

AMENDMENT III TO AGREEMENT

THIS AMENDMENT (hereinafter "Amendment III") is made and entered into this 20th day of June, 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, and as amended by Amendment No. 18-622-2, effective July 1, 2022, 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, CONTRACTOR and COUNTY wish to extend the agreement three (3) months with an optional three (3) month extension, and increase the maximum compensation for the agreement to compensate CONTRACTOR for the extended term provided by this Amendment III. The CONTRACTOR will no longer be providing services for Juvenile Drug Court and Post-Release Outpatient Program Services for the extended term.

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

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

3 1. Juvenile Drug Court Services and Post-Release Outpatient Program Services will not
4 be provided for the extension terms provided by this Amendment III. The Section titled "JUVENILE
5 DRUG COURT SOW II.A)" on Page 12 through Page 16 of Revised Exhibit A-1 is deleted in its
6 entirety. The Section titled "POST RELEASE OUTPATIENT PROGRAM SERVICES (PROPS) (SOW
7 11.C)" on Page 29 through Page 35 of Revised Exhibit A-1 is deleted in its entirety.

8 2. That the following be added to Agreement No. 18-622, Section Two (2) "Term", on
9 Page Four (4), Line Twenty-One (21) after the sentence ending with the word "performance":

10 "The term of this Agreement shall be extended for an additional three (3) month period
11 beginning July 1, 2023 and shall terminate September 30, 2023. This Agreement may be extended for
12 an additional three (3) month period upon written approval of both parties at least thirty (30) days prior
13 to the first day of the extension period. The COUNTY's DBH Director or designee is authorized to sign
14 the written approval on behalf of COUNTY based on CONTRACTOR's satisfactory performance."

15 3. That Agreement No. 18-622, Section Four (4) "Compensation", on Page Six (5),
16 beginning Line Twenty-Six (26) with the word "JJC SAU" and ending on Page Six (6), Line Seventeen
17 (17) with the year "2023" be deleted and the following inserted in its place:

18 "JJC SAU – For claims submitted for SUD and Mental Health Services rendered to
19 incarcerated youth at the JJC SAU under this Agreement, COUNTY agrees to pay CONTRACTOR
20 and CONTRACTOR agrees to receive compensation based on CONTRACTOR's annual (or prorated)
21 cost for a maximum not to exceed Four Hundred Thousand and No/100 Dollars (\$400,000.00) for the
22 first contract period ending June 30, 2019; and not to exceed a yearly maximum of Six Hundred
23 Thousand and No/100 Dollars (\$600,000.00) for each subsequent twelve (12) month period, as set
24 forth in the Fiscal Year budgets, Exhibit F-1 and Exhibit F-2 to this Agreement. The maximum
25 compensation for period July 1, 2023 to September 30, 2023 is not to exceed One Hundred Fifty
26 Thousand and No/100 Dollars (\$150,000.00), and not to exceed as One Hundred Fifty Thousand and
27 No/100 Dollars (\$150,000.00) for the subsequent three (3) month period if performance standards are
28 met, as set forth in the budgets attached and incorporated as Exhibit F-5 and Exhibit F-6 to this

1 Agreement.

2 New Horizons Program – For claims submitted for intensive SUD and Mental Health
3 Services rendered to incarcerated youth at the JJC New Horizons Program under this Agreement,
4 COUNTY agrees to pay CONTRACTOR and CONTRACTOR agrees to receive compensation based
5 on CONTRACTOR’s annual (or prorated) cost for a maximum not to exceed Four Hundred Thousand
6 and No/100 Dollars (\$400,000.00) for the first contract period ending June 30, 2019; and not to exceed
7 a yearly maximum of Six Hundred Thousand and No/100 Dollars (\$600,000.00) for each subsequent
8 twelve (12) month period, as set forth in the Fiscal Year budgets, Exhibit F-1 and Exhibit F-2 to this
9 Agreement. The maximum compensation for period July 1, 2023 to September 30, 2023 is not to
10 exceed Seventy-Five Thousand and No/100 Dollars (\$75,000.00), and not to exceed Seventy-Five
11 Thousand and No/100 Dollars (\$75,000.00) for the subsequent three (3) month period if performance
12 standards are met, as set forth in the budgets attached and incorporated as Exhibit F-7 to this
13 Agreement.

14 JDC and PROPS: For claims submitted under this Agreement for Court-ordered
15 outpatient SUD treatment services and outpatient services upon release from the SAU, COUNTY
16 agrees to pay CONTRACTOR and CONTRACTOR agrees to receive compensation in excess of the
17 amounts reimbursed by DMC and non-DMC based on CONTRACTOR’s annual (or prorated) cost up
18 to a maximum of Seventy-Three Thousand, Three Hundred Thirty-Three and No/100 Dollars
19 (\$73,333.00) for the first contract period ending June 30, 2019; and up to a maximum of One Hundred
20 Ten Thousand and No/100 Dollars (\$110,000.00) for each subsequent twelve (12) month period, as
21 set forth in the Fiscal Year budgets, Exhibit F-4 to this Agreement.

22 In no event shall the total compensation for actual services performed under this
23 Agreement be in excess of Six Hundred Seventy-Three Thousand Three Hundred Thirty-Three and
24 No/Dollars (\$673,333.00) for the period between November 1, 2018 and June 30, 2019. In no event
25 shall the total compensation for actual services performed under this Agreement be in excess of One
26 Million Ten Thousand and No/Dollars (\$1,010,000.00) for each twelve-month period between July 1,
27 2019 through June 30, 2023. In no event shall the total compensation for actual services performed
28 under this Agreement be in excess of Two Hundred Twenty-Five Thousand and No/100 (\$225,000.00)

1 for the period between July 1, 2023 and September 30, 2023, and be in excess of Two Hundred
2 Twenty-Five Thousand and No/100 (\$225,000.00) for the subsequent three month period between
3 October 1, 2023 and December 31, 2023.”

4 4. That all references in the Agreement to “Exhibits F-1 through F-3” shall be deemed
5 references to “Exhibit F-1 et seq.”

6 5. That the County Agreement 18-622, Section Fifteen (15), MODIFICATION, on Page
7 Twenty-One (21), beginning on Line Three (3) with the word “Any” and ending on Line Fifteen (15) with
8 the word “agreement” shall be deleted in its entirety and replaced with the following:

9 “Except as provided in Section Three (3), “TERMINATION,” this Agreement may not be
10 modified, and no waiver is effective, except by written agreement signed by both parties. The
11 CONTRACTOR acknowledges that COUNTY employees have no authority to modify this Agreement
12 except as expressly provided in this Agreement.

13 A. Notwithstanding the above, non-material changes to services, staffing, and
14 responsibilities of the CONTRACTOR, as needed, to accommodate changes in the laws relating to
15 mental health and substance use disorder service requirements, may be made with the signed written
16 approval of COUNTY’s DBH Director, or designee, and CONTRACTOR through an amendment
17 approved by COUNTY’s County Counsel and the County’s Auditor-Controller/Treasurer-Tax
18 Collector’s Office. Said modifications shall not result in any change to the maximum compensation
19 amount payable to CONTRACTOR, as stated herein.

20 B. In addition, changes to line item and expense category subtotals, as set forth in
21 Exhibit F-1 et seq., that when added together during the term of the agreement do not exceed ten
22 percent (10%) of the total maximum compensation payable to CONTRACTOR, may be made with the
23 written approval of CONTRACTOR and COUNTY’s DBH Director or designee. Said modifications shall
24 not result in any change to the maximum compensation amount payable to CONTRACTOR, as stated
25 herein.”

26 6. That the County Agreement 18-622, Section Sixteen (16), INSURANCE, on Page
27 Twenty-One (21), beginning on Line Seventeen (17) with the word “Without” and ending on Page
28 Twenty-Three (23), Line 17 with the word “better” shall be deleted in its entirety and replaced with the

1 following:

2 “CONTRACTOR shall comply with all the insurance requirements in Exhibit O to this
3 Agreement. Exhibit O is attached and incorporated by this reference.”

