

**AMENDMENT IV TO AGREEMENT**

THIS AMENDMENT (hereinafter "Amendment IV") is made and entered into this 12th day of December, 2023, by and between COUNTY OF FRESNO, a Political Subdivision of the State of California, Fresno, California (hereinafter "COUNTY"), and MENTAL HEALTH SYSTEMS, INC., a California non-profit corporation, whose address is 9465 Farnham Street, San Diego, California, 92123, (hereinafter "CONTRACTOR").

**WITNESSETH:**

WHEREAS, COUNTY and CONTRACTOR, entered into Agreement No. A-18-622, effective November 1, 2018, as amended by Amendment No. 18-622-1, effective January 1, 2019, as amended by Amendment No. 18-622-2, effective July 1, 2022, and as amended by Amendment No. 23-314, effective July 1, 2023, hereinafter collectively referred to as "Agreement", pursuant to which CONTRACTOR agreed to provide mental health and substance use disorder (SUD) treatment services to youths incarcerated at the Fresno County Juvenile Justice Campus (JJC), and SUD treatment services for youths and their families referred by Fresno County Juvenile Drug Court, and SUD treatment services for youths released from the JJC; and

WHEREAS, Senate Bill (SB) 823 formalized juvenile justice realignment at the state level by transferring responsibility of care, custody and supervision of youths whose case originated in juvenile court to county juvenile facilities until they turn twenty-five (25) years of age; and

WHEREAS, CONTRACTOR is qualified and able to provide said services to all youth incarcerated at JJC, and is willing to coordinate with COUNTY's Probation Department and its other juvenile justice realignment providers for group interventions and related case management services; and

WHEREAS, the parties wish to extend the agreement six (6) months, and increase the maximum compensation for the agreement to compensate the CONTRACTOR for the extended term; and

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

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which

1 is hereby acknowledged, the COUNTY and CONTRACTOR agree as follows:

2 1. **Term.** The term of this Agreement shall be extended for an additional six (6) month  
3 period beginning January 1, 2024 and shall terminate June 30, 2024..

4 2. **JJC SAU.** For claims submitted for SUD and Mental Health Services rendered to  
5 incarcerated youth at the JJC SAU under this Agreement, the maximum compensation for period  
6 January 1, 2024 to June 30, 2024 is not to exceed Three Hundred Thousand and No/100 Dollars  
7 (\$300,000.00), as set forth in the budgets attached and incorporated as Exhibit F-8 and Exhibit F-9 to  
8 this Agreement.

9 3. **New Horizons Program.** For claims submitted for intensive SUD and Mental Health  
10 Services rendered to incarcerated youth at the JJC New Horizons Program under this Agreement, the  
11 maximum compensation for period January 1, 2024 to June 30, 2024 is not to exceed One Hundred  
12 Fifty Thousand and No/100 Dollars (\$150,000.00), as set forth in the budgets attached and  
13 incorporated as Exhibit F-10 to this Agreement.

14 4. **Maximum Compensation.** In no event shall the total compensation for actual services  
15 performed under this Agreement be in excess of Four Hundred Fifty Thousand and No/100 Dollars  
16 (\$450,000.00) for the period between January 1, 2024 and June 30, 2024.

17 5. When both parties have signed this Amendment IV, the Agreement, Amendment I,  
18 Amendment II, Amendment III, and this Amendment IV together constitute the Agreement.

19 6. The Agreement, as hereby amended, is ratified and continued. All provisions, terms,  
20 covenants, conditions, and promises contained in the Agreement and not amended herein shall  
21 remain in full force and effect. This Amendment IV shall become effective January 1, 2024.

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1 EXECUTED AND EFFECTIVE as of the date first above set forth.

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3 CONTRACTOR:  
4 MENTAL HEALTH SYSTEMS, INC.

COUNTY OF FRESNO

5 James C. Callaghan Jr  
James C Callaghan Jr (Nov 20, 2023 16:21 PST)

6 (Authorized Signature)

7 James C Callaghan Jr CEO/President

8 Print Name & Title

Sal Quintero  
Sal Quintero, Chairman of the Board of  
Supervisors of the County of Fresno

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

13 By Hanane  
14 Deputy

15  
16  
17 FOR ACCOUNTING USE ONLY:

18 Fund/Subclass: 0001/10000  
19 Organization: 56302081 (SUD); 56302235 (MH)  
20 Account: 7295  
21  
22  
23  
24  
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## Exhibit F-8

**Floyd Farrow Behavioral Health Unit  
Mental Health Systems, Inc.  
Fiscal Year (FY) 2023-2024 (January-June 2024)**

### PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS				
Direct Employee Salaries				
Acct #	Administrative Position	FTE	Admin	Total
1101	Program Manager	0.27	\$ 12,636	\$ 12,636
1102	Administrative Assistant	0.10	2,600	2,600
1103	Vice President	0.10	6,448	6,448
1104	Program Analyst	0.07	2,625	2,625
1105				-
1106				-
1107				-
1108				-
1109				-
1110				-
1111				-
1112				-
1113				-
1114				-
1115				-
Direct Personnel Admin Salaries Subtotal		0.54	\$ 24,309	\$ 24,309
Acct #	Program Position	FTE	Admin	Total
1116	Clinical Supervisor	0.30		\$ 14,180
1117	Mental Health Clinician	1.00		33,280
1118				-
1119				-
1120	Intern	0.40		-
1121				-
1122				-
1123				-
1124				-
1125				-
1126				-
1127				-
1128				-
1129				-
1130				-
1131				-
1132				-
1133				-
1134				-
Direct Personnel Program Salaries Subtotal		1.70		\$ 47,460
				\$ 47,460
			Admin	Total
Direct Personnel Salaries Subtotal		2.24	\$ 24,309	\$ 47,460
				\$ 71,770
Direct Employee Benefits				
Acct #	Description		Admin	Total
1201	Retirement		972	\$ 2,871
1202	Worker's Compensation		145	429
1203	Health Insurance		3488	10,299



