

## AMENDMENT I TO AGREEMENT

THIS AMENDMENT, hereinafter referred to as Amendment I, is made and entered into this  
18th day of June, 2019, by and between the **COUNTY OF FRESNO**, a Political  
Subdivision of the State of California, hereinafter referred to as "**COUNTY**", and **Mental Health**  
**Patient's Rights Advocate Program**, a Sole Proprietorship, whose address is 1357 W Shaw Ave Suite  
#101, Fresno, CA 93711, hereinafter referred to as "**CONTRACTOR**".

WITNESSETH:

WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement No. 14-275, effective July 1, 2014, whereby CONTRACTOR agreed to provide Mental Health Patient's Rights Advocacy Program services, and

WHEREAS, COUNTY, through its Department of Behavioral Health (DBH), is in need of a qualified agency to operate mental health patient's rights advocacy services in accordance with Welfare and Institutions Code Division 5, Part 1, Chapter 6.2; Article 3, sections 5520 through 5523 of the Lanterman-Petris-Short Act; and

WHEREAS, COUNTY, through its Managed Care program, is a Mental Health Plan (MHP) as defined in Title 9 of the California Code of Regulations (C.C.R.), section 1810.226; and

WHEREAS, CONTRACTOR is qualified to operate a patient's rights advocacy program, and has the facility, equipment and personnel skilled in the provision of such services pursuant to the terms and conditions of Agreement No. 14-275, and

WHEREAS, the parties desire to amend the Agreement regarding changes as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. That the existing COUNTY Agreement No. 14-275, Section two (2) "TERM", shall be revised by adding the following at Page Four (4), Line Three (3), after the word "term."

“This Agreement shall be extended for an additional six (6) month period beginning July 1, 2019 through December 31, 2019.”

2. That the existing COUNTY Agreement No. 14-275, Section Four (4) "Compensation",

beginning on Page Four (4), Line (27), with the word “Contingent” and ending on Page Five (5), Line Nineteen (19) with the word “herein” be deleted and the following inserted in its place:

“Contingent upon confirmation of funding by the California Department of Health Care Services and annual outcomes satisfaction performance, total maximum amount of said contract is One Million Two Hundred Fifty-Eight Thousand Seven Hundred Thirteen and No/100 Dollars (\$1,258,713.00) upon execution of this Agreement through December 31, 2019.

County agrees to pay CONTRACTOR and CONTRACTOR agrees to receive, monthly, one twelfth (1/12) payment of each yearly contract term’s maximum compensation identified in Revised Exhibit B-1, attached hereto and incorporated herein by reference.

In no event shall services performed under this Agreement by in excess of Two Hundred Twenty-Two Thousand Seven Hundred Fifty-Six and No/100 Dollars (\$222,756.00) for the period of July 1, 2014 through June 30, 2015.

In no event shall services performed under this Agreement by in excess of Two Hundred Twenty-Six Thousand Eight Hundred Ninety-Seven and No/100 Dollars (\$226,897.00) for the period of July 1, 2015 through June 30, 2016.

In no event shall services performed under this Agreement by in excess of Two Hundred Thirty-One Thousand One Hundred Sixty and No/100 Dollars (\$231,160.00) for the period of July 1, 2016 through June 30, 2017.

In no event shall services performed under this Agreement by in excess of Two Hundred Thirty-One Thousand One Hundred Sixty and No/100 Dollars (\$231,160.00) for the period of July 1, 2017 through June 30, 2018.

In no event shall services performed under this Agreement by in excess of Two Hundred Thirty-One Thousand One Hundred Sixty and No/100 Dollars (\$231,160.00) for the period of July 1, 2018 through June 30, 2019.

In no event shall services performed under this Agreement by in excess of One Hundred Fifteen Thousand Five Hundred Eighty and No/100 Dollars (\$115,580.00) for the period of July 1, 2019 through December 31, 2019.”

3. That effective July 1, 2019, all references in existing COUNTY Agreement No. 14-275 to

1        “Exhibit A,” shall be changed to read “Revised Exhibit A-1,” attached hereto and incorporated herein  
2        by reference

3        4.        That effective July 1, 2019, all references in existing COUNTY Agreement No. 14-275 to  
4        “Exhibit B,” shall be changed to read “Revised Exhibit B-1,” attached hereto and incorporated herein  
5        by reference.