4 6. That the County Agreement 18-622, Section Seventeen (17), HOLD HARMLESS, on
5 Page Twenty-Three (23), beginning on Line Nineteen (19) with the word “CONTRACTOR” and ending
6 on Line Twenty-Eight (28) shall be deleted in its entirety and replaced with the following:

7 “A. The CONTRACTOR shall indemnify and hold harmless and defend the County
8 (including its officers, agents, employees, and volunteers) against all claims, demands, injuries,
9 damages, costs, expenses (including attorney fees and costs), fines, penalties, and liabilities of any
10 kind to the County, the CONTRACTOR, or any third party that arise from or relate to the performance
11 or failure to perform by the CONTRACTOR (or any of its officers, agents, subcontractors, or
12 employees) under this Agreement. The County may conduct or participate in its own defense without
13 affecting the CONTRACTOR’s obligation to indemnify and hold harmless or defend the County.

14 B. This Section 17 survives the termination of this Agreement.”

15 7. That the County Agreement 18-622, Section Twenty-Five (25), on Page 32, beginning
16 on Line Two (2) with the word “For” and ending on Page Thirty-Three, Line Fifteen (15) with the word
17 “notification” shall be deleted in its entirety and replaced with the following:

18 “CONTRACTOR shall comply with all the data security requirements in Exhibit P to this
19 Agreement. Exhibit P is attached and incorporated by this reference.”

20 8. COUNTY and CONTRACTOR agree that this Amendment III is sufficient to amend the
21 Agreement and, that upon execution of this Amendment III, the Agreement, Amendment I, Amendment
22 II, and this Amendment III together shall be considered the Agreement.

23 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,
24 covenants, conditions, and promises contained in the Agreement and not amended herein shall
25 remain in full force and effect. This Amendment III shall become effective July 1, 2023.

26 ///

27 ///

28 ///

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

2
3 CONTRACTOR:
4 MENTAL HEALTH SYSTEMS, INC.

COUNTY OF FRESNO

5 James C. Callaghan Jr

James C. Callaghan Jr (May 31, 2024 14:50 PDT)

6 (Authorized Signature)

7 James C Callaghan Jr CEO/President

8 Print Name & Title

9 Sal Quintero
10 Sal Quintero, Chairman of the Board of
11 Supervisors of the County of Fresno

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

16 By Harama
17 Deputy

18 FOR ACCOUNTING USE ONLY:
19 Fund/Subclass: 0001/10000
20 Organization: 56302081 (SUD); 56302235 (MH)
21 Account: 7295
22
23
24
25
26
27
28

Exhibit F-5

JJC SUD (FF-SAU)
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (July - September 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.20	\$ 4,160		\$ 4,160
1102	Administrative Assistant	0.25	3,250		3,250
1103	Vice President	0.07	2,257		2,257
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.07	1,165		1,165
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.66	\$ 12,144		\$ 12,144
Acct #	Program Position	FTE	Admin	Program	Total
1116	Clinical Supervisor	0.01		\$ 226	\$ 226
1117	Supervising Counselor	1.00		13,520	13,520
1118	SUD Counselor	1.00		13,520	13,520
1119	Family Support Partner	0.50		6,240	6,240
1120					-
1121					-
1122					-
1123					-
1124					-
1125					-
1126					-
1127					-
1128					-
1129					-
1130					-
1131					-
1132					-
1133					-
1134					-
Direct Personnel Program Salaries Subtotal		2.51		\$ 33,506	\$ 33,506
Direct Personnel Salaries Subtotal		3.17	\$ 12,144	\$ 33,506	\$ 45,650
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		486	1340	1826
1202	Worker's Compensation		73	200	273
1203	Health Insurance		2248	6202	8450
1204					
1205	Life Insurance		12	34	46
1206	Other (specify)		0	0	
Direct Employee Benefits Subtotal:			\$ 2,819	\$ 7,777	\$ 10,595
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		929	2,563	3,492
1303	SUI		182	503	685
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-5

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,111	\$ 3,066	\$ 4,177
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
	Admin	Program	Total	
	\$ 16,074	\$ 44,349	\$ 60,423	

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	23%	23%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	250
2005	Education Support	128
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:		\$ 378

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 348
3002	Printing/Postage	68
3003	Office, Household & Program Supplies	366
3004	Advertising	
3005	Staff Development & Training	203
3006	Staff Mileage	125
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	125
3010	Licenses/Software	1,210
3011	Other Business Services	1,774
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 4,219

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	142
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 142

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	113

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5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
DIRECT SPECIAL EXPENSES TOTAL:		\$ 113

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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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		\$ -

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8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-5

**ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (July - September 2023)**

PARTIAL FTE DETAIL

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

Position		
Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

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Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07
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 %
Vice President		
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 %
Compliance Specialist		
Compliance Specialist	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.17
Compliance Specialist	18-622-1/New Horizons/DBH/Fresno County	0.17
Compliance Specialist	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Compliance Specialist	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.06
Compliance Specialist	A-16-360/FAA/DBH/Fresno County	0.05
Compliance Specialist	20-014/IMPACT MH/DBH/Fresno	0.09
Compliance Specialist	Fresno Triage/Fresno City	0.14
Compliance Specialist	19-258/Fresno Bridge/Fresno County	0.12
Compliance Specialist	18-692/Fresno First/DBH/Fresno County	0.13
	Total	1.00

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

Position	Contract #/Name/Department/County	FTE %

Exhibit F-5

	Total	-

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

Exhibit F-5

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (July - September 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		60,423	
Administrative Positions		12,144	
1101	Program Manager	4,160	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	3,250	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	2,257	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	1,313	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	Compliance Specialist	1,165	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	#REF!	-	
1107	#REF!	-	
1108	#REF!	-	
1109	#REF!	-	
1110	#REF!	-	
1111	#REF!	-	
1112	#REF!	-	
1113	#REF!	-	
1114	#REF!	-	
1115	#REF!	-	
Program Positions		33,506	
1116	Clinical Supervisor	226	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	13,520	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	13,520	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	6,240	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	#REF!	-	
1121			
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1125			

Exhibit F-5

1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	
Direct Employee Benefits		10,595	
1201	Retirement	1,826	Calculated at 4% of direct salaries
1202	Worker's Compensation	273	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	8,450	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	46	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	
Direct Payroll Taxes & Expenses:		4,177	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	3,492	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	685	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)	-	
2000: DIRECT CLIENT SUPPORT		378	
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	128	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)	-	
3000: DIRECT OPERATING EXPENSES		4,219	
3001	Telecommunications	348	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	68	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	366	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	203	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	125	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	125	Out of county travel related to PM/VP traveling to San Diego for required training and events

Exhibit F-5

3010	Licenses/Software	1,210	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	1,774	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		142	
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	142	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)	-	

5000: DIRECT SPECIAL EXPENSES		113	
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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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)	-	

Exhibit F-5

7008	Other (specify)	-	
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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:	75,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	75,000
BUDGET CHECK:	TRUE

Exhibit F-5

JJC SUD (FF-SAU)
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (October - December 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.20	\$ 4,160		\$ 4,160
1102	Administrative Assistant	0.25	3,250		3,250
1103	Vice President	0.07	2,257		2,257
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.07	1,165		1,165
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.66	\$ 12,144		\$ 12,144
Acct #	Program Position	FTE	Admin	Program	Total
1116	Clinical Supervisor	0.01		\$ 226	\$ 226
1117	Supervising Counselor	1.00		13,520	13,520
1118	SUD Counselor	1.00		13,520	13,520
1119	Family Support Partner	0.50		6,240	6,240
1120					-
1121					-
1122					-
1123					-
1124					-
1125					-
1126					-
1127					-
1128					-
1129					-
1130					-
1131					-
1132					-
1133					-
1134					-
Direct Personnel Program Salaries Subtotal		2.51		\$ 33,506	\$ 33,506
			Admin	Program	Total
Direct Personnel Salaries Subtotal		3.17	\$ 12,144	\$ 33,506	\$ 45,650
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		486	1340	1826
1202	Worker's Compensation		73	200	273
1203	Health Insurance		2248	6202	8450
1204					
1205	Life Insurance		12	34	46
1206	Other (specify)		0	0	
Direct Employee Benefits Subtotal:			\$ 2,819	\$ 7,777	\$ 10,595
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		929	2,563	3,492
1303	SUI		182	503	685
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-5