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1204				-
1205	Life Insurance	11	22	33
1206	Other (specify)	0	0	-
<b>Direct Employee Benefits Subtotal:</b>		<b>\$ 4,617</b>	<b>\$ 9,014</b>	<b>\$ 13,632</b>
<b>Direct Payroll Taxes &amp; Expenses:</b>				
<b>Acct #</b>	<b>Description</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
1301	OASDI	\$ -	\$ -	\$ -
1302	FICA/MEDICARE	1,860	3,631	5,490
1303	SUI	365	712	1,077
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
<b>Direct Payroll Taxes &amp; Expenses Subtotal:</b>		<b>\$ 2,224</b>	<b>\$ 4,343</b>	<b>\$ 6,567</b>
<b>DIRECT EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>				
		<b>Admin</b>	<b>Program</b>	<b>Total</b>
		<b>\$ 31,151</b>	<b>\$ 60,818</b>	<b>\$ 91,969</b>

<b>DIRECT EMPLOYEE SALARIES &amp; BENEFITS PERCENTAGE:</b>	<b>Admin</b>	<b>Program</b>
	<b>19%</b>	<b>19%</b>

<b>2000: DIRECT CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	4,000
2005	Education Support	8,079
2006	Employment Support	
2007	Household Items for Clients	
2008	Medication Supports	
2009	Program Supplies - Medical	
2010	Utility Vouchers	
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 12,079</b>

<b>3000: DIRECT OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 803
3002	Printing/Postage	43
3003	Office, Household & Program Supplies	5,500
3004	Advertising	
3005	Staff Development & Training	580
3006	Staff Mileage	1,150
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	2,025
3010	Licenses/Software	1,315
3011	Other Business Services	11,085

## Exhibit F-8

3012	Other (specify)	
<b>DIRECT OPERATING EXPENSES TOTAL:</b>		<b>\$ 22,501</b>

<b>4000: DIRECT FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	
4003	Rent/Lease Equipment	
4004	Rent/Lease Vehicles	
4005	Security	
4006	Utilities	
4007	Minor equipment purchases and equipment repair/maintenance	3,100
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
<b>DIRECT FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 3,100</b>

<b>5000: DIRECT SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	
5002	HMIS (Health Management Information System)	
5003	Contractual/Consulting Services (Specify)	
5004	Translation Services	900
5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
<b>DIRECT SPECIAL EXPENSES TOTAL:</b>		<b>\$ 900</b>

<b>6000: INDIRECT EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	19,452
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
<b>INDIRECT EXPENSES TOTAL</b>		<b>\$ 19,452</b>

<b>INDIRECT COST RATE</b>	<b>14.90%</b>
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<b>7000: DIRECT FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	



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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)	
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 150,000</b>
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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			\$ -
8002	Case Management			-
8003	Crisis Services			-
8004	Medication Support			-
8005	Collateral			-
8006	Plan Development			-
8007	Assessment			-
8008	Rehabilitation			-
8009	Non-Billable			-
8010	Other (Specify)			-
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>0</b>		<b>\$ -</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				-
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ -</b>

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 150,000
<b>REALIGNMENT TOTAL</b>		<b>\$ 150,000</b>

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

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	

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8402	Client Insurance	-
8403	American Rescue Plan Act (ARPA) Grant	
8404	Other Revenue	
8405	Client Rent Income	
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 150,000
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NET PROGRAM COST:	\$ (0)
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## Exhibit F-8

### ASSISTED OUTPATIENT TREATMENT SERVICES Mental Health Systems, Inc. Fiscal Year (FY) 2023-24 (January - June 2024)

#### PARTIAL FTE DETAIL

For all positions with FTE's split among multiple programs/contracts the below must be filled out

#### Position

<b>Family Support Partner</b>		
Family Support Partner	18-622-1/New Horizons/DBH/Fresno County	0.50
Family Support Partner	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.50
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Clinical Supervisor</b>		
Clinical Supervisor	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.30
Clinical Supervisor	18-622-1/New Horizons/DBH/Fresno County	0.32
Clinical Supervisor	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.01
Clinical Supervisor	A-16-360/FAA/DBH/Fresno County	0.10
Clinical Supervisor	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.05
Clinical Supervisor	762-2019/Kern ACTION/Kern	0.22
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Manager</b>		
Program Manager	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.27
Program Manager	18-622-1/New Horizons/DBH/Fresno County	0.15
Program Manager	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.05
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.25
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Administrative Assistant</b>		
Administrative Assistant	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Administrative Assistant	18-622-1/New Horizons/DBH/Fresno County	0.07
Administrative Assistant	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.25
Administrative Assistant	A-16-360/FAA/DBH/Fresno County	0.20
Administrative Assistant	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.20
Administrative Assistant	KIND Center (Kings)	0.18
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Analyst</b>		
Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07

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Program Analyst	18-622-1/New Horizons/DBH/Fresno County	0.07
Program Analyst	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Program Analyst	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.07
Program Analyst	A-16-360/FAA/DBH/Fresno County	0.07
Program Analyst	KIND Center (Kings)	0.07
Program Analyst	Kings County Act (Kings)	0.07
Program Analyst	762-2019/Kern ACTION/Kern	0.07
Program Analyst	20-014/IMPACT MH/DBH/Fresno	0.07
Program Analyst	20-014/IMPACT SUD/DBH/Fresno	0.07
Program Analyst	Eden House (County of Tulare)	0.09
Program Analyst	20-216/DART West/DBH/Fresno	0.07
Program Analyst	FRC (San Diego)	0.07
Program Analyst	565056 TRC North Central (San Diego)	0.07
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Vice President</b>		
Vice President	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Vice President	18-622-1/New Horizons/DBH/Fresno County	0.07
Vice President	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Vice President	20-014/IMPACT MH/DBH/Fresno	0.09
Vice President	20-014/IMPACT SUD/DBH/Fresno	0.01
Vice President	Casa Aurora/CDCR	0.27
Vice President	20-216/DART West/DBH/Fresno	0.35
Vice President	762-2019/Kern ACTION/Kern	0.04
	Total	1.00

