

HEALTH SERVICES AGENCY  
ADMINISTRATION

# COUNTY OF SANTA CRUZ

## HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 EMELINE AVENUE  
SANTA CRUZ, CA 95061-0962  
(408) 454-4066 FAX: (408) 454-4488  
TDD: (408) 454-4123

July 7, 1998

AGENDA: AUGUST 4, 1998

### BOARD OF SUPERVISORS

County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95061

RE: FY 1998-99 Agreement with the State Department of Rehabilitation

Dear Members of the Board:

In FY 1992-93, your Board approved an agreement between the State Department of Rehabilitation and Community Mental Health to establish a Mental Health Cooperative Program in Santa Cruz County. This program joins these two agencies with the Volunteer Center-Community Connection (a community based nonprofit organization) in an effort to maximize local, state and federal resources to improve employment opportunities for persons with severe mental disabilities. Your Board previously approved renewals of the Agreement for fiscal years 1993-94 through 1997-98.

To date, this cooperative effort has provided 295 Mental Health clients with a comprehensive employment service program that includes:

- An individualized written Rehabilitation Plan.
- Skills training and/or education.
- Job development with prospective employers.
- Job coaching and support on and off-site.
- Long-term follow-up support to maintain job stability.

, The agreement provides for the state to pay 100% of the program's up-front costs and then to bill the County for its share (21.3%) for a projected \$108,612 for the term of the agreement. In addition, the County has agreed to provide \$30,000 in County staff time

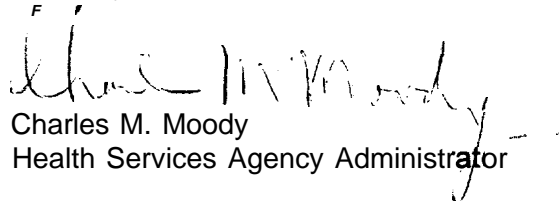
dedicated to the program, as previously described to your Board. The \$108,612 in cash match and \$30,00 in staff time is used to match federal funds which pay for a State Department of Rehabilitation Counselor and supports an additional State contract with Community Connection of the Volunteer Center. This contract provides employment services for County clients and delineates specific outcomes related to job placements.

Some minor program and budget shifts have occurred to further strengthen the employment services efforts of the program; however, the program is essentially the same as approved by your Board for FY 1997-98. Funds for this agreement are included in the proposed HSA budget for FY 1998-99, and no new funds are needed nor requested.

It is, therefore, RECOMMENDED that your Board:

1. Adopt the attached Resolution supporting renewal of the Cooperative Program Agreement and authorizing the Health Services Agency Administrator to sign the State Standard Agreement; and
3. Direct the Clerk of the Board to forward nine (9) original signed copies of the Resolution to Health Services Agency for processing to the State Department of Rehabilitation.

Sincerely,



Charles M. Moody  
Health Services Agency Administrator

CM:GK:ep  
Attachments

**RECOMMENDED:**



SUSAN A. MAURIELLO  
County Administrative Officer

cc: Auditor-Controller  
County Administrative Office  
County Counsel  
HSA Administration  
Community Mental Health  
Local Mental Health Board  
Human Resources Agency

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

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RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted.

**RESOLUTION SUPPORTING THE COOPERATIVE PROGRAM AGREEMENT  
BETWEEN THE STATE DEPARTMENT OF REHABILITATION AND THE  
COUNTY OF SANTA CRUZ COMMUNITY MENTAL HEALTH**

**WHEREAS**, 87% of those clients seen by Community Mental Health are unemployed; and

**WHEREAS**, it is estimated by Community Mental Health that 70% of these unemployed person(s) want to work; and

**WHEREAS**, the Board of Supervisors of Santa Cruz County desires to renew a Cooperative Program Agreement between the State of California, Department of Rehabilitation, and the County of Santa Cruz for the period of July 1, 1998, until June 30, 1999, for purposes of fulfilling those work objectives as defined in Section II of the Agreement.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the County Santa Cruz Board of Supervisors, is hereby authorizing the Health Services Administrator to sign and execute such an agreement for Santa Cruz County.