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,111	\$ 3,066	\$ 4,177
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
		Admin	Program	Total
		\$ 16,074	\$ 44,349	\$ 60,423

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	23%	23%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	250
2005	Education Support	128
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:		\$ 378

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 348
3002	Printing/Postage	68
3003	Office, Household & Program Supplies	366
3004	Advertising	
3005	Staff Development & Training	203
3006	Staff Mileage	125
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	125
3010	Licenses/Software	1,210
3011	Other Business Services	1,774
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 4,219

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	142
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 142

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	113

Exhibit F-5

5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
DIRECT SPECIAL EXPENSES TOTAL:		\$ 113

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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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		\$ -

Exhibit F-5

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-5

**ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (October - December 2023)**

PARTIAL FTE DETAIL

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

Position

Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

Exhibit F-5

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (October - December 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		60,423	
Administrative Positions		12,144	
1101	Program Manager	4,160	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	3,250	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	2,257	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	1,313	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	Compliance Specialist	1,165	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	#REF!	-	
1107	#REF!	-	
1108	#REF!	-	
1109	#REF!	-	
1110	#REF!	-	
1111	#REF!	-	
1112	#REF!	-	
1113	#REF!	-	
1114	#REF!	-	
1115	#REF!	-	
Program Positions		33,506	
1116	Clinical Supervisor	226	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	13,520	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	13,520	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	6,240	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	#REF!	-	
1121			
1122			
1123			
1124			
1125			

Exhibit F-5

1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	
Direct Employee Benefits		10,595	
1201	Retirement	1,826	Calculated at 4% of direct salaries
1202	Worker's Compensation	273	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	8,450	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	46	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	
Direct Payroll Taxes & Expenses:		4,177	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	3,492	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	685	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)	-	
2000: DIRECT CLIENT SUPPORT		378	
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	128	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)	-	
3000: DIRECT OPERATING EXPENSES		4,219	
3001	Telecommunications	348	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	68	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	366	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	203	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	125	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	125	Out of county travel related to PM/VP traveling to San Diego for required training and events

Exhibit F-5

3010	Licenses/Software	1,210	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	1,774	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		142	
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	142	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)	-	

5000: DIRECT SPECIAL EXPENSES		113	
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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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)	-	

Exhibit F-5

7008	Other (specify)	-	
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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:	75,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	75,000
BUDGET CHECK:	TRUE

Exhibit F-6

Floyd Farrow Behavioral Health Unit
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-2024 (July - September 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.27	\$ 5,616		\$ 5,616
1102	Administrative Assistant	0.10	1,300		1,300
1103	Vice President	0.10	3,224		3,224
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.17	2,829		2,829
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.71	\$ 14,281		\$ 14,281
Acct #	Program Position	FTE	Admin	Program	Total
1116	Clinical Supervisor	0.30		\$ 6,778	\$ 6,778
1117	Mental Health Clinician	1.00		15,600	15,600
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		\$ 22,378	\$ 22,378
Direct Personnel Salaries Subtotal		2.41	\$ 14,281	\$ 22,378	\$ 36,660
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		571	895	\$ 1,466
1202	Worker's Compensation		85	134	219
1203	Health Insurance		2049	3211	5,261
1204					
1205	Life Insurance		14	21	35
1206	Other (specify)		0	0	
Direct Employee Benefits Subtotal:			\$ 2,720	\$ 4,261	\$ 6,981
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		1,093	1,712	2,804
1303	SUI		214	336	550
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-6

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,307	\$ 2,048	\$ 3,354
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
	Admin	Program	Total	
	\$ 18,308	\$ 28,687	\$ 46,995	

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	19%	19%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	2,000
2005	Education Support	3,000
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:		\$ 5,000

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 414
3002	Printing/Postage	43
3003	Office, Household & Program Supplies	2,162
3004	Advertising	
3005	Staff Development & Training	526
3006	Staff Mileage	1,150
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	525
3010	Licenses/Software	724
3011	Other Business Services	4,760
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 10,304

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	2,600
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 2,600

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	375

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5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
DIRECT SPECIAL EXPENSES TOTAL:		\$ 375

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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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		\$ -

Exhibit F-6

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-6

ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (July - September 2023)

PARTIAL FTE DETAIL

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

Position

Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

Exhibit F-6

	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 %
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Exhibit F-6

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (July - September 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		46,995	
Administrative Positions		14,281	
1101	Program Manager	5,616	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	1,300	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	3,224	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	1,313	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	Compliance Specialist	2,829	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		22,378	
1116	Clinical Supervisor	6,778	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	15,600	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	-	
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			
1126			
1127			
1128			
1129			
1130			
1131			
1132			

Exhibit F-6

	1133			
	1134	0	-	
Direct Employee Benefits		6,981		
	1201	Retirement	1,466	Calculated at 4% of direct salaries
	1202	Worker's Compensation	219	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
	1203	Health Insurance	5,261	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	35	Budgeting at \$0.61/pay period per FTE
	1206	Other (specify)	-	
Direct Payroll Taxes & Expenses:		3,354		
	1301	OASDI	-	Included with #1302
	1302	FICA/MEDICARE	2,804	Social Security + Medicare Tax = 7.65% of Direct Salaries
	1303	SUI	550	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)	-	
2000: DIRECT CLIENT SUPPORT		5,000		
	2001	Child Care	-	
	2002	Client Housing Support	-	
	2003	Client Transportation & Support	-	
	2004	Clothing, Food, & Hygiene	2,000	Cost of providing clothing, food, hygiene, and similar support to clients.
	2005	Education Support	3,000	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)	-	
3000: DIRECT OPERATING EXPENSES		10,304		
	3001	Telecommunications	414	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	2,162	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	526	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	525	Out of county travel related to PM/VP traveling to San Diego for required training and events
	3010	Licenses/Software	724	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).

Exhibit F-6

3011	Other Business Services	4,760	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		2,600	
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	2,600	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)	-	

5000: DIRECT SPECIAL EXPENSES		375	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	375	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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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	

Exhibit F-6

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: 75,000

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 75,000

BUDGET CHECK: TRUE

Exhibit F-6

Floyd Farrow Behavioral Health Unit
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-2024 (October - December 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.27	\$ 5,616		\$ 5,616
1102	Administrative Assistant	0.10	1,300		1,300
1103	Vice President	0.10	3,224		3,224
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.17	2,829		2,829
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.71	\$ 14,281		\$ 14,281
Acct #	Program Position	FTE	Admin	Program	Total
1116	Clinical Supervisor	0.30		\$ 6,778	\$ 6,778
1117	Mental Health Clinician	1.00		15,600	15,600
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		\$ 22,378	\$ 22,378
Direct Personnel Salaries Subtotal		2.41	\$ 14,281	\$ 22,378	\$ 36,660
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		571	895	\$ 1,466
1202	Worker's Compensation		85	134	219
1203	Health Insurance		2049	3211	5,261
1204					
1205	Life Insurance		14	21	35
1206	Other (specify)		0	0	
Direct Employee Benefits Subtotal:			\$ 2,720	\$ 4,261	\$ 6,981
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		1,093	1,712	2,804
1303	SUI		214	336	550
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-6

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 1,307	\$ 2,048	\$ 3,354
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
	Admin	Program	Total	
	\$ 18,308	\$ 28,687	\$ 46,995	

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	19%	19%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	2,000
2005	Education Support	3,000
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:		\$ 5,000

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 414
3002	Printing/Postage	43
3003	Office, Household & Program Supplies	2,162
3004	Advertising	
3005	Staff Development & Training	526
3006	Staff Mileage	1,150
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	525
3010	Licenses/Software	724
3011	Other Business Services	4,760
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 10,304

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	2,600
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 2,600

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	375

Exhibit F-6

5005	Other (specify)	
5006	Other (specify)	
5007	Other (specify)	
5008	Other (specify)	
DIRECT SPECIAL EXPENSES TOTAL:		\$ 375

6000: INDIRECT EXPENSES		
Acct #	Line Item Description	Amount
	Administrative Overhead	
6001	Use this line and only this line for approved indirect cost rate	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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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		\$ -

Exhibit F-6

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-6

ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (October - December 2023)