6                COUNTY and CONTRACTOR agree that this Amendment I is sufficient to amend the  
7        Agreement and, that upon execution of this Amendment I, the Agreement and this Amendment  
8        together shall be considered the Agreement. The Agreement, as hereby amended, is ratified and  
9        continued. All provisions, terms, covenants, conditions, and promises contained in the Agreement and  
10       not amended herein shall remain in full force and effect.

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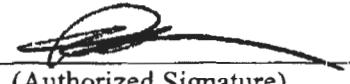
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1           IN WITNESS WHEREOF, the parties hereto have executed this Amendment I to Agreement as  
2           of the day and year first hereinabove written.

3           ATTEST:

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5           **CONTRACTOR:**  
6           Mental Health Patient's Rights  
7           Advocate Program

8             
(Authorized Signature)

9           Stan Lum Proprietor  
10           Print Name & Title

11           1357 W. Shaw Ave Ste 101

12           Fresno, CA 93711

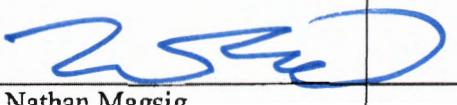
13           Mailing Address

14           **FOR ACCOUNTING USE ONLY:**

15           ORG No.: 56304710; 56302003; 56302230  
16           Account No.: 7295/0  
17           Fund/Subclass: 0001/10000

18           Mailing Address:  
19           Mental Health Patient's Rights Advocate Program  
20           1357 West Shaw Avenue  
21           Fresno, CA 93711  
22           Phone: (559) 492-1652  
23           Contact: Stan Lum, Sole Proprietor

24           **COUNTY OF FRESNO**

25             
26           Nathan Magsig,  
27           Chairman of the Board of Supervisors  
28           County of Fresno

29           **ATTEST:**  
30           Bernice E. Seidel  
31           Clerk of the Board of Supervisors  
32           County of Fresno, State of California

33           By: Susan Bishop  
34           Deputy

**MENTAL HEALTH PATIENT'S RIGHTS ADVOCACY PROGRAM****SCOPE OF WORK**

ORGANIZATION: Mental Health Patient's Rights Advocate Program

SITE ADDRESS: 1357 W. Shaw Ave, Fresno CA 93711

SERVICES: Mental Health Advocacy Services

PROJECT DIRECTOR: Stan Lum, Sole Proprietor  
Phone Number: (559) 492-1652

CONTRACT PERIOD: July 1, 2014 – December 31, 2019

CONTRACT AMOUNT:

FY 2014-15	\$222,756
FY 2015-16	\$226,897
FY 2016-17	\$231,160
FY 2017-18	\$231,160
FY 2018-19	\$231,160
Term 7/1/2019 - 12/31/2019	\$115,580

The Local Mental Health Director is responsible for the provision of Patients' Rights Advocate (PRA) services in Fresno County, as indicated in the Welfare and Institutions (W&I) Code Division 5, Part 1, Chapter 6.2, Article 3, § 5000 *et seq.*

The County's goals and objectives for the patients' rights advocacy program include:

- A. Develop/maintain a comprehensive, high quality Patients' Rights Advocacy program which assures the rights and dignity of mental health clients.
- B. Provide sound policy consultation to the Department of Behavioral Health administration.
- C. Report to and work with the Director of the Department of Behavioral Health or designee to ensure local compliance with state law regarding rights of clients of psychiatric services (monthly or as requested).

**I. GENERAL REQUIREMENTS**

- A. Patients' Rights Advocacy program will encompass two components; receiving and investigating grievances and function as the client's representative in all AB 3454 certification review hearings. The PRA shall provide notification of rights to the individual and shall represent the individual at the certification review hearings.
- B. The vendor shall provide relief/backup coverage for advocate staff in the event of illness and vacation. All potential advocate staff identified by position and/or name must be stated in the proposal response or the bid may be rejected.
- C. Provide training and education about mental health law and patients' rights to mental health providers. Contractor will provide mental health Patient's Rights trainings, to

licensed health and community care facilities staff, at minimum 13 per year, or requested by County. Trainings will be conducted at health and community care facilities.