PASSED AND ADOPTED, by the Board of Supervisors of the County of Santa Cruz, State of California, this 4<sup>th</sup> Day of August, 1998, by the following vote:

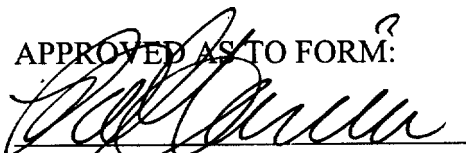
AYES:	SUPERVISORS
NOES:	SUPERVISORS
ABSTAIN:	SUPERVISORS

\_\_\_\_\_  
Chair of the Board

ATTEST:

\_\_\_\_\_  
CLERK OF THE BOARD

APPROVED AS TO FORM:

  
Assistant County Counsel

Distribution:

CAO  
Auditor-Controller  
County Counsel  
HSA  
Community Mental Health  
Local Mental Health Board

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COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

280

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

FROM.

HEALTH SERVICES AGENCY (Mental Health) (Dept.)

C. Morley (Signature) 7/15/98 (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 County of Santa Cruz (Community Mental Health) (Agency)  
and the State Department of Rehabilitation, 1116 9th St., 1117 Sacramento, CA 95814 (Name & Address)

The agreement will provide for a Cooperative Agreement for comprehensive employment services  
program for seriously mentally disabled residents of Santa Cruz County,

The agreement is needed to provide the above.

Period of the agreement is from July 1, 1998 to June 30, 1999

Anticipated cost is \$ 108,612 a Fixed amount; Monthly (Not to exceed)

Remarks: Funds have been included in Community Mental Health's FY 98/99 budget to fund-  
this agreement.

Appropriations are budgeted in 363210 (Index#) (3660 object)

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

Appropriations are available and have been encumbered. Contract No. C080603A Date 7/20/98  
are not will be

subject to 98/99 Final Budget  
GARY A. KNUTSON, Auditor - Controller  
By Linda J. Chon Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the  
Health Services Administrator to execute the same on behalf of the

Health Services (Agency).

Remarks: LS (Analyst)

County Administrative Officer  
By EL Schuy Date 7/21/98

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

**35** Orig. Dept. if rejected.

ADM - 29 (6/95)

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

## STANDARD AGREEMENT-

APPROVED BY THE  
ATTORNEY GENERAL

STD. 2 (REV. 5-91)

CONTRACT NUMBER	AM. NO.
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER	
94-6000534	

THIS AGREEMENT, made and entered into this 1 day of July, 1998,  
in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

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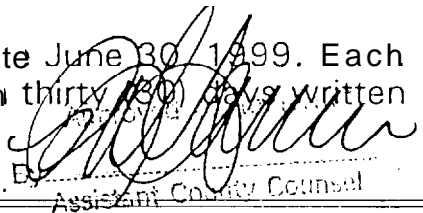
TITLE OF OFFICER ACTING FOR STATE <u>Deputy Director/Admin Services</u>	AGENCY <u>Department of Rehabilitation</u>	, hereafter called the State, and
CONTRACTOR'S NAME <u>County of Santa Cruz</u>		, hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows: *(Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)*

THIS CONTRACT, made and entered into this first day of July, 1998, between County of Santa Cruz (Contractor) and the Department of Rehabilitation, State of California (State), shall establish a cooperative program, in accordance with the Plan of Operation, to assist in the provision of vocational rehabilitation services to individuals with disabilities who are applicants for or recipients of the Department of Rehabilitation's vocational rehabilitation program.


1. (a) This contract and/or the funding level in this contract is contingent upon the availability of City, County, State and Federal funds for Fiscal Year 1998/99. The funding level may be adjusted to be consistent with available funds. This contract is also subject to additional restrictions, limitations, or conditions enacted by the Congress, Legislature or established by the Board of Supervisors, including final adoption of budgets, which may affect the provisions and terms of funding of this contract.
- (b) This contract shall be effective July 1, 1998, and terminate June 30, 1999. Each party shall have the option to terminate this contract upon thirty (30) days written notice from the other party.

CONTINUED ON \_\_\_\_\_ SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

By   
Assistant County Counsel

The provisions on the reverse side hereof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA		CONTRACTOR	
AGENCY <u>Department of Rehabilitation</u>		CONTRACTOR (If other than an individual, state whether a corporation, partnership, etc.) <u>County of Santa Cruz</u>	
BY (AUTHORIZED SIGNATURE) 		BY (AUTHORIZED SIGNATURE) <u>D</u>	
PRINTED NAME OF PERSON SIGNING <u>John Doyle</u>		PRINTED NAME AND TITLE OF PERSON SIGNING	
TITLE <u>Chief, Budgets &amp; Contracts</u>		ADDRESS	
AMOUNT ENCUMBERED BY THIS DOCUMENT \$	PROGRAM/CATEGORY (CODE AND TITLE) <u>Support</u>	FUND TITLE <u>General</u>	Department of General Services Use Only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$	(OPTIONAL USE)		
TOTAL AMOUNT ENCUMBERED TO DATE \$	ITEM <u>5160-001-001(A)</u>	CHAPTER <u>BA 1998</u>	
	STATUTE <u>1998</u>	FISCAL YEAR <u>1998/99</u>	
	OBJECT OF EXPENDITURE (CODE AND TITLE)		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