PARTIAL FTE DETAIL

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

Position

Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

Exhibit F-6

Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07
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 %
Vice President		
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 %
Compliance Specialist		
Compliance Specialist	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.17
Compliance Specialist	18-622-1/New Horizons/DBH/Fresno County	0.17
Compliance Specialist	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Compliance Specialist	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.06
Compliance Specialist	A-16-360/FAA/DBH/Fresno County	0.05
Compliance Specialist	20-014/IMPACT MH/DBH/Fresno	0.09
Compliance Specialist	Fresno Triage/Fresno City	0.14
Compliance Specialist	19-258/Fresno Bridge/Fresno County	0.12
Compliance Specialist	18-692/Fresno First/DBH/Fresno County	0.13
	Total	1.00

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

Position	Contract #/Name/Department/County	FTE %

Exhibit F-6

	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 %
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Exhibit F-6

	Total	-

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

Exhibit F-6

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (October - December 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		46,995	
Administrative Positions		14,281	
1101	Program Manager	5,616	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	1,300	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	3,224	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	1,313	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	Compliance Specialist	2,829	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		22,378	
1116	Clinical Supervisor	6,778	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	15,600	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	-	
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			
1126			
1127			
1128			
1129			
1130			
1131			
1132			

Exhibit F-6

	1133		
	1134	0	-
Direct Employee Benefits		6,981	
	1201	Retirement	1,466 Calculated at 4% of direct salaries
	1202	Worker's Compensation	219 Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
	1203	Health Insurance	5,261 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	35 Budgeting at \$0.61/pay period per FTE
	1206	Other (specify)	-
Direct Payroll Taxes & Expenses:		3,354	
	1301	OASDI	-
	1302	FICA/MEDICARE	2,804 Social Security + Medicare Tax = 7.65% of Direct Salaries
	1303	SUI	550 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)	-
2000: DIRECT CLIENT SUPPORT		5,000	
	2001	Child Care	-
	2002	Client Housing Support	-
	2003	Client Transportation & Support	-
	2004	Clothing, Food, & Hygiene	2,000 Cost of providing clothing, food, hygiene, and similar support to clients.
	2005	Education Support	3,000 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)	-
3000: DIRECT OPERATING EXPENSES		10,304	
	3001	Telecommunications	414 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	2,162 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	526 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	525 Out of county travel related to PM/VP traveling to San Diego for required training and events
	3010	Licenses/Software	724 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).

Exhibit F-6

3011	Other Business Services	4,760	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		2,600	
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	2,600	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)	-	

5000: DIRECT SPECIAL EXPENSES		375	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	375	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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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	

Exhibit F-6

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: 75,000

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 75,000

BUDGET CHECK: TRUE

Exhibit F-7

New Horizons
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (July - September 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.15	\$ 3,120		\$ 3,120
1102	Administrative Assistant	0.07	910		910
1103	Vice President	0.07	2,257		2,257
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.17	2,829		2,829
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.53	\$ 10,428		\$ 10,428
Acct #	Program Position	FTE	Admin	Program	Total
1116	Licensed Clinical Supervisor	0.32		\$ 7,286	\$ 7,286
1117	SUD Counselor	1.00		\$ 13,520	13,520
1118	Family Support Specialist	0.50		\$ 6,240	6,240
1119					-
1120					-
1121					-
1122					-
1123					-
1124					-
1125					-
1126					-
1127					-
1128					-
1129					-
1130					-
1131					-
1132					-
1133					-
1134					-
Direct Personnel Program Salaries Subtotal		1.82		\$ 27,046	\$ 27,046
Direct Personnel Salaries Subtotal		2.35	\$ 10,428	\$ 27,046	\$ 37,474
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		417	1082	\$ 1,499
1202	Worker's Compensation		62	162	224
1203	Health Insurance		1922	4984	6,906
1204					
1205	Life Insurance		9	25	34
1206	Other (specify)		0	0	
Direct Employee Benefits Subtotal:			\$ 2,411	\$ 6,253	\$ 8,663
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		\$ -	\$ -	\$ -
1302	FICA/MEDICARE		798	2,069	2,867
1303	SUI		156	406	562
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-7

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 954	\$ 2,475	\$ 3,429
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
	Admin	Program	Total	
	\$ 13,793	\$ 35,773	\$ 49,566	

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	23%	23%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	288
2004	Clothing, Food, & Hygiene	1,250
2005	Education Support	750
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:		\$ 2,288

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 199
3002	Printing/Postage	243
3003	Office, Household & Program Supplies	1,345
3004	Advertising	
3005	Staff Development & Training	402
3006	Staff Mileage	863
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	1,150
3010	Licenses/Software	1,015
3011	Other Business Services	5,366
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 10,582

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	1,600
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 1,600

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

Exhibit F-7

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	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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0.00

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		\$ -

Exhibit F-7

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-7

ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (July - September 2023)

PARTIAL FTE DETAIL

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

Position

Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

Exhibit F-7

Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07
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 %
Vice President		
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 %
Compliance Specialist		
Compliance Specialist	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.17
Compliance Specialist	18-622-1/New Horizons/DBH/Fresno County	0.17
Compliance Specialist	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Compliance Specialist	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.06
Compliance Specialist	A-16-360/FAA/DBH/Fresno County	0.05
Compliance Specialist	20-014/IMPACT MH/DBH/Fresno	0.09
Compliance Specialist	Fresno Triage/Fresno City	0.14
Compliance Specialist	19-258/Fresno Bridge/Fresno County	0.12
Compliance Specialist	18-692/Fresno First/DBH/Fresno County	0.13
	Total	1.00

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

Position	Contract #/Name/Department/County	FTE %

Exhibit F-7

	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 %
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Exhibit F-7

	Total	-

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

Exhibit F-7

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (July - September 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		49,566	
Administrative Positions		10,428	
1101	Program Manager	3,120	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	910	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	2,257	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	1,313	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	Compliance Specialist	2,829	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		27,046	
1116	Licensed Clinical Supervisor	7,286	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	SUD Counselor	13,520	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.
1118	Family Support Specialist	6,240	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.
1119	0	-	
1120	0	-	
1121			
1122			
1123			
1124			
1125			
1126			
1127			

Exhibit F-7

1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	
Direct Employee Benefits		8,663	
1201	Retirement	1,499	Calculated at 4% of direct salaries
1202	Worker's Compensation	224	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	6,906	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	34	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	
Direct Payroll Taxes & Expenses:		3,429	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	2,867	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	562	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)	-	
2000: DIRECT CLIENT SUPPORT		2,288	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	288	Cost of providing transportation supports to clients when appropriate
2004	Clothing, Food, & Hygiene	1,250	Cost of providing clothing, food, hygiene, and similar support to clients.
2005	Education Support	750	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)	-	
3000: DIRECT OPERATING EXPENSES		10,583	
3001	Telecommunications	199	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	243	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	1,345	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	402	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	863	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	1,150	Out of county travel related to PM/VP traveling to San Diego for required training and events

Exhibit F-7

3010	Licenses/Software	1,015	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	5,366	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		1,600	
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	1,600	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)	-	

5000: DIRECT SPECIAL EXPENSES		1,238	
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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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)	-	

Exhibit F-7

7008	Other (specify)	-	
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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:	75,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	75,000
BUDGET CHECK:	FALSE

Exhibit F-7

New Horizons
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (October - December 2023)