[illegible][illegible]

Position	Contract #/Name/Department/County	FTE %



# Exhibit F-8

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %

# Exhibit F-8

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

## ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (January - June 2024) Budget Narrative

PROGRAM EXPENSE				
ACCT #	LINE ITEM		AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS			91,969	
Administrative Positions			24,309	
1101	Program Manager		12,636	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant		2,600	This position provides clerical support for the program. The position consists of typical administrative support duties and responsibilities such as typing, filing, answering phones, preparing reports, and sorting mail.
1103	Vice President		6,448	The Vice President is responsible for the oversight and management responsibility of all assigned programs operated by MHS in a designated region including contract compliance, performance outcomes, administrative and clinical supervision, budgetary compliance, financial performance, and community outreach. This position shares allocations across several programs.
1104	Program Analyst		2,625	This position is responsible for analyzing contract cost and production data, communicating irregularities, ensuring fiscal contract compliance, preparing and submitting monthly contract billings, responding to audit requests, and other program/contract related ad hoc reporting. Other duties include budget development, budget analysis and review, preparing and reviewing contract billings, and contract compliance for assigned contracts/programs.
1105	0		-	The Compliance Specialist develops and maintains systems to ensure appropriate documentation is completed within the program. The specialist also performs other duties, as assigned by the Program Manager to ensure overall program compliance and quality assurance within the program. The range of authority and decision making for this position is limited to and consistent with MHS policy for administrative line staff.
1106	0		-	
1107	0		-	
1108	0		-	
1109	0		-	
1110	0		-	
1111	0		-	
1112	0		-	
1113	0		-	
1114	0		-	
1115	0		-	
Program Positions			47,460	
1116	Clinical Supervisor		14,180	The Clinical Supervisor is responsible for all program clinical supervision, clinical assessment guidelines, clinical assessment guideline review, in-service training and clinical consultation with staff. The range of authority and decision making for this position is limited to and consistent with MHS Policy for Clinical Supervisor staff.
1117	Mental Health Clinician		33,280	The Clinician performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties as needed. In addition, the Clinician ensures clients receive the full spectrum of services in a seamless manner and that they receive the optimal level of care needed to maximize functioning and minimize the need for higher levels of care.
1118	0		-	The Clinician performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties as needed. In addition, the Clinician ensures clients receive the full spectrum of services in a seamless manner and that they receive the optimal level of care needed to maximize functioning and minimize the need for higher levels of care.
1119	0		-	
1120	Intern		-	The Intern performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties for clients under the supervision of staff.
1121				
1122				
1123				
1124				
1125				

**Exhibit F-8**

1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	
<b>Direct Employee Benefits</b>		<b>13,632</b>	
1201	Retirement	2,871	Calculated at 4% of direct salaries
1202	Worker's Compensation	429	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	10,299	Currently budgeting 16.04% of Direct Salaries - this can be higher or lower depending on individual employee actual elections on coverage. The budgeted percentage is based on historical average trend.
1204		-	
1205	Life Insurance	33	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	
<b>Direct Payroll Taxes &amp; Expenses:</b>		<b>6,567</b>	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	5,490	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	1,077	Calculated at 1.5% of Direct Salaries based on historical average and updated factor projections from insurance
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	
<b>2000: DIRECT CLIENT SUPPORT</b>		<b>12,079</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	4,000	Cost of providing clothing, food, hygiene, and similar support to clients.
2005	Education Support	8,079	cost of providing wrap around service care related to client educational goals and needs
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	
<b>3000: DIRECT OPERATING EXPENSES</b>		<b>22,501</b>	
3001	Telecommunications	803	Recurring costs of phone services, cell phones, laptop data/internet device, and internet services. Also covers the monthly user fees for the MS Teams
3002	Printing/Postage	43	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	5,500	Office supplies utilized for program operation, including paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, client chart supplies. Housekeeping supplies such as cleaning products, bathroom products, non stationary paper goods, cleaning, and trash supplies. Recreational/occupational therapy supplies used by clients for their treatment plan.
3004	Advertising	-	
3005	Staff Development & Training	580	Staff development/training costs include CPR and First Aid trainings for staff, MHS course requirements (via Relias platform), and registrations for staff development and trainings held in collaboration with the program's mission (Forensic Mental Health, Evidence-based Trainings, etc.).
3006	Staff Mileage	1,150	In-County mileage reimbursements of staff (without clients) traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Staff Travel - Out of County	2,025	Out of county travel related to PM/VP traveling to San Diego for required training and events

**Exhibit F-8**

3010	Licenses/Software	1,315	Fresno County EHR system: Avatar expenses per user based on published County rates. Welligent Licenses for 3rd party billing and outcomes tracking, Department Of Motor Vehicles registration renewals. IT related user (FTE) license and software expenses like Microsoft license, Cloud Services, IT Threat Protection Services and other IT user licenses necessary for program operations. Software expenses included here are for access to software platforms, not for the acquisition or build out of software assets (RE: #7001).
3011	Other Business Services	11,085	Associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, and fingerprinting. When TB tests and drug tests are required for current employees, those expenses would be included here. Also includes the cost of movers, HIPPA shredding costs & client file storage retrieval costs, Monthly user fees for Common Ground Software (for client support and treatment), payee services, and other necessary and allowable costs for program operations that do not fit clearly in other budgeted line items.
3012	Other (specify)	-	

<b>4000: DIRECT FACILITIES &amp; EQUIPMENT</b>		<b>3,100</b>	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Minor equipment purchases and equipment repair/maintenance	3,100	Equipment repairs/maintenance that encompass the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Also covers the cost of maintenance and repair on the leased vehicles, not covered by the lease agreement. Minor equipment replacement of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired and the purchase of minor equipment necessary to program operations.
4008	Vehicle Insurance	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

