

1 COUNTY's Revised RFP No. 20-023; and (3) to CONTRACTOR's Response to COUNTY's Revised
2 RFP No. 20-023. A copy of the COUNTY's Revised RFP No. 20-023 and CONTRACTOR's Response
3 to COUNTY's Revised RFP No. 20-023 shall be retained and made available during the term of this
4 Agreement by COUNTY's Internal Services Department – Purchasing Division.

5 C. CONTRACTOR shall align programs, services, and practices with the vision,
6 mission, and guiding principles of the DBH, as further described in Exhibit B, "Fresno County
7 Department of Behavioral Health Guiding Principles of Care Delivery", attached hereto and by this
8 reference incorporated herein and made part of this Agreement.

9 D. CONTRACTOR shall send to County's DBH upon execution of this Agreement, a
10 detailed plan ensuring appropriate leadership and supervision of their program. Recruitment and
11 retaining leadership with the competencies to oversee services based on the level of care and program
12 design presented herein shall be included in this plan. A description and monitoring of this plan shall
13 be provided.

14 E. It is acknowledged that upon execution of this Agreement, CONTRACTOR's
15 service site for the delivery of Family Advocacy Services program will be located as stated in Exhibit A.

16 F. CONTRACTOR agrees that prior to providing services under the terms and
17 conditions of this Agreement beginning on July 1, 2020, it shall have appropriate staff hired and in place
18 for program services and operations, or COUNTY may, in addition to other remedies it may have may
19 terminate this Agreement, in accordance with Paragraph Three (3) of this Agreement.

20 G. CONTRACTOR shall participate in periodic workgroup meetings consisting of
21 staff from COUNTY's DBH. The meetings shall be held monthly, or as needed, to discuss
22 requirements, data reporting, training, policies and procedures, overall program operations and any
23 problems or foreseeable problems that may arise.

24 H. CONTRACTOR shall attend bimonthly DBH meetings for all contracted mental
25 health providers in the DBH system of care, as required by the COUNTY. Schedule for these meetings
26 may change based on the needs of the COUNTY.

27 I. It is acknowledged by all parties hereto that COUNTY's DBH Contracts Division
28 shall monitor said Family Advocacy Services activities in accordance with Paragraph Fourteen (14) of

1 this Agreement.

2 J. It is acknowledged by all parties hereto that the ramp-up period shall commence
3 on March 24, 2020 and services are estimated to begin no later than August 1, 2020. The dates of the
4 ramp-up period and initial operational period identified within the COMPENSATION herein may be
5 adjusted due to changes and delays caused by the COVID-19 pandemic. These adjustments may be
6 made with the written approval of the COUNTY DBH Director, or designee.

7 **2. TERM**

8 The term of this Agreement shall become effective retroactive to March 24, 2020 through
9 and including June 30, 2023.

10 This Agreement, subject to State of California funding each year, may be extended for
11 two (2) additional consecutive (12) month periods upon written approval of both parties no later than
12 thirty (30) days prior to the first day of the next twelve (12) month extension. The COUNTY's DBH
13 Director, or designee, is authorized to execute such written approval on behalf of COUNTY based on
14 the CONTRACTOR's satisfactory performance.

15 **3. TERMINATION**

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

20 B. Breach of Contract - COUNTY may immediately suspend or terminate this
21 Agreement in whole or in part, where in the determination of the COUNTY there is:

- 22 1) An illegal or improper use of funds;
23 2) A failure to comply with any term of this Agreement;
24 3) A substantially incorrect or incomplete report submitted to the COUNTY; and
25 4) Improperly performed service.

26 In no event shall any payment by COUNTY constitute a waiver by COUNTY of
27 any breach of this Agreement or any default which may then exist on the part of the CONTRACTOR.
28 Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to the

1 breach or default. The COUNTY shall have the right to demand of the CONTRACTOR the repayment
2 to the COUNTY of any funds disbursed to CONTRACTOR under this Agreement, which in the
3 judgment of COUNTY were not expended in accordance with the terms of this Agreement. The
4 CONTRACTOR shall promptly refund any funds upon demand or, at COUNTY's option, such
5 repayment shall be deducted from future payments owing to CONTRACTOR under this Agreement.

6 C. Without Cause - Under circumstances other than those set forth above, this
7 Agreement may be terminated by COUNTY or COUNTY's DBH Director, or designee, or
8 CONTRACTOR upon the giving of thirty (30) days advance written notice of an intention to terminate.

9 **4. COMPENSATION**

10 COUNTY agrees to pay CONTRACTOR and CONTRACTOR agree to receive
11 compensation for actual expenditures incurred in accordance with the CONTRACTOR's budget
12 documents, attached hereto as Exhibit C and incorporated herein by this reference.

13 A. Ramp-Up Compensation Amount

14 Effective upon execution through the end of the ramp-up period, in no event shall
15 the maximum compensation amount under this Agreement exceed Forty-Four Thousand, Six Hundred
16 Ninety-Four and No/100 Dollars (\$44,694.00).

17 B. Annual Compensation Amounts

18 For the initial operational period, estimated to begin August 1, 2020 through June
19 30, 2021, in no event shall the maximum compensation amount under this Agreement exceed Two
20 Hundred Fifty Thousand and No/100 Dollars (\$250,000.00).

21 For July 1, 2021 through June 30, 2022, in no event shall the maximum
22 compensation amount under this Agreement exceed Two Hundred Fifty Thousand and No/100 Dollars
23 (\$250,000.00).

24 For July 1, 2022 through June 30, 2023, in no event shall the maximum
25 compensation amount under this Agreement exceed Two Hundred Fifty Thousand and No/100 Dollars
26 (\$250,000.00).

27 If performance standards are met and this Agreement is extended for additional
28 twelve (12) month renewal periods pursuant to Paragraph Two (2), TERM, herein, then in no event

1 shall the maximum compensation amount under this Agreement for each subsequent twelve (12)
2 month period exceed Two Hundred Fifty Thousand and No/100 Dollars (\$250,000.00).

3 C. Total Maximum Compensation Amount

4 In no event shall the total maximum compensation amount under this Agreement
5 effective upon execution through and including June 30, 2023 exceed Seven Hundred Ninety-Four
6 Thousand, Six Hundred Ninety-Four and No/100 Dollars (\$794,694.00).

7 If performance standards are met and this Agreement is extended for an
8 additional twelve (12) month term, July 1, 2023 to June 30, 2024, pursuant to Paragraph Two (2)
9 herein, then in no event shall the total maximum compensation amount under this Agreement exceed
10 One Million, Forty-Four Thousand, Six Hundred Ninety-Four and No/100 Dollars (\$1,044,694.00).

11 If performance standards are met and this Agreement is extended for an
12 additional twelve (12) month term, July 1, 2024 to June 30, 2025, pursuant to Paragraph Two (2)
13 herein, then in no event shall the total maximum compensation amount under this Agreement exceed
14 One Million, Two Hundred Ninety-Four Thousand, Six Hundred Ninety-Four and No/100 Dollars
15 (\$1,294,694.00).

16 D. Travel shall be reimbursed based on actual expenditures and mileage
17 reimbursement shall be at CONTRACTOR's adopted rate per mile, not to exceed the Federal Internal
18 Revenue Services (IRS) current published rate.

19 E. It is understood that all expenses incidental to CONTRACTOR's performance of
20 services under this Agreement shall be borne by CONTRACTOR. If CONTRACTOR fails to comply
21 with any provision of this Agreement, COUNTY shall be relieved of its obligation for further
22 compensation. It is understood that COUNTY shall not be obligated to compensate CONTRACTOR for
23 any work, services, or functions performed by CONTRACTOR: (1) in seeking to obtain COUNTY's
24 business or negotiating with the COUNTY to enter into this Agreement, or, (2) in providing COUNTY
25 with documentation, explanations, or justifications concerning the adequacy or accuracy of invoices for
26 the performance of services under this Agreement and resolving same to the reasonable satisfaction of
27 COUNTY.

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1 F. Payments shall be made by COUNTY to CONTRACTOR in arrears for services
2 provided during the preceding month, within forty-five (45) days after the date of receipt and approval
3 by COUNTY of the monthly invoicing as described in Paragraph Five (5) herein. Payments shall be
4 made after receipt and verification of services provided in the performance of this Agreement, in
5 accordance with Exhibit C, and shall be documented to COUNTY on a monthly basis by the tenth
6 (10th) of the month following the month of said service provision.

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

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

15 I. The services provided by CONTRACTOR under this Agreement are funded in
16 whole or in part by the State of California. In the event that funding for these services is delayed by the
17 State Controller, COUNTY may defer payments to CONTRACTOR. The amount of the deferred
18 payment shall not exceed the amount of funding delayed by the State Controller to the COUNTY. The
19 period of time of the deferral by COUNTY shall not exceed the period of time of the State Controller's
20 delay of payment to COUNTY plus forty-five (45) days.

21 **5. INVOICING**

22 A. CONTRACTOR shall invoice COUNTY in arrears by the tenth (10th) of each
23 month for actual services provided during the prior month to DBHInvoices@fresnocountyca.gov and
24 DBHInvoiceReview@fresnocountyca.gov, as well as a carbon copy to the assigned DBH Mental Health
25 Contracts Staff Analyst.

26 B. CONTRACTOR agrees to submit detailed invoices and general ledgers that
27 itemize the line item charges for monthly program costs, with the following information included: date of
28 service; number of hours or fraction thereof of service provided; and name or case or issue for which

1 services were provided.

2 C. At the discretion of COUNTY's DBH Director, or designee, if an invoice is
3 incorrect or is otherwise not in proper form or substance, COUNTY's DBH Director, or designee, shall
4 have the right to withhold payment as to only that portion of the invoice that is incorrect or improper
5 after five (5) days prior notice to CONTRACTOR. CONTRACTOR agrees to continue to provide
6 services for a period of ninety (90) days after notification of an incorrect or improper invoice. If after the
7 ninety (90) day period, the invoice is still not corrected to COUNTY DBH's satisfaction, COUNTY's DBH
8 Director, or designee, may elect to terminate this Agreement, pursuant to the termination provisions
9 stated in Paragraph Three (3) of this Agreement. In addition, for invoices received ninety (90) days
10 after the expiration of each term of this Agreement or termination of this Agreement, at the discretion of
11 COUNTY's DBH Director, or his or her designee, COUNTY's DBH shall have the right to deny payment
12 of any additional invoices received.

13 D. CONTRACTOR shall submit monthly staffing reports that identify all staff,
14 applicable licensure/certifications, and full-time hours worked to be used as a tracking tool to determine
15 if CONTRACTOR's program is staffed according to the services provided under this Agreement.

16 E. CONTRACTOR must maintain such financial records for a period of seven (7)
17 years, or if there a dispute, audit or inspection, until it is resolved, whichever is later. CONTRACTOR
18 will be responsible for any disallowances related to inadequate documentation.

19 **6. INDEPENDENT CONTRACTOR**

20 In performance of the work, duties, and obligations assumed by CONTRACTOR under
21 this Agreement, it is mutually understood and agreed that CONTRACTOR, including any and all of
22 CONTRACTOR's officers, agents, and employees will at all times be acting and performing as
23 independent contractors, and shall act in an independent capacity and not as an officer, agent, servant,
24 employee, joint venture, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right
25 to control or supervise or direct the manner or method by which each CONTRACTOR shall perform its
26 work and function. However, COUNTY shall retain the right to administer this Agreement so as to
27 verify that each CONTRACTOR is performing their obligations in accordance with the terms and
28 conditions thereof. CONTRACTOR and COUNTY shall comply with all applicable provisions of law and

1 the rules and regulations, if any, of governmental authorities having jurisdiction over matters which are
2 directly or indirectly the subject of this Agreement.

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

11 **7. MODIFICATION**

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

14 Notwithstanding the above, changes to services, staffing, and responsibilities of the
15 CONTRACTOR, as set forth in Exhibit A, as needed to accommodate changes in the law relating to
16 mental health, may be made with the signed written approval of COUNTY's DBH Director, or designee,
17 and CONTRACTOR through an amendment approved by COUNTY's Counsel and the COUNTY's
18 Auditor-Controller/Treasurer-Tax Collector's Office.

19 Changes to expense category (i.e., Personnel Expenses, Operating Expenses, Financial
20 Services Expenses, etc.) subtotals in the budget set forth in Exhibit C that do not exceed ten percent
21 (10%) of the maximum compensation payable to CONTRACTOR may be made with the written
22 approval of COUNTY's DBH Director, or designee. Changes to the expense category subtotals in the
23 budget that exceed ten percent (10%) of the maximum compensation payable to CONTRACTOR may
24 be made with the signed written approval of COUNTY's DBH Director, or designee, through an
25 amendment approved by COUNTY's Counsel and COUNTY's Auditor-Controller/Treasurer-Tax
26 Collector's Office.

27 Said modifications to scope of services and expense category subtotals shall not result
28 in any change to the maximum compensation amount payable to CONTRACTOR under this

1 Agreement.

2 **8. NON-ASSIGNMENT**

3 COUNTY and CONTRACTOR shall not assign, transfer or subcontract this Agreement
4 nor their rights or duties under this Agreement without the prior written consent of COUNTY and
5 CONTRACTOR seeking to make such assignment.

6 **9. HOLD-HARMLESS**

7 CONTRACTOR agrees to indemnify, save, hold harmless, and at COUNTY's request,
8 defend the COUNTY, its officers, agents and employees from any and all costs and expenses,
9 including attorney fees and CONTRACTOR costs, damages, liabilities, claims and losses occurring or
10 resulting to COUNTY in connection with the performance, or failure to perform, by CONTRACTOR, its
11 officers, agents or employees under this Agreement, and from any and all costs and expenses,
12 including attorney fees and CONTRACTOR costs, damages, liabilities, claims and losses occurring or
13 resulting to any person, firm or corporation who may be injured or damaged by the performance, or
14 failure to perform, of CONTRACTOR, its officers, agents or employees under this Agreement.

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

17 **10. INSURANCE**

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

21 A. **Commercial General Liability**

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

26 B. **Automobile Liability**

27 Comprehensive Automobile Liability Insurance with limits no less than One
28 Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

1 Coverage should include any automobile used in connection with this
2 Agreement. If CONTRACTOR's employees are not covered by
3 CONTRACTOR's automobile liability insurance policy, CONTRACTOR shall
4 ensure that each employee as part of this Agreement procures and maintains
5 their own private automobile coverage in force during the term of this Agreement,
6 at the employee's sole cost and expense.

7 C. Professional Liability

8 If CONTRACTOR employs licensed professional staff (e.g. Ph.D., R.N.,
9 L.C.S.W., L.M.F.T., etc.) in providing services, Professional Liability Insurance
10 with limits of not less than One Million Dollars (\$1,000,000) per occurrence,
11 Three Million Dollars (\$3,000,000) annual aggregate. CONTRACTOR agrees
12 that it shall maintain, at its sole expense, in full force and effect for a period of
13 five (5) years following the termination of this Agreement, one or more policies of
14 professional liability insurance with limits of coverage as specified herein.

15 D. Real and Property Insurance

16 CONTRACTOR shall maintain a policy of insurance for all risk personal property
17 coverage which shall be endorsed naming the County of Fresno as an additional
18 loss payee. The personal property coverage shall be in an amount that will cover
19 the total of the COUNTY purchased and owned property, at a minimum, as
20 discussed in Paragraph Twenty-One (21) of this Agreement.

21 All Risk Property Insurance

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

27 E. Worker's Compensation

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

Child Abuse/Molestation and Social Services Coverage

CONTRACTOR shall have either separate policies or an umbrella policy with
endorsements covering Child Abuse/Molestation and Social Services Liability
coverage or have a specific endorsement on their General Commercial liability
policy covering Child Abuse/Molestation and Social Services Liability. The policy
limits for these policies shall be One Million Dollars (\$1,000,000) per occurrence
with a Two Million Dollars (\$2,000,000) annual aggregate. The policies are to be
on a per occurrence basis.