PROGRAM EXPENSES

1000: DIRECT SALARIES & BENEFITS					
Direct Employee Salaries					
Acct #	Administrative Position	FTE	Admin	Program	Total
1101	Program Manager	0.15	\$ 3,120		\$ 3,120
1102	Administrative Assistant	0.07	910		910
1103	Vice President	0.07	2,257		2,257
1104	Program Analyst	0.07	1,313		1,313
1105	Compliance Specialist	0.17	2,829		2,829
1106					-
1107					-
1108					-
1109					-
1110					-
1111					-
1112					-
1113					-
1114					-
1115					-
Direct Personnel Admin Salaries Subtotal		0.53	\$ 10,428		\$ 10,428
Acct #	Program Position	FTE	Admin	Program	Total
1116	Licensed Clinical Supervisor	0.32		\$ 7,286	\$ 7,286
1117	SUD Counselor	1.00		\$ 13,520	13,520
1118	Family Support Specialist	0.50		\$ 6,240	6,240
1119					-
1120					-
1121					-
1122					-
1123					-
1124					-
1125					-
1126					-
1127					-
1128					-
1129					-
1130					-
1131					-
1132					-
1133					-
1134					-
Direct Personnel Program Salaries Subtotal		1.82		\$ 27,046	\$ 27,046
Direct Personnel Salaries Subtotal		2.35	\$ 10,428	\$ 27,046	\$ 37,474
Direct Employee Benefits					
Acct #	Description		Admin	Program	Total
1201	Retirement		417	1082	\$ 1,499
1202	Worker's Compensation		62	162	224
1203	Health Insurance		1922	4984	6,906
1204					-
1205	Life Insurance		9	25	34
1206	Other (specify)		0	0	-
Direct Employee Benefits Subtotal:			\$ 2,411	\$ 6,253	\$ 8,663
Direct Payroll Taxes & Expenses:					
Acct #	Description		Admin	Program	Total
1301	OASDI		-	-	-
1302	FICA/MEDICARE		798	2,069	2,867
1303	SUI		156	406	562
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-

\$ 0.00

Exhibit F-7

0.00

1306	Other (specify)	-	-	-
Direct Payroll Taxes & Expenses Subtotal:		\$ 954	\$ 2,475	\$ 3,429
DIRECT EMPLOYEE SALARIES & BENEFITS TOTAL:				
	Admin	Program	Total	
	\$ 13,793	\$ 35,773	\$ 49,566	

DIRECT EMPLOYEE SALARIES & BENEFITS PERCENTAGE:	Admin	Program
	23%	23%

2000: DIRECT CLIENT SUPPORT		
Acct #	Line Item Description	Amount
2001	Child Care	
2002	Client Housing Support	
2003	Client Transportation & Support	288
2004	Clothing, Food, & Hygiene	1,250
2005	Education Support	750
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:		\$ 2,288

3000: DIRECT OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 199
3002	Printing/Postage	243
3003	Office, Household & Program Supplies	1,345
3004	Advertising	
3005	Staff Development & Training	402
3006	Staff Mileage	863
3007	Subscriptions & Memberships	
3008	Vehicle Maintenance	
3009	Staff Travel - Out of County	1,150
3010	Licenses/Software	1,015
3011	Other Business Services	5,366
3012	Other (specify)	
DIRECT OPERATING EXPENSES TOTAL:		\$ 10,582

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	1,600
4008	Vehicle Insurance	
4009	Other (specify)	
4010	Other (specify)	
DIRECT FACILITIES/EQUIPMENT TOTAL:		\$ 1,600

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

Exhibit F-7

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	9,726
	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		\$ 9,726

INDIRECT COST RATE	14.90%
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7000: DIRECT FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	
7003	Furniture & Fixtures	
7004	Leasehold/Tenant/Building Improvements	
7005	Other Assets over \$500 with Lifespan of 2 Years +	
7006	Assets over \$5,000/unit (Specify)	
7007	Other (specify)	
7008	Other (specify)	
FIXED ASSETS EXPENSES TOTAL		\$ -

TOTAL PROGRAM EXPENSES	\$ 75,000
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0.00

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		\$ -

Exhibit F-7

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 75,000
REALIGNMENT TOTAL		\$ 75,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 75,000
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NET PROGRAM COST:	\$ 0
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Exhibit F-7

ASSISTED OUTPATIENT TREATMENT SERVICES
Mental Health Systems, Inc.
Fiscal Year (FY) 2023-24 (October - December 2023)

PARTIAL FTE DETAIL

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

Position

Family Support Partner		
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 %
Clinical Supervisor		
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 %
Program Manager		
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	0.20
Program Manager	A-16-360/FAA/DBH/Fresno County	0.25
Program Manager	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.10
Program Manager	Recovery Residence (Fresno)	0.03
	Total	1.00

Position	Contract #/Name/Department/County	FTE %
Administrative Assistant		
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 %
Program Analyst		

Exhibit F-7

Program Analyst	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.07
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 %
Vice President		
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 %
Compliance Specialist		
Compliance Specialist	18-622-1/JJC-MH (FF-SAU)/DBH/Fresno County (DD - SAU)	0.17
Compliance Specialist	18-622-1/New Horizons/DBH/Fresno County	0.17
Compliance Specialist	18-622-1/JJC-SUD (FF-SAU)/DBH/Fresno County	0.07
Compliance Specialist	18-622-1/FYA JDC PROPS/DBH/Fresno County	0.06
Compliance Specialist	A-16-360/FAA/DBH/Fresno County	0.05
Compliance Specialist	20-014/IMPACT MH/DBH/Fresno	0.09
Compliance Specialist	Fresno Triage/Fresno City	0.14
Compliance Specialist	19-258/Fresno Bridge/Fresno County	0.12
Compliance Specialist	18-692/Fresno First/DBH/Fresno County	0.13
	Total	1.00

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

Position	Contract #/Name/Department/County	FTE %

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	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 %
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Exhibit F-7

	Total	-

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

Exhibit F-7

ASSISTED OUTPATIENT TREATMENT SERVICES

Mental Health Systems, Inc.

Fiscal Year (FY) 2023-24 (October - December 2023) Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: DIRECT SALARIES & BENEFITS		49,566	
Administrative Positions		10,428	
1101	Program Manager	3,120	The Program Manager is responsible for the overall operation of the program.
1102	Administrative Assistant	910	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	2,257	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	1,313	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	Compliance Specialist	2,829	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		27,046	
1116	Licensed Clinical Supervisor	7,286	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	SUD Counselor	13,520	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.
1118	Family Support Specialist	6,240	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.
1119	0	-	
1120	0	-	
1121			
1122			
1123			
1124			
1125			
1126			
1127			

Exhibit F-7

1128			
1129			
1130			
1131			
1132			
1133			
1134	0	-	

Direct Employee Benefits		8,663	
1201	Retirement	1,499	Calculated at 4% of direct salaries
1202	Worker's Compensation	224	Calculated at 0.60% of direct salaries based on the W/C Insurance Factors received for FY 21/22
1203	Health Insurance	6,906	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	34	Budgeting at \$0.61/pay period per FTE
1206	Other (specify)	-	

Direct Payroll Taxes & Expenses:		3,429	
1301	OASDI	-	Included with #1302
1302	FICA/MEDICARE	2,867	Social Security + Medicare Tax = 7.65% of Direct Salaries
1303	SUI	562	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)	-	

2000: DIRECT CLIENT SUPPORT		2,288	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	288	Cost of providing transportation supports to clients when appropriate
2004	Clothing, Food, & Hygiene	1,250	Cost of providing clothing, food, hygiene, and similar support to clients.
2005	Education Support	750	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)	-	

3000: DIRECT OPERATING EXPENSES		10,583	
3001	Telecommunications	199	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	243	Covers the cost of brochures, business cards, employment announcements, other program printing needs, postage and freight expenses.
3003	Office, Household & Program Supplies	1,345	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	402	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	863	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	1,150	Out of county travel related to PM/VP traveling to San Diego for required training and events

Exhibit F-7

3010	Licenses/Software	1,015	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	5,366	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)	-	

4000: DIRECT FACILITIES & EQUIPMENT		1,600	
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	1,600	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)	-	

5000: DIRECT SPECIAL EXPENSES		1,238	
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)	-	

6000: INDIRECT EXPENSES		9,726	
6001	Administrative Overhead	9,726	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)	-	

7000: DIRECT FIXED ASSETS		-	
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)	-	

Exhibit F-7

7008	Other (specify)	-	
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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:	75,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	75,000
BUDGET CHECK:	FALSE

Exhibit O

Insurance Requirements

1. Required Policies

Without limiting the County's right to obtain indemnification from the Contractor or any third parties, Contractor, at its sole expense, shall maintain in full force and effect the following insurance policies throughout the term of this Agreement.