☐ CONTRACTOR☐ STATE AGENCY☐☐ DEPT. OF GEN. SER.☐☐ CONTROLLER☐

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2. This contract shall not be in effect until approved by other State agencies, as appropriate. No provisions of this contract shall be interpreted to authorize expenditures or payments for items not strictly in conformance with applicable State or Federal guidelines.
3. Contractor acknowledges that it has been provided with and is familiar with the provisions of the Department of Rehabilitation Contract Manual for the 1998/99 fiscal year, and it specifically agrees that it will comply with all provisions of the Contract Manual applicable to cooperative agreements.
4. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
5. The Contract Administrator for State is Terry Silvera.  
  
The Contract Administrator for the Contractor is Glenn Kuhn.
6. By signing this contract, Contractor certifies that it shall comply with all provisions of the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.) and applicable federal and state regulations.
7. The Contractor agrees that all travel and per diem paid its employees under this contract shall be at rates not to exceed those amounts paid to the State's non-represented employees. No expense for travel outside of the State of California shall be reimbursed.
8. Contractor shall maintain personnel standards in accordance with the Code of Federal Regulations, 34 CFR 361.51 (b).

9. There are no oral understandings or agreements that are not incorporated in this contract. Any alterations or variations to the contract must be contained in a written contract budget revision approved by State's Contract Office and/or written contract amendment, approved by the Department of General Services.
10. Notwithstanding provisions to the contrary, State shall supervise provision of vocational rehabilitation services authorized by the Rehabilitation Act of 1973, and the State Plan for Vocational Rehabilitation Services. Client eligibility, and scope of services to be provided under the terms of this contract shall be determined by State in accordance with all applicable laws and regulations. Program expenditures and staff providing services under the cooperative arrangement are under the administrative supervision of State.
11. Contractor agrees that any report or material created during the performance of this contract will not be released to any source except as required by this contract or otherwise authorized by State. Any information obtained by Contractor in the performance of this contract is confidential and shall not be published or open to public inspection in any manner, except as authorized by State.
12. Contractor agrees to maintain the confidentiality of any information concerning any individual client it may obtain in the performance of this contract, and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations Section 36.138, Title 9, California Code of Regulations, Section 7140 et. seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et. seq.)
13. Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal law. Contractor shall provide State's staff access to all Contractor's records and evaluations of individuals referred to the program, with the written consent of the individual.

State shall have the right to conduct inspections and/or audits of Contractor to determine whether expenditures by Contractor were made in compliance with this contract, the Department of Rehabilitation Contract Manual for the 1998/99 fiscal year and other applicable federal or state statutes and regulations. Contractor agrees that Department of Rehabilitation, State Controller's Office, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review, obtain, and copy all records pertaining to performance of the contract or relevant to determining whether expenditures by Contractor were made in accordance with the contract and applicable law. Contractor agrees to provide such auditors with any relevant information requested and shall permit the auditors access to its premises during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to the audit or investigation. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the contract or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the three (3) year period, whichever is later,

Contractor agrees to establish and maintain an acceptable method of cost accounting for the time of any staff working under the terms of this contract, whether full-time or part-time

Contractor specifically agrees that a distribution of staff salaries or wages shall be supported by personnel activity reports or time sheets which meet the following standards:

- (a) They reflect an after-the-fact distribution of the actual activity of each employee;
- (b) They account for the total time for which each employee is compensated;



- (c) They are prepared at least monthly and coincide with one or more pay periods; and,
  - (d) They are each signed by the employee.
14. State shall assign to serve as program staff, State employed vocational rehabilitation case carrying staff and other personnel required to discharge its functions under the terms of this contract, the Rehabilitation Act of 1973, as amended (29 USC Section 701 et seq.), and the State Plan for Vocational Rehabilitation Services. This shall include all administrative, supervisory, technical, and consultative services necessary to fulfill State's responsibilities under the terms of this contract.