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1 G. Cyber Liability

2 Cyber Liability Insurance, with limits not less than Two Million Dollars
3 (\$2,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000)
4 aggregate. Coverage shall be sufficiently broad to respond to the duties and
5 obligations as is undertaken by CONTRACTOR in this Agreement and shall
6 include, but not be limited to, claims involving infringement of intellectual
7 property, including but not limited to infringement of copyright, trademark, trade
8 dress, invasion of privacy violations, information theft, damage to or destruction
9 of electronic information, release of private information, alteration of electronic
10 information, extortion and network security. The policy shall provide coverage for
11 breach response costs as well as regulatory fines and penalties as well as credit
12 monitoring expenses with limits sufficient to respond to these obligations.

9 H. Waiver of Subrogation

10 CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation
11 which any insurer of said CONTRACTOR may acquire against the COUNTY by
12 virtue of the payment of any loss under such insurance. CONTRACTOR agrees
13 to obtain any endorsement that may be necessary to affect this waiver of
14 subrogation, but this provision applies regardless of whether or not the COUNTY
15 has received a waiver of subrogation endorsement from the insurer.

14 CONTRACTOR shall obtain endorsements to the Commercial General Liability
15 insurance naming the County of Fresno, its officers, agents, and employees, individually and
16 collectively, as additional insured, but only insofar as the operations under this Agreement are
17 concerned. Such coverage for additional insured shall apply as primary insurance and any other
18 insurance, or self-insurance, maintained by COUNTY, its officers, agents and employees shall be
19 excess only and not contributing with insurance provided under CONTRACTOR's policies herein. This
20 insurance shall not be cancelled or changed without a minimum of thirty (30) days advance written
21 notice given to COUNTY.

22 Within thirty (30) days from the date each CONTRACTOR signs this Agreement, said
23 CONTRACTOR shall provide certificates of insurance and endorsements as stated above for all of the
24 foregoing policies, as required herein, to the County of Fresno, Department of Behavioral Health,
25 Contract Services Division, 3133 N. Millbrook Ave, Fresno, California, 93703, Attention: Mental Health
26 Contract Staff Analyst, stating that such insurance coverages have been obtained and are in full force;
27 that the County of Fresno, its officers, agents and employees will not be responsible for any premiums
28 on the policies; that such Commercial General Liability insurance names the County of Fresno, its

1 officers, agents and employees, individually and collectively, as additional insured, but only insofar as
2 the operations under this Agreement are concerned; that such coverage for additional insured shall
3 apply as primary insurance and any other insurance, or self-insurance, maintained by COUNTY, its
4 officers, agents and employees, shall be excess only and not contributing with insurance provided
5 under CONTRACTOR's policies herein; and that this insurance shall not be cancelled or changed
6 without a minimum of thirty (30) days advance, written notice given to COUNTY.

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

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

13 **12. LICENSES/CERTIFICATES**

14 Throughout the term of this Agreement, CONTRACTOR and CONTRACTOR staff shall
15 maintain all necessary licenses, permits, approvals, certificates, waivers and exemptions, if necessary
16 for the provision of the services hereunder, and required by the laws and regulations of the United
17 States of America, State of California, the County of Fresno, and any other applicable governmental
18 agencies. CONTRACTOR shall notify COUNTY immediately in writing of its inability to obtain or
19 maintain such licenses, permits, approvals, certificates, waivers and exemptions irrespective of the
20 pendency of any appeal related thereto. Additionally, CONTRACTOR and CONTRACTOR's staff shall
21 comply with all applicable laws, rules or regulations, as may now exist or be hereafter changed.

22 **13. REPORTS**

23 A. Outcome Reports

24 CONTRACTOR shall submit to COUNTY's DBH service outcome reports, as
25 requested by COUNTY's DBH. Outcome reports and outcome requirements are subject to change at
26 COUNTY's DBH discretion.

27 B. Additional Reports

28 CONTRACTOR shall submit to COUNTY's DBH by the tenth (10th) of each

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

8 **14. MONITORING**

9 CONTRACTOR agrees to extend to COUNTY's staff, COUNTY's DBH Director, or
10 designee, and State Department of Health Care Services (DHCS), or their designees, the right to
11 review and monitor records, program or procedures, at any time, as well as the overall operation of
12 CONTRACTOR's program, in order to ensure compliance with the terms and conditions of this
13 Agreement.

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

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

18 **16. COMPLIANCE WITH STATE REQUIREMENTS**

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

24 **17. CONFIDENTIALITY**

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

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

2 A. The parties to this Agreement shall be in strict conformance with all applicable
3 Federal and State of California laws and regulations, including but not limited to Sections 5328, 10850, and
4 14100.2 *et seq.* of the Welfare and Institutions Code, Sections 2.1 and 431.300 *et seq.* of Title 42, Code of
5 Federal Regulations (CFR), Section 56 *et seq.* of the California Civil Code and the Health Insurance
6 Portability and Accountability Act (HIPAA), including but not limited to Section 1320 D *et seq.* of Title 42,
7 United States Code (USC) and its implementing regulations, including, but not limited to Title 45, CFR,
8 Sections 142, 160, 162, and 164, The Health Information Technology for Economic and Clinical
9 Health Act (HITECH) regarding the confidentiality and security of patient information, and the Genetic
10 Information Nondiscrimination Act (GINA) of 2008 regarding the confidentiality of genetic information.

11 Except as otherwise provided in this Agreement, CONTRACTOR, as a Business
12 Associate of COUNTY, may use or disclose Protected Health Information (PHI) to perform functions,
13 activities or services for or on behalf of COUNTY, as specified in this Agreement, provided that such use or
14 disclosure shall not violate the Health Insurance Portability and Accountability Act (HIPAA), USC 1320d *et*
15 *seq.* The uses and disclosures of PHI may not be more expansive than those applicable to COUNTY, as
16 the “Covered Entity” under the HIPAA Privacy Rule (45 CFR 164.500 *et seq.*), except as authorized for
17 management, administrative or legal responsibilities of the Business Associate.

18 B. CONTRACTOR, including its subcontractors and employees, shall protect, from
19 unauthorized access, use, or disclosure of names and other identifying information, including genetic
20 information, concerning persons receiving services pursuant to this Agreement, except where permitted in
21 order to carry out data aggregation purposes for health care operations [45 CFR Sections 164.504
22 (e)(2)(i), 164.504 (3)(2)(ii)(A), and 164.504 (e)(4)(i)] This pertains to any and all persons receiving services
23 pursuant to a COUNTY funded program. This requirement applies to electronic PHI. CONTRACTOR
24 shall not use such identifying information or genetic information for any purpose other than carrying out
25 CONTRACTOR’s obligations under this Agreement.

26 C. CONTRACTOR, including its subcontractors and employees, shall not disclose any
27 such identifying information or genetic information to any person or entity, except as otherwise specifically
28 permitted by this Agreement, authorized by Subpart E of 45 CFR Part 164 or other law, required by the

1 Secretary, or authorized by the client/patient in writing. In using or disclosing PHI that is permitted by this
2 Agreement or authorized by law, CONTRACTOR shall make reasonable efforts to limit PHI to the
3 minimum necessary to accomplish intended purpose of use, disclosure or request.

4 D. For purposes of the above sections, identifying information shall include, but not be
5 limited to name, identifying number, symbol, or other identifying particular assigned to the individual, such
6 as finger or voice print, or photograph.

7 E. For purposes of the above sections, genetic information shall include genetic tests
8 of family members of an individual or individual, manifestation of disease or disorder of family members of
9 an individual, or any request for or receipt of, genetic services by individual or family members. Family
10 member means a dependent or any person who is first, second, third, or fourth degree relative.

11 F. CONTRACTOR shall provide access, at the request of COUNTY, and in the time
12 and manner designated by COUNTY, to PHI in a designated record set (as defined in 45 CFR Section
13 164.501), to an individual or to COUNTY in order to meet the requirements of 45 CFR Section 164.524
14 regarding access by individuals to their PHI. With respect to individual requests, access shall be provided
15 within thirty (30) days from request. Access may be extended if CONTRACTOR cannot provide access
16 and provides individual with the reasons for the delay and the date when access may be granted. PHI
17 shall be provided in the form and format requested by the individual or COUNTY.

18 CONTRACTOR shall make any amendment(s) to PHI in a designated record set
19 at the request of COUNTY or individual, and in the time and manner designated by COUNTY in
20 accordance with 45 CFR Section 164.526.

21 CONTRACTOR shall provide to COUNTY or to an individual, in a time and
22 manner designated by COUNTY, information collected in accordance with 45 CFR Section 164.528, to
23 permit COUNTY to respond to a request by the individual for an accounting of disclosures of PHI in
24 accordance with 45 CFR Section 164.528.

25 G. CONTRACTOR shall report to COUNTY, in writing, any knowledge or reasonable
26 belief that there has been unauthorized access, viewing, use, disclosure, security incident, or breach of
27 unsecured PHI not permitted by this Agreement of which it becomes aware, immediately and without
28 reasonable delay and in no case later than two (2) business days of discovery. Immediate notification

1 shall be made to COUNTY's Information Security Officer and Privacy Officer and COUNTY's DPH HIPAA
2 Representative, within two (2) business days of discovery. The notification shall include, to the extent
3 possible, the identification of each individual whose unsecured PHI has been, or is reasonably believed to
4 have been, accessed, acquired, used, disclosed, or breached. CONTRACTOR shall take prompt
5 corrective action to cure any deficiencies and any action pertaining to such unauthorized disclosure
6 required by applicable Federal and State Laws and regulations. CONTRACTOR shall investigate such
7 breach and is responsible for all notifications required by law and regulation or deemed necessary by
8 COUNTY and shall provide a written report of the investigation and reporting required to COUNTY's
9 Information Security Officer and Privacy Officer and COUNTY's DPH HIPAA Representative. This written
10 investigation and description of any reporting necessary shall be postmarked within the thirty (30) working
11 days of the discovery of the breach to the addresses below:

12 County of Fresno	County of Fresno	County of Fresno
13 Dept. of Behavioral Health	Dept. of Public Health	Information Technology Services
HIPAA Representative	Privacy Officer	Information Security Officer
(559) 600-6798	(559) 600-6405	(559) 600-5800
14 3147 N. Millbrook Ave	P.O. Box 11867	2048 N. Fine Street
15 Fresno, CA 93703	Fresno, CA 93775	Fresno, CA 93727

16 H. CONTRACTOR shall make its internal practices, books, and records relating to the
17 use and disclosure of PHI received from COUNTY, or created or received by the CONTRACTOR on
18 behalf of COUNTY, in compliance with HIPAA's Privacy Rule, including, but not limited to the requirements
19 set forth in Title 45, CFR, Sections 160 and 164. CONTRACTOR shall make its internal practices, books,
20 and records relating to the use and disclosure of PHI received from COUNTY, or created or received by
21 the CONTRACTOR on behalf of COUNTY, available to the United States Department of Health and
22 Human Services (Secretary) upon demand.

23 CONTRACTOR shall cooperate with the compliance and investigation reviews
24 conducted by the Secretary. PHI access to the Secretary must be provided during the CONTRACTOR's
25 normal business hours, however, upon exigent circumstances access at any time must be granted. Upon
26 the Secretary's compliance or investigation review, if PHI is unavailable to CONTRACTOR and in
27 possession of a Subcontractor, it must certify efforts to obtain the information to the Secretary.

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1 I. Safeguards

2 CONTRACTOR shall implement administrative, physical, and technical safeguards
3 as required by the HIPAA Security Rule, Subpart C of 45 CFR 164, that reasonably and appropriately
4 protect the confidentiality, integrity, and availability of PHI, including electronic PHI, that it creates, receives,
5 maintains or transmits on behalf of COUNTY and to prevent unauthorized access, viewing, use,
6 disclosure, or breach of PHI other than as provided for by this Agreement. CONTRACTOR shall conduct
7 an accurate and thorough assessment of the potential risks and vulnerabilities to the confidential, integrity
8 and availability of electronic PHI. CONTRACTOR shall develop and maintain a written information privacy
9 and security program that includes administrative, technical and physical safeguards appropriate to the
10 size and complexity of CONTRACTOR's operations and the nature and scope of its activities. Upon
11 COUNTY's request, CONTRACTOR shall provide COUNTY with information concerning such safeguards.

12 CONTRACTOR shall implement strong access controls and other security
13 safeguards and precautions in order to restrict logical and physical access to confidential, personal (e.g.,
14 PHI) or sensitive data to authorized users only. Said safeguards and precautions shall include the
15 following administrative and technical password controls for all systems used to process or store
16 confidential, personal, or sensitive data:

17 1. Passwords must not be:

- 18 a. Shared or written down where they are accessible or recognizable
19 by anyone else; such as taped to computer screens, stored under keyboards, or visible in a work area;
20 b. A dictionary word; or
21 c. Stored in clear text

22 2. Passwords must be:

- 23 a. Eight (8) characters or more in length;
24 b. Changed every ninety (90) days;
25 c. Changed immediately if revealed or compromised; and
26 d. Composed of characters from at least three (3) of the following
27 four (4) groups from the standard keyboard:

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- 1 1) Upper case letters (A-Z);
- 2 2) Lowercase letters (a-z);
- 3 3) Arabic numerals (0 through 9); and
- 4 4) Non-alphanumeric characters (punctuation symbols).

5 CONTRACTOR shall implement the following security controls on each
6 workstation or portable computing device (e.g., laptop computer) containing confidential,
7 personal, or sensitive data:

- 8 1. Network-based firewall and/or personal firewall;
- 9 2. Continuously updated anti-virus software; and
- 10 3. Patch management process including installation of all operating
11 system/software vendor security patches.

12 CONTRACTOR shall utilize a commercial encryption solution that has received
13 FIPS 140-2 validation to encrypt all confidential, personal, or sensitive data stored on portable
14 electronic media (including, but not limited to, compact disks and thumb drives) and on portable
15 computing devices (including, but not limited to, laptop and notebook computers).

16 CONTRACTOR shall not transmit confidential, personal, or sensitive data via e-
17 mail or other internet transport protocol unless the data is encrypted by a solution that has been
18 validated by the National Institute of Standards and Technology (NIST) as conforming to the Advanced
19 Encryption Standard (AES) Algorithm. CONTRACTOR must apply appropriate sanctions against its
20 employees who fail to comply with these safeguards. CONTRACTOR must adopt procedures for
21 terminating access to PHI when employment of employee ends.

22 J. Mitigation of Harmful Effects

23 CONTRACTOR shall mitigate, to the extent practicable, any harmful effect that is
24 suspected or known to CONTRACTOR of an unauthorized access, viewing, use, disclosure, or breach
25 of PHI by CONTRACTOR or its subcontractors in violation of the requirements of these provisions.
26 CONTRACTOR must document suspected or known harmful effects and the outcome.

27 K. CONTRACTOR's Subcontractors

28 CONTRACTOR shall ensure that any of its contractors, including subcontractors,

1 if applicable, to whom CONTRACTOR provides PHI received from or created or received by
2 CONTRACTOR on behalf of COUNTY, agree to the same restrictions, safeguards, and conditions that
3 apply to CONTRACTOR with respect to such PHI and to incorporate, when applicable, the relevant
4 provisions of these provisions into each subcontract or sub-award to such agents or subcontractors.

5 L. Employee Training and Discipline

6 CONTRACTOR shall train and use reasonable measures to ensure compliance
7 with the requirements of these provisions by employees who assist in the performance of functions or
8 activities on behalf of COUNTY under this Agreement and use or disclose PHI and discipline such
9 employees who intentionally violate any provisions of these provisions, including termination of
10 employment.