- (A) **Commercial General Liability.** Commercial general liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence and an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis. Coverage must include products, completed operations, property damage, bodily injury, personal injury, and advertising injury. The Contractor shall obtain an endorsement to this policy naming the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, as additional insureds, but only insofar as the operations under this Agreement are concerned. Such coverage for additional insureds will apply as primary insurance and any other insurance, or self-insurance, maintained by the County is excess only and not contributing with insurance provided under the Contractor's policy.
- (B) **Automobile Liability.** Automobile liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for property damages. Coverage must include any auto used in connection with this Agreement.
- (C) **Workers Compensation.** Workers compensation insurance as required by the laws of the State of California with statutory limits.
- (D) **Employer's Liability.** Employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and for disease.
- (E) **Professional Liability.** Professional liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Three Million Dollars (\$3,000,000). If this is a claims-made policy, then (1) the retroactive date must be prior to the date on which services began under this Agreement; (2) the Contractor shall maintain the policy and provide to the County annual evidence of insurance for not less than five years after completion of services under this Agreement; and (3) if the policy is canceled or not renewed, and not replaced with another claims-made policy with a retroactive date prior to the date on which services begin under this Agreement, then the Contractor shall purchase extended reporting coverage on its claims-made policy for a minimum of five years after completion of services under this Agreement.
- (F) **Molestation Liability.** Sexual abuse / molestation liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence, with an annual aggregate of Four Million Dollars (\$4,000,000). This policy must be issued on a per occurrence basis.
- (G) **Cyber Liability.** Cyber liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence. Coverage must include claims involving Cyber Risks. The cyber liability policy must be endorsed to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.

Exhibit O

Definition of Cyber Risks. “Cyber Risks” include but are not limited to (i) Security Breach, which may include Disclosure of Personal Information to an Unauthorized Third Party; (ii) data breach; (iii) breach of any of the Contractor’s obligations under Exhibit P of this Agreement; (iv) system failure; (v) data recovery; (vi) failure to timely disclose data breach or Security Breach; (vii) failure to comply with privacy policy; (viii) payment card liabilities and costs; (ix) infringement of intellectual property, including but not limited to infringement of copyright, trademark, and trade dress; (x) invasion of privacy, including release of private information; (xi) information theft; (xii) damage to or destruction or alteration of electronic information; (xiii) cyber extortion; (xiv) extortion related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; (xv) fraudulent instruction; (xvi) funds transfer fraud; (xvii) telephone fraud; (xviii) network security; (xix) data breach response costs, including Security Breach response costs; (xx) regulatory fines and penalties related to the Contractor’s obligations under this Agreement regarding electronic information, including Personal Information; and (xxi) credit monitoring expenses.

2. Additional Requirements

(A) **Verification of Coverage.** Within 30 days after the Contractor signs this Agreement, and at any time during the term of this Agreement as requested by the County’s Risk Manager or the County Administrative Office, the Contractor shall deliver, or cause its broker or producer to deliver, to the County Risk Manager, at 2220 Tulare Street, 16th Floor, Fresno, California 93721, or HRRiskManagement@fresnocountyca.gov, and by mail or email to the person identified to receive notices under this Agreement, certificates of insurance and endorsements for all of the coverages required under this Agreement.

- (i) Each insurance certificate must state that: (1) the insurance coverage has been obtained and is in full force; (2) the County, its officers, agents, employees, and volunteers are not responsible for any premiums on the policy; and (3) the Contractor has waived its right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under any insurance policy required by this Agreement and that waiver does not invalidate the insurance policy.
- (ii) The commercial general liability insurance certificate must also state, and include an endorsement, that the County of Fresno, its officers, agents, employees, and volunteers, individually and collectively, are additional insureds insofar as the operations under this Agreement are concerned. The commercial general liability insurance certificate must also state that the coverage shall apply as primary insurance and any other insurance, or self-insurance, maintained by the County shall be excess only and not contributing with insurance provided under the Contractor’s policy.
- (iii) The automobile liability insurance certificate must state that the policy covers any auto used in connection with this Agreement.

Exhibit O

- (iv) The professional liability insurance certificate, if it is a claims-made policy, must also state the retroactive date of the policy, which must be prior to the date on which services began under this Agreement.
 - (v) The technology professional liability insurance certificate must also state that coverage encompasses all of the Contractor's obligations under this Agreement, including but not limited to claims involving Cyber Risks, as that term is defined in this Agreement.
 - (vi) The cyber liability insurance certificate must also state that it is endorsed, and include an endorsement, to cover the full replacement value of damage to, alteration of, loss of, or destruction of intangible property (including but not limited to information or data) that is in the care, custody, or control of the Contractor.
- (B) **Acceptability of Insurers.** All insurance policies required under this Agreement must be issued by admitted insurers licensed to do business in the State of California and possessing at all times during the term of this Agreement an A.M. Best, Inc. rating of no less than A: VII.
- (C) **Notice of Cancellation or Change.** For each insurance policy required under this Agreement, the Contractor shall provide to the County, or ensure that the policy requires the insurer to provide to the County, written notice of any cancellation or change in the policy as required in this paragraph. For cancellation of the policy for nonpayment of premium, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 10 days in advance of cancellation. For cancellation of the policy for any other reason, and for any other change to the policy, the Contractor shall, or shall cause the insurer to, provide written notice to the County not less than 30 days in advance of cancellation or change. The County in its sole discretion may determine that the failure of the Contractor or its insurer to timely provide a written notice required by this paragraph is a breach of this Agreement.
- (D) **County's Entitlement to Greater Coverage.** If the Contractor has or obtains insurance with broader coverage, higher limits, or both, than what is required under this Agreement, then the County requires and is entitled to the broader coverage, higher limits, or both. To that end, the Contractor shall deliver, or cause its broker or producer to deliver, to the County's Risk Manager certificates of insurance and endorsements for all of the coverages that have such broader coverage, higher limits, or both, as required under this Agreement.
- (E) **Waiver of Subrogation.** The Contractor waives any right to recover from the County, its officers, agents, employees, and volunteers any amounts paid under the policy of worker's compensation insurance required by this Agreement. The Contractor is solely responsible to obtain any policy endorsement that may be necessary to accomplish that waiver, but the Contractor's waiver of subrogation under this paragraph is effective whether or not the Contractor obtains such an endorsement.
- (F) **County's Remedy for Contractor's Failure to Maintain.** If the Contractor fails to keep in effect at all times any insurance coverage required under this Agreement, the County may, in addition to any other remedies it may have, suspend or terminate this Agreement upon the occurrence of that failure, or purchase such insurance coverage,

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and charge the cost of that coverage to the Contractor. The County may offset such charges against any amounts owed by the County to the Contractor under this Agreement.

- (G) **Subcontractors.** The Contractor shall require and verify that all subcontractors used by the Contractor to provide services under this Agreement maintain insurance meeting all insurance requirements provided in this Agreement. This paragraph does not authorize the Contractor to provide services under this Agreement using subcontractors.

Exhibit P

Data Security

1. Definitions

Capitalized terms used in this Exhibit P have the meanings set forth in this section 1.

- (A) **“Authorized Employees”** means the Contractor’s employees who have access to Personal Information.
- (B) **“Authorized Persons”** means: (i) any and all Authorized Employees; and (ii) any and all of the Contractor’s subcontractors, representatives, agents, outsourcers, and consultants, and providers of professional services to the Contractor, who have access to Personal Information and are bound by law or in writing by confidentiality obligations sufficient to protect Personal Information in accordance with the terms of this Exhibit P.
- (C) **“Director”** means the County’s Director of the Department of Behavioral Health or his or her designee.
- (D) **“Disclose”** or any derivative of that word means to disclose, release, transfer, disseminate, or otherwise provide access to or communicate all or any part of any Personal Information orally, in writing, or by electronic or any other means to any person.
- (E) **“Person”** means any natural person, corporation, partnership, limited liability company, firm, or association.
- (F) **“Personal Information”** means any and all information, including any data, provided, or to which access is provided, to the Contractor by or upon the authorization of the County, under this Agreement, including but not limited to vital records, that: (i) identifies, describes, or relates to, or is associated with, or is capable of being used to identify, describe, or relate to, or associate with, a person (including, without limitation, names, physical descriptions, signatures, addresses, telephone numbers, e-mail addresses, education, financial matters, employment history, and other unique identifiers, as well as statements made by or attributable to the person); (ii) is used or is capable of being used to authenticate a person (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or personal identification numbers (PINs), financial account numbers, credit report information, answers to security questions, and other personal identifiers); or (iii) is personal information within the meaning of California Civil Code section 1798.3, subdivision (a), or 1798.80, subdivision (e). Personal Information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
- (G) **“Privacy Practices Complaint”** means a complaint received by the County relating to the Contractor’s (or any Authorized Person’s) privacy practices, or alleging a Security Breach. Such complaint shall have sufficient detail to enable the Contractor to promptly investigate and take remedial action under this Exhibit P.
- (H) **“Security Safeguards”** means physical, technical, administrative or organizational security procedures and practices put in place by the Contractor (or any Authorized Persons) that relate to the protection of the security, confidentiality, value, or integrity of Personal Information. Security Safeguards shall satisfy the minimal requirements set forth in section 3(C) of this Exhibit P.