<b>5000: DIRECT SPECIAL EXPENSES</b>		<b>900</b>	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	900	Estimated cost of providing interpreters when there isn't a bilingual staff available. Actual costs might come in higher depending on clients and their needs.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

<b>6000: INDIRECT EXPENSES</b>		<b>19,452</b>	
6001	Administrative Overhead	19,452	Indirect/administrative expense per Federally approved Indirect Rate of 14.9%.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify):	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used	-	
6008	Personnel (Indirect Salaries & Benefits)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	
6013	Other (specify)	-	

<b>7000: DIRECT FIXED ASSETS</b>		<b>-</b>	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	-	
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)	-	

**Exhibit F-8**

7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>			
	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:	150,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	150,000
BUDGET CHECK:	TRUE



## Exhibit F-9

JJC SUD (FF-SAU)  
Mental Health Systems, Inc.  
Fiscal Year (FY) 2023-24 (January - June 2024)

### PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS				
Direct Employee Salaries				
Acct #	Administrative Position	FTE	Admin	Total
1101	Program Manager	0.05	\$ 2,340	\$ 2,340
1102	Administrative Assistant	0.25	6,500	6,500
1103	Vice President	0.07	4,514	4,514
1104	Program Analyst	0.07	2,625	2,625
1105				
1106				-
1107				-
1108				-
1109				-
1110				-
1111				-
1112				-
1113				-
1114				-
1115				-
Direct Personnel Admin Salaries Subtotal		0.44	\$ 15,979	\$ 15,979
Acct #	Program Position	FTE	Admin	Total
1116	Clinical Supervisor	0.01		\$ 473
1117	Supervising Counselor	1.00		31,200
1118	SUD Counselor	1.00		27,040
1119	Family Support Partner	0.50		13,000
1120				-
1121				-
1122				-
1123				-
1124				-
1125				-
1126				-
1127				-
1128				-
1129				-
1130				-
1131				-
1132				-
1133				-
1134				-
Direct Personnel Program Salaries Subtotal		2.51		\$ 71,713
Direct Personnel Salaries Subtotal		2.95	\$ 15,979	\$ 87,691
Direct Employee Benefits				
Acct #	Description		Admin	Total
1201	Retirement		639	3508
1202	Worker's Compensation		96	525
1203	Health Insurance		2958	16233

# Exhibit F-9

1204				
1205	Life Insurance	8	35	43
1206	Other (specify)	0	0	
Direct Employee Benefits Subtotal:		\$ 3,700	\$ 16,608	\$ 20,308
<b>Direct Payroll Taxes &amp; Expenses:</b>				
Acct #	Description	Admin	Program	Total
1301	OASDI	\$ -	\$ -	\$ -
1302	FICA/MEDICARE	1,222	5,486	6,708
1303	SUI	240	1,075	1,315
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,462	\$ 6,561	\$ 8,023
<b>DIRECT EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>				
		Admin	Program	Total
		\$ 21,141	\$ 94,882	\$ 116,023

<b>DIRECT EMPLOYEE SALARIES &amp; BENEFITS PERCENTAGE:</b>	Admin	Program
	23%	23%

<b>2000: DIRECT CLIENT SUPPORT</b>		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	250
2005	Education Support	2,075
2006	Employment Support	
2007	Household Items for Clients	
2008	Medication Supports	
2009	Program Supplies - Medical	
2010	Utility Vouchers	
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ 2,325

<b>3000: DIRECT OPERATING EXPENSES</b>		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 665
3002	Printing/Postage	200
3003	Office, Household & Program Supplies	2,250
3004	Advertising	
3005	Staff Development & Training	184
3006	Staff Mileage	575
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	1,575
3010	Licenses/Software	2,306
3011	Other Business Services	3,332



## Exhibit F-9

3012	Other (specify)	
<b>DIRECT OPERATING EXPENSES TOTAL:</b>		<b>\$ 11,087</b>

<b>4000: DIRECT FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	
4003	Rent/Lease Equipment	
4004	Rent/Lease Vehicles	
4005	Security	
4006	Utilities	
4007	Minor equipment purchases and equipment repair/maintenance	1,000
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
<b>DIRECT FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 1,000</b>

<b>5000: DIRECT SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	
5002	HMIS (Health Management Information System)	
5003	Contractual/Consulting Services (Specify)	
5004	Translation Services	113
5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
<b>DIRECT SPECIAL EXPENSES TOTAL:</b>		<b>\$ 113</b>

<b>6000: INDIRECT EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	19,452
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
<b>INDIRECT EXPENSES TOTAL</b>		<b>\$ 19,452</b>

<b>INDIRECT COST RATE</b>	<b>14.90%</b>
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<b>7000: DIRECT FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	

## Exhibit F-9

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)	
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 150,000</b>
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### PROGRAM FUNDING SOURCES

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

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

<b>8200 - REALIGNMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8201	Realignment	\$ 150,000
<b>REALIGNMENT TOTAL</b>		<b>\$ 150,000</b>

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

<b>8400 - OTHER REVENUE</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8401	Client Fees	

## Exhibit F-9

8402	Client Insurance	-
8403	American Rescue Plan Act (ARPA) Grant	
8404	Other Revenue	
8405	Client Rent Income	
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 150,000
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NET PROGRAM COST:	\$ (0)
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## Exhibit F-9

### ASSISTED OUTPATIENT TREATMENT SERVICES Mental Health Systems, Inc. Fiscal Year (FY) 2023-24 (January - June 2024)

#### PARTIAL FTE DETAIL

For all positions with FTE's split among multiple programs/contracts the below must be filled out