- D. Ensure that recipients of mental health services in all licensed health and community care facilities are notified of their rights.
- E. Exchange information and cooperate with the State Patients' Rights Office.
- F. Provide monthly and quarterly reports detailing accomplished work, or as requested, written documentation of activities in all the above areas, and prepare such written reports relating to the responsibilities and activities of the Patients' Rights Advocate as may be necessary or required by the County Plan, the Department of Behavioral Health, the Mental Health Board, the State Patients' Rights Office, or State directive or mandate.
- G. Flexible or adjustable hours of operation to meet accessibility needs of clients and/or family members.
- H. Have a working knowledge of the Lanterman Petris Short (LPS) Act. In addition, Contractor shall strictly adhere with all applicable Federal (including HIPAA laws), State of California and/or local laws and regulations relating to client confidentiality and protected health information.
- I. Submit monthly invoices to include the time period services were provided and the programs, departments/agencies and exact facilities services were provided. Invoice must also be accompanied by all required reports requested by the Local Mental Health Director, or designee.
- J. Report to and work with the Director of the Department of Behavioral Health or their designee to ensure local compliance with state law regarding rights of clients of psychiatric services, including but not limited to services outlined in this Scope of Work.
- K. Contractor shall be in full compliance with Title VI of the Civil Rights Act of 1964. Contractor must guarantee that services provided will be performed in compliance with all applicable State and Federal laws and regulations pertinent to this Agreement and shall execute the agreement in full compliance with Title VI of the Civil Rights Act of 1964.
- L. Contractor shall provide/demonstrate ability access competent and appropriate linguistic services in the identified client's language of choice and have a working knowledge of accessing and utilizing qualified staff /third-party interpreters or language lines during advisement and hearing certification processes, complaints/grievances and investigations or other related services. Interpretation services will be at the cost of the selected contract provider.
- M. Assist with the review and revision of policies and procedures which are critical components of an effective advocacy program. These policies will be established to enhance/improve facility advocacy component.
- N. Contractor to provide advocates who are aware of the cultural differences in the

treatment of mental health clients. It is essential that the advocate, in doing his/her job, is aware of the dynamic that culture plays in competent service representation. In representing and promoting the rights and interest of a client, the advocate must be aware that it is the client's voice that is being heard and represented and that sensitivity to the cultural context of the client is recognized. This will require an ongoing commitment by patients' right advocates being knowledgeable of and promoting cultural understanding and self-awareness. Agencies contracted with the County of Fresno, Department of Behavioral Health are required to adhere to the Departments Cultural Competency requirement.

Contractor shall do the following to ensure services are delivered in a culturally competent manner and meet the needs of culturally and linguistically diverse communities:

- Staff shall be recruited and hired that have demonstrated experience working with the Latino, African American, Southeast Asian, Native American, and other minority populations and have knowledge about the culture of these targeted groups as well as other diverse communities.
- Staff shall attend annual trainings on cultural competency, awareness, and diversity as provided by Contractor, or online via the County's eLearning system. Staff shall be appropriately trained in providing services in a culturally sensitive manner.
- Staff shall attend civil rights training as provided by Contractor, or online via the County's eLearning system.
- Contractor shall hire bilingual staff. At a minimum, MHPRAP shall hire staff competent in Spanish and Hmong as these are the identified threshold languages in Fresno County.
- Contractor shall secure the services of trained translators/interpreters as may be necessary. Translators/interpreters may prove invaluable for languages such as Cambodian, Russian, Arabic, Armenian, Punjabi, and others. Interpreters/translators shall be appropriately trained in providing services in a culturally sensitive manner.
- Contractor shall provide services by placing importance on traditional values, beliefs and family histories. Cultural values and traditions offer special strengths in treating clients and this should help guide health care messages and wellness and recovery plans.
- Contractor shall provide services within the most relevant and meaningful cultural, gender-sensitive, and age-appropriate context for the target population.
- Contractor shall develop plans to continually engage targeted populations.
- Contractor shall recruit and hire client/family members as a significant portion of their staffing.