11 M. Termination for Cause

12 Upon COUNTY's knowledge of a material breach of these provisions by
13 CONTRACTOR, COUNTY shall either:

14 1. Provide an opportunity for CONTRACTOR to cure the breach or end the
15 violation and terminate this Agreement if CONTRACTOR does not cure the breach or end the violation
16 within the time specified by COUNTY; or

17 2. Immediately terminate this Agreement if CONTRACTOR has breached a
18 material term of these provisions and cure is not possible.

19 3. If neither cure nor termination is feasible, the COUNTY's Privacy Officer
20 shall report the violation to the Secretary of the U.S. Department of Health and Human Services.

21 N. Judicial or Administrative Proceedings

22 COUNTY may terminate this Agreement in accordance with the terms and
23 conditions of this Agreement as written hereinabove, if: (1) CONTRACTOR is found guilty in a criminal
24 proceeding for a violation of the HIPAA Privacy or Security Laws or the HITECH Act; or (2) a finding or
25 stipulation that the CONTRACTOR has violated a privacy or security standard or requirement of the
26 HITECH Act, HIPAA or other security or privacy laws in an administrative or civil proceeding in which
27 the CONTRACTOR is a party.

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1 O. Effect of Termination

2 Upon termination or expiration of this Agreement for any reason, CONTRACTOR
3 shall return or destroy all PHI received from COUNTY (or created or received by CONTRACTOR on
4 behalf of COUNTY) that CONTRACTOR still maintains in any form, and shall retain no copies of such
5 PHI. If return or destruction of PHI is not feasible, it shall continue to extend the protections of these
6 provisions to such information, and limit further use of such PHI to those purposes that make the return
7 or destruction of such PHI infeasible. This provision shall apply to PHI that is in the possession of
8 subcontractors or agents, if applicable, of CONTRACTOR. If CONTRACTOR destroys the PHI data, a
9 certification of date and time of destruction shall be provided to the COUNTY by CONTRACTOR.

10 P. Disclaimer

11 COUNTY makes no warranty or representation that compliance by
12 CONTRACTOR with these provisions, the HITECH Act, HIPAA or the HIPAA regulations will be
13 adequate or satisfactory for CONTRACTOR's own purposes or that any information in
14 CONTRACTOR's possession or control, or transmitted or received by CONTRACTOR, is or will be
15 secure from unauthorized access, viewing, use, disclosure, or breach. CONTRACTOR is solely
16 responsible for all decisions made by CONTRACTOR regarding the safeguarding of PHI.

17 Q. Amendment

18 The parties acknowledge that Federal and State laws relating to electronic data
19 security and privacy are rapidly evolving and that amendment of these provisions may be required to
20 provide for procedures to ensure compliance with such developments. The parties specifically agree to
21 take such action as is necessary to amend this agreement in order to implement the standards and
22 requirements of HIPAA, the HIPAA regulations, the HITECH Act and other applicable laws relating to
23 the security or privacy of PHI. COUNTY may terminate this Agreement upon thirty (30) days written
24 notice in the event that CONTRACTOR does not enter into an amendment providing assurances
25 regarding the safeguarding of PHI that COUNTY in its sole discretion deems sufficient to satisfy the
26 standards and requirements of HIPAA, the HIPAA regulations and the HITECH Act.

27 R. No Third-Party Beneficiaries

28 Nothing express or implied in the terms and conditions of these provisions is

1 intended to confer, nor shall anything herein confer, upon any person other than COUNTY or
2 CONTRACTOR and their respective successors or assignees, any rights, remedies, obligations or
3 liabilities whatsoever.

4 S. Interpretation

5 The terms and conditions in these provisions shall be interpreted as broadly as
6 necessary to implement and comply with HIPAA, the HIPAA regulations and applicable State laws. The
7 parties agree that any ambiguity in the terms and conditions of these provisions shall be resolved in
8 favor of a meaning that complies and is consistent with HIPAA and the HIPAA regulations.

9 T. Regulatory References

10 A reference in the terms and conditions of these provisions to a section in the
11 HIPAA regulations means the section as in effect or as amended.

12 U. Survival

13 The respective rights and obligations of CONTRACTOR as stated in this
14 Paragraph shall survive the termination or expiration of this Agreement.

15 V. No Waiver of Obligations

16 No change, waiver or discharge of any liability or obligation hereunder on any
17 one or more occasions shall be deemed a waiver of performance of any continuing or other obligation,
18 or shall prohibit enforcement of any obligation on any other occasion.

19 **19. DATA SECURITY**

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

26 A. CONTRACTOR-Owned Mobile, Wireless, or Handheld Devices

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

1 1. CONTRACTOR has received authorization by COUNTY for
2 telecommuting purposes;

3 2. Current virus protection software is in place;

4 3. Mobile device has the remote wipe feature enabled; and

5 4. A secure connection is used.

6 B. CONTRACTOR-Owned Computers or Computer Peripherals

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

13 C. COUNTY-Owned Computer Equipment

14 CONTRACTOR may not use COUNTY computers or computer peripherals on
15 non-COUNTY premises without prior authorization from the COUNTY's Chief Information Officer,
16 and/or his or her designee(s).

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

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

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

27 G. CONTRACTOR is responsible to immediately notify COUNTY of any violations,
28 breaches or potential breaches of security related to COUNTY's confidential information, data

1 maintained in computer files, program documentation, data processing systems, data files and data
2 processing equipment which stores or processes COUNTY data internally or externally.

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

8 **20. PROPERTY OF COUNTY**

9 A. COUNTY and CONTRACTOR recognizes that fixed assets are tangible and
10 intangible property obtained or controlled under COUNTY's DBH for use in operational capacity and will
11 benefit COUNTY for a period more than one (1) year. Depreciation of the qualified items will be on a
12 straight-line basis.

13 For COUNTY purposes, fixed assets must fulfill three (3) qualifications:

- 14 1. Asset must have life span of over one (1) year.
- 15 2. The asset is not a repair part.
- 16 3. The asset must be valued at or greater than the capitalization thresholds
17 for the asset type.

18 <u>Asset type</u>	<u>Threshold</u>
19 • land	\$0
20 • buildings and improvements	\$100,000
21 • infrastructure	\$100,000
22 • tangible	\$5,000
○ equipment	
○ vehicles	
23 • intangible asset	\$100,000
○ internally generated software	
○ purchased software	
24 ○ easements	
25 ○ patents	
26 • and capital lease	\$5,000

27 Qualified fixed asset equipment is to be reported and approved by COUNTY. If it
28 is approved and identified as an asset, it will be tagged with a COUNTY program number. A "Fixed

1 Asset Log”, attached hereto as Exhibit E and by this reference incorporated herein and made part of
2 this Agreement, will be maintained by COUNTY’s Asset Management System and annually inventoried
3 until the asset is fully depreciated. During the terms of this Agreement, CONTRACTOR’s fixed assets
4 may be inventoried in comparison to COUNTY’s DBH Asset Inventory System.

5 B. Certain purchases less than Five Thousand and No/100 Dollars (\$5,000.00) but
6 more than One Thousand and No/100 Dollars (\$1,000.00), with over one (1) year life span, and/or are
7 mobile and high risk of theft or loss are sensitive assets. Such sensitive items are not limited to
8 computers, copiers, televisions, cameras and other sensitive items as determined by COUNTY’s DBH
9 Director, or his or her designee. CONTRACTOR maintains a tracking system on the items and are not
10 required to be capitalize or depreciated. The items are subject to annual inventory for compliance.

11 C. Assets shall be retained by COUNTY, as COUNTY property, in the event this
12 Agreement is terminated or upon expiration of this Agreement. CONTRACTOR agrees to participate in
13 an annual inventory of all COUNTY fixed and inventoried assets. Upon termination or expiration of this
14 Agreement, CONTRACTOR shall be physically present when fixed and inventoried assets are returned
15 to COUNTY possession. CONTRACTOR is responsible for returning to COUNTY all COUNTY owned
16 undepreciated fixed and inventoried assets, or the monetary value of said assets if unable to produce
17 the assets at the expiration or termination of this Agreement.

18 CONTRACTOR further agrees to the following:

- 19 1. To maintain all items of equipment in good working order and condition,
20 normal wear and tear is expected;
- 21 2. To label all items of equipment with COUNTY assigned program number,
22 to perform periodic inventories as required by COUNTY and to maintain an inventory list showing
23 where and how the equipment is being used, in accordance with procedures developed by COUNTY.
24 All such lists shall be submitted to COUNTY within ten (10) days of any request therefore; and
- 25 3. To report in writing to COUNTY immediately after discovery, the loss or
26 theft of any items of equipment. For stolen items, the local law enforcement agency must be contacted
27 and a copy of the police report submitted to COUNTY.

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1 D. The purchase of any equipment by CONTRACTOR with funds provided
2 hereunder shall require the prior written approval of COUNTY's DBH, shall fulfill the provisions of this
3 Agreement as appropriate, and must be directly related to CONTRACTOR's services or activity under
4 the terms of this Agreement. COUNTY's DBH may refuse reimbursement for any costs resulting from
5 equipment purchased, which are incurred by CONTRACTOR, if prior written approval has not been
6 obtained from COUNTY.

7 E. CONTRACTOR must obtain prior written approval from COUNTY's DBH
8 whenever there is any modification or change in the use of any property acquired or improved, in whole
9 or in part, using funds under this Agreement. If any real or personal property acquired or improved with
10 said funds identified herein is sold and/or is utilized by CONTRACTOR for a use which does not qualify
11 under this Agreement, CONTRACTOR shall reimburse COUNTY in an amount equal to the current fair
12 market value of the property, less any portion thereof attributable to expenditures of funds not provided
13 under this Agreement. These requirements shall continue in effect for the life of the property. In the
14 event this Agreement expires, or terminates, the requirements for this Paragraph shall remain in effect
15 for activities or property funded with said funds, unless action is taken by the State government to
16 relieve COUNTY of these obligations.

17 **21. NON-DISCRIMINATION**

18 During the performance of this Agreement, CONTRACTOR and its subcontractors shall
19 not deny the contract's benefits to any person on the basis of race, religious creed, color, national
20 origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital
21 status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran
22 status, nor shall they discriminate unlawfully against any employee or applicant for employment
23 because of race, religious creed, color, national origin, ancestry, physical disability, mental disability,
24 medical condition, genetic information, marital status, sex, gender, gender identity, gender expression,
25 age, sexual orientation, or military or veteran status. CONTRACTOR shall insure that the evaluation
26 and treatment of employees and applicants for employment are free of such discrimination.

27 CONTRACTOR and subcontractors shall comply with the provisions of the Fair
28 Employment and Housing Act (Gov. Code §12800 et seq.), the regulations promulgated thereunder

1 (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title
2 2 of the Government Code (Gov. Code §11135-11139.5), and the regulations or standards adopted by
3 the awarding state agency to implement such article. CONTRACTOR shall permit access by
4 representatives of the Department of Fair Employment and Housing and the awarding state agency
5 upon reasonable notice at any time during the normal business hours, but in no case less than twenty-
6 four (24) hours' notice, to such of its books, records, accounts, and all other sources of information and
7 its facilities as said Department or Agency shall require to ascertain compliance with this clause.
8 CONTRACTOR and its subcontractors shall give written notice of their obligations under this clause to
9 labor organizations with which they have a collective bargaining or other agreement (See Cal. Code
10 Regs., tit. 2, §11105). CONTRACTOR shall include the Non-Discrimination and compliance provisions
11 of this clause in all subcontracts to perform work under this Agreement.

12 **22. CULTURAL COMPETENCY**

13 As related to Cultural and Linguistic Competence, CONTRACTOR shall comply with:

14 A. Title 6 of the Civil Rights Act of 1964 (42 U.S.C. Paragraph 2000d, and 45 C.F.R
15 Part 80) and Executive Order 12250 of 1979 which prohibits recipients of federal financial assistance
16 from discriminating against persons based on race, color, national origin, sex, disability or religion.

17 This is interpreted to mean that a limited English proficient (LEP) individual is entitled to equal access
18 and participation in federally funded programs through the provision of comprehensive and quality
19 bilingual services.

20 B. Policies and procedures for ensuring access and appropriate use of trained
21 interpreters and material translation services for all LEP individuals, including, but not limited to,
22 assessing the cultural and linguistic needs of said individuals, training of staff on the policies and
23 procedures, and monitoring its language assistance program. The CONTRACTOR's procedures must
24 include ensuring compliance of any subcontracted providers with these requirements.

25 C. CONTRACTOR shall not use minors as interpreters.

26 D. CONTRACTOR shall provide and pay for interpreting and translation services to
27 persons participating in CONTRACTOR's services who have limited or no English language
28 proficiency, including services to persons who are deaf or blind. Interpreter and translation services

1 shall be provided as necessary to allow such participants meaningful access to the programs, services
2 and benefits provided by CONTRACTOR. Interpreter and translation services, including translation of
3 CONTRACTOR's "vital documents" (those documents that contain information that is critical for
4 accessing CONTRACTOR's services or are required by law) shall be provided to participants at no
5 cost to the participant. CONTRACTOR shall ensure that any employees, agents, subcontractors, or
6 partners who interpret or translate for a program participant, or who directly communicate with a
7 program participant in a language other than English, demonstrate proficiency in the participant's
8 language and can effectively communicate any specialized terms and concepts peculiar to
9 CONTRACTOR's services.

10 E. In compliance with the State mandated Culturally and Linguistically Appropriate
11 Services standards as published by the Office of Minority Health, CONTRACTOR must submit to
12 COUNTY for approval, within sixty (60) days from date of contract execution, CONTRACTOR's plan to
13 address all fifteen (15) national cultural competency standards as set forth in Exhibit F-1 "National
14 Standards on Culturally and Linguistically Appropriate Services (CLAS)"
15 (<http://minorityhealth.hhs.gov/assets/pdf/checked/finalreport/pdf>) and Exhibit F-2, "Cultural Competence
16 Form", attached hereto and by this reference incorporated herein and made a part of this Agreement.
17 COUNTY's annual on-site review of CONTRACTOR shall include collection of documentation to ensure
18 all national standards are implemented. As the national competency standards are updated,
19 CONTRACTOR's plan must be updated accordingly.

20 F. CONTRACTOR shall be responsible for conducting an annual cultural
21 competency self-assessment and provide the results of said self-assessment to the COUNTY's DBH.
22 The annual cultural competency self-assessment instruments shall be reviewed by the COUNTY and
23 revised as necessary to meet the approval of the COUNTY.

24 G. Cultural competency training for CONTRACTOR staff should be substantively
25 integrated into health professions education and training at all levels, both academic and
26 functional, including core curriculum, professional licensure, and continuing professional development
27 programs. On an annual basis, CONTRACTOR's direct service providers shall complete eight (8)
28 hours of cultural competency training. CONTRACTOR on a monthly basis shall provide COUNTY's

1 DBH a monthly monitoring tool/report that shows cultural competency trainings completed.

2 H. CONTRACTOR shall attend the COUNTY's Cultural Competency Committee
3 monthly meetings, maintain its own cultural competence oversight committee, and develop a cultural
4 competency plan to address and evaluate cultural competency issues.

5 **23. AMERICANS WITH DISABILITIES ACT**

6 CONTRACTOR agrees to ensure that deliverables developed and produced, pursuant to
7 this Agreement shall comply with the accessibility requirements of Paragraph 508 of the Rehabilitation
8 Act and the Americans with Disabilities Act of 1973 as amended (29 U.S.C. §794 (d)), and regulations
9 implementing that Act as set forth in Part 1194 of Title 36 of the Code of Federal Regulations. In 1998,
10 Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic
11 and information technology (EIT) accessible to people with disabilities. California Government Code
12 Paragraph 11135 codifies Paragraph 508 of the Act requiring accessibility of electronic and information
13 technology.