#### Position

<b>Family Support Partner</b>		
Family Support Partner	18-622-1/New Horizons/DBH/Fresno County	0.50
Family Support Partner	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.50
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Clinical Supervisor</b>		
Clinical Supervisor	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.30
Clinical Supervisor	18-622-1/New Horizons/DBH/Fresno County	0.32
Clinical Supervisor	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.01
Clinical Supervisor	A-16-360/FAA/DBH/Fresno County	0.10
Clinical Supervisor	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.05
Clinical Supervisor	762-2019/Kern ACTION/Kern	0.22
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Manager</b>		
Program Manager	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.27
Program Manager	18-622-1/New Horizons/DBH/Fresno County	0.15
Program Manager	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.05
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.25
Program Manager	Recovery Residence (Fresno)	0.03
Program Manager		
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Administrative Assistant</b>		
Administrative Assistant	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Administrative Assistant	18-622-1/New Horizons/DBH/Fresno County	0.07
Administrative Assistant	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.25
Administrative Assistant	A-16-360/FAA/DBH/Fresno County	0.20
Administrative Assistant	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.20
Administrative Assistant	KIND Center (Kings)	0.18
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Analyst</b>		
Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07



**Exhibit F-9**

Program Analyst	18-622-1/New Horizons/DBH/Fresno County	0.07
Program Analyst	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Program Analyst	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.07
Program Analyst	A-16-360/FAA/DBH/Fresno County	0.07
Program Analyst	KIND Center (Kings)	0.07
Program Analyst	Kings County Act (Kings)	0.07
Program Analyst	762-2019/Kern ACTION/Kern	0.07
Program Analyst	20-014/IMPACT MH/DBH/Fresno	0.07
Program Analyst	20-014/IMPACT SUD/DBH/Fresno	0.07
Program Analyst	Eden House (County of Tulare)	0.09
Program Analyst	20-216/DART West/DBH/Fresno	0.07
Program Analyst	FRC (San Diego)	0.07
Program Analyst	565056 TRC North Central (San Diego)	0.07
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Vice President</b>		
Vice President	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Vice President	18-622-1/New Horizons/DBH/Fresno County	0.07
Vice President	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Vice President	20-014/IMPACT MH/DBH/Fresno	0.09
Vice President	20-014/IMPACT SUD/DBH/Fresno	0.01
Vice President	Casa Aurora/CDCR	0.27
Vice President	20-216/DART West/DBH/Fresno	0.35
Vice President	762-2019/Kern ACTION/Kern	0.04
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %

# Exhibit F-9

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %

Exhibit F-9

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

## ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-2024 (January - June 2024) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: DIRECT SALARIES &amp; BENEFITS</b>		<b>116,023</b>	
<b>Administrative Positions</b>		<b>15,979</b>	
1101	Program Manager	2,340	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	6,500	This position provides clerical support for the program. The position consists of typical administrative support duties and responsibilities such as typing, filing, answering phones, preparing reports, and sorting mail.
1103	Vice President	4,514	The Vice President is responsible for the oversight and management responsibility of all assigned programs operated by MHS in a designated region including contract compliance, performance outcomes, administrative and clinical supervision, budgetary compliance, financial performance, and community outreach. This position shares allocations across several programs.
1104	Program Analyst	2,625	This position is responsible for analyzing contract cost and production data, communicating irregularities, ensuring fiscal contract compliance, preparing and submitting monthly contract billings, responding to audit requests, and other program/contract related ad hoc reporting. Other duties include budget development, budget analysis and review, preparing and reviewing contract billings, and contract compliance for assigned contracts/programs.
1105	0	-	The Compliance Specialist develops and maintains systems to ensure appropriate documentation is completed within the program. The specialist also performs other duties, as assigned by the Program Manager to ensure overall program compliance and quality assurance within the program. The range of authority and decision making for this position is limited to and consistent with MHS policy for administrative line staff.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
<b>Program Positions</b>		<b>71,713</b>	
1116	Clinical Supervisor	473	The Clinical Supervisor is responsible for all program clinical supervision, clinical assessment guidelines, clinical assessment guideline review, in-service training and clinical consultation with staff. The range of authority and decision making for this position is limited to and consistent with MHS Policy for Clinical Supervisor staff.
1117	Supervising Counselor	31,200	Acts as a supervising Substance Abuse Counselors interact with residents on a day-to-day basis providing individual and group counseling. The Substance Abuse Counselors provide residents with orientation, training, substance abuse recovery skills and information, and leadership necessary to provide them with the ability to recover from substance abuse addiction.
1118	SUD Counselor	27,040	The Substance Abuse Counselors interact with residents on a day-to-day basis providing individual and group counseling. The Substance Abuse Counselors provide residents with orientation, training, substance abuse recovery skills and information, and leadership necessary to provide them with the ability to recover from substance abuse addiction.
1119	Family Support Partner	13,000	The Family Support Specialist serves as a member of a multidisciplinary team and shares practical and personal experience, knowledge and insight related to illness management, life skills, and the lifelong process of recovery. The Family Support Specialist actively promotes greater understanding of clients' points of view and preferences. He or she maximizes client choice while also advocating on behalf of clients when appropriate. The Family Support Specialist also fulfills duties related to supportive counseling, rehabilitation, and collateral interactions with natural supports.
1120	0	-	
1121			
1122			
1123			
1124			

**Exhibit F-9**

1125			
1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	

<b>Direct Employee Benefits</b>		<b>20,308</b>	
1201	Retirement	3,508	Calculated at 4% of direct salaries
1202	Worker's Compensation	525	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	16,233	Currently budgeting 16.04% of Direct Salaries - this can be higher or lower depending on individual employee actual elections on coverage. The budgeted percentage is based on historical average trend.
1204		-	
1205	Life Insurance	43	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	

<b>Direct Payroll Taxes &amp; Expenses:</b>		<b>8,023</b>	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	6,708	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	1,315	Calculated at 1.5% of Direct Salaries based on historical average and updated factor projections from insurance
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

<b>2000: DIRECT CLIENT SUPPORT</b>		<b>2,325</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	250	Cost of providing clothing, food, hygiene, and similar support to clients.
2005	Education Support	2,075	cost of providing wrap around service care related to client educational goals and needs
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	