- Contractor shall have demonstrated knowledge and experience in working with Latino, Southeast Asian, African American, and Native American communities, as well as other diverse communities.
- Contractor shall ensure a streamlined approach to accessing appropriate services which are available at times convenient for the targeted populations.
- Contractor shall distribute literature/informational brochures in appropriate languages and request feedback as to how access to care could be improved for these culturally diverse communities.
- Contractor shall conduct an annual cultural competency self-assessment and provide the results of said self-assessment to the County. The annual cultural competency self-assessment instruments shall be reviewed by the County and revised as necessary to meet the approval of the County.
- Contractor shall provide services throughout Fresno County in the community as opposed to services being performed at traditional mental health department offices to increase the frequency of clients obtaining needed services as some children/families are reluctant to seek services from traditional mental health settings.

- Contractor shall collaborate with agencies that are recognized and accepted by the targeted populations.
- Contractor shall give consideration to gender sensitivity and the differing psychologies and needs of boys and girls when providing services. Items such as who are the primary care giver, domestic violence, and women's health issues shall also be considered in the provision of services.
- Contractor' staff will be trained to keep an open mind and refrain from making inappropriate judgments on clients/families.
- Contractor' hiring and contracting practices shall be based on local data and reflect the needs of the population to be served.
- Contractor shall maintain a cultural competence oversight and cultural competency plan to address and evaluate cultural competency issues within its respective organization.

O. Collaborate with County Mental Health Services Act (MHSA) program providers promoting and educating awareness of the PRA and available services.

P. It is important that vendor advocates (community/faith based organizations staff) recognize that the rights and desires of the client are being represented and not organizational staff advocates).

## **II. SPECIFIC REQUIREMENTS**

The County delineates the two components of the Patients' Rights Advocate program as follows:

1. Advisements and Hearings
2. Receive/Investigate Grievances and Coordinate County-approved Advocacy Activities

### **A. COMPONENT 1: ADVISEMENTS AND HEARINGS**

The duties of the contracted Patients' Rights Advocate shall include, but not be limited to the following:

1. The Patients' Rights Advocate (PRA) shall function as the patient's representative in all AB 3454 certification review hearings. The PRA shall provide the notification and advisement of rights to those individuals admitted to County-operated and County-contracted acute inpatient psychiatric facilities, as required by Welfare and Institutions Code Sections 5250, 5260 and 5270, prior to the certification review hearing. The contracted PRA may be directed by the Local Mental Health Director to provide similar services at other mental health facilities in the County of Fresno based on requirements of the W&I Code.
2. Function as the patient's representative in all certification review hearings held in Fresno County. Hearing activity and outcome shall be logged and provided in a secure electronic format to the respective Department Director and/or designee on a monthly basis by the 10<sup>th</sup> of each month. Report of notification and hearing activity must include, but not be limited to:
  - a) Documentation of notification of rights for each client.
  - b) Date, start/end time of hearing, location, outcome of hearing for each client.
  - c) Identification of family/support system present at hearing.
  - d) Identify 5250, 5260, and 5270 certification clients for tracking recidivism
3. Contractor advocate(s) must be knowledgeable of the LPS Act. The LPS Act, in shifting the emphasis of mental health treatment away from involuntary treatment to a commitment to community-based voluntary treatment narrowed the criteria under which a person can be detained involuntarily. The only three reasons a person can be detained are: 1) if they are gravely disabled; 2) a danger to themselves; or, 3) a danger to others. These definitions are not open for interpretation.

**B. COMPONENT 2: RECEIVE/ INVESTIGATE GRIEVANCES/COMPLAINTS AND COORDINATE COUNTY-APPROVED ADVOCACY ACTIVITIES**

The duties of the contracted Patients' Rights Advocate shall include, but not be limited to the following:

1. Under contract supervision, plans, directs, and coordinates advocacy services on behalf of mental health clients and their families and performs related tasks as required that will promote and support the transformative components of Mental Health Services Act (Vision and Values).
2. Advocate services to provide both information, referral and grievance resolution services to clients and family members. Information and referral may involve a brief explanation of legal rights and available services. Grievance resolution activities are the services provided when a client or family member alleges a violation of her/his rights. Grievance resolution can range from a simple phone call to a provider to multiple interviews, record reviews and written correspondence. Every effort should be made to resolve complaints at the lowest level.