Contractor shall provide all necessary Contractor services to individuals to which they are entitled under existing Contractor programs, without any cost to State; and, perform such other duties and functions as set forth in the "Plan of Operation"

15. During the performance of this contract, Contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental condition, age (over 40), or marital status; nor shall Contractor or its subcontractors deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code, Section 12900 et seq.), and the applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Title 2, California

Code of Regulations Section 8103 et seq. are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

16. By signing this contract, Contractor certifies under the penalty of per-jury under the laws of the State of California that Contractor has, unless exempted, complied with the nondiscrimination program requirements of California Government Code Section 12990 and Title 2, California Code of Regulations Section 8 103.
17. By signing this contract, Contractor agrees to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12 101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11 135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability. Contractor specifically understands and agrees that by entering into this contract it is obligated to comply with Title II of the ADA where the obligations imposed by Title II are more stringent than the Contractor's obligations otherwise would be under Title I or Title III of the ADA. Contractor acknowledges and agrees that any discrimination by it in violation of the ADA, Section 504 or Government Code Section 11 135 et seq. may result in remedial action against it by State, including but not limited to suspension or termination of State funding or financial assistance and termination of this contract.

18. By signing this contract, Contractor certifies under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Section 8350 et seq.) 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 of such prohibitions;
- (b) Establish a Drug-Free Awareness Program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The Contractor'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) Provide to every employee who performs work under the contract a copy of the Contractor's statement, referred to in paragraph 28 (1) above, and require each employee to agree to abide by such statement as a condition of employment on the contract.

Failure to comply with these requirements may result in suspension of payments under the contract or termination of the contract or both, and contractor may be ineligible for award of any future state contracts if State determines that Contractor has made false certification or violated the certification by failing to carry out the requirements set forth above.

- (a) All participating staff will meet regularly to mutually staff referrals and ongoing clients in the caseload.
  - (b) Adhere to all policies and procedures of confidentiality as established by DR, the Cooperative Agency, and any participating service providers.
  - (c) Mutually share information and training activities regarding the availability, benefits of, and eligibility standards for vocational rehabilitation services, to the extent practicable.
  - (d) Contribute toward community relations efforts to promulgate the effectiveness of this contract.
  - (e) Identify liaison assignments as appropriate to facilitate successful service delivery to these clients.
  - (f) Meet regularly to participate in ongoing program evaluation and modification.
  - (g) Within capabilities and resources will provide the full range of support services that will maximize the client's successful participation in the rehabilitation process.
20. State will evaluate the program in accordance with Federal and State requirements, on the same basis as the State's other programs, to determine characteristics of individuals served by this program, the results of services under this program, and to assure that it is being operated in compliance with the requirements of the contract.
21. When concerns arise every effort will be made to reach an equitable solution at the local level, and when needed, at the State level.

The parties mutually agree that they will attempt to resolve any disputes that may arise concerning contract compliance by means of good faith discussion between their designated representatives. Should such efforts fail, either party may assert its rights and remedies under this contract and/or as provided by law.

The State and Contractor agree that the existence of any such dispute notwithstanding, they will continue without delay to carry out all their responsibilities under the contract that are not affected by the dispute.

## 22. CASH MATCH/CERTIFIED TIME

Each fiscal year, Contractor will pay to State, no less than quarterly, iii advance, upon receipt of an invoice from State, all those cash matching funds which are identified within the “Program Budget Summary” for that fiscal year. State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by State from Contractor shall be exclusive funds of State.

Contractor shall certify to State, on a monthly basis, the expenditure of Contractor funds for Contractor’s cost of operation in the Cooperative program as set forth in the “Cooperative Agency Certified Time Budget Summary.” All such expenditures shall be under the supervision of State and no portion of the certified expenditures shall come from Federal funds. Contractor contributions including any in excess of the amount specified in the “Cooperative Agency Certified Time Budget Summary” will be used by State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the total program cost as identified on the “Program Budget Summary” shall accrue to State.

The total Cooperative Agency cash share will be match to Federal funds at no less than 21.3%, and the Cooperative Agency Certified time share will be matched to Federal funds at no less than 25%, as indicated on the” DR Program Budget Summary.”

23. YES \_\_\_\_\_ NO \_\_\_X\_\_\_

Contractor will transport  
Department of Rehabilitation  
clients under the terms of this  
agreement.