<b>3000: DIRECT OPERATING EXPENSES</b>		<b>11,087</b>	
3001	Telecommunications	665	Recurring costs of phone services, cell phones, laptop data/internet device, and internet services. Also covers the monthly user fees for the MS Teams
3002	Printing/Postage	200	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	2,250	Office supplies utilized for program operation, including paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, client chart supplies. Housekeeping supplies such as cleaning products, bathroom products, non stationary paper goods, cleaning, and trash supplies. Recreational/occupational therapy supplies used by clients for their treatment plan.
3004	Advertising	-	
3005	Staff Development & Training	184	Staff development/training costs include CPR and First Aid trainings for staff, MHS course requirements (via Relias platform), and registrations for staff development and trainings held in collaboration with the program's mission (Forensic Mental Health, Evidence-based Trainings, etc.).
3006	Staff Mileage	575	In-County mileage reimbursements of staff (without clients) traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Staff Travel - Out of County	1,575	Out of county travel related to PM/VP traveling to San Diego for required training and events

**Exhibit F-9**

3010	Licenses/Software	2,306	Fresno County EHR system: Avatar expenses per user based on published County rates. Welligent Licenses for 3rd party billing and outcomes tracking, Department Of Motor Vehicles registration renewals. IT related user (FTE) license and software expenses like Microsoft license, Cloud Services, IT Threat Protection Services and other IT user licenses necessary for program operations. Software expenses included here are for access to software platforms, not for the acquisition or build out of software assets (RE: #7001).
3011	Other Business Services	3,332	Associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, and fingerprinting. When TB tests and drug tests are required for current employees, those expenses would be included here. Also includes the cost of movers, HIPPA shredding costs & client file storage retrieval costs, Monthly user fees for Common Ground Software (for client support and treatment), payee services, and other necessary and allowable costs for program operations that do not fit clearly in other budgeted line items.
3012	Other (specify)	-	

<b>4000: DIRECT FACILITIES &amp; EQUIPMENT</b>		<b>1,000</b>	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Minor equipment purchases and equipment repair/maintenance	1,000	Equipment repairs/maintenance that encompass the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Also covers the cost of maintenance and repair on the leased vehicles, not covered by the lease agreement. Minor equipment replacement of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired and the purchase of minor equipment necessary to program operations.
4008	Vehicle Insurance	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

<b>5000: DIRECT SPECIAL EXPENSES</b>		<b>113</b>	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	113	Estimated cost of providing interpreters when there isn't a bilingual staff available. Actual costs might come in higher depending on clients and their needs.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

<b>6000: INDIRECT EXPENSES</b>		<b>19,452</b>	
6001	Administrative Overhead	19,452	Indirect/administrative expense per Federally approved Indirect Rate of 14.9%.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify):	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used	-	
6008	Personnel (Indirect Salaries & Benefits)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	
6013	Other (specify)	-	

<b>7000: DIRECT FIXED ASSETS</b>		<b>-</b>	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	-	
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)	-	



Exhibit F-9

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:	150,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	150,000
BUDGET CHECK:	TRUE

# Exhibit F-10

New Horizons  
Mental Health Systems, Inc.  
Fiscal Year (FY) 2023-24 (January - June 2024)

## PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.15	\$ 7,020		\$ 7,020
1102	Administrative Assistant	0.07	1,820		1,820
1103	Vice President	0.07	4,514		4,514
1104	Program Analyst	0.07	2,625		2,625
1105					-
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.36	\$ 15,979		\$ 15,979
Acct #	Program Position	FTE	Admin	Program	Total
1116	Licensed Clinical Supervisor	0.32		\$ 15,242	\$ 15,242
1117	SUD Counselor	1.00		\$ 27,040	27,040
1118	Family Support Specialist	0.50		\$ 13,000	13,000
1119					
1120					-
1121					-
1122					-
1123					-
1124					-
1125					-
1126					-
1127					-
1128					-
1129					-
1130					-
1131					-
1132					-
1133					-
1134					-
Direct Personnel Program Salaries Subtotal		1.82		\$ 55,282	\$ 55,282
			Admin	Program	Total
Direct Personnel Salaries Subtotal		2.18	\$ 15,979	\$ 55,282	\$ 71,261
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		639	2211	\$ 2,850
1202	Worker's Compensation		96	330	426
1203	Health Insurance		2945	10188	13,133

# Exhibit F-10

1204				
1205	Life Insurance	7	25	32
1206	Other (specify)	0	0	
Direct Employee Benefits Subtotal:		\$ 3,687	\$ 12,755	\$ 16,442
<b>Direct Payroll Taxes &amp; Expenses:</b>				
Acct #	Description	Admin	Program	Total
1301	OASDI	\$ -	\$ -	-
1302	FICA/MEDICARE	1,222	4,229	5,451
1303	SUI	240	829	1,069
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,462	\$ 5,058	\$ 6,520
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:		Admin	Program	Total
		\$ 21,128	\$ 73,095	\$ 94,223

<b>DIRECT EMPLOYEE SALARIES &amp; BENEFITS PERCENTAGE:</b>	Admin	Program
	23%	23%

<b>2000: DIRECT CLIENT SUPPORT</b>		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	509
2004	Clothing, Food, & Hygiene	4,000
2005	Education Support	6,500
2006	Employment Support	
2007	Household Items for Clients	
2008	Medication Supports	
2009	Program Supplies - Medical	
2010	Utility Vouchers	
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
DIRECT CLIENT CARE TOTAL		\$ 11,009

<b>3000: DIRECT OPERATING EXPENSES</b>		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 375
3002	Printing/Postage	543
3003	Office, Household & Program Supplies	6,500
3004	Advertising	
3005	Staff Development & Training	454
3006	Staff Mileage	1,150
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	2,650
3010	Licenses/Software	3,697
3011	Other Business Services	6,610



# Exhibit F-10

3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 21,979

4000: DIRECT FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ -
4002	Rent/Lease Building	
4003	Rent/Lease Equipment	
4004	Rent/Lease Vehicles	
4005	Security	
4006	Utilities	
4007	Minor equipment purchases and equipment repair/maintenance	2,100
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 2,100