14 **24. CONFLICT OF INTEREST**

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

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

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

23 To the extent necessary to prevent disallowance of reimbursement under Paragraph
24 1861(v) (1) (I) of the Social Security Act, (42 U.S.C. § 1395x, subd. (v)(1)[I]), until the expiration of four
25 (4) years after the furnishing of services under this Agreement, CONTRACTOR shall make available,
26 upon written request to the Secretary of the United States Department of Health and Human Services,
27 or upon request to the Comptroller General of the United States General Accounting Office, or any of
28 their duly authorized representatives, a copy of this Agreement and such books, documents, and

1 records as are necessary to certify the nature and extent of the costs of these services provided by
2 CONTRACTOR under this Agreement. CONTRACTOR further agrees that in the event
3 CONTRACTOR carries out any of its duties under this Agreement through a subcontract, with a value
4 or cost of Ten Thousand and No/100 Dollars (\$10,000.00) or more over a twelve (12) month period,
5 with a related organization, such Agreement shall contain a clause to the effect that until the expiration
6 of four (4) years after the furnishing of such services pursuant to such subcontract, the related
7 organizations shall make available, upon written request to the Secretary of the United States
8 Department of Health and Human Services, or upon request to the Comptroller General of the United
9 States General Accounting Office, or any of their duly authorized representatives, a copy of such
10 subcontract and such books, documents, and records of such organization as are necessary to verify
11 the nature and extent of such costs.

12 **26. SINGLE AUDIT CLAUSE**

13 A. If CONTRACTOR expends Seven Hundred Fifty Thousand Dollars and No/100
14 Dollars (\$750,000.00) or more in Federal and Federal flow-through monies, CONTRACTOR agrees to
15 conduct an annual audit in accordance with the requirements of the Single Audit Standards as set forth
16 in Office of Management and Budget (OMB) 2 CFR 200. CONTRACTOR shall submit said audit and
17 management letter to COUNTY. The audit must include a statement of findings or a statement that
18 there were no findings. If there were negative findings, CONTRACTOR must include a corrective
19 action plan signed by an authorized individual. CONTRACTOR agrees to take action to correct any
20 material non-compliance or weakness found as a result of such audit. Such audit shall be delivered to
21 COUNTY's DBH Business Office for review within nine (9) months of the end of any fiscal year in which
22 funds were expended and/or received for the program. Failure to perform the requisite audit functions
23 as required by this Agreement may result in COUNTY performing the necessary audit tasks, or at
24 COUNTY's option, contracting with a public accountant to perform said audit, or, may result in the
25 inability of COUNTY to enter into future agreements with CONTRACTOR. All audit costs related to this
26 Agreement are the sole responsibility of CONTRACTOR.

27 B. A single audit report is not applicable if CONTRACTOR's Federal contracts do
28 not exceed the Seven Hundred Fifty Thousand and No/100 Dollars (\$750,000.00) requirement or

1 CONTRACTOR's only funding is through Drug-related Medi-Cal. If a single audit is not applicable, a
2 program audit must be performed and a program audit report with management letter shall be
3 submitted by CONTRACTOR to COUNTY as a minimum requirement to attest to CONTRACTOR's
4 solvency. Said audit report shall be delivered to COUNTY's DBH Business Office for review, no later
5 than nine (9) months after the close of the fiscal year in which the funds supplied through this
6 Agreement are expended. Failure to comply with this Act may result in COUNTY performing the
7 necessary audit tasks or contracting with a qualified accountant to perform said audit. All audit costs
8 related to this Agreement are the sole responsibility of CONTRACTOR who agrees to take corrective
9 action to eliminate any material noncompliance or weakness found as a result of such audit. Audit work
10 performed by COUNTY under this Paragraph shall be billed to the CONTRACTOR at COUNTY's cost,
11 as determined by COUNTY's Auditor-Controller/Treasurer-Tax Collector.

12 C. CONTRACTOR shall make available all records and accounts for inspection by
13 COUNTY, the State of California, if applicable, the Comptroller General of the United States, the
14 Federal Grantor Agency, or any of their duly authorized representatives, at all reasonable times for a
15 period of at least three (3) years following final payment under this Agreement or the closure of all other
16 pending matters, whichever is later.

17 **27. COMPLIANCE**

18 CONTRACTOR agrees to comply with the COUNTY's "Contractor Code of Conduct and
19 Ethics" and the COUNTY's Compliance Program in accordance with Exhibit G, attached hereto and by
20 this reference incorporated herein and made a part of this Agreement. Within thirty (30) days of
21 entering into this Agreement with the COUNTY, CONTRACTOR shall have all of CONTRACTOR's
22 employees, agents and subcontractors providing services under this Agreement certify in writing, that
23 he or she has received, read, understood, and shall abide by the Contractor Code of Conduct and
24 Ethics. CONTRACTOR shall ensure that within thirty (30) days of hire, all new employees, agents and
25 subcontractors providing services under this Agreement shall certify in writing that he or she has
26 received, read, understood, and shall abide by the Contractor Code of Conduct and Ethics.
27 CONTRACTOR understands that the promotion of and adherence to the Code of Conduct is an
28 element in evaluating the performance of CONTRACTOR and its employees, agents and

1 subcontractors.

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

13 **28. ASSURANCES**

14 In entering into this Agreement, CONTRACTOR certifies that it is not currently excluded,
15 suspended, debarred, or otherwise ineligible to participate in the Federal Health Care Programs: that it
16 has not been convicted of a criminal offense related to the provision of health care items or services;
17 nor has it been reinstated to participation in the Federal Health Care Programs after a period of
18 exclusion, suspension, debarment, or ineligibility. If COUNTY learns, subsequent to entering into a
19 contract, that CONTRACTOR is ineligible on these grounds, COUNTY will remove CONTRACTOR
20 from responsibility for, or involvement with, COUNTY's business operations related to the Federal
21 Health Care Programs and shall remove such CONTRACTOR from any position in which
22 CONTRACTOR's compensation, or the items or services rendered, ordered or prescribed by
23 CONTRACTOR may be paid in whole or part, directly or indirectly, by Federal Health Care Programs or
24 otherwise with Federal Funds at least until such time as CONTRACTOR is reinstated into participation
25 in the Federal Health Care Programs.

26 A. If COUNTY has notice that CONTRACTOR has been charged with a criminal
27 offense related to any Federal Health Care Program, or is proposed for exclusion during the term of any
28 contract, CONTRACTOR and COUNTY shall take all appropriate actions to ensure the accuracy of any

1 claims submitted to any Federal Health Care Program. At its discretion given such circumstances,
2 COUNTY may request that CONTRACTOR cease providing services until resolution of the charges or
3 the proposed exclusion.

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

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

17 2) Notwithstanding the above, COUNTY at its discretion may terminate this
18 Agreement in accordance with Paragraph Two (2) of this Agreement, or require adequate assurance
19 (as defined by COUNTY) that no excluded, suspended or otherwise ineligible employee or
20 subcontractor of CONTRACTOR will perform work, either directly or indirectly, relating to services
21 provided to COUNTY. Such demand for adequate assurance shall be effective upon a timeframe to be
22 determined by COUNTY to protect the interests of COUNTY consumers.

23 C. CONTRACTOR shall verify (by asking the applicable employees and
24 subcontractors) that all current employees and existing subcontractors who, in each case, are expected
25 to perform professional services under this Agreement (1) are not currently excluded, suspended,
26 debarred, or otherwise ineligible to participate in the Federal Health Care Programs; (2) have not been
27 convicted of a criminal offense related to the provision of health care items or services; and (3) have not
28 been reinstated to participation in the Federal Health Care Program after a period of exclusion,

1 suspension, debarment, or ineligibility. In the event any existing employee or subcontractor informs
2 CONTRACTOR that he or she is excluded, suspended, debarred or otherwise ineligible to participate in
3 the Federal Health Care Programs, or has been convicted of a criminal offense relating to the provision
4 of health care services, CONTRACTOR will ensure that said employee or subcontractor does no work,
5 either direct or indirect, relating to services provided to COUNTY.

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

11 2) Notwithstanding the above, COUNTY at its discretion may terminate this
12 Agreement in accordance with Paragraph Three (3) of this Agreement, or require adequate assurance
13 (as defined by COUNTY) that no excluded, suspended or otherwise ineligible employee or
14 subcontractor of CONTRACTOR will perform work, either directly or indirectly, relating to services
15 provided to COUNTY. Such demand for adequate assurance shall be effective upon a timeframe to be
16 determined by COUNTY to protect the interests of COUNTY clients.

17 D. CONTRACTOR agrees to cooperate fully with any reasonable requests for
18 information from COUNTY, which may be necessary to complete any internal or external audits relating
19 to CONTRACTOR's compliance with the provisions of this Paragraph.

20 E. CONTRACTOR agrees to reimburse COUNTY for the entire cost of any penalty
21 imposed upon COUNTY by the Federal Government as a result of CONTRACTOR's violation of
22 CONTRACTOR' obligations as described in this Paragraph.

23 **29. PUBLICITY PROHIBITION**

24 None of the funds, materials, property or services provided directly or indirectly under
25 this Agreement shall be used for CONTRACTOR's advertising, fundraising, or publicity (*i.e.*, purchasing
26 of tickets/tables, silent auction donations, etc.) for the purpose of self-promotion. Notwithstanding the
27 above, publicity of the services described in Paragraph One (1) of this Agreement shall be allowed as
28 necessary to raise public awareness about the availability of such specific services when approved in

1 advance by COUNTY's DBH Director, or his or her designee, and at a cost to be provided in Exhibit C
2 for such items as written/printed materials, the use of media (*i.e.*, radio, television, newspapers) and
3 any other related expense(s).

4 **30. CHILD ABUSE REPORTING ACT**

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

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

13 B. Establishing procedures to ensure reporting even when employees, consultants,
14 subcontractors, or agents who are not required to report child abuse under Penal Code Paragraph
15 11166(a), gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect.

16 **31. DISCLOSURE OF OWNERSHIP AND/OR CONTROL INTEREST INFORMATION**

17 This provision is only applicable if CONTRACTOR is a disclosing entity, fiscal agent, or
18 managed care entity as defined in Code of Federal Regulations (C.F.R), Title 42 § 455.101 455.104,
19 and 455.106(a)(1), (2).

20 In accordance with C.F.R., Title 42 §§ 455.101, 455.104, 455.105 and 455.106(a)(1),
21 (2), the following information must be disclosed by CONTRACTOR by completing Exhibit H, "Disclosure
22 of Ownership and Control Interest Statement", attached hereto and by this reference incorporated
23 herein and made part of this Agreement. CONTRACTOR shall submit this form to COUNTY's DBH
24 within thirty (30) days of the effective date of this Agreement. Additionally, CONTRACTOR shall report
25 any changes to this information within thirty-five (35) days of occurrence by completing Exhibit H.
26 CONTRACTOR is required to submit a set of fingerprints for any person with a five (5) percent or
27 greater direct or indirect ownership interest in CONTRACTOR. COUNTY may terminate this
28 Agreement where any person with a five (5) percent or greater direct or indirect ownership interest in

1 the CONTRACTOR did not submit timely and accurate information and cooperate with any screening
2 method required in CFR, Title 42, Paragraph 455.416. Submissions shall be scanned portable
3 document format (pdf) copies and are to be sent via email to
4 DBHContractedServicesDivision@fresnocountyca.gov, Attention: Mental Health Contracts Division.
5 COUNTY may deny enrollment or terminate this Agreement where any person with a five (5) percent or
6 greater direct or indirect ownership interest in CONTRACTOR has been convicted of a criminal offense
7 related to that person's involvement with the Medicare, Medicaid, or Title XXI program in the last ten
8 (10) years.

9 **32. DISCLOSURE – CRIMINAL HISTORY AND CIVIL ACTIONS**

10 CONTRACTOR is required to disclose if any of the following conditions apply to them,
11 their owners, officers, corporate managers and partners (hereinafter collectively referred to as
12 "CONTRACTOR"):

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

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

22 B. Within a three (3) year period preceding their Agreement award, they have had
23 a public transaction (federal, state, or local) terminated for cause or default.

24 Disclosure of the above information will not automatically eliminate CONTRACTOR
25 from further business consideration. The information will be considered as part of the determination
26 of whether to continue and/or renew the Agreement and any additional information or explanation
27 that a CONTRACTOR elects to submit with the disclosed information will be considered. If it is later
28 determined that the CONTRACTOR failed to disclose required information, any contract awarded to

1 such CONTRACTOR may be immediately voided and terminated for material failure to comply with
2 the terms and conditions of the award.

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

13 **33. DISCLOSURE OF SELF-DEALING TRANSACTIONS**

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

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

25 **34. AUDITS AND INSPECTIONS**

26 CONTRACTOR shall at any time during business hours, and as often as the COUNTY
27 may deem necessary, make available to the COUNTY for examination all of its records and data with
28 respect to the matters covered by this Agreement. CONTRACTOR shall, upon request by the

1 COUNTY, permit the COUNTY to audit and inspect all such records and data necessary to ensure
2 CONTRACTOR' compliance with the terms of this Agreement.

3 If this Agreement exceeds Ten Thousand and No/100 Dollars (\$10,000.00),
4 CONTRACTOR shall be subject to the examination and audit of the State Auditor General for a period
5 of three (3) years after final payment under contract (California Government Code Paragraph 8546.7).

6 **35. NOTICES**

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

9 COUNTY
10 Director,
11 Fresno County Department
12 of Behavioral Health
1925 E. Dakota Ave.
Fresno, CA 93726

CONTRACTOR
Executive Director,
Reading and Beyond, Inc.
4670 E. Butler Avenue
Fresno, CA 93702

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

28 ///

1 **36. SUPERSEDE**

2 This Agreement shall supersede in its entirety and render null and void the Agreement
3 between the parties, identified as COUNTY Agreement No. 20-119, effective March 24, 2020.

4 **37. SEVERABILITY**

5 If any non-material term, provision, covenant, or condition of this Agreement is held by a
6 court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall
7 remain in full force and effect, and shall in no way be affected, impaired or invalidated.

8 **38. GOVERNING LAW**

9 The parties agree that for the purpose of venue, performance under this Agreement is in
10 Fresno County, California.

11 The rights and obligations of the parties and all interpretation and performance of this
12 Agreement shall be governed in all respects by the laws of the State of California.

13 **39. ENTIRE AGREEMENT**

14 This Agreement, including all Exhibits (listed herein), COUNTY's Revised RFP No. 20-
15 023, and CONTRACTOR's Response to COUNTY's Revised RFP No. 20-023 constitutes the entire
16 agreement between CONTRACTOR and COUNTY with respect to the subject matter hereof and
17 supersedes all previous agreement negotiations, proposals, commitments, writings, advertisements,
18 publications, and understandings of any nature whatsoever unless expressly included in this
19 Agreement.

20	Exhibit A	Scope of Work
21	Exhibit B	Fresno County Department of Behavioral Health Guiding Principles of Care Delivery
22	Exhibit C	Budget
23	Exhibit D	State Mental Health Requirements
24	Exhibit E	Fixed Asset Log
25	Exhibit F-1	CLAS Standards
26	Exhibit F-2	Cultural Competence Form
27	Exhibit G	Contractor Code of Conduct and Ethics
28	Exhibit H	Disclosure of Ownership and Control Interest Statement
	Exhibit I	Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions
	Exhibit J	Self-Dealing Transaction Disclosure Form
	Exhibit K	Guide (PPG) 1.2.7 Performance Outcomes Measures

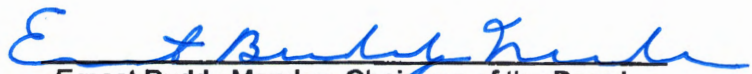
1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and
2 year first hereinabove written.