## I. SERVICES TO BE PROVIDED

The San Jose District of The Department of Rehabilitation (DR) and Santa Cruz County Mental Health (CMH) are combining staff and resources to provide vocational rehabilitation services to adults with psychiatric disabilities. DR will determine eligibility and functional limitations, assist clients in developing Individually Written Rehabilitation Plans (IWRPs), provide vocational counseling, and provide services and service coordination, that will lead to a successful employment outcome. CMH will supplement the above services by providing Medication management, Crisis Intervention, Psychiatric Case Management, Day Rehabilitation, Supported Housing and Supportive services to maintain stability in the community.

Specifically, this contract provides for the following new and different pattern of services through the Case Service Contract with Community Connection the Volunteer Center:

**Personal and Social Adjustment (PSA)**

**Employment Preparation, Job Development and Placement (EPJDP)**

These services are described in detail in the Case Service Contract.

## II. METHODOLOGY

- A. Target Population: The target population for the Cooperative program are persons with serious psychiatric disabilities as determined by Axis I of the DSM-IV. This condition will have caused a major disability in at least one functional area; in addition, DR clients must meet criteria under DR's Order of Selection.
- B. Appropriate Referrals for Coop Program Services: CMH works with clients using the State Mental Health Rehabilitation Model which provides for a coordinated plan to structure service delivery and a service plan for each service provided. When discussing one's service plan much focus is placed on an individual's stated "goals". Once a client identifies the goal of employment this becomes part of the focus for treatment. First mental health obstacles are assessed



by both the client and the care provider. When the obstacles have been addressed through mental health treatment, the client may be referred to the Case Service Contract provider for employment services.

- C. Certified Time Staff To assist in the cooperative effort, CMH certified time staff will provide services under the cooperative contract. A CMH Program Manager and a CMI-I Clinical Supervisor will provide administrative support to the Cooperative program, will facilitate referrals to the program, will attend Cooperative meetings, and will facilitate communication between DR and CMH.
- D. Extended Services. After stabilization of the DR client on the job for at least 90 days and DR closure of the case (if appropriate), support for the DR client will be transitioned to CMH for follow-along services, if indicated. CMH will provide general psychotherapeutic support for DR clients to include crisis intervention, medication prescription and management, inpatient hospitalization, Day Rehabilitation and Supported Housing, socialization, and self-help as appropriate.
- E. Transition Age Expansion There will also be a special effort to recruit and work with transition-age youth with mental health problems. These referrals will come from the CMH Children's Mental Health transition program, and also from the County's high school SED programs. Individuals referred by the schools will be pre-screened to ensure that CMH, DR and the Case Service Contract provider are not duplicating services the schools are mandated to provide, or otherwise generally provide. SED students with IEP's will not be accepted unless they have graduated or dropped out of the school system. Services may be provided to these youth through the case service contract with Community Connection. These services may be PSA and EPJDP, the same as those for adults. However, there will be a focus on meeting the special needs of this age group, and staff will be experienced and/or trained in working with them and their particular barriers to work.
- F. Linkages to Other Community Agencies. Through the Case Service Contract, the Cooperative program will link with other community agencies, as appropriate.

These agencies may include: EDD and the One-Stop Centers, the Santa Cruz Job Developers' Consortium, , Workability I, II, & III, Shoreline Occupational Services, Cabrillo College, JTPA, Transitional Partnership Program, the Watsonville State Enterprise Zone, Santa Cruz Adult Education, the Regional Occupational Program and mental health providers such as Community Support Services, Community Connection, and Mental Health Client Action Network. In addition, the Community Connection Advisory Committee meets quarterly and consists of DR clients, Cooperative program staff, civic leaders, and interested business and professional persons from the community. The purpose of this committee is to reduce stigma, provide public education, and to facilitate linkage to community resources and private sector businesses.

- G. In-Service Training. The Cooperative program anticipates that most cross training will be on-the-job, as opposed to formal training. Information on each agency's mission, services, and procedures, will be shared through monthly meetings of the Cooperative Team and other ongoing communication.
- H. Transportation of DR Applicants/Clients. CMH does not directly provide transportation services to applicants or clients under this contract.

