



County of Santa Cruz

209

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

June 9, 1998

Agenda: June 23, 1998

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, California

HEALTHY START SUPPORT SERVICES: APPROVE REVENUE AGREEMENT WITH PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Dear Members of the Board:

Since 1992 the Human Resources Agency (BRA) has participated in the Healthy Start program at Watsonville High School, Freedom Elementary and Salsipuedes Elementary schools. The program is based on an integrated network of health, social services and community education activities located on-site at the Healthy Start Centers, or linked to the Centers through liaison with participating public and private agencies. In addition to linkages between Healthy Start and HRA's social services, Medi-Cal and TANF programs, HRA has provided school-based case management services funded under a revenue agreement with the Pajaro Valley Unified School District (PWSD). The program at Watsonville High School has been particularly successful, with HRA out-stationing a full-time social worker (case manager/family advocate) to coordinate supportive services, advocacy and case management for at-risk high school youth and their families.

PWSD has identified funds to continue support for HRA's case manager/family advocate position at Watsonville High for FY 1998/99. Support for the elementary schools will be maintained through existing collaborative linkages between the Healthy Start program and HRA's south County service centers. The purpose of this letter is to request your Board's approval of a one year revenue agreement with PWSD to continue case management services at Watsonville High. As part of the agreement, PWSD will provide \$36,000 to support wages, benefits, and overhead for one case manager/family advocate. This PWSD revenue, in addition to Child Welfare Services funding, is included in HRA's FY 1998/99 budget. The attached agreement outlines the roles and functions to be performed by the HRA case manager/family advocate.

BOARD OF SUPERVISORS

Agenda: June 23, 1998

Healthy Start Support Services: Approve Revenue

Agreement with Pajaro Valley Unified School District

² 210

IT IS THEREFORE RECOMMENDED that your Board approve the revenue agreement between the Pajaro Valley Unified School District and the County of Santa Cruz Human Resources Agency, providing \$36,000 to support wages, benefits, and overhead for one Healthy Start case manager/family advocate, and authorize the Human Resources Agency Administrator to execute the agreement and sign any related documents required to implement the agreement.

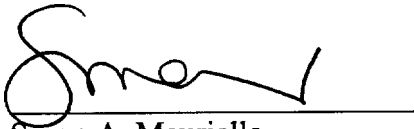
Very truly yours,



CECILIA ESPINOLA
Administrator

CE/MS:N:\CPSADMIN\PVUSD99

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Auditor-Controller
Pajaro Valley Unified School District

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

211

To: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Human Resources Agency (Dept.)
[Signature] (Signature) 4/10/98 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

Said agreement is between the Santa Cruz County Human Resources Agency (Agency)

and Pajaro Valley Unified School District, 165 Blackburn St., Watsonville, CA 95076 (Name & Address)

The agreement will provide Case Management/Family Advocate Services in the Pajaro Valley Unified School District FOR HEALTHY START

The agreement is needed to accent the funds

Period of the agreement is from 7/1/98 to 6/30/99

Anticipated Revenue 32,700 is \$ 34,000 (Fixed amount; Monthly rate; Not to exceed)

Remarks:

Revenues 392100 are budgeted in (Index#) 2047 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Revenue are available and have been encumbered; Revenue R507 Date 6/10/98

GARY A. KNUTSON, Auditor- Controller
By [Signature] Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the HRA Administrator to execute the same on behalf of the Human Resources Agency (Agency).

Remarks: [Signature] (Analyst) By [Signature] Date 6/11/98 County Administrative Officer

Agreement approved as to form. Date

Distribution:
Bd. of Supv. • White
Auditor-Controller • Blue
County Counsel • Green *
Co. Admin. Officer • Canary
Auditor-Controller • Pink
Originating Dept. • Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
By _____ Deputy Clerk

AGREEMENT BETWEEN
THE PAJARO VALLEY UNIFIED SCHOOL DISTRICT
AND THE COUNTY OF SANTA CRUZ HUMAN RESOURCES AGENCY

RE: PROVISION OF HEALTHY START CASE MANAGEMENT/FAMILY ADVOCATE SERVICES

I. PURPOSE

The purpose of this agreement is to provide Healthy Start Case Management/Family Advocate Services in the Pajaro Valley. In particular, this agreement is between the Pajaro Valley Unified School District (PWSD) and the County of Santa Cruz (COUNTY) for the purpose of providing these services to at-risk youth and their families at Watsonville High School located in Watsonville, California. These services will be provided by the COUNTY through the Human Resources Agency.

II. TERM OF AGREEMENT

This agreement shall become effective on July 1, 1998 and shall continue in effect through June 30, 1999.