3
4 **CONTRACTOR**

COUNTY OF FRESNO

5 Reading and Beyond, Inc.

6 
7 _____
(Authorized Signature)


Ernest Buddy Mendes, Chairman of the Board
of Supervisors of the County of Fresno

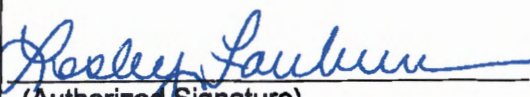
8 Luis Santana

9 Print Name

10 EXECUTIVE DIRECTOR

11 Title (Chairman of Board, or President,
Executive Director, or CEO)

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

12 
13 _____
(Authorized Signature)
14 Lesley Fairburn

By: Susan Bishop

15 Print Name
16 Controller

Date: 8-4-2020

17 Title (Secretary of Corporation, or Chief
Financial Officer/Treasurer, or any
18 Assistant Secretary or Treasurer

19
20
21 **MAILING ADDRESS:**

22 Reading and Beyond
4670 E. Butler Ave.
Fresno, CA 93702
23 Contact: Luis Santana, Executive Director
24 Phone No.: 559-342-8625

25 **FOR ACCOUNTING USE ONLY:**

26 Fund/Subclass: 0001/10000
27 Org No.: 56304710
28 Account No.: 7295

SCOPE OF WORK

I. BACKGROUND

The Mental Health Services Act (MHSA), formerly known as Proposition 63, represents a comprehensive approach to the development of community-based mental health services and supports for the residents of California. It addresses a broad continuum of prevention and early intervention, community service and support needs, and the necessary infrastructure, technology and training elements that will effectively support the local mental health system within Fresno County. The Community Services & Support (CSS) component of MHSA is focused on mental health treatment services, community collaboration, cultural competence, and client and family driven services and systems for unserved and underserved populations. It also includes a wellness focus with concepts of recovery and resilience, and integrated service experiences for clients and their families. The Family Advocacy Services will be MHSA – CSS funded.

II. TARGET POPULATION

Family Advocacy Services shall be provided to family members and support systems of children, adolescents, transition-age youth, adults and older adults that are in need of or become engaged with behavioral health care services. CONTRACTOR providing Family Advocacy Services shall be familiar with the services provided within the DBH system of care for all age ranges and cultural/ethnic/linguistic populations in Fresno County.

Families and support systems may be self-referrals (walk-in/self-initiated service) or referred via behavioral health programs. Family Advocacy Services will also work closely with County-operated and contracted programs and their staff as navigators and liaisons between the behavioral health system and family members/support system.

III. LOCATION OF SERVICES

Family Advocacy Services staff will be provided furnished office space suitable for 2 FTE, one office space at Metro (Kings Canyon Campus) and one office space at Heritage (at Shields and Millbrook), but are expected to also workout in the field as appropriate. Included with the office spaces are: desktop computers, printer and copy machine access, desktop telephones linked to the COUNTY Family Advocate phone number, COUNTY email addresses, basic office supplies, and access to COUNTY-contracted translator services. Family Advocacy Services staff are expected to become fully integrated within the DBH system of care.

IV. DESCRIPTION OF SERVICES

The primary function of Family Advocacy Services is to assist family members/support systems in coping with the signs and symptoms of mental illness of their loved one (adult or child) through the provision of culturally sensitive information, education, support, navigation of DBH services and referral to community resources. Additionally, Family Advocacy Services provides navigation assistance to family members/support systems through interactions with service providers to facilitate working relationships between families and providers and the behavioral health system in general.

Responsibilities

This following list of responsibilities under Family Advocacy Services is neither inclusive nor exclusive, but indicative of several types of duties to be performed:

1. Develop orientation packets, educational materials and information about community resources, public assistance programs and support groups that are available to families/support systems.
2. Interview family members/support systems of mental health clients to obtain information needed in order to determine personalized needs and to assist in the navigation of the behavioral health system.
3. Orient the family member/support system to the behavioral health system, including mental health and substance use disorder services.
4. Advise family members/support systems of available community resources and public assistance programs. Inform family members/support systems about the limits of family/caregiver involvement in mental health services. Identify safety concerns posed by belonging to a family affected by mental illness and refer to appropriate support groups and organizations.
5. Help empower family members/support systems to better understand and cope with the problems and realities of severe and persistent mental illness. Assist family members/support systems in accessing appropriate services for themselves as caregivers/support persons.
6. Offer confidential assistance and support while at all times maintaining confidentiality, dignity, and respect for the family member/caregiver.
7. Advocate for families/support systems as a group and facilitate improved communication with service providers.
8. Act as a liaison between community resources, public assistance programs, support groups and various organizations and the family/support system. The individuals providing Family Advocacy Services shall participate in community committees and stakeholder meetings.
9. Provide administrative duties, and work with DBH's administrative team in family advocacy planning and policy development. Family Advocates shall attend, and actively participate in, specifically identified meetings, including but not limited to: DBH Quality Improvement Committee, DBH Cultural Diversity Committee, Mental Health Contracted Providers Meeting, and other meetings as requested by DBH. Participation in client case management/staffing with DBH Clinical Teams and Contracted Provider treatment teams may occur upon family request and client authorization.

10. Provide presentations and advocacy services to various boards such as the Behavioral Health Board, Board of Supervisors, etc.
11. Maintain an activity log and/or database, as determined by the CONTRACTOR, of interaction with families/support systems. The Family Advocate/Navigators shall record and maintain accurate and detailed records. Access to the documentation system, including progress notes as applicable, will be provided to DBH upon request. Navigators shall be asked to participate in review of DBH tracking processes, client information, and other forms as determined and directed by the Department. Navigators shall record referrals into CONTRACTOR's data system and follow up with the families/support systems to ensure that the resources provided were available and the community member's barrier was addressed.
12. Receive and resolve family members/support systems' complaints regarding mental health services in Fresno County and keep an accurate and up-to-date complaint log with descriptions and disposition of issue.
13. Family Advocates cannot provide therapy services, divulge confidential information without written consent for release of such information, or make decisions for the family.
14. Family Advocates are expected to ensure high responsiveness to community members (family members/support systems and concerned stakeholders) by providing response to phone calls received during hours of operation within 24 hours and in-person response to support families/support systems through situations. CONTRACTOR shall describe the average family/support system engagement period in annual program outcomes reporting.
15. CONTRACTOR must have knowledge and understanding of AB 1424.
16. CONTRACTOR shall develop a staff handbook, training aids, and quick reference cards to enable the staff to perform their day-to-day responsibilities.
17. Assign senior management to supervise the quality assurance and continuous improvement plan for the program that will address any concerns or complaints while ensuring efficiency, effectiveness, access, and maximizing satisfaction for the families served.

Cultural Competency

In alignment with the County's DBH Mental Health Services Act Three-Year Plan, Mental Health Plan, and the Cultural Competency Plan, CONTRACTOR shall provide culturally competent and culturally responsive services. CONTRACTOR's responsibilities shall include:

1. Mental Health & Substance Use Disorder direct service providers must complete eight (8) hours of annual cultural competency training. Training hours may include completing culturally competent courses through DBH Learning Management System or attending

cultural awareness events. DBH will provide opportunities and track completion of training hours through its Learning Management System.

2. When providing interpretation services for DBH clients, CONTRACTOR must utilize interpreters who have received annual training and have been monitored for language competence. By July 1st of each year, CONTRACTOR shall provide DBH with its current list of interpreters, which includes training dates and monitoring results. CONTRACTOR shall not utilize any interpreter who has not received annual training and/or has not demonstrated language competence. CONTRACTOR shall have access to DBH approved translators via DBH's established protocol.
3. In order for DBH to ensure cultural, racial/ethnic and linguistic group of direct service providers in comparison to the population needing services and being served, CONTRACTOR shall complete and email Monthly Staffing Report, which includes gender and ethnicity by the 10th of every month.
4. Provide plan to address cultural competency standards as set forth in **Exhibit F-1**, "National Standards on Culturally and Linguistically Appropriate Services (CLAS)".
5. Provide services by placing importance on traditional values, beliefs and family histories. Cultural values and traditions offer special strengths in health care settings.
6. Provide services within the most relevant and meaningful cultural, gender-sensitive, and age-appropriate context for the target population.
7. Distribute literature/informational brochures in appropriate languages and request feedback as to how to access to care could be improved for these culturally diverse communities. Distributed information will be approved by DBH designee and translated as needed via DBH protocols.

Additional Required Service Approaches

The resulting program, services, and practices must align with DBH's vision, mission, and Guiding Principles of Care Delivery, attached as **Exhibit B**. DBH's principles of care delivery define and guide a system that strives for excellence in the provision of behavioral health services where the values of wellness, resiliency, and recovery are central to the development of programs, services, and workforce. The principles provide the clinical framework that influences decision-making on all aspects of care delivery including program design and implementation, service delivery, training of the workforce, allocation of resources, and measurement of outcomes

The CONTRACTOR must be thoroughly familiar with MHSA provisions, including but not limited to State MHSA regulations, policy interpretations, and definitions. CONTRACTOR will use MHSA CSS funds to reach family members/support system of clients who receive services through Fresno County DBH and other contracted services.

V. STAFFING

At a minimum, two full time equivalent (2 FTE) advocates must be provided during normal business hours.

The Family Advocacy Services staff will be expected to work closely with DBH Administration and provide high level participation at community forums and meetings on behalf of DBH as requested.

COUNTY will entertain potential program expansion during the anticipated 5-year contract term with demonstration of need.

CONTRACTOR shall hire/employ three (3) full-time equivalent (FTE) staff members: two (2) Family Advocates and one (1) Program Manager, all who will serve as “Family Navigators,” to provide Family Advocacy Services. CONTRACTOR shall also assign a partial allocation of 0.1 FTE for a Senior Reading and Beyond Manager, for additional oversight and continuous program improvement, and a partial allocation of 0.2 FTE for a Data and Continuous Improvement Analyst, who will develop data tracking and reporting tools used to ensure accurate, efficient, and timely reporting of program deliverables to the COUNTY.

The “Navigators” are responsible for building relationships with government agencies, community-based organizations, and other supportive service providers to ensure that they understand the capacity and requirements of these organizations in order to ensure that resources will be available to the community members served.

CONTRACTOR will seek to develop and train Family Advocate staff in the following areas: trauma-informed care, motivationally enhanced interviewing, strength-based practices, and two-generational case management.

Distinguishing Characteristics

Family Advocacy Services staff must possess the following: strong organizational, problem-solving and interpersonal skills; the ability to identify and be responsive to the needs of family members/support systems of mental health clients and relate well with them; ability to demonstrate sensitivity to and establish a rapport with the culturally diverse population as well as special service populations including disabled, children, older adults, diverse cultural groups, LGBTQ, etc. Family Advocates must be able to exhibit stability under conditions of high stress, limited supervision and often rapidly changing situations and circumstances. Family Advocates should be able to effectively interview family members to accurately obtain and record factual information, communicate effectively orally and in writing, and offer confidential assistance and support with dignity and respect shown to family members at all times. Family Advocates must be proficient in diagnosing barriers, creating short and long-term individualized plans to address barriers, and developing community members’ self-reliance and capacity for self-advocacy.

Family Advocates should have knowledge of the limits of family involvement in behavioral health services and be able to communicate effectively an understanding of the mental health and judicial systems and services that are available. Familiarity with AB 1424 and its intent, “Persons with mental illness are best served in a system of care that supports and acknowledges the role of the family, including parents, children, spouses, significant others, and

client-identified natural resource system”, is essential. Family Advocates will provide a full range of information, support, encouragement, advocacy, and referral to appropriate community resources and related services in order to assist the family/caregiver in coping effectively with an immediate crisis or long-term situation.

Minimum Qualifications for Family Advocacy Services staff

- I. Education: Bachelor’s degree from an accredited college or university which is acceptable within the United States’ accredited college or university system, which includes fifteen (15) semester units from one or more of the following disciplines: psychology, sociology, social welfare, criminology or a closely related field.

OR

- Experience: Full-time paid work experience in behavioral health or mental health services/settings including but not limited to behavioral health or mental health advocacy, peer or family counseling or other services, which is comparable to the description of Family Advocate may be substituted for the above course work on a year-for-year basis.
- II. License: Valid Class C California Driver’s License is required.
- III. Other: Family Advocates must complete HIPAA training within the first 10 (ten) days of the contract period and Mental Health First Aid Training within the first 30 (thirty) days of the contract period. COUNTY will be able to provide HIPAA training and Mental Health First Aid Training.
- IV. Familiarity with Fresno County Department of Behavioral Health and community resources is highly desirable.
- V. Direct/personal experience as a family member or caregiver of a behavioral health client is also highly desirable.
- VI. Awareness of cultural competency and the diverse community of Fresno County is essential to success as a Family Advocate.

VI. HOURS OF OPERATION

The Family Advocacy Services program is expected to operate during and outside of standard business hours in order to provide reasonable and accessible service to client’s family members/support systems.

The staffing plan will allow for the program to have personnel available at the county offices during normal business hours as well as available by phone after business hours on the weekdays as well as over the weekend and holidays. In the event of sudden illness or leave, the program manager will be able to provide coverage and adjust staff schedules as required.

The COUNTY Family Advocate phone line is expected to be forwarded to the Navigator’s cell phone when out of the office during hours of operation. The Program Manager shall continually

review demand and usage levels, and may adjust staff levels and hours of operation as appropriate for coverage and community need.

VII. PROGRAM OUTCOMES/PERFORMANCE OUTCOMES MEASURES

CONTRACTOR shall submit measurable outcomes on an annual basis, as identified in the DBH's Policy and Procedure Guide (PPG) 1.2.7 Performance Outcomes Measures, attached as **Exhibit K**. Performance outcome measures must be approved by DBH and satisfy all State and local mandates. DBH will provide technical assistance and support in defining measurable outcomes. All performance indicators will reflect the four (4) domains identified by the Commission Accreditation of Rehabilitation Facilities (CARF). The domains are *Effectiveness*, *Efficiency*, *Access*, and *Satisfaction*. These are defined and listed below.

DBH collects data about the characteristics of the persons served and measures service delivery performance indicators in each of the following CARF DOMAINS. At minimum, one performance indicator will be identified for each of the four (4) CARF domains listed below.

1. **Effectiveness:** A performance dimension that assesses the degree to which an intervention or services have achieved the desired outcome/result/quality of care through measuring change over time. The results achieved and outcomes observed are for persons served.

Examples of indicators include: Persons get a job with benefits, or receive supports needed to live in the community, increased function, activities, or participation, and improvement of health, employment/earnings, or plan of care goal attainment.

2. **Efficiency:** Relationship between results and resources used, such as time, money, and staff. The demonstration of the relationship between results and the resources used to achieve them. A performance dimension addressing the relationship between the outputs/results and the resources used to deliver the service.

Examples of indicators include: Direct staff cost per person served, amount of time it takes to achieve an outcome, gain in scores per days of service, service hours per person achieving some positive outcome, total budget (actual cost) per person served, length of stay and direct service hours of clinical and medical staff.

3. **Access:** Organizations' capacity to provide services of those who desire or need services. Barriers or lack thereof for persons obtaining services. The ability of clients to receive the right service at the right time. A performance dimension addressing the degree to which a person needing services is able to access those services.

Examples of indicators include: Timeliness of program entry (From 1st request for service to 1st service), ongoing wait times/wait lists, minimizing barriers to getting services, and no-show/cancellation rates.

4. **Satisfaction:** Satisfaction Measures are usually orientated towards consumers, family, staff, and stakeholders. The degree to which clients, the County and other stakeholders are satisfied with services. A performance dimension that describes reports or ratings

from persons served about services received from an organization.

Examples of indicators include: opinion of persons served or other key stakeholders in regard to access, process, or outcome of services received, Consumer and/or Treatment Perception Survey.