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- (I) **“Security Breach”** means (i) any act or omission that compromises either the security, confidentiality, value, or integrity of any Personal Information or the Security Safeguards, or (ii) any unauthorized Use, Disclosure, or modification of, or any loss or destruction of, or any corruption of or damage to, any Personal Information.
- (J) **“Use”** or any derivative of that word means to receive, acquire, collect, apply, manipulate, employ, process, transmit, disseminate, access, store, disclose, or dispose of Personal Information.

2. Standard of Care

- (A) The Contractor acknowledges that, in the course of its engagement by the County under this Agreement, the Contractor, or any Authorized Persons, may Use Personal Information only as permitted in this Agreement.
- (B) The Contractor acknowledges that Personal Information is deemed to be confidential information of, or owned by, the County (or persons from whom the County receives or has received Personal Information) and is not confidential information of, or owned or by, the Contractor, or any Authorized Persons. The Contractor further acknowledges that all right, title, and interest in or to the Personal Information remains in the County (or persons from whom the County receives or has received Personal Information) regardless of the Contractor’s, or any Authorized Person’s, Use of that Personal Information.
- (C) The Contractor agrees and covenants in favor of the Country that the Contractor shall:
 - (i) keep and maintain all Personal Information in strict confidence, using such degree of care under this section 2 as is reasonable and appropriate to avoid a Security Breach;
 - (ii) Use Personal Information exclusively for the purposes for which the Personal Information is made accessible to the Contractor pursuant to the terms of this Exhibit P;
 - (iii) not Use, Disclose, sell, rent, license, or otherwise make available Personal Information for the Contractor’s own purposes or for the benefit of anyone other than the County, without the County’s express prior written consent, which the County may give or withhold in its sole and absolute discretion; and
 - (iv) not, directly or indirectly, Disclose Personal Information to any person (an “Unauthorized Third Party”) other than Authorized Persons pursuant to this Agreement, without the Director’s express prior written consent.
- (D) Notwithstanding the foregoing paragraph, in any case in which the Contractor believes it, or any Authorized Person, is required to disclose Personal Information to government regulatory authorities, or pursuant to a legal proceeding, or otherwise as may be required by applicable law, Contractor shall (i) immediately notify the County of the specific demand for, and legal authority for the disclosure, including providing County with a copy of any notice, discovery demand, subpoena, or order, as applicable, received by the Contractor, or any Authorized Person, from any government regulatory authorities, or in relation to any legal proceeding, and (ii) promptly notify the County

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before such Personal Information is offered by the Contractor for such disclosure so that the County may have sufficient time to obtain a court order or take any other action the County may deem necessary to protect the Personal Information from such disclosure, and the Contractor shall cooperate with the County to minimize the scope of such disclosure of such Personal Information.

- (E) The Contractor shall remain liable to the County for the actions and omissions of any Unauthorized Third Party concerning its Use of such Personal Information as if they were the Contractor's own actions and omissions.

3. Information Security

- (A) The Contractor covenants, represents and warrants to the County that the Contractor's Use of Personal Information under this Agreement does and will at all times comply with all applicable federal, state, and local, privacy and data protection laws, as well as all other applicable regulations and directives, including but not limited to California Civil Code, Division 3, Part 4, Title 1.81 (beginning with section 1798.80), and the Song-Beverly Credit Card Act of 1971 (California Civil Code, Division 3, Part 4, Title 1.3, beginning with section 1747). If the Contractor Uses credit, debit or other payment cardholder information, the Contractor shall at all times remain in compliance with the Payment Card Industry Data Security Standard ("PCI DSS") requirements, including remaining aware at all times of changes to the PCI DSS and promptly implementing and maintaining all procedures and practices as may be necessary to remain in compliance with the PCI DSS, in each case, at the Contractor's sole cost and expense.
- (B) The Contractor covenants, represents and warrants to the County that, as of the effective date of this Agreement, the Contractor has not received notice of any violation of any privacy or data protection laws, as well as any other applicable regulations or directives, and is not the subject of any pending legal action or investigation by, any government regulatory authority regarding same.
- (C) Without limiting the Contractor's obligations under section 3(A) of this Exhibit P, the Contractor's (or Authorized Person's) Security Safeguards shall be no less rigorous than accepted industry practices and, at a minimum, include the following:
 - (i) limiting Use of Personal Information strictly to the Contractor's and Authorized Persons' technical and administrative personnel who are necessary for the Contractor's, or Authorized Persons', Use of the Personal Information pursuant to this Agreement;
 - (ii) ensuring that all of the Contractor's connectivity to County computing systems will only be through the County's security gateways and firewalls, and only through security procedures approved upon the express prior written consent of the Director;
 - (iii) to the extent that they contain or provide access to Personal Information, (a) securing business facilities, data centers, paper files, servers, back-up systems and computing equipment, operating systems, and software applications, including, but not limited to, all mobile devices and other equipment, operating systems, and software applications with information storage capability; (b)

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employing adequate controls and data security measures, both internally and externally, to protect (1) the Personal Information from potential loss or misappropriation, or unauthorized Use, and (2) the County's operations from disruption and abuse; (c) having and maintaining network, device application, database and platform security; (d) maintaining authentication and access controls within media, computing equipment, operating systems, and software applications; and (e) installing and maintaining in all mobile, wireless, or handheld devices a secure internet connection, having continuously updated anti-virus software protection and a remote wipe feature always enabled, all of which is subject to express prior written consent of the Director;

- (iv) encrypting all Personal Information at advance encryption standards of Advanced Encryption Standards (AES) of 128 bit or higher (a) stored on any mobile devices, including but not limited to hard disks, portable storage devices, or remote installation, or (b) transmitted over public or wireless networks (the encrypted Personal Information must be subject to password or pass phrase, and be stored on a secure server and transferred by means of a Virtual Private Network (VPN) connection, or another type of secure connection, all of which is subject to express prior written consent of the Director);
 - (v) strictly segregating Personal Information from all other information of the Contractor, including any Authorized Person, or anyone with whom the Contractor or any Authorized Person deals so that Personal Information is not commingled with any other types of information;
 - (vi) having a patch management process including installation of all operating system and software vendor security patches;
 - (vii) maintaining appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks of Authorized Employees consistent with applicable law; and
 - (viii) providing appropriate privacy and information security training to Authorized Employees.
- (D) During the term of each Authorized Employee's employment by the Contractor, the Contractor shall cause such Authorized Employees to abide strictly by the Contractor's obligations under this Exhibit P. The Contractor shall maintain a disciplinary process to address any unauthorized Use of Personal Information by any Authorized Employees.
- (E) The Contractor shall, in a secure manner, backup daily, or more frequently if it is the Contractor's practice to do so more frequently, Personal Information received from the County, and the County shall have immediate, real time access, at all times, to such backups via a secure, remote access connection provided by the Contractor, through the Internet.
- (F) The Contractor shall provide the County with the name and contact information for each Authorized Employee (including such Authorized Employee's work shift, and at least one alternate Authorized Employee for each Authorized Employee during such work shift) who shall serve as the County's primary security contact with the Contractor and shall be

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available to assist the County twenty-four (24) hours per day, seven (7) days per week as a contact in resolving the Contractor's and any Authorized Persons' obligations associated with a Security Breach or a Privacy Practices Complaint.

- (G) The Contractor shall not knowingly include or authorize any Trojan Horse, back door, time bomb, drop dead device, worm, virus, or other code of any kind that may disable, erase, display any unauthorized message within, or otherwise impair any County computing system, with or without the intent to cause harm.