III. DUTIES AND RESPONSIBILITIES

- A. Employment and Supervision of Case Manager/Family Advocate: To implement the purpose of this agreement, COUNTY will employ a full time Senior Social Worker. This staff will be supervised by the Social Work Supervisor of COUNTY'S Child Welfare Services programs. As the Case Manager/Family Advocate's employer, COUNTY will be responsible for paying wages, employee taxes, insurance and other benefits. PWSD will compensate COUNTY for these expenses in accordance with paragraph IV.
- B. Scope of Work: Work will be performed by the COUNTY'S Case Manager/Family Advocate as described in Exhibit "A" ["POSITION DESCRIPTION, CASE MANAGER/FAMILY ADVOCATE (HRA Senior Social Worker)"] attached hereto.

Iv. COMPENSATION

In compensation of the services described in paragraph III, PWSD shall pay COUNTY on the basis of monthly invoices submitted to PWSD. PWSD shall compensate COUNTY in accordance with COUNTY'S actual expenses for wages, employee taxes, insurance, and other benefits for employee classifications as described in this agreement. In no event shall the maximum payment made by PWSD to COUNTY under this agreement exceed the sum of \$36,000.

X. COMPLIANCE WITH APPLICABLE LAWS

COUNTY will comply with all applicable laws, ordinances, and codes of the federal, state and county governments in performing its duties under this agreement.

XI. ENTIRE AGREEMENT

This agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings, whether oral or written between the parties relating to the subject matter of this agreement which are not fully expressed herein. The drafting and negotiation of this agreement has been participated in by each of the parties and/or their counsel and for all purposes this agreement shall be deemed to have been drafted jointly by both parties.

XII. SEVERABILITY


If any provision, or any part of any provision of this agreement is for any reason held to be invalid, unenforceable or contrary to any public policy, law, statute and/or ordinance, then the remainder of this agreement shall not be affected thereby and shall remain valid and fully enforceable.

XIII. TERMINATION

This agreement may be terminated by either party upon 30 days prior written notice to the other party.

XIV. AMENDMENT

This agreement may be amended, modified or changed by written consent of both parties.

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V. HOLD HARMLESS CLAUSE

PWSD and COUNTY mutually agree to exonerate, indemnify, defend and hold harmless on another (which shall include, without limitation, the officers, agents, employees and volunteers of PWSD and COUNTY) from and against:

- A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which the other may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the Indemnitor's performance under the terms of this agreement, excepting any liability arising out of the willful misconduct or sole negligence of the indemnitee. Such indemnification includes any damage to the person(s) or property(ies) of the other and third persons.
- B. Any and all federal, state, and local taxes, charges, fees, or contributions required to be aid with respect to the other's officers, employees and agents engaged in the performance of his agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

IV. DOCUMENTS AND REPORTS

Case records, notes, studies, charts, computations, and other data, together with other information obtained by COUNTY for this project, shall be the joint property of PWSD and COUNTY.

VII. CONFIDENTIALITY


PWSD and COUNTY shall safeguard the use and access to information regarding persons to which the parties are providing or arranging for services. Confidentiality procedures will be followed as outlined by the Welfare and Institutions Code Sections 5328 and 10850, or in accordance with legally valid waivers pertaining to implementation of the Healthy Start Program.

VIII. EMPLOYEE STATUS

PWSD and COUNTY agree that personnel employed by COUNTY are not and shall not be deemed to be employees of PWSD. COUNTY shall comply with all State and Federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation. PWSD agrees that COUNTY shall have the right to control the manner and means of accomplishing the purpose of this agreement.

IX. ASSIGNMENT

COUNTY may not assign this agreement or subcontract any portion thereof without the prior written consent of PWSD. Any assignment of or subcontracts under this agreement shall have no force or be effective until so approved, and shall be subject to all the provisions of this agreement, and all applicable state and federal regulations.

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XV. SIGNATURE

By signing below both parties agree to the terms of this agreement

DATED: 6/10/98

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

By: 

John Casey, Superintendent
Pajaro Valley Unified School District
165 Blackburn, Watsonville, CA 95076

COUNTY OF SANTA CRUZ

DATED: _____

By: _____

Cecilia Espinola, Administrator
Human Resources Agency
1000 Emeline Ave., Santa Cruz, CA 95060

APPROVED AS TO FORM:

County Counsel

APPROVED-AS TO INSURANCE:

Risk Management

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Initials: 

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Exhibit A

SANTA CRUZ COUNTY HUMAN RESOURCES AGENCY/PVUSD HEALTHY START
PROGRAM POSITION DESCRIPTION

CASE MANAGER/FAMILY ADVOCATE (bi-lingual)
(HRA Senior Social Worker)

OVERVIEW

Works within a collaborative school-linked service integration model to provide case management services to at-risk children, youth and their families. Position jointly funded by Pajaro Valley Unified School District's Healthy Start Program and federal funds administered by the Human Resources Agency.

As part of Healthy Start case management team, provides a full range of case management activities, but typically concentrates on more complex cases. Presents informal supportive style which may include home visits and non-structured appointments as appropriate.