CONTRACTOR must address each of the categories referenced above and may additionally propose other performance and outcome measures that are deemed best to evaluate the services provided to families/support systems of clients and/or to evaluate overall program performance. DBH may adjust the performance and outcome measures periodically throughout the duration of this Agreement, as needed, to best measure the program as determined by COUNTY. CONTRACTOR will be required to utilize and integrate data tracking and other tools as directed by DBH.

Additional Reporting Requirements

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

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

DBH VISION:

Health and well-being for our community.

DBH MISSION:

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

DBH GOALS:

Quadruple Aim

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

GUIDING PRINCIPLES OF CARE DELIVERY:

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

1. Principle One - Timely Access & Integrated Services

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

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

2. Principle Two - Strengths-based

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

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

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

4. Principle Four - Inclusive of Natural Supports

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

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

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

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

6. Principle Six - Culturally Responsive

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

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

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

8. Principle Eight - Co-occurring Capable

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

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

- Interventions are motivation-based and adapted to the person's stage of change
- Progression through stages of change are supported through positive working relationships and alliances that are motivating
- Providers support individuals and families to develop strategies aimed at reducing negative outcomes of substance misuse through a harm reduction approach

Fresno County Department of Behavioral Health

Guiding Principles of Care Delivery

- Each individual defines their own recovery and recovers at their own pace when provided with sufficient time and support

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

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

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

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

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2019-2020)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.10	\$ 2,300		\$ 2,300
1102	Data Analyst	0.20	2,243		2,243
1103	Program Manager	1.00		10,409	10,409
1104	Family Navigator	1.00		6,154	6,154
1105	Family Navigator	1.00		6,154	6,154
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.30	\$ 4,543	\$ 22,717	\$ 27,260
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 182	\$ 908	\$ 1,090
1202	Worker's Compensation		37	184	221
1203	Health Insurance		727	3,633	4,360
1204	Accrued Paid Leave		19	95	114
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 965	\$ 4,820	\$ 5,785
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 282	\$ 1,408	\$ 1,690
1302	FICA/MEDICARE		66	329	395
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 439	\$ 2,829	\$ 3,268
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 5,947	\$ 30,365	\$ 36,313

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 245
3002	Printing/Postage	15
3003	Office, Household & Program Supplies	21
3004	Advertising	-
3005	Staff Development & Training	1,725
3006	Staff Mileage	466
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	354
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 2,825

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 20
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	27
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 47

5000: 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	-
5005	Other: Case Management Online Platform	332
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 332

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 4,052
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	125
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 4,177

7000: FIXED ASSETS		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 1,000
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		\$ 1,000

TOTAL PROGRAM EXPENSES	\$ 44,694
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PROGRAM FUNDING SOURCES

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

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

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

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 44,694
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 44,694

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 44,694
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NET PROGRAM COST:	\$ 0
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2019-2020) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		36,313	
Employee Salaries		27,260	
1101	Senior RAB Manager	2,300	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation is higher than in subsequent years
1102	Data Analyst	2,243	Data Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to assist the Family Advocate program manager with monitoring of program performance and determining the needs of the community. The data analyst has experience assisting other programs that must comply with HIPAA. The data analyst will not be responsible for directly assisting any program participants. The rate of FTE allocation is higher with the ramp-up period than subsequent CFYs in order to develop case management systems and reports.
1103	Program Manager	10,409	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
1104	Family Navigator	6,154	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1105	Family Navigator	6,154	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		5,785	
1201	Retirement	1,090	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	221	Worker's Compensation Insurance
1203	Health Insurance	4,360	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Accrued Paid Leave	114	Reading and Beyond estimates that staff allocated to this program will earn PTO valued at this rate.
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		3,268	
1301	OASDI	1,690	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	395	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
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: OPERATING EXPENSES		2,825	
3001	Telecommunications	245	Telephone/Internet: The allocation in this category reflects the usage of information/technology services for the data analyst and senior manager as well as a dedicated cell phone for program services outside of normal business hours.
3002	Printing/Postage	15	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst and senior manager.
3003	Office, Household & Program Supplies	21	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	1,725	Staff Training: RAB has developed a curriculum of training programs for the staff and manager providing direct services to participants. These programs include 5 two-hour modules online from the Evidence Based Portal (EBPHUB.com) including: Evidence-based Case Management, Motivational Interviewing, Trauma Informed Care, and Introduction to Cognitive Behavioral Skills. Each training costs \$125.00 per employee per session. RAB will also seek out NAMI Mental Health First Aid classes for program staff, which are sometimes offered free of charge but may also cost \$75.00 per participant. RAB staff will also participate in department training in order to build rapport with DBH colleagues and better understand DBH's organizational philosophy. These training sessions will include but cultural competency and HIPAA. Training will occur on a regular basis for all staff. RAB will review training on a yearly basis to ensure the most effective opportunities are made available to program staff.
3006	Staff Mileage	466	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst and senior manager in support of the program. Examples of this type of travel include periodic visits to the staff at their offices, attending meetings with department analysts and managers, and attending community events for the benefit of the program. The allocation for this category also represents staff travel to offices in order to ensure coverage, the program manager traveling to department offices and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other: Livescan, TB Test, Background Check	354	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		47	
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ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4001	Building Maintenance	20	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	27	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	The program will fund one laptop (primarily for the program manager) for afterhours case management / data entry.
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		332	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: Case Management Online Platform	332	Other - (Case Management Online Platform): RAB subscribes to the Apricot case management web based platform, a product of Social Solutions. This site allows for customized case management profiles, forms, and fields and also for the creation of customized and updateable reports using this data.
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		4,177	
6001	Administrative Overhead	4,052	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	125	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		1,000	
7001	Computer Equipment & Software	1,000	The program will fund one laptop (primarily for the program manager) for afterhours case management / data entry.
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)	-	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 44,694
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 44,694

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2020-2021)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.07	\$ 9,222		\$ 9,222
1102	Data Analyst	0.20	13,493		13,493
1103	Program Manager	1.00		62,459	62,459
1104	Family Navigator	1.00		41,032	41,032
1105	Family Navigator	1.00		41,032	41,032
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.27	\$ 22,715	\$ 144,522	\$ 167,237
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 909	\$ 5,778	\$ 6,687
1202	Worker's Compensation		184	1,170	1,354
1203	Health Insurance		3,634	23,111	26,745
1204	Accrued Paid Leave		568	3,611	4,179
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 5,295	\$ 33,670	\$ 38,965
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 1,408	\$ 8,955	\$ 10,363
1302	FICA/MEDICARE		329	2,094	2,423
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 1,828	\$ 12,141	\$ 13,969
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 29,838	\$ 190,333	\$ 220,171

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,411
3002	Printing/Postage	110
3003	Office, Household & Program Supplies	82
3004	Advertising	-
3005	Staff Development & Training	-
3006	Staff Mileage	2,480
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other (Specify)	-
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 4,083

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 123
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	159
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 282

5000: 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	-
5005	Other: Case Management Online Platform	2,053
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 2,053

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 22,659
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	752
6006	Payroll Services	-
6007	Depreciation <i>(Provider-Owned Equipment to be Used for Program Purposes)</i>	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 23,411

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

TOTAL PROGRAM EXPENSES	\$ 250,000
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PROGRAM FUNDING SOURCES

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

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 250,000
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 250,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 250,000
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NET PROGRAM COST:	\$ -
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2020-2021) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		220,171	
Employee Salaries		167,237	
1101	Senior RAB Manager	9,222	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as oversight / senior management involvement in the program is expected to decline due to increased staff and program manager capacity.
1102	Data Analyst	13,493	Data Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to assist the Family Advocate program manager with monitoring of program performance and determining the needs of the community. The data analyst has experience assisting other programs that must comply with HIPAA. The data analyst will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as analyst involvement in the program is expected to decline due to increased staff and program manager capacity.
1103	Program Manager	62,459	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
1104	Family Navigator	41,032	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1105	Family Navigator	41,032	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		38,965	
1201	Retirement	6,687	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	1,354	Worker's Compensation Insurance
1203	Health Insurance	26,745	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Accrued Paid Leave	4,179	Reading and Beyond estimates that staff allocated to this program will earn PTO valued at this rate.
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		13,969	
1301	OASDI	10,363	OASDI cost is estimated at 6.2% x total salary

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1302	FICA/MEDICARE	2,423	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT			-
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
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: OPERATING EXPENSES		4,083	
3001	Telecommunications	1,411	Telephone/Internet: The allocation in this category reflects the usage of information/technology services for the data analyst and senior manager as well as a dedicated cell phone for program services outside of normal business hours.
3002	Printing/Postage	110	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst and senior manager.
3003	Office, Household & Program Supplies	82	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	-	
3006	Staff Mileage	2,480	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst and senior manager in support of the program. Examples of this type of travel include periodic visits to the staff at their offices, attending meetings with department analysts and managers, and attending community events for the benefit of the program. The allocation for this category also represents staff travel to offices in order to ensure coverage, the program manager traveling to department offices and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other (Specify)	-	
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		282	
4001	Building Maintenance	123	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	159	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
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5000: SPECIAL EXPENSES		2,053	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: Case Management Online Platform	2,053	Other - (Case Management Online Platform): RAB subscribes to the Apricot case management web based platform, a product of Social Solutions. This site allows for customized case management profiles, forms, and fields and also for the creation of customized and updateable reports using this data.
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		23,411	
6001	Administrative Overhead	22,659	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	752	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

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

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	250,000
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	250,000

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2021-2022)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.05	\$ 7,107		\$ 7,107
1102	Data Analyst	0.18	12,175		12,175
1103	Program Manager	1.00		62,459	62,459
1104	Family Navigator	1.00		42,000	42,000
1105	Family Navigator	1.00		42,000	42,000
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.23	\$ 19,282	\$ 146,458	\$ 165,739
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 771	\$ 5,855	\$ 6,626
1202	Worker's Compensation		156	1,186	1,342
1203	Health Insurance		3,085	23,420	26,505
1204	Accrued Paid Leave		482	3,659	4,141
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 4,494	\$ 34,120	\$ 38,614
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 1,195	\$ 9,075	\$ 10,270
1302	FICA/MEDICARE		280	2,122	2,402
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 1,566	\$ 12,289.00	\$ 13,855.00
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 25,342	\$ 192,867	\$ 218,208

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,349
3002	Printing/Postage	95
3003	Office, Household & Program Supplies	71
3004	Advertising	-
3005	Staff Development & Training	1,725
3006	Staff Mileage	2,452
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	354
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 6,046

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 123
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	159
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 282

5000: 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	-
5005	Other: Case Management Online Platform	2,053
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 2,053

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 22,659
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	752
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 23,411

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

TOTAL PROGRAM EXPENSES	\$ 250,000
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PROGRAM FUNDING SOURCES

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

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 250,000
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 250,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 250,000
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NET PROGRAM COST:	\$ -
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2021-2022) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		218,208	
Employee Salaries		165,739	
1101	Senior RAB Manager	7,107	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as oversight / senior management involvement in the program is expected to decline due to increased staff and program manager capacity.
1102	Data Analyst	12,175	Data Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to assist the Family Advocate program manager with monitoring of program performance and determining the needs of the community. The data analyst has experience assisting other programs that must comply with HIPAA. The data analyst will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as analyst involvement in the program is expected to decline due to increased staff and program manager capacity.
1103	Program Manager	62,459	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
1104	Family Navigator	42,000	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1105	Family Navigator	42,000	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		38,614	
1201	Retirement	6,626	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	1,342	Worker's Compensation Insurance
1203	Health Insurance	26,505	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Accrued Paid Leave	4,141	Reading and Beyond estimates that staff allocated to this program will earn PTO valued at this rate.
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		13,855	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1301	OASDI	10,270	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	2,402	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT			-
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
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: OPERATING EXPENSES		6,046	
3001	Telecommunications	1,349	Telephone/Internet: The allocation in this category reflects the usage of information/technology services for the data analyst and senior manager as well as a dedicated cell phone for program services outside of normal business hours.
3002	Printing/Postage	95	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst and senior manager.
3003	Office, Household & Program Supplies	71	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	1,725	Staff Training: RAB has developed a curriculum of training programs for the staff and manager providing direct services to participants. These programs include 5 two-hour modules online from the Evidence Based Portal (EBPHUB.com) including: Evidence-based Case Management, Motivational Interviewing, Trauma Informed Care, and Introduction to Cognitive Behavioral Skills. Each training costs \$125.00 per employee per session. RAB will also seek out NAMI Mental Health First Aid classes for program staff, which are sometimes offered free of charge but may also cost \$75.00 per participant. RAB staff will also participate in department training in order to build rapport with DBH colleagues and better understand DBH's organizational philosophy. These training sessions will include but cultural competency and HIPAA. Training will occur on a regular basis for all staff. RAB will review training on a yearly basis to ensure the most effective opportunities are made available to program staff.
3006	Staff Mileage	2,452	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst and senior manager in support of the program. Examples of this type of travel include periodic visits to the staff at their offices, attending meetings with department analysts and managers, and attending community events for the benefit of the program. The allocation for this category also represents staff travel to offices in order to ensure coverage, the program manager traveling to department offices and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other: Livescan, TB Test, Background Check	354	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		282	
4001	Building Maintenance	123	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	159	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		2,053	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: Case Management Online Platform	2,053	Other - (Case Management Online Platform): RAB subscribes to the Apricot case management web based platform, a product of Social Solutions. This site allows for customized case management profiles, forms, and fields and also for the creation of customized and updateable reports using this data.
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		23,411	
6001	Administrative Overhead	22,659	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	752	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

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

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 250,000

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			250,000	

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2022-2023)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.05	\$ 7,107		\$ 7,107
1102	Data Analyst	0.16	10,473		10,473
1103	Program Manager	1.00		62,459	62,459
1104	Family Navigator	1.00		42,879	42,879
1105	Family Navigator	1.00		42,879	42,879
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.21	\$ 17,580	\$ 148,218	\$ 165,798
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 703	\$ 5,926	\$ 6,629
1202	Worker's Compensation		142	1,200	1,342
1203	Health Insurance		2,813	23,702	26,515
1204	Accrued Paid Leave		439	3,703	4,142
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 4,097	\$ 34,531	\$ 38,628
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 1,090	\$ 9,185	\$ 10,275
1302	FICA/MEDICARE		255	2,148	2,403
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 1,436	\$ 12,425	\$ 13,861
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 23,113	\$ 195,174	\$ 218,287

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,308
3002	Printing/Postage	85
3003	Office, Household & Program Supplies	63
3004	Advertising	-
3005	Staff Development & Training	1,725
3006	Staff Mileage	2,432
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	354
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,967

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 123
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	159
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 282

5000: 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	-
5005	Other: Case Management Online Platform	2,053
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 2,053

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 22,659
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	752
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 23,411

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

TOTAL PROGRAM EXPENSES	\$ 250,000
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PROGRAM FUNDING SOURCES

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

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ (0)
REALIGNMENT TOTAL		\$ (0)