Receive and investigate complaints from or concerning recipients of mental health services residing in licensed health or community care facilities regarding abuse, unreasonable denial, or punitive withholding of rights guaranteed under the provisions of Division 5 (commencing with Section 5000) of the Welfare and Institutions Code. Contractor shall respond to each grievance within forty-eight (48) hours.

Under the provision of the Mental Health Services Act (MHSA), also known as Proposition 63, the provision of these client advocacy services will assist in transforming the mental health system to ensure that services are client focused and family centered and that it addresses the issue of underutilization and under representation on the part of populations of cultural/ethnic decent.

3. To receive and investigate grievances from or concerning recipients of mental health services residing in licensed health or community care facilities regarding abuse, unreasonable denials or punitive withholding of rights guaranteed under the provisions of the Welfare and Institutions Code:
  - A. Develop and implement a format for the recording of patients' rights grievances and the disposition of each grievance. Such a format shall indicate both the level of care provided to the individual, conservatorship status, voluntary or involuntary treatment status, facility, nature of the grievance, validity of the grievance, disposition of the grievance, and any other information deemed necessary by the Local Mental Health Director. Written documentation of the investigation of each grievance, including the disposition of each grievance, shall be prepared and forwarded to Local Mental Health Director at the office of the Director of Behavioral Health.
  - B. Report significant patients' rights grievances to the Local Mental Health Director, or designee, as soon as possible, verbally and in writing no later than five (5) days after receipt of grievance in the event of facility violation,

harm/death to client or other significant event requiring immediate notification and action. Monthly reports of patients' rights complaints shall be prepared for the Director or designee, including verbal and written response when required. Monthly and quarterly reports detailing the work accomplished during the reporting period and problems, existing or anticipated, shall be brought to the attention of respective Director of the Department of Behavioral Health or designee.

- C. Avail the files maintained by the Patients' Rights Advocate to authorized representative from the Department of Behavioral Health (DBH) upon request. Contractor shall meet with DBH officials to determine authorized representative.
- D. All reports related to complaints and investigations should be sent to the Local Mental Health Director/designee. .

4. To monitor mental health facilities, services and programs for compliance with statutory and regulatory patient's rights provisions.

Monitor mental health facilities services and programs for compliance with statutory and regulatory patients' rights provisions. Each mental health facility shall be visited at least once every three (3) months.

Monitoring is the systemic observation of a mental health facility, its staff, its clients and/or its records. Monitoring is important because it provides information about the ways an institution functions, and why. An Advocate identifies institutional policies and practices, reviews how they affect clients, and identifies if goals toward wellness and recovery, client-focused, and culturally/linguistically accessible services are being provided. Monitoring usually focuses on finding patterns as opposed to one-time occurrence, looking at patients' problems in the aggregate rather than individually. Although the process may be initiated by an individual grievance or informal observation, monitoring focuses on the institution and institutional change. Monitoring should have a high degree of organization, formality and objectivity in the investigation, documentation and use of information and specifically gauge policy and practice to the Mental Health Services Act guiding principles.

- 5. To provide training, education, and promote mental health and patients' rights regulations to community mental health providers as requested and scheduled through County designee. Trainings are to be arranged/take place at least quarterly.
- 6. To ensure that recipients of mental health services in all licensed health and community care facilities are notified of their rights.
- 7. To act as a liaison, to exchange information and cooperate with the State Department of Health Care Services Mental Health Patients' Rights Office.
- 8. Ensure that patients' rights are posted in all facilities where posting is required pursuant to Section 860 the Title 9 of the California Code of Regulations.
- 9. To act as advocate on behalf of clients who are unable to register a grievance because of the mental or physical condition.