5000: DIRECT SPECIAL EXPENSES		
Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	
5002	HMIS (Health Management Information System)	
5003	Contractual/Consulting Services (Specify)	
5004	Translation Services	1,238
5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
DIRECT SPECIAL EXPENSES TOTAL:		\$ 1,238

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	19,452
	Administrative Overhead	
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Personnel (Indirect Salaries & Benefits)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
6013	Other (specify)	-
INDIRECT EXPENSES TOTAL		\$ 19,452

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	

# Exhibit F-10

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	\$ 150,000
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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			\$ -
8002	Case Management			-
8003	Crisis Services			-
8004	Medication Support			-
8005	Collateral			-
8006	Plan Development			-
8007	Assessment			-
8008	Rehabilitation			-
8009	Non-Billable			-
8010	Other (Specify)			-
Estimated Specialty Mental Health Services Billing Totals:		0		\$ -
Estimated % of Clients who are Medi-Cal Beneficiaries				
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %				-
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	\$ 150,000
REALIGNMENT TOTAL		\$ 150,000

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

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	

Exhibit F-10

8402	Client Insurance	-
8403	American Rescue Plan Act (ARPA) Grant	-
8404	Other Revenue	
8405	Client Rent Income	
OTHER REVENUE TOTAL		\$ -

TOTAL PROGRAM FUNDING SOURCES:	\$ 150,000
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NET PROGRAM COST:	\$ (0)
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# Exhibit F-10

## ASSISTED OUTPATIENT TREATMENT SERVICES Mental Health Systems, Inc. Fiscal Year (FY) 2023-24 (January - June 2024)

### PARTIAL FTE DETAIL

For all positions with FTE's split among multiple programs/contracts the below must be filled out

#### Position

<b>Family Support Partner</b>		
Family Support Partner	18-622-1/New Horizons/DBH/Fresno County	0.50
Family Support Partner	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.50
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Clinical Supervisor</b>		
Clinical Supervisor	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.30
Clinical Supervisor	18-622-1/New Horizons/DBH/Fresno County	0.32
Clinical Supervisor	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.01
Clinical Supervisor	A-16-360/FAA/DBH/Fresno County	0.10
Clinical Supervisor	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.05
Clinical Supervisor	762-2019/Kern ACTION/Kern	0.22
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Manager</b>		
Program Manager	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.27
Program Manager	18-622-1/New Horizons/DBH/Fresno County	0.15
Program Manager	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.05
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.25
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Administrative Assistant</b>		
Administrative Assistant	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Administrative Assistant	18-622-1/New Horizons/DBH/Fresno County	0.07
Administrative Assistant	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.25
Administrative Assistant	A-16-360/FAA/DBH/Fresno County	0.20
Administrative Assistant	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.20
Administrative Assistant	KIND Center (Kings)	0.18
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Program Analyst</b>		
Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07

**Exhibit F-10**

Program Analyst	18-622-1/New Horizons/DBH/Fresno County	0.07
Program Analyst	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Program Analyst	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.07
Program Analyst	A-16-360/FAA/DBH/Fresno County	0.07
Program Analyst	KIND Center (Kings)	0.07
Program Analyst	Kings County Act (Kings)	0.07
Program Analyst	762-2019/Kern ACTION/Kern	0.07
Program Analyst	20-014/IMPACT MH/DBH/Fresno	0.07
Program Analyst	20-014/IMPACT SUD/DBH/Fresno	0.07
Program Analyst	Eden House (County of Tulare)	0.09
Program Analyst	20-216/DART West/DBH/Fresno	0.07
Program Analyst	FRC (San Diego)	0.07
Program Analyst	565056 TRC North Central (San Diego)	0.07
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
<b>Vice President</b>		
Vice President	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.10
Vice President	18-622-1/New Horizons/DBH/Fresno County	0.07
Vice President	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Vice President	20-014/IMPACT MH/DBH/Fresno	0.09
Vice President	20-014/IMPACT SUD/DBH/Fresno	0.01
Vice President	Casa Aurora/CDCR	0.27
Vice President	20-216/DART West/DBH/Fresno	0.35
Vice President	762-2019/Kern ACTION/Kern	0.04
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %



# Exhibit F-10

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

Position	Contract #/Name/Department/County	FTE %

Exhibit F-10

	Total	-

Position	Contract #/Name/Department/County	FTE %
	Total	-

## ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (January - June 2024) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: DIRECT SALARIES &amp; BENEFITS</b>		<b>94,223</b>	
<b>Administrative Positions</b>		<b>15,979</b>	
1101	Program Manager	7,020	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	1,820	This position provides clerical support for the program. The position consists of typical administrative support duties and responsibilities such as typing, filing, answering phones, preparing reports, and sorting mail.
1103	Vice President	4,514	The Vice President is responsible for the oversight and management responsibility of all assigned programs operated by MHS in a designated region including contract compliance, performance outcomes, administrative and clinical supervision, budgetary compliance, financial performance, and community outreach. This position shares allocations across several programs.
1104	Program Analyst	2,625	This position is responsible for analyzing contract cost and production data, communicating irregularities, ensuring fiscal contract compliance, preparing and submitting monthly contract billings, responding to audit requests, and other program/contract related ad hoc reporting. Other duties include budget development, budget analysis and review, preparing and reviewing contract billings, and contract compliance for assigned contracts/programs.
1105	0	-	The Compliance Specialist develops and maintains systems to ensure appropriate documentation is completed within the program. The specialist also performs other duties, as assigned by the Program Manager to ensure overall program compliance and quality assurance within the program. The range of authority and decision making for this position is limited to and consistent with MHS policy for administrative line staff.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
<b>Program Positions</b>		<b>55,282</b>	
1116	Licensed Clinical Supervisor	15,242	The Clinical Supervisor is responsible for all program clinical supervision, clinical assessment guidelines, clinical assessment guideline review, in-service training and clinical consultation with staff. The range of authority and decision making for this position is limited to and consistent with MHS Policy for Clinical Supervisor staff.
1117	0	-	The Clinician performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties as needed. In addition, the Clinician ensures clients receive the full spectrum of services in a seamless manner and that they receive the optimal level of care needed to maximize functioning and minimize the need for higher levels of care.
1118	SUD Counselor	27,040	The Clinician performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties as needed. In addition, the Clinician ensures clients receive the full spectrum of services in a seamless manner and that they receive the optimal level of care needed to maximize functioning and minimize the need for higher levels of care.