### III. OBJECTIVES

The following objectives will be achieved for the 98/99 Fiscal Year:

- A. 150 (unduplicated) DR clients with psychiatric disabilities will be served during FY 1998-99.
- B. 105 (unduplicated) DR clients with psychiatric disabilities will be referred by DR for Personal and Social Adjustment (PSA) services during FY 1998-99.
- C. 100 (unduplicated) DR clients with psychiatric disabilities will receive PSA services during FY 1998-99.
- D. 46 DR clients will receive PSA services each month.
- E. As a result of the provision of PSA services, 23 DR clients will be able to participate in training or educational programs each month.

- F. 90 (unduplicated) DR clients with psychiatric disabilities will be referred by DR for EPJDP services during FY 1998-99.
- G. 82 (unduplicated) DR clients with psychiatric disabilities will receive EPJDP services during FY 1998-99.
- H. 28 DR clients will receive EPJDP services each month.
- I. 46 DR clients will be placed in competitive jobs consistent with their IWRPs.
- J. 28 of the DR clients placed will retain their jobs for at least 90 days.
- K. As a result of services provided under the cooperative and case service contracts, it is anticipated that DR will be able to close 26 cases in status "26."

#### IV. CONTRACT MONITORING AND REPORTING PROCESS

- A. The Cooperative Team meets monthly. This Team consists of the CMH Program Manager, DR Supervisor, DR Counselors, Community Connection Program Director and other appropriate Community Connection staff. The DR Contract Administrator will attend this meeting on a quarterly basis.
- B. CMH Certified Time statements will be submitted monthly to the DR Contract Administrator.
- C. The Case Service Contract will be monitored through the same Cooperative team meetings; in addition contract results will be reported monthly to the Contract Administrator as described in the Case Service Contract.

St\_DR 9899.DOC  
5/22/98

**DR PROGRAM BUDGET SUMMARY**  
**FISCAL YEAR 1998/99**  
**JULY 1, 1998 TO JUNE 30,1999**

(1.75) FTE Counselor Unit

**DEPARTMENT OF REHABILITATION SERVICES**

<u>ITEM</u>	<u>PROGRAM COSTS</u>	<u>TOTAL</u>
Rehabilitation Counseling & Support Positions (2.6425)		
Less Salary Savings (approx. 6.9%)	93,615	
Staff Benefits (approx. 29.3%)	27,430	121,045
General Expense	2,615	
Printing	564	
Communications	2,077	
Postage	1,509	
Travel	2,384	
Training	390	
Medical Consultants	1,993	
Facilities	14,413	
Utilities	261	
Health & Welfare Data Center	5,644'	31,850
Case Service Funds (Individual Client expense)	70,000	70,000
SUBTOTAL		222,895
Administrative Overhead ( 8%)	1 7 , 8 3 1	<u>17,831</u>
TOTAL COUNSELOR COST		240,726
Case Service Contract to Community Connection		359,188
TOTAL DR PROGRAM COST		<u>599,914</u>

**DEPARTMENT OF REHABILITATION (DR) NARRATIVE**

The following DR positions will be assigned to this program:

Rehabilitation Supervisor: Provides supervision to the DR Counselor, and represents DR in the resolution of program issues pertaining to this contract.

DR Counselor: For individual clients, provides final eligibility decisions, writes the IWRP, and authorizes expenditure of DR case service funds.

COOPERATIVE AGENCY CERTIFIED TIME BUDGET SUMMARY  
FISCAL YEAR 1998/99  
JULY 1, 1998 TO JUNE 30, 1999

Cooperative Agency agrees that it will make the following expenditures during the fiscal year ending June 30, 1999, in conformity with this agreement section, Staffing - Cooperative Agency. These are not legally mandated services and are not services that the Cooperative Agency otherwise provides.

<u>ITEM CATEGORY</u>	<u>ANNUAL SALARY/ BENEFITS</u>	<u>PERCENT OF TIME DEVOTED TO PROGRAM</u>	<u>AMOUNT CHARGEABLE TO PROGRAM</u>
Cooperative Program Manager	8 2 , 0 1 0	17.87%	\$ 14,655
Cooperative Clinical Supervisor	56,136	22.34%	<u>12,531</u>
Subtotal			\$ 27,186
Indirect costs per SDMC Cost Report		10.35%	<u>2,814</u>
TOTAL EXPENDITURES "CERTIFIED" BY COOPERATIVE AGENCY			<u>\$ 30,000</u>

(NO PORTION OF ABOVE EXPENDITURES SHALL COME FROM FEDERAL FUNDS)

(The Cooperative Agency Certified Time Budget Summary may be revised through adding or substituting positions by written agreement of the Cooperative Agency Project Director and the DR Contract Administrator. This could occur in the event that the Cooperative Agency is unable to provide the positions as identified above, it is determined that a position does not qualify for federal matching funds or the Cooperative Agency is contributing more staff time than was identified. This will also require a revised section Staffing - Cooperative Agency.)