10. To act as the local consultant in the area of clients' rights.
11. To confer and meet with DBH administration regarding programs, policies, procedures, and operational issues regarding the client advocacy program.
12. Act as a liaison between the DBH and client or family members, the community, county and state agencies and the Mental Health Advisory Board.
13. Act as the Departmental liaison in providing leadership, technical assistance and program guidance on client and family driven services.
14. Participate in the orientation activities for new DBH staff to ensure they have a client perspective in the delivery of services.
15. Assist in developing, monitoring and evaluating client mental health projects and programs.
16. Develop various techniques and tools to systematically analyze and report on specific client focused performance outcome measures.
17. Assist in the oversight of culturally efficient, co-occurring capable services to ethnically diverse mental health clients.
18. Develop means of direct communication with clients such as the development of a newsletter, client specific focus groups, and the administration of client satisfaction survey.
19. Develop an open line of communication for client's and their families/support system such as a 1-800 phone line or utilization of an exchange service for after hours or when direct lines are unavailable.
20. Visit County-designated facilities which include, but are not limited to: Community Behavioral Health Center (CBHC), Fresno County Psychiatric Health Facility (PHF), Veterans Affairs Central California Health Care Systems, Exodus Recovery Fresno Crisis Stabilization Center, and Community Regional Medical Center (CRMC); these designations are subject to change and will be communicated to selected vendor for service provision.

In addition to facilities mentioned above, the Department is planning to add an adolescent psychiatric health (PHF) facility and an adolescent crisis stabilization unit (CSU). Contractor shall provide all services as stated in this Agreement to the proposed Adolescent/Children's PHF and CSU. Details will be communicated to the Contractor as they become available. Contractor's budget includes cost for increase in volume of anticipated children's programs accordingly.

### **III. ESTIMATE OF SERVICES EXPECTED TO BE PROVIDED:**

A. The following is an estimate of the volume of the various activities the Advocate will be involved as defined in Component 1:

- 14-day Certification: average 80 per quarter
- Advisement to Clients average 80 per quarter

- Hearings Attendance: average 80 per quarter
- 14-Day Post Certification (5260); average 1 per quarter
- 30-Day Post Certification (5270): average 16 per quarter

B. The following is an estimate of the volume of the various activities the Advocate will be involved as defined in Component 2:

- Telephone Contacts: average 315 per quarter
- Number of Complaints/Grievances average 49 per quarter
- Number of Visits to County–designated facilities: average 52 per quarter
- Participation on committees: average 6 meetings per quarter
- Monitoring of Records: average 270 records per quarter

#### **IV. REPORTS**

A strong evaluation component will be built into the contract for services under this Agreement. Attachment One (1) of this Exhibit A, identifies measureable outcomes, hearings and advisements required documentation, and monthly complaints & grievance reports template (see Attachment I). Contractor will also provide additional reports as requested by the Department of Behavioral Health.

**MENTAL HEALTH PATIENT'S RIGHTS ADVOCACY PROGRAM BUDGET****FY 2014-15**

Budgets inclusive of both components 1 &amp; 2; Hearings &amp; Receive/Investigate Grievances

<b>Budget Categories</b> <b>Line Item Description</b>	<b>BUDGET</b>		
	<b>Administrative</b>	<b>Direct</b>	<b>Total</b>
<b>PERSONNEL WAGES:</b>			
Supervisor Patient's Rights Advocate 1 FTE		53,598	\$53,598
Senior Patient's Rights Advocate 1 FTE		44,285	\$44,285
Patient's Rights Advocate 1 FTE		40,125	\$40,125
<b>Salary Total</b>			<b>\$138,008</b>

<b>PAYROLL TAX &amp; BENEFITS:</b>			
F.I.C.A./O.A.S.D.I.		<b>10,558</b>	<b>\$10,558</b>
S.U.I.		690	\$690
F.U.T.A.		828	\$828
Workers Comp. Insurance		13,289	\$13,289
Retirement			
Health & Dental Insurance		13,318	\$13,318
Life Insurance			
<b>Payroll Tax &amp; Benefit Total</b>			<b>\$38,683</b>