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 250,000
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 250,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 250,000
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NET PROGRAM COST:	\$ -
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2022-2023) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		218,287	
Employee Salaries		165,798	
1101	Senior RAB Manager	7,107	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as oversight / senior management involvement in the program is expected to decline due to increased staff and program manager capacity.
1102	Data Analyst	10,473	Data Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to assist the Family Advocate program manager with monitoring of program performance and determining the needs of the community. The data analyst has experience assisting other programs that must comply with HIPAA. The data analyst will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as analyst involvement in the program is expected to decline due to increased staff and program manager capacity.
1103	Program Manager	62,459	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
1104	Family Navigator	42,879	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1105	Family Navigator	42,879	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		38,628	
1201	Retirement	6,629	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	1,342	Worker's Compensation Insurance
1203	Health Insurance	26,515	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Accrued Paid Leave	4,142	Reading and Beyond estimates that staff allocated to this program will earn PTO valued at this rate.
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		13,861	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1301	OASDI	10,275	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	2,403	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT			-
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
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: OPERATING EXPENSES		5,967	
3001	Telecommunications	1,308	Telephone/Internet: The allocation in this category reflects the usage of information/technology services for the data analyst and senior manager as well as a dedicated cell phone for program services outside of normal business hours.
3002	Printing/Postage	85	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst and senior manager.
3003	Office, Household & Program Supplies	63	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	1,725	Staff Training: RAB has developed a curriculum of training programs for the staff and manager providing direct services to participants. These programs include 5 two-hour modules online from the Evidence Based Portal (EBPHUB.com) including: Evidence-based Case Management, Motivational Interviewing, Trauma Informed Care, and Introduction to Cognitive Behavioral Skills. Each training costs \$125.00 per employee per session. RAB will also seek out NAMI Mental Health First Aid classes for program staff, which are sometimes offered free of charge but may also cost \$75.00 per participant. RAB staff will also participate in department training in order to build rapport with DBH colleagues and better understand DBH's organizational philosophy. These training sessions will include but cultural competency and HIPAA. Training will occur on a regular basis for all staff. RAB will review training on a yearly basis to ensure the most effective opportunities are made available to program staff.
3006	Staff Mileage	2,432	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst and senior manager in support of the program. Examples of this type of travel include periodic visits to the staff at their offices, attending meetings with department analysts and managers, and attending community events for the benefit of the program. The allocation for this category also represents staff travel to offices in order to ensure coverage, the program manager traveling to department offices and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other: Livescan, TB Test, Background Check	354	Other - (Livescan, TB Test, Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		282	
4001	Building Maintenance	123	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	159	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		2,053	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: Case Management Online Platform	2,053	Other - (Case Management Online Platform): RAB subscribes to the Apricot case management web based platform, a product of Social Solutions. This site allows for customized case management profiles, forms, and fields and also for the creation of customized and updateable reports using this data.
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		23,411	
6001	Administrative Overhead	22,659	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	752	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

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

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 250,000

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			250,000	

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2023-2024)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.05	\$ 7,107		\$ 7,107
1102	Data Analyst	0.13	8,771		8,771
1103	Program Manager	1.00		62,459	62,459
1104	Family Navigator	1.00		43,760	43,760
1105	Family Navigator	1.00		43,760	43,760
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.18	\$ 15,878	\$ 149,979	\$ 165,857
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 635	\$ 5,996	\$ 6,631
1202	Worker's Compensation		129	1,214	1,343
1203	Health Insurance		2,541	23,984	26,525
1204	Accrued Paid Leave		397	3,747	4,144
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 3,702	\$ 34,941	\$ 38,643
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 985	\$ 9,294	\$ 10,279
1302	FICA/MEDICARE		230	2,174	2,404
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 1,306	\$ 12,560	\$ 13,866
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 20,886	\$ 197,480	\$ 218,366

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,265
3002	Printing/Postage	74
3003	Office, Household & Program Supplies	56
3004	Advertising	-
3005	Staff Development & Training	1,725
3006	Staff Mileage	2,414
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	354
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,888

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 123
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	159
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 282

5000: 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	-
5005	Other: Case Management Online Platform	2,053
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 2,053

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 22,659
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	752
6006	Payroll Services	-
6007	Depreciation <i>(Provider-Owned Equipment to be Used for Program Purposes)</i>	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 23,411

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

TOTAL PROGRAM EXPENSES	\$ 250,000
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PROGRAM FUNDING SOURCES

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

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 250,000
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 250,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 250,000
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NET PROGRAM COST:	\$ -
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2023-2024) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		218,366	
Employee Salaries		165,857	
1101	Senior RAB Manager	7,107	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as oversight / senior management involvement in the program is expected to decline due to increased staff and program manager capacity.
1102	Data Analyst	8,771	Data Analyst: RAB will assign a partial allocation of the data analyst's time to this project in order to assist the Family Advocate program manager with monitoring of program performance and determining the needs of the community. The data analyst has experience assisting other programs that must comply with HIPAA. The data analyst will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as analyst involvement in the program is expected to decline due to increased staff and program manager capacity.
1103	Program Manager	62,459	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
1104	Family Navigator	43,760	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1105	Family Navigator	43,760	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		38,643	
1201	Retirement	6,631	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	1,343	Worker's Compensation Insurance
1203	Health Insurance	26,525	An estimate of health insurance coverage for the staff assigned to the grant.
1204	Accrued Paid Leave	4,144	Reading and Beyond estimates that staff allocated to this program will earn PTO valued at this rate.
1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		13,866	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1301	OASDI	10,279	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	2,404	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT			-
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
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: OPERATING EXPENSES		5,888	
3001	Telecommunications	1,265	Telephone/Internet: The allocation in this category reflects the usage of information/technology services for the data analyst and senior manager as well as a dedicated cell phone for program services outside of normal business hours.
3002	Printing/Postage	74	Printing/Reproduction: The allocation in this category reflects the usage of the RAB headquarter office printer/scanner/copier for the data analyst and senior manager.
3003	Office, Household & Program Supplies	56	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	1,725	Staff Training: RAB has developed a curriculum of training programs for the staff and manager providing direct services to participants. These programs include 5 two-hour modules online from the Evidence Based Portal (EBPHUB.com) including: Evidence-based Case Management, Motivational Interviewing, Trauma Informed Care, and Introduction to Cognitive Behavioral Skills. Each training costs \$125.00 per employee per session. RAB will also seek out NAMI Mental Health First Aid classes for program staff, which are sometimes offered free of charge but may also cost \$75.00 per participant. RAB staff will also participate in department training in order to build rapport with DBH colleagues and better understand DBH's organizational philosophy. These training sessions will include but cultural competency and HIPAA. Training will occur on a regular basis for all staff. RAB will review training on a yearly basis to ensure the most effective opportunities are made available to program staff.
3006	Staff Mileage	2,414	Staff Mileage/Vehicle Maintenance: The allocation represents occasional travel by the data analyst and senior manager in support of the program. Examples of this type of travel include periodic visits to the staff at their offices, attending meetings with department analysts and managers, and attending community events for the benefit of the program. The allocation for this category also represents staff travel to offices in order to ensure coverage, the program manager traveling to department offices and RAB's headquarters in order to oversee the program, as well as travel to meetings and events related to the program.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other: Livescan, TB Test, Background Check	354	Other - (Livescan, TB Test. Background check): RAB conducts several checks and tests for all newly hired employees. These include fingerprinting / Livescan, a test for TB, and a background check to confirm employment history and education.
3010	Other (Specify)	-	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		282	
4001	Building Maintenance	123	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
4002	Rent/Lease Building	-	
4003	Rent/Lease Equipment	-	
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	159	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		2,053	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: Case Management Online Platform	2,053	Other - (Case Management Online Platform): RAB subscribes to the Apricot case management web based platform, a product of Social Solutions. This site allows for customized case management profiles, forms, and fields and also for the creation of customized and updateable reports using this data.
5006	Other (Specify)	-	
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		23,411	
6001	Administrative Overhead	22,659	Administrative Overhead (Indirect): RAB's 10% indirect rate provides for the salaries of administrative staff in the following departments: Finance, Information/Technology, and Human Resources. These staff are responsible for processing payroll, invoicing for contracts and grants, providing and maintaining the equipment used for this program, and the hiring and management oversight of employees.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	752	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

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

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 250,000

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			250,000	

Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2024-2025)

PROGRAM EXPENSES

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Senior RAB Manager	0.05	\$ 7,107		\$ 7,107
1102	Data Analyst	0.11	7,413		7,413
1103	Program Manager	1.00		62,459	62,459
1104	Family Navigator	1.00		44,465	44,465
1105	Family Navigator	1.00		44,465	44,465
1106			-	-	-
1107			-	-	-
1108			-	-	-
1109			-	-	-
1110			-	-	-
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
Personnel Salaries Subtotal		3.16	\$ 14,520	\$ 151,388	\$ 165,908
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 581	\$ 6,052	\$ 6,633
1202	Worker's Compensation		118	1,226	1,344
1203	Health Insurance		2,323	24,209	26,532
1204	Accrued Paid Leave		363	3,783	4,146
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
Employee Benefits Subtotal:			\$ 3,385	\$ 35,270	\$ 38,655
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 900	\$ 9,381	\$ 10,281
1302	FICA/MEDICARE		211	2,194	2,405
1303	SUI		91	1,092	1,183
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
Payroll Taxes & Expenses Subtotal:			\$ 1,202	\$ 12,667	\$ 13,869
EMPLOYEE SALARIES & BENEFITS TOTAL:			\$ 19,107	\$ 199,325	\$ 218,432

2000: CLIENT SUPPORT		
Acct #	Line Item Description	Amount

2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
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		\$ -

3000: OPERATING EXPENSES		
Acct #	Line Item Description	Amount
3001	Telecommunications	\$ 1,230
3002	Printing/Postage	66
3003	Office, Household & Program Supplies	49
3004	Advertising	-
3005	Staff Development & Training	1,725
3006	Staff Mileage	2,398
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other: Livescan, TB Test, Background Check	354
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
OPERATING EXPENSES TOTAL:		\$ 5,822

4000: FACILITIES & EQUIPMENT		
Acct #	Line Item Description	Amount
4001	Building Maintenance	\$ 123
4002	Rent/Lease Building	-
4003	Rent/Lease Equipment	-
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	159
4007	Other (Specify)	-
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
FACILITIES/EQUIPMENT TOTAL:		\$ 282

5000: 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	-
5005	Other: Case Management Online Platform	2,053
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
SPECIAL EXPENSES TOTAL:		\$ 2,053

6000: ADMINISTRATIVE EXPENSES		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 22,659
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Insurance (Specify): General, Auto, Cyber	752
6006	Payroll Services	-
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
ADMINISTRATIVE EXPENSES TOTAL		\$ 23,411

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

TOTAL PROGRAM EXPENSES	\$ 250,000
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PROGRAM FUNDING SOURCES

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

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

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 0
REALIGNMENT TOTAL		\$ 0

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ 250,000
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
MHSA TOTAL			\$ 250,000

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

TOTAL PROGRAM FUNDING SOURCES:	\$ 250,000
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NET PROGRAM COST:	\$ -
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**Family Advocate Services
Reading and Beyond
Fiscal Year (FY 2024-2025) Budget Narrative**

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		218,432	
Employee Salaries		165,908	
1101	Senior RAB Manager	7,107	Senior RAB Manager: A member of RAB's senior management team will be assigned to monitor the program manager's performance, the overall activities of the program, and ensure compliance with the requirements of the County Department of Behavioral Health and all applicable laws and regulations. This senior manager will also coordinate with other RAB management teams including finance, information/technology, human resources, etc. The senior manager will not be responsible for directly assisting any program participants. Allocation of this staff member's salary is higher during the initial fiscal years of the program and declines as oversight / senior management involvement in the program is expected to decline due to increased staff and program manager capacity.
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1103	Program Manager	62,459	Program Manager: This proposal includes a full time allocation of a program manager who will be responsible for overseeing the program's family advocates. The program manager will also be the primary person assigned to answer the Family Advocate phone line or respond to voicemails outside of normal business hours. The program manager will also attend events in the community and management meetings at the Department of Behavioral Health.
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1105	Family Navigator	44,465	Family Navigator: The Family Navigators will be the primary staff members assisting program participants. FNs will be hired later than PM in this rampu up period.
1106	0	-	
1107	0	-	
1108	0	-	
1109	0	-	
1110	0	-	
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
Employee Benefits		38,655	
1201	Retirement	6,633	Reading and Beyond provides a 4% match to employee 401k contributions as part of the organization's compensation/benefit and retention strategies
1202	Worker's Compensation	1,344	Worker's Compensation Insurance
1203	Health Insurance	26,532	An estimate of health insurance coverage for the staff assigned to the grant.
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1205	Other (Specify)	-	
1206	Other (Specify)	-	
Payroll Taxes & Expenses:		13,869	

ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1301	OASDI	10,281	OASDI cost is estimated at 6.2% x total salary
1302	FICA/MEDICARE	2,405	FICA/Medicare cost is estimated at 1.45% x total salary
1303	SUI	1,183	SUI cost is estimated at 1st \$7,000 x 6.8%
1304	Other (Specify)	-	
1305	Other (Specify)	-	
1306	Other (Specify)	-	

2000: CLIENT SUPPORT			-
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
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2013	Other (Specify)	-	
2014	Other (Specify)	-	
2015	Other (Specify)	-	
2016	Other (Specify)	-	

3000: OPERATING EXPENSES		5,822	
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3003	Office, Household & Program Supplies	49	Office Supplies & Equipment: The allocation in this category reflects the usage of the RAB headquarter office supplies for the data analyst and senior manager.
3004	Advertising	-	
3005	Staff Development & Training	1,725	Staff Training: RAB has developed a curriculum of training programs for the staff and manager providing direct services to participants. These programs include 5 two-hour modules online from the Evidence Based Portal (EBPHUB.com) including: Evidence-based Case Management, Motivational Interviewing, Trauma Informed Care, and Introduction to Cognitive Behavioral Skills. Each training costs \$125.00 per employee per session. RAB will also seek out NAMI Mental Health First Aid classes for program staff, which are sometimes offered free of charge but may also cost \$75.00 per participant. RAB staff will also participate in department training in order to build rapport with DBH colleagues and better understand DBH's organizational philosophy. These training sessions will include but cultural competency and HIPAA. Training will occur on a regular basis for all staff. RAB will review training on a yearly basis to ensure the most effective opportunities are made available to program staff.
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3010	Other (Specify)	-	

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3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		282	
4001	Building Maintenance	123	Allocation of RAB's maintenance / custodial costs based on the administrative staffing of this program.
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4003	Rent/Lease Equipment	-	
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4006	Utilities	159	Allocation of RAB's utilities costs based on the administrative staffing of this program.
4007	Other (Specify)	-	
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		2,053	
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5003	Contractual/Consulting Services (Specify)	-	
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6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Insurance (Specify): General, Auto, Cyber	752	Allocation of RAB's organizational insurance costs based on the staffing of this program.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

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

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 250,000

	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:			250,000	

STATE MENTAL HEALTH REQUIREMENTS

1. CONTROL REQUIREMENTS

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

2. PROFESSIONAL LICENSURE

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

3. CONFIDENTIALITY

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

4. NON-DISCRIMINATION

A. Eligibility for Services

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

B. Employment Opportunity

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

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

5. PATIENTS' RIGHTS

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

STATE CONTRACTOR CERTIFICATION CLAUSES

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

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of this Agreement or both and CONTRACTOR may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the CONTRACTOR has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

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

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

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

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

set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

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

DOING BUSINESS WITH THE STATE OF CALIFORNIA

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

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

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

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

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

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

making position in the same general subject area as the proposed contract within the twelve (12) month period prior to his or her leaving state service.

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

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

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

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

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

Federal database checks.

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

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

Vendor:	Contract#	Contact Person	Contact#

Fixed Asset and Sensitive Item Tracking

Example Example

Item	Make/Brand	Model	Serial #	Fixed Asset	Sensitive Item	Date Requested (If Fixed Asset)	Date Approved (If Fixed Asset)	Purchase Date	Location	Condition	Fresno County Inventory Number	Cost
Copier	Canon	27CRT	9YHJY65R	x		3/27/2008	4/1/2008	4/10/2008	Heritage	New		\$6,500.00
DVD Player	Sony	DV2230	PXC4356A		x	n/a	n/a	4/1/2008	Heritage	New		\$450.00
Date Prepared:												
1												
2												
3												
4												
5												
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21												
22												
23												
24												
25												

Date Received: _____

FIXED ASSET AND SENSITIVE ITEM TRACKING

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

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

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

Principal Standard:

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

Governance, Leadership, and Workforce:

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

Communication and Language Assistance:

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

Engagement, Continuous Improvement, and Accountability:

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

The Case for the Enhanced National CLAS Standards

Of all the forms of inequality, injustice in health care is the most shocking and inhumane.
— Dr. Martin Luther King, Jr.