The following personnel will be assigned by the CMI-I to the Cooperative Program, with the concurrence of the DR contract administrator. These personnel will function for a specified portion of their time in a vocational rehabilitation role, and their time will be certified for use by DR for federal matching purposes (see Certified Expenditure Summary). This role will involve the supervision & support of specific vocational rehabilitation services which are other than the traditional personnel roles/services of CMI-I. In order to identify the difference in function between their mental health role and their vocational rehabilitation role, the following comparisons are made between their traditional and new duties (which constitute a "new pattern of service"):

One FTE constitutes a 40 hour per week employee, or 2080 hours per year. The certified time below is based upon annual hours and 17.87% of 1 FTE equals 17.87% of annual time worked and 22.34% of .8 FTE equals 22.34% of annual time worked. Some weeks may include more or less hours than the weekly average.

TRADITIONAL MENTAL HEALTH FUNCTION	COOPERATIVE PROGRAM FUNCTIONS
Program Manager - 1 FTE (40 hours) (82.13% FTE, 32.85 avg. hours/week) <ul style="list-style-type: none"> <li>• Manages budget for program</li> <li>• Supervises clinic supervisor</li> <li>• Insures policy and procedures</li> <li>• Contract Liaison for community contracts</li> </ul>	Cooperative Program Manager (17.87% FTE 7.15 avg. hours/week) <ul style="list-style-type: none"> <li>• Attends regular meetings with Cooperative Team</li> <li>• Assures appropriateness of program with Mental Health needs</li> <li>• Administrative Liaison for Cooperative Program needs</li> </ul>

TRADITIONAL MH FUNCTION CONTINUED	COOP PROGRAM FUNCTIONS CONTINUED
<p>Clinic Supervisor - .8 FTE (32 hours) (77.66% .8 FTE, 24.85 avg. hours/week)</p> <ul style="list-style-type: none"> <li>• Responsible for all clinical issues on-site</li> <li>• Provides supervision for all clinical staff</li> <li>• Reviews caseloads and appropriateness for target population</li> <li>• Provides back-up for Crisis coverage. Runs weekly staff meetings.</li> </ul>	<p>Cooperative Clinical Supervisor (22.34% .8 FTE, 7.15 avg. hours/week)</p> <ul style="list-style-type: none"> <li>• Participates in Cooperative case conferences</li> <li>• Evaluates referrals for the Cooperative program staff</li> <li>• Acts as clinical liaison for Cooperative Program staff</li> <li>• Attends regular meetings with Cooperative Team</li> </ul>

Indirect costs associated with the above positions are included. The indirect rate is from the latest Short-Doyle Medi-Cal Cost Report. This cost report is in a format specified by the State of California Department of Mental Health for mental health services delivered by county health systems.



## PROGRAM BUDGET SUMMARY

FISCAL YEAR 1998199

July 1, 1998 - June 30, 1999

TOTALS

DR PROGRAM COSTS	\$ 599,914
(From DR Program Budget Summary)	
TOTAL CONTRACTING AGENCY EXPENDITURES	\$ 30,000
(From Cooperative Agency Certified Time Budget Summary)	
<b>TOTAL PROGRAM COST</b>	<b>\$ 629,914</b>

(NOTE: CONTRACTING AGENCY CONTRIBUTION MUST EQUAL AT LEAST 21.3% OF TOTAL PROGRAM COSTS)

CONTRACTING AGENCY CERTIFIED TIME MUST COME FROM NON-FEDERAL FUNDS  
 INDICATE THE FUNDING SOURCE FOR FUNDING FOR THE CERTIFIED TIME  
 CONTRIBUTION SALES TAX REALIGNMENT AND COUNTY GENERAL FUNDS

CERTIFIED TIME	\$ 30,000 (25%)
DR SHARE	90,000 (75%)
CASH MATCH	108,612 (21.3%)
DR SHARE	401,302 (78.7%)
 TOTAL CA SHARE	 \$ 138,612
TOTAL DR SHARE	\$ 491,302
 TOTAL BUDGET	 \$ 629,914