<b>Total Salary, Payroll Tax &amp; Employee Benefits</b>	<b>\$176,691</b>
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<b>OPERATIONAL EXPENSE:</b>			
Employee Travel & Per Diem		9,090	\$9,090
Office Rent		13,200	\$13,200
Office Maintenance			
Utilities			
Insurance			
Furniture & Equipment Maintenance			
Postage		250	\$250
Photocopy/Printing		225	\$225
Communications		4,800	\$4,800
Advertising/Public Outreach		1,000	\$1,000
Vehicle Maintenance/Gas			
Computers/IT		3,000	\$3,000
<b>Operational Expense Total</b>			<b>\$31,565</b>

**Revised EXHIBIT B-1**

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<b>FINANCIAL SERVICE EXPENSES:</b>			
Accounting/Bookkeeping		12,000	\$12,000
External Audit			
Worker's Compensation Insurance			
Liability Insurance		2,500	\$2,500
Insurance – Other			
<b>Financial Service Expense Total</b>			<b>\$14,500</b>

<b>TOTAL ANNUAL BUDGET</b>			<b>\$222,756</b>
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**MENTAL HEALTH PATIENT'S RIGHTS ADVOCACY PROGRAM BUDGET****FY 2015-16**

Budgets inclusive of both components 1 &amp; 2; Hearings &amp; Receive/Investigate Grievances

<b>Budget Categories</b> <b>Line Item Description</b>	<b>BUDGET</b>		
	<b>Administrative</b>	<b>Direct</b>	<b>Total</b>
<b>PERSONNEL WAGES:</b>			
Supervisor Patient's Rights Advocate 1 FTE		55,206	\$55,206
Senior Patient's Rights Advocate 1 FTE		45,615	\$45,615
Patient's Rights Advocate 1 FTE		41,328	\$41,328
<b>Salary Total</b>			<b>\$142,149</b>

<b>PAYROLL TAX &amp; BENEFITS:</b>			
F.I.C.A./O.A.S.D.I.		<b>10,558</b>	<b>\$10,558</b>
S.U.I.		690	\$690
F.U.T.A.		828	\$828
Workers Comp. Insurance		13,289	\$13,289
Retirement			
Health & Dental Insurance		13,318	\$13,318
Life Insurance			
<b>Payroll Tax &amp; Benefit Total</b>			<b>\$38,683</b>

<b>Total Salary, Payroll Tax &amp; Employee Benefits</b>		<b>\$180,832</b>
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<b>OPERATIONAL EXPENSE:</b>			
Employee Travel & Per Diem		9,090	\$9,090
Office Rent		13,200	\$13,200
Office Maintenance			
Utilities			
Insurance			
Furniture & Equipment Maintenance			
Postage		250	\$250
Photocopy/Printing		225	\$225
Communications		4,800	\$4,800
Advertising/Public Outreach		1,000	\$1,000
Vehicle Maintenance/Gas			
Computers/IT		3,000	\$3,000
<b>Operational Expense Total</b>			<b>\$31,565</b>

**Revised EXHIBIT B-1**

Page 4 of 8

<b>FINANCIAL SERVICE EXPENSES:</b>			
Accounting/Bookkeeping		12,000	\$12,000
External Audit			
Worker's Compensation Insurance			
Liability Insurance		2,500	\$2,500
Insurance – Other			
<b>Financial Service Expense Total</b>			<b>\$14,500</b>

<b>TOTAL ANNUAL BUDGET</b>			<b>\$226,897</b>
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**MENTAL HEALTH PATIENT'S RIGHTS ADVOCACY PROGRAM BUDGET****FY 2016-17; FY 2017-18; and FY 2018-19**

Budgets inclusive of both components 1 &amp; 2; Hearings &amp; Receive/Investigate Grievances

<b>Budget Categories</b> <b>Line Item Description</b>	<b>BUDGET</b>		
	<b>Administrative</b>	<b>Direct</b>	<b>Total</b>
<b>PERSONNEL WAGES:</b>			
Supervisor Patient's Rights Advocate 1 FTE		56,862	\$56,862
Senior Patient's Rights Advocate 1 FTE		46,982	\$46,982
Patient's Rights Advocate 1 FTE		42,568	\$42,568
<b>Salary Total</b>			<b>\$146,412</b>