Health equity is the attainment of the highest level of health for all people (U.S. Department of Health and Human Services [HHS] Office of Minority Health, 2011). Currently, individuals across the United States from various cultural backgrounds are unable to attain their highest level of health for several reasons, including the social determinants of health, or those conditions in which individuals are born, grow, live, work, and age (World Health Organization, 2012), such as socioeconomic status, education level, and the availability of health services (HHS Office of Disease Prevention and Health Promotion, 2010). Though health inequities are directly related to the existence of historical and current discrimination and social injustice, one of the most modifiable factors is the lack of culturally and linguistically appropriate services, broadly defined as care and services that are respectful of and responsive to the cultural and linguistic needs of all individuals.

Health inequities result in disparities that directly affect the quality of life for all individuals. Health disparities adversely affect neighborhoods, communities, and the broader society, thus making the issue not only an individual concern but also a public health concern. In the United States, it has been estimated that the combined cost of health disparities and subsequent deaths due to inadequate and/or inequitable care is \$1.24 trillion (LaVeist, Gaskin, & Richard, 2009). Culturally and linguistically appropriate services are increasingly recognized as effective in improving the quality of care and services (Beach et al., 2004; Goode, Dunne, & Bronheim, 2006). By providing a structure to implement culturally and linguistically appropriate services, the enhanced National CLAS Standards will improve an organization's ability to address health care disparities.

The enhanced National CLAS Standards align with the HHS Action Plan to Reduce Racial and Ethnic Health Disparities (HHS, 2011) and the National Stakeholder Strategy for Achieving Health Equity (HHS National Partnership for Action to End Health Disparities, 2011), which aim to promote health equity through providing clear plans and strategies to guide collaborative efforts that address racial and ethnic health disparities across the country. Similar to these initiatives, the enhanced National CLAS Standards are intended to advance health equity, improve quality, and help eliminate health care disparities by providing a blueprint for individuals and health and health care organizations to implement culturally and linguistically appropriate services. Adoption of these Standards will help advance better health and health care in the United States.

Bibliography:

- Beach, M. C., Cooper, L. A., Robinson, K. A., Price, E. G., Gary, T. L., Jenckes, M. W., Powe, N.R. (2004). Strategies for improving minority healthcare quality. (AHRQ Publication No. 04-E008-02). Retrieved from the Agency of Healthcare Research and Quality website: <http://www.ahrq.gov/downloads/pub/evidence/pdf/minqual/minqual.pdf>
- Goode, T. D., Dunne, M. C., & Bronheim, S. M. (2006). The evidence base for cultural and linguistic competency in health care. (Commonwealth Fund Publication No. 962). Retrieved from The Commonwealth Fund website: http://www.commonwealthfund.org/usr_doc/Goode_evidencebasecultlinguisticcomp_962.pdf
- LaVeist, T. A., Gaskin, D. J., & Richard, P. (2009). The economic burden of health inequalities in the United States. Retrieved from the Joint Center for Political and Economic Studies website: <http://www.jointcenter.org/sites/default/files/upload/research/files/The%20Economic%20Burden%20of%20Health%20Inequalities%20in%20the%20United%20States.pdf>
- National Partnership for Action to End Health Disparities. (2011). National stakeholder strategy for achieving health equity. Retrieved from U.S. Department of Health and Human Services, Office of Minority Health website: <http://www.minorityhealth.hhs.gov/npa/templates/content.aspx?vl=1&lvlid=33&ID=286>
- U.S. Department of Health and Human Services. (2011). HHS action plan to reduce racial and ethnic health disparities: A nation free of disparities in health and health care. Retrieved from http://minorityhealth.hhs.gov/npa/files/Plans/HHS/HHS_Plan_complete.pdf
- U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion. (2010). Healthy people 2020: Social determinants of health. Retrieved from <http://www.healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=39>
- U.S. Department of Health and Human Services, Office of Minority Health (2011). National Partnership for Action to End Health Disparities. Retrieved from <http://minorityhealth.hhs.gov/npa>
- World Health Organization. (2012). Social determinants of health. Retrieved from http://www.who.int/social_determinants/en/

CULTURAL COMPETENCE FORM

Agency Name: _____

Program Category: _____

Identify the Agency's ability to apply language, gender, and culturally specific competencies to the RFP services provided by checking all that apply and/or provide the name of Agency that you have an arrangement with to respond to these referrals.

A	B		C
Language, Gender, and/or Cultural Competence	Have staff		Name of Agency that you have an arrangement with to respond to these referrals
	1	2	
	Included in staffing work plan	Not included in staffing work plan. Explain below	
Spanish (Language)			
Vietnamese (Language)			
Other Language:			
LGBT Staff			
African American Staff			
Latino Staff			
Native American Staff			
Asian American Staff			
Pacific Islander Staff			
Others:			

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

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

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

Contractor and its employees and subcontractor shall:

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

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

Fresno County Mental Health Compliance Program

Contractor Acknowledgment and Agreement

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

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

For Individual Providers

Name (print): _____

Discipline: Psychiatrist Psychologist LCSW LMFT

Signature : _____ **Date :** ___/___/___

For Group or Organizational Providers

Group/Org. Name (print): _____

Employee Name (print): _____

Discipline: Psychiatrist Psychologist LCSW LMFT

Other: _____

Job Title (if different from Discipline): _____

Signature: _____ Date: ___/___/___

DISCLOSURE OF OWNERSHIP AND CONTROL INTEREST STATEMENT

I. Identifying Information

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

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

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

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

NAME	ADDRESS	EIN

B. Type of entity: Sole proprietorship Partnership Corporation
 Unincorporated Associations Other (specify) _____

C. If the disclosing entity is a corporation, list names, addresses of the directors, and EINs for corporations under "Remarks."

D. Are any owners of the disclosing entity also owners of other Medicare/Medicaid facilities? (Example: sole proprietor, partnership, or members of Board of Directors) If yes, list names, addresses of individuals, and provider numbers.

NAME	ADDRESS	PROVIDER NUMBER

YES NO

IV. A. Has there been a change in ownership or control within the last year?
If yes, give date. _____

B. Do you anticipate any change of ownership or control within the year?.....
If yes, when? _____

C. Do you anticipate filing for bankruptcy within the year?.....
If yes, when? _____

V. Is the facility operated by a management company or leased in whole or part by another organization?.....
If yes, give date of change in operations. _____

VI. Has there been a change in Administrator, Director of Nursing, or Medical Director within the last year?.....

VII. A. Is this facility chain affiliated?
(If yes, list name, address of corporation, and EIN.)

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

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

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

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

Name of authorized representative (typed)	Title
Signature	Date

Remarks

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

INSTRUCTIONS FOR CERTIFICATION

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

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

CERTIFICATION

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature:

(Printed Name & Title)

Date:

(Name of Agency or Company)

SELF-DEALING TRANSACTION DISCLOSURE FORM

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

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

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

INSTRUCTIONS

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

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



Department of Behavioral Health

Policy and Procedure Guide

PPG 1.2.7

Section: Mental Health

Effective Date: 05/30/2017

Revised Date: 05/30/2017

Policy Title: Performance Outcome Measures

Approved by: Dawan Utecht (Director of Behavioral Health), Francisco Escobedo (Sr. Staff Analyst - QA), Kannika Toonnachat (Division Manager - Technology and Quality Management)

POLICY:

It is the policy of Fresno County Department of Behavioral Health and the Fresno County Mental Health Plan (FCMHP) to ensure procedures for developing performance measures which accurately reflect vital areas of performance and provide for systematic, ongoing collection and analysis of valid and reliable data. Data collection is not intended to be an additional task for FCMHP programs/providers but rather embedded within the various non-treatment, treatment and clinical documentation.

PURPOSE:

To determine the effectiveness and efficiency of services provided by measuring performance outcomes/results achieved by the persons served during service delivery or following service completion, delivery of service, and of the individuals' satisfaction. This is a vital management tool used to clarify goals, document the efforts toward achieving those goals, and thus measure the benefit the service delivery to the persons served. Performance measurement selection is part of the planning and developing process design of the program. Performance measurement is the ongoing monitoring and reporting of progress towards pre-established objectives/goals.

REFERENCE:

California Code of Regulations, Title 9, Chapter 11, Section 1810.380(a)(1): State Oversight

DHCS Service, Administrative and Operational Requirements

Mental Health Services Act (MHSA), California Code of Regulations, Title 9, Section 3320, 3200.050, and 3200.120

Commission on Accreditation of Rehabilitation Facilities (CARF)

DEFINITIONS:

1. **Indicator:** Qualitative or quantitative measure(s) that tell if the outcomes have been accomplished. Indicators evaluate key performance in relation to objectives. It indicates what the program is accomplishing and if the anticipated results are being achieved.

MISSION STATEMENT

The Department of Behavioral Health is dedicated to supporting the wellness of individuals, families and communities in Fresno County who are affected by, or are at risk of, mental illness and/or substance use disorders through cultivation of strengths toward promoting recovery in the least restrictive environment.

Template Review Date 3/28/16



Department of Behavioral Health

Policy and Procedure Guide

Section: Mental Health

Effective Date: 05/30/2017

PPG 1.2.7

Policy Title: Performance Outcome Measures

2. **Intervention:** A systematic plan of action consciously adapted in an attempt to address and reduce the causes of failure or need to improve upon system.
3. **Fresno County Mental Health Plan (FCMHP):** Fresno County's contract with the State Department of Health and Human Services that allows for the provision of specialty mental health services. Services may be delivered by county-operated programs, contracted organizational, or group providers.
4. **Objective (Goal):** Intended results or the impact of learning, programs, or activities.
5. **Outcomes:** Specific results or changes achieved as a consequence of the program or intervention. Outcomes are connected to the objectives/goals identified by the program or intervention.

PROCEDURE:

- I. Each FCMHP program/provider shall engage in measurement of outcomes in order to generate reliable and valid data on the effectiveness and efficiency of programs or interventions. Programs/providers will establish/select objectives (goals), decide on a methodology and timeline for the collection of data, and use an appropriate data collection tool. This occurs during the program planning and development process. Outcomes should be in alignment with the program/provider goals.
- II. Outcomes should be measurable, obtainable, clear, accurately reflect the expected result, and include specific time frames. Once the measures have been selected, it is necessary to design a way to gather the information. For each service delivery performance indicator, FCMHP program/provider shall determine: to whom the indicator will be applied; who is responsible for collecting the data; the tool from which data will be collected; and a performance target based on an industry benchmark, or a benchmark set by the program/provider.
- III. Performance measures are subject to review and approval by FCMHP Administration.
- IV. Performance measurement is the ongoing monitoring and reporting of progress towards pre-established objectives/goals. Annually, each FCMHP program/provider must measure service delivery performance in each of the areas/domains listed below. Dependent on the program/provider service deliverables, exceptions must be approved by the FCMHP Administration.



Department of Behavioral Health Policy and Procedure Guide

Section: Mental Health

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Policy Title: Performance Outcome Measures

- a. Effectiveness of services – How well programs performed and the results achieved. Effectiveness measures address the quality of care through measuring change over time. Examples include but are not limited to: reduction of hospitalization, reduction of symptoms, employment and housing status, and reduction of recidivism rate and incidence of relapse.
 - b. Efficiency of services – The relationship between the outcomes and the resources used. Examples include but are not limited to: service delivery cost per service unit, length of stay, and direct service hours of clinical and medical staff.
 - c. Services access – Changes or improvements in the program/provider’s capacity and timeliness to provide services to those who request them. Examples include but are not limited to: wait/length of time from first request/referral to first service or subsequent appointment, convenience of service hours and locations, number of clients served by program capacity, and no-show and cancellation rates.
 - d. Satisfaction and feedback from persons served and stakeholders– Changes or increased positive/negative feedback regarding the experiences of the persons served and others (families, referral sources, payors/guarantors, etc.). Satisfaction measures are usually oriented toward clients, family members, personnel, the community, and funding sources. Examples include but are not limited to: did the organization/program focus on the recovery of the person served, were grievances or concerns addressed, overall feelings of satisfaction, and satisfaction with physical facilities, fees, access, service effectiveness, and efficiency.
- V. Each FCMHP program/provider shall use the following templates to document the defined goals, intervention(s), specific indicators, and outcomes.
1. FCMHP Outcome Report template (see Attachment A)
 2. FCMHP Outcome Analysis template (see Attachment C)

PROGRAM INFORMATION:

Program Title:	Provider:
Program Description:	MHP Work Plan:
Age Group Served 1:	Dates Of Operation:
Age Group Served 2:	Reporting Period:
Funding Source 1:	Funding Source 3:
Funding Source 2:	Other Funding:

FISCAL INFORMATION:

Program Budget Amount:	Program Actual Amount:	0
Number of Unique Clients Served During Time Period:	0	
Number of Services Rendered During Time Period:	Click here to enter text.	
Actual Cost Per Client:	0	

CONTRACT INFORMATION:

Program Type:	Type of Program:
Contract Term:	For Other:
	Renewal Date:

Level of Care Information Age 18 & Over:
Level of Care Information Age 0- 17:

TARGET POPULATION INFORMATION:

Target Population:

CORE CONCEPTS:

- Community collaboration: individuals, families, agencies, and businesses work together to accomplish a shared vision.
- Cultural competence: adopting behaviors, attitudes and policies that enable providers to work effectively in cross-cultural situations.

- **Individual/Family-Driven, Wellness/Recovery/Resiliency-Focused Services:** adult clients and families of children and youth identify needs and preferences that result in the most effective services and supports.
- **Access to underserved communities:** Historically unserved and underserved communities are those groups that either have documented low levels of access and/or use of mental health services, face barriers to participation in the policy making process in public mental health, have low rates of insurance coverage for mental health care, and/or have been identified as priorities for mental health services.
- **Integrated service experiences:** services for clients and families are seamless. Clients and families do not have to negotiate with multiple agencies and funding sources to meet their needs.

Please select core concepts embedded in services/ program:
(May select more than one)

Please describe how the selected concept (s) embedded :

PROGRAM OUTCOME & GOALS

- **Must include each of these areas/domains:** (1) Effectiveness, (2) Efficiency, (3) Access, (4) Satisfaction & Feedback Of Persons Served & Stakeholder
- **Include the following components for documenting each goal:** (1) Indicator, (2) Who Applied, (3) Time of Measure, (4) Data Source, (5) Target Goal Expectancy

DEPARTMENT RECOMMENDATION(S):

FRESNO COUNTY MENTAL HEALTH PLAN

Outcomes Analysis

Attachment C

Name of Program:

[Click here to enter text.](#)

What is the Program/Contract Goals?

[Click here to enter text.](#)

Program Type: _____

Type of Program: [Other, please specify below](#)

Other: [Click here to enter text.](#)

CLINICAL INFORMATION:

Does the Program Utilize Any of the Following? *(May select more than one)*

[Evidence Informed Practice](#)

[Best Practice](#)

[Evidence Based Practice](#)

Other: [Click here to enter text.](#)

Please Describe: [Click here to enter text.](#)

OUTCOMES

What Outcome Measures Are Being Used? [Click here to enter text.](#)

What Outcome Measures/Functional Variables Could Be Added to Better Explain the Program's Effectiveness? [Click here to enter text.](#)

Describe the Program's analysis (i.e. have the program/contract goals been met? Number served, waiting list, wait times, budget to volume, etc.): [Click here to enter text.](#)

What Barriers Prevent the Program from Achieving Better Outcomes? [Click here to enter text.](#)

What Changes to the Program Would You Recommend to Improve the outcomes ? [Click here to enter text.](#)

For Committee Use Only:

Recommendations: do include a conclusion and a to-do list with action items

[Click here to enter text.](#)