4. Security Breach Procedures

- (A) Immediately upon the Contractor's awareness or reasonable belief of a Security Breach, the Contractor shall (i) notify the Director of the Security Breach, such notice to be given first by telephone at the following telephone number: 559-600-5900, followed promptly by email at the following email address: incidents@fresnocountyca.gov (which telephone number and email address the County may update by providing notice to the Contractor), and (ii) preserve all relevant evidence (and cause any affected Authorized Person to preserve all relevant evidence) relating to the Security Breach. The notification shall include, to the extent reasonably possible, the identification of each type and the extent of Personal Information that has been, or is reasonably believed to have been, breached, including but not limited to, compromised, or subjected to unauthorized Use, Disclosure, or modification, or any loss or destruction, corruption, or damage.
- (B) Immediately following the Contractor's notification to the County of a Security Breach, as provided pursuant to section 4(A) of this Exhibit P, the Parties shall coordinate with each other to investigate the Security Breach. The Contractor agrees to fully cooperate with the County, including, without limitation:
- (i) assisting the County in conducting any investigation;
 - (ii) providing the County with physical access to the facilities and operations affected;
 - (iii) facilitating interviews with Authorized Persons and any of the Contractor's other employees knowledgeable of the matter; and
 - (iv) making available all relevant records, logs, files, data reporting and other materials required to comply with applicable law, regulation, industry standards, or as otherwise reasonably required by the County.

To that end, the Contractor shall, with respect to a Security Breach, be solely responsible, at its cost, for all notifications required by law and regulation, or deemed reasonably necessary by the County, and the Contractor shall provide a written report of the investigation and reporting required to the Director within 30 days after the Contractor's discovery of the Security Breach.

- (C) County shall promptly notify the Contractor of the Director's knowledge, or reasonable belief, of any Privacy Practices Complaint, and upon the Contractor's receipt of that notification, the Contractor shall promptly address such Privacy Practices Complaint, including taking any corrective action under this Exhibit P, all at the Contractor's sole expense, in accordance with applicable privacy rights, laws, regulations and standards.

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In the event the Contractor discovers a Security Breach, the Contractor shall treat the Privacy Practices Complaint as a Security Breach. Within 24 hours of the Contractor's receipt of notification of such Privacy Practices Complaint, the Contractor shall notify the County whether the matter is a Security Breach, or otherwise has been corrected and the manner of correction, or determined not to require corrective action and the reason for that determination.

- (D) The Contractor shall take prompt corrective action to respond to and remedy any Security Breach and take mitigating actions, including but not limiting to, preventing any reoccurrence of the Security Breach and correcting any deficiency in Security Safeguards as a result of such incident, all at the Contractor's sole expense, in accordance with applicable privacy rights, laws, regulations and standards. The Contractor shall reimburse the County for all reasonable costs incurred by the County in responding to, and mitigating damages caused by, any Security Breach, including all costs of the County incurred relation to any litigation or other action described section 4(E) of this Exhibit P.
- (E) The Contractor agrees to cooperate, at its sole expense, with the County in any litigation or other action to protect the County's rights relating to Personal Information, including the rights of persons from whom the County receives Personal Information.

5. Oversight of Security Compliance

- (A) The Contractor shall have and maintain a written information security policy that specifies Security Safeguards appropriate to the size and complexity of the Contractor's operations and the nature and scope of its activities.
- (B) Upon the County's written request, to confirm the Contractor's compliance with this Exhibit P, as well as any applicable laws, regulations and industry standards, the Contractor grants the County or, upon the County's election, a third party on the County's behalf, permission to perform an assessment, audit, examination or review of all controls in the Contractor's physical and technical environment in relation to all Personal Information that is Used by the Contractor pursuant to this Agreement. The Contractor shall fully cooperate with such assessment, audit or examination, as applicable, by providing the County or the third party on the County's behalf, access to all Authorized Employees and other knowledgeable personnel, physical premises, documentation, infrastructure and application software that is Used by the Contractor for Personal Information pursuant to this Agreement. In addition, the Contractor shall provide the County with the results of any audit by or on behalf of the Contractor that assesses the effectiveness of the Contractor's information security program as relevant to the security and confidentiality of Personal Information Used by the Contractor or Authorized Persons during the course of this Agreement under this Exhibit P.
- (C) The Contractor shall ensure that all Authorized Persons who Use Personal Information agree to the same restrictions and conditions in this Exhibit P. that apply to the Contractor with respect to such Personal Information by incorporating the relevant provisions of these provisions into a valid and binding written agreement between the Contractor and such Authorized Persons, or amending any written agreements to provide same.

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6. Return or Destruction of Personal Information. Upon the termination of this Agreement, the Contractor shall, and shall instruct all Authorized Persons to, promptly return to the County all Personal Information, whether in written, electronic or other form or media, in its possession or the possession of such Authorized Persons, in a machine readable form used by the County at the time of such return, or upon the express prior written consent of the Director, securely destroy all such Personal Information, and certify in writing to the County that such Personal Information have been returned to the County or disposed of securely, as applicable. If the Contractor is authorized to dispose of any such Personal Information, as provided in this Exhibit P, such certification shall state the date, time, and manner (including standard) of disposal and by whom, specifying the title of the individual. The Contractor shall comply with all reasonable directions provided by the Director with respect to the return or disposal of Personal Information and copies of Personal Information. If return or disposal of such Personal Information or copies of Personal Information is not feasible, the Contractor shall notify the County according, specifying the reason, and continue to extend the protections of this Exhibit P to all such Personal Information and copies of Personal Information. The Contractor shall not retain any copy of any Personal Information after returning or disposing of Personal Information as required by this section 6. The Contractor's obligations under this section 6 survive the termination of this Agreement and apply to all Personal Information that the Contractor retains if return or disposal is not feasible and to all Personal Information that the Contractor may later discover.

7. Equitable Relief. The Contractor acknowledges that any breach of its covenants or obligations set forth in this Exhibit P may cause the County irreparable harm for which monetary damages would not be adequate compensation and agrees that, in the event of such breach or threatened breach, the County is entitled to seek equitable relief, including a restraining order, injunctive relief, specific performance and any other relief that may be available from any court, in addition to any other remedy to which the County may be entitled at law or in equity. Such remedies shall not be deemed to be exclusive but shall be in addition to all other remedies available to the County at law or in equity or under this Agreement.

8. Indemnity. The Contractor shall defend, indemnify and hold harmless the County, its officers, employees, and agents, (each, a "**County Indemnitee**") from and against any and all infringement of intellectual property including, but not limited to infringement of copyright, trademark, and trade dress, invasion of privacy, information theft, and extortion, unauthorized Use, Disclosure, or modification of, or any loss or destruction of, or any corruption of or damage to, Personal Information, Security Breach response and remedy costs, credit monitoring expenses, forfeitures, losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, fines and penalties (including regulatory fines and penalties), costs or expenses of whatever kind, including attorneys' fees and costs, the cost of enforcing any right to indemnification or defense under this Exhibit P and the cost of pursuing any insurance providers, arising out of or resulting from any third party claim or action against any County Indemnitee in relation to the Contractor's, its officers, employees, or agents, or any Authorized Employee's or Authorized Person's, performance or failure to perform under this Exhibit P or arising out of or resulting from the Contractor's failure to comply with any of its obligations under this section 8. The provisions of this section 8 do not apply to the acts or omissions of the County. The provisions of this section 8 are cumulative to any other obligation of the Contractor to, defend, indemnify, or hold harmless any County Indemnitee under this Agreement. The provisions of this section 8 shall survive the termination of this Agreement.

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9. Survival. The respective rights and obligations of the Contractor and the County as stated in this Exhibit P shall survive the termination of this Agreement.

10. No Third Party Beneficiary. Nothing express or implied in the provisions of in this Exhibit P is intended to confer, nor shall anything in this Exhibit P confer, upon any person other than the County or the Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.

11. No County Warranty. The County does not make any warranty or representation whether any Personal Information in the Contractor's (or any Authorized Person's) possession or control, or Use by the Contractor (or any Authorized Person), pursuant to the terms of this Agreement is or will be secure from unauthorized Use, or a Security Breach or Privacy Practices Complaint.