<b>PAYROLL TAX &amp; BENEFITS:</b>			
F.I.C.A./O.A.S.D.I.		<b>10,558</b>	<b>\$10,558</b>
S.U.I.		690	\$690
F.U.T.A.		828	\$828
Workers Comp. Insurance		13,289	\$13,289
Retirement			
Health & Dental Insurance		13,318	\$13,318
Life Insurance			
<b>Payroll Tax &amp; Benefit Total</b>			<b>\$38,683</b>

<b>Total Salary, Payroll Tax &amp; Employee Benefits</b>	<b>\$185,095</b>
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<b>OPERATIONAL EXPENSE:</b>			
Employee Travel & Per Diem		9,090	\$9,090
Office Rent		13,200	\$13,200
Office Maintenance			
Utilities			
Insurance			
Furniture & Equipment Maintenance			
Postage		250	\$250
Photocopy/Printing		225	\$225
Communications		4,800	\$4,800
Advertising/Public Outreach		1,000	\$1,000
Vehicle Maintenance/Gas			
Computers/IT		3,000	\$3,000
<b>Operational Expense Total</b>			<b>\$31,565</b>

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<b>FINANCIAL SERVICE EXPENSES:</b>			
Accounting/Bookkeeping		12,000	\$12,000
External Audit			
Worker's Compensation Insurance			
Liability Insurance		2,500	\$2,500
Insurance – Other			
<b>Financial Service Expense Total</b>			<b>\$14,500</b>

<b>TOTAL ANNUAL BUDGET</b>			
			<b>\$231,160</b>

**MENTAL HEALTH PATIENT'S RIGHTS ADVOCACY PROGRAM BUDGET****Term 7/1/2019 – 12/31/2019**

Budgets inclusive of both components 1 &amp; 2; Hearings &amp; Receive/Investigate Grievances

<b>Budget Categories</b> <b>Line Item Description</b>	<b>BUDGET</b>		
	<b>Administrative</b>	<b>Direct</b>	<b>Total</b>
<b>PERSONNEL WAGES:</b>			
Supervisor Patient's Rights Advocate 1 FTE		\$32,600	\$32,600
Senior Patient's Rights Advocate 1 FTE		\$24,612	\$24,612
Patient's Rights Advocate 1 FTE		\$20,800	\$20,800
<b>Salary Total</b>		<b>\$78,012</b>	<b>\$78,012</b>
<b>PAYROLL TAX &amp; BENEFITS:</b>			
F.I.C.A./O.A.S.D.I.		\$5,968	\$5,968
S.U.I.		\$210	\$210
F.U.T.A.		\$42	\$42
Workers Comp. Insurance		\$858	\$858
Retirement			
Health & Dental Insurance		\$9,390	\$9,390
Life Insurance			
<b>Payroll Tax &amp; Benefit Total</b>		<b>\$16,468</b>	<b>\$16,468</b>
<b>Total Salary, Payroll Tax &amp; Employee Benefits</b>		<b>\$94,480</b>	<b>\$94,480</b>

<b>OPERATIONAL EXPENSE:</b>			
Employee Travel & Per Diem		\$1,800	\$1,800
Office Rent		\$9,150	\$9,150
Office Maintenance			
Utilities			
Insurance			
Furniture & Equipment Maintenance			
Postage		\$0	\$0
Photocopy/Printing		\$0	\$0
Communications		\$2,300	\$2,300
Supplies/Advertising/Outreach		\$550	\$550
Vehicle Maintenance/Gas			
Computers/IT		\$1,100	\$1,100
<b>Operational Expense Total</b>		<b>\$14,900</b>	<b>\$14,900</b>

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<b>FINANCIAL SERVICE EXPENSES:</b>			
Accounting/Bookkeeping		5,250	\$5,250
External Audit			
Worker's Compensation Insurance			
Liability Insurance		350	\$350
Insurance – Other			
Payroll Processing		600	\$600
<b>Financial Service Expense Total</b>		<b>\$6,200</b>	<b>\$6,200</b>
<b>TOTAL ANNUAL BUDGET</b>		<b>\$115,580</b>	<b>\$115,580</b>