**Exhibit F-10**

1119	Family Support Specialist	13,000	The Family Peer Support Specialist utilizes his or her experiences as a recipient of substance abuse and/or mental health services to enhance recovery efforts of clients. He or she serves as a member of a multidisciplinary team and shares practical and personal experience, knowledge and insight related to illness management, life skills, and the lifelong process of recovery. The Family Peer Support Specialist actively promotes greater understanding of clients' points of view and preferences. He or she maximizes client choice while also advocating on behalf of clients when appropriate. The Family Peer Support Specialist also fulfills duties related to supportive counseling, rehabilitation, and collateral interactions with natural supports.
1120	Intern	-	The Intern performs a range of psychotherapeutic and rehabilitative interventions, including psychosocial assessment, individual and group counseling, crisis intervention and limited case management duties for clients under the supervision of staff.
1121			
1122			
1123			
1124			
1125			
1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134	#REF!	-	
<b>Direct Employee Benefits</b>		<b>16,442</b>	
1201	Retirement	2,850	Calculated at 4% of direct salaries
1202	Worker's Compensation	426	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	13,133	Currently budgeting 16.04% of Direct Salaries - this can be higher or lower depending on individual employee actual elections on coverage. The budgeted percentage is based on historical average trend.
1204		-	
1205	Life Insurance	32	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	
<b>Direct Payroll Taxes &amp; Expenses:</b>		<b>6,520</b>	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	5,451	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	1,069	Calculated at 1.5% of Direct Salaries based on historical average and updated factor projections from insurance
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	
<b>2000: DIRECT CLIENT SUPPORT</b>		<b>11,009</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	509	Cost of providing transportation supports to clients when appropriate
2004	Clothing, Food, & Hygiene	4,000	Cost of providing clothing, food, hygiene, and similar support to clients.
2005	Education Support	6,500	cost of providing wrap around service care related to client educational goals and needs
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	
<b>3000: DIRECT OPERATING EXPENSES</b>		<b>21,979</b>	
3001	Telecommunications	375	Recurring costs of phone services, cell phones, laptop data/internet device, and internet services. Also covers the monthly user fees for the MS Teams
3002	Printing/Postage	543	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.

**Exhibit F-10**

3003	Office, Household & Program Supplies	6,500	Office supplies utilized for program operation, including paper, pens, pencils, folders, staples, paper clips, printer cartridges, binders, folder tabs, client chart supplies. Housekeeping supplies such as cleaning products, bathroom products, non stationary paper goods, cleaning, and trash supplies. Recreational/occupational therapy supplies used by clients for their treatment plan.
3004	Advertising	-	
3005	Staff Development & Training	454	Staff development/training costs include CPR and First Aid trainings for staff, MHS course requirements (via Relias platform), and registrations for staff development and trainings held in collaboration with the program's mission (Forensic Mental Health, Evidence-based Trainings, etc.).
3006	Staff Mileage	1,150	In-County mileage reimbursements of staff (without clients) traveling to and from events, meetings and trainings in conjunction with program operations and responsibilities.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Staff Travel - Out of County	2,650	Out of county travel related to PM/VP traveling to San Diego for required training and events
3010	Licenses/Software	3,697	Fresno County EHR system: Avatar expenses per user based on published County rates. Welligent Licenses for 3rd party billing and outcomes tracking, Department Of Motor Vehicles registration renewals. IT related user (FTE) license and software expenses like Microsoft license, Cloud Services, IT Threat Protection Services and other IT user licenses necessary for program operations. Software expenses included here are for access to software platforms, not for the acquisition or build out of software assets (RE: #7001).
3011	Other Business Services	6,610	Associated costs for hiring of new employees such as TB screenings, assessments, drug screenings, background checks, and fingerprinting. When TB tests and drug tests are required for current employess, those expenses would be included here. Also includes the cost of movers, HIPPA shredding costs & client file storage retrieval costs, Monthly user fees for Common Ground Software (for client support and treatment), payee services, and other necessary and allowable costs for program operations that do not fit clearly in other budgeted line items.
3012	Other (specify)	-	

<b>4000: DIRECT FACILITIES &amp; EQUIPMENT</b>		<b>2,100</b>	
4001	Building Maintenance	-	
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Minor equipment purchases and equipment repair/maintenance	2,100	Equipment repairs/maintenance that encompass the cost of a maintenance contract for the copier, monitoring of internet firewall, and the repair of other equipment not covered by maintenance agreements such as computers, printers, and telephones. Also covers the cost of maintenance and repair on the leased vehicles, not covered by the lease agreement.  Minor equipment replacement of existing equipment that in the normal course of use is worn out and either cannot be repaired or is not practical to have repaired and the purchase of minor equipment necessary to program operations.
4008	Vehicle Insurance	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

<b>5000: DIRECT SPECIAL EXPENSES</b>		<b>1,238</b>	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	1,238	Estimated cost of providing interpreters when there isn't a bilingual staff available. Actual costs might come in higher depending on clients and their needs.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

<b>6000: INDIRECT EXPENSES</b>		<b>19,452</b>	
6001	Administrative Overhead	19,452	Indirect/administrative expense per Federally approved Indirect Rate of 14.9%.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	

Exhibit F-10

6005	Insurance (Specify):	-	
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used	-	
6008	Personnel (Indirect Salaries & Benefits)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	
6013	Other (specify)	-	

<b>7000: DIRECT FIXED ASSETS</b>		-	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA	-	
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)	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	150,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	150,000
BUDGET CHECK:	TRUE