Receives general direction from Healthy Start Coordinator; receives general guidance on individual cases as part of multi-disciplinary case consultation process; position functions with high degree of skill and autonomy, exercising independent judgement in developing case plans and carrying out other social work activities; in consultation with CWS HRA Social Work Supervisor, may be assigned CWS cases on an as needed basis and provide occasional backup for CWS Screening Unit.

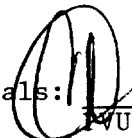
TYPICAL TASKS

Assessment: Works directly with families, teachers, school nurses, school psychologists, counselors and others to assess the child's needs for education, health, social services and other support resources; identify barriers to access; evaluate family support systems; identify potential resources. Assessment process considers both child and family in a way that addresses the whole family and its multiple problems and needs.

Case Plan Development: Involves family and others as appropriate in developing goals, objectives and strategies to resolve barriers, access services, and strengthen the overall socio-economic and educational well-being of the child and family. Emphasis on developing an integrated services delivery plan which minimizes fragmentation and/or duplication.

Coordination of Services & Advocacy: Tasks include the following:

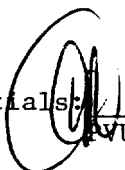
- Acts as liaison on behalf of family to coordinate access to health, mental health, public assistance, employment services, housing and other community services. Contacts

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Santa Cruz County **HRA\PVUSD** Healthy Start Program Position ²
 Description: Case Manager/Family Advocate (**HRA Senior Social Worker**)

agencies to facilitate referrals, assists families in completing application forms and other documentation, consults with service providers regarding progress & outcomes. . Supports, counsels & educates families to build skills and confidence to access service systems, and to strengthen family's ability to assess and meet the education, health and social services needs of their child.

- Participates in multi-agency & multi-disciplinary team meetings and case conferences, e.g., the Healthy Start COMsist (Comprehensive Services Integration Study Team) and Complex Case Conference Team. Participates in Pajaro Valley Interagency Collaborative meetings and School Site Advisory meetings as appropriate. Acts as liaison between school personnel and other referral sources to provide feedback loop and support development of integrated services paradigm.
- Ensures regular contact with family, school and various services providers to monitor progress, reevaluate and adapt plan as necessary. Provides crisis intervention as appropriate.
- Engages in consultation with other Healthy Start Case Manager/Family Advocates.
- Provides cross-training (general information/orientation) to school personnel and collaborative agencies regarding case management, child abuse risk assessment & referral, social services systems, and related subjects.
- Participates in a range of Healthy Start training activities to develop expertise in providing generic case management services within an integrated service delivery model.
- Maintains current and accurate records; may prepare reports on case management activities; documentation may include CWS/CMS computerized entries.
- May participate in outreach and community education activities related to Healthy Start case management.
- May be assigned CWS cases on an as needed basis and provide occasional backup for CWS Screening Unit.
- Performs other duties as required.

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Santa Cruz County HRA\PWSD Healthy Start Program Position ³
 Description: Case Manager/Family Advocate (HRA Senior Social Worker)

QUALIFICATIONS

Education (special or professional):

A Masters Degree in social work, or a Masters Degree from a two year counseling program from an accredited college plus one year of social service casework experience; or two years of experience performing social service case work equivalent to a Social Worker II in Santa Cruz County

Experience :

(Required) Two years experience equivalent to a Social Worker II in Santa Cruz **County**;


(Desirable) Two years experience in Child Welfare Services programs in Santa Cruz County or two years professional social work or clinical experience working with at-risk children, youth and families

Special Knowledge/Skills:

Thorough knowledge of social and economic factors which influence family life; principles of human behavior and development and psychological defense mechanisms; public social service and assistance programs; public & community-based health and mental health services; interviewing techniques and problem solving methodology; social casework objectives, principles, methods, and caseload management and organization; working knowledge of the laws, policies and administrative procedures of county social service programs, plus; some knowledge of the principles and techniques of supervision and training.

Ability To:

Apply casework skills to identify child & family problems; formulate and modify case plans in conjunction with families and other providers; gather information; manage caseload and establish caseload priorities to meet child and family needs and Healthy Start program expectations; use community and agency resources; communicate effectively in written and oral form; maintain current and accurate records; perform as a lead worker; perform complex and difficult casework independently; deal with crisis situations; engage in consultation with other case manager/family advocates in casework concepts and methodology; work effectively as part of a multi-agency team; work as partners with families to set goals and find solutions; exercise a high degree of flexibility, initiative, creativity and tolerance for ambiguity in developing and practicing innovative school-linked service integration model.

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Santa Cruz County HRA\PVUSD Healthy Start Program Position 4
Description: Case Manager/Family Advocate (HRA Senior Social Worker)

Other.

- Must be thoroughly bi-lingual in Spanish & English (able to speak, read, write)
- Must possess valid California Driver's License (Class 3)

WORKING HOURS: Regular hours are 8 a.m. - 5 p.m. (Monday through Friday). Occasional evening hours or week-end hours as needed for activities such as home visits & community meetings. Upon approval of HRA and Healthy Start Coordinator, may participate in flex-time schedule to accommodate program and employee priorities.

6/5/96

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