view, click on the Logic Manager icon at any time. Any incidents that still need review will show on this screen, click on the next incident and start the review process again.



DISCLOSURE OF OWNERSHIP AND CONTROL INTEREST STATEMENT

I. Identifying Information

Name of entity		D/B/A		
Address (number, street)		City	State	ZIP code
CLIA number	Taxpayer ID number (EIN)	Telephone number ()		

II. Answer the following questions by checking "Yes" or "No." If any of the questions are answered "Yes," list names and addresses of individuals or corporations under "Remarks" on page 2. Identify each item number to be continued.

- | | YES | NO |
|---|--------------------------|--------------------------|
| A. Are there any individuals or organizations having a direct or indirect ownership or control interest of five percent or more in the institution, organizations, or agency that have been convicted of a criminal offense related to the involvement of such persons or organizations in any of the programs established by Titles XVIII, XIX, or XX? | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Are there any directors, officers, agents, or managing employees of the institution, agency, or organization who have ever been convicted of a criminal offense related to their involvement in such programs established by Titles XVIII, XIX, or XX? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Are there any individuals currently employed by the institution, agency, or organization in a managerial, accounting, auditing, or similar capacity who were employed by the institution's, organization's, or agency's fiscal intermediary or carrier within the previous 12 months? (Title XVIII providers only) | <input type="checkbox"/> | <input type="checkbox"/> |

III. A. List names, addresses for individuals, or the EIN for organizations having direct or indirect ownership or a controlling interest in the entity. (See instructions for definition of ownership and controlling interest.) List any additional names and addresses under "Remarks" on page 2. If more than one individual is reported and any of these persons are related to each other, this must be reported under "Remarks."

NAME	ADDRESS	EIN

- B. Type of entity: Sole proprietorship Partnership Corporation
 Unincorporated Associations Other (specify) _____
- C. If the disclosing entity is a corporation, list names, addresses of the directors, and EINs for corporations under "Remarks."
- D. Are any owners of the disclosing entity also owners of other Medicare/Medicaid facilities? (Example: sole proprietor, partnership, or members of Board of Directors) If yes, list names, addresses of individuals, and provider numbers.

NAME	ADDRESS	PROVIDER NUMBER

YES NO

- IV. A. Has there been a change in ownership or control within the last year? YES NO
 If yes, give date. _____
- B. Do you anticipate any change of ownership or control within the year?..... YES NO
 If yes, when? _____
- C. Do you anticipate filing for bankruptcy within the year?..... YES NO
 If yes, when? _____
- V. Is the facility operated by a management company or leased in whole or part by another organization?..... YES NO
 If yes, give date of change in operations. _____

VI. Has there been a change in Administrator, Director of Nursing, or Medical Director within the last year?..... YES NO

VII. A. Is this facility chain affiliated? YES NO
 (If yes, list name, address of corporation, and EIN.)

Name		EIN	
Address (number, name)	City	State	ZIP code

B. If the answer to question VII.A. is NO, was the facility ever affiliated with a chain?
 (If yes, list name, address of corporation, and EIN.)

Name		EIN	
Address (number, name)	City	State	ZIP code

Whoever knowingly and willfully makes or causes to be made a false statement or representation of this statement, may be prosecuted under applicable federal or state laws. In addition, knowingly and willfully failing to fully and accurately disclose the information requested may result in denial of a request to participate or where the entity already participates, a termination of its agreement or contract with the agency, as appropriate.

Name of authorized representative (typed)	Title
Signature	Date

Remarks

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Date: _____

(Printed Name & Title)

(Name of Agency or Company)

SELF-DEALING TRANSACTION DISCLOSURE FORM

In order to conduct business with the County of Fresno (hereinafter referred to as "COUNTY"), members of a CONTRACTOR's board of directors (hereinafter referred to as "County Contractor"), must disclose any self-dealing transactions that they are a party to while providing goods, performing services, or both for the COUNTY. A self-dealing transaction is defined below:

"A self-dealing transaction means a transaction to which the corporation is a party and in which one or more of its directors has a material financial interest"

The definition above will be utilized for purposes of completing this disclosure form.

INSTRUCTIONS

- (1) Enter board member's name, job title (if applicable), and date this disclosure is being made.
- (2) Enter the board member's company/agency name and address.
- (3) Describe in detail the nature of the self-dealing transaction that is being disclosed to the COUNTY. At a minimum, include a description of the following:
 - a. The name of the agency/company with which the corporation has the transaction; and
 - b. The nature of the material financial interest in the corporation's transaction that the board member has.
- (4) Describe in detail why the self-dealing transaction is appropriate based on applicable provisions of the Corporations Code.
- (5) Form must be signed by the board member that is involved in the self-dealing transaction described in Sections (3) and (4).

(1) Company Board Member Information:			
Name:		Date:	
Job Title:			
(2) Company/Agency Name and Address:			
(3) Disclosure (Please describe the nature of the self-dealing transaction you are a party to):			
(4) Explain why this self-dealing transaction is consistent with the requirements of Corporations Code 5233 (a):			
(5) Authorized Signature			
Signature:		Date:	