

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

December 18, 1998

AGENDA: January 26, 1999

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

SUBJECT: Mental Health and Substance Abuse Contract Amendments for
Services to CalWORKs Recipients

Dear Members of the Board:

Background:

CalWORKs clients often need special assistance and services in order to transition from the Temporary Aid for Needy Families (TANF) program to gainful employment. As part of the State plan for CalWORKs, funding has been allocated to counties to fund both mental health and alcohol and drug services to CalWORKs recipients.

The Human Resources Agency and the Health Services Agency have been working with community service providers over the past year to identify the special needs of CalWORKs clients and to develop expanded services and access to care for this client group. Services to be provided in both North and South County will include residential, outpatient counseling and methadone programs in alcohol and drug programs as well as mental health counseling, medications, and case management. Most of these services will be delivered by existing contract agencies skilled in substance abuse and/or mental health care. Complex assessments and referral will be done by County-employed mental health or substance abuse staff.

In addition to the ongoing State allocation for these services, HRA has received a grant for special augmented services for CalWORKs recipients. These funds

were awarded to HRA last November, and are known as the Governor's 15% discretionary funding, augmenting outpatient services. HRA sent a report to your Board regarding this grant award on October 27, 1998. Both the ongoing State allocation for CalWORKs and the grant funds are incorporated into the attached HSA CalWORKs contract amendments.

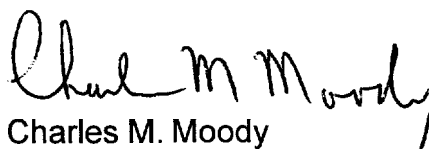
HRA has accepted and appropriated the funding for CalWORKs within their current budget. HSA requests approval of the attached budget transfer to allow for appropriations to HSA's budget to permit CalWORKs contract amendments and payments to be processed. HSA will cost apply expenses to the HRA budget as actual expenditures are made so that they can be included on HRA CalWORKs claims to the state. The attached budget transfer also corrects an error in the current HSA budget by restating HSA estimated revenues from CalWORKs sources to cost applied appropriations from CalWORKs sources. This corrected methodology complies with County accounting practices. No new County funds are needed for the requested contract amendments.

It is, therefore, RECOMMENDED that your Board:

1. Approve the attached request for Transfer or Revision of Budget Appropriations and/or Funds (AUD-74) to allow for sufficient appropriations for the Mental Health and Substance Abuse CalWORKs contracts and to correct an error in budgeting methodology; and
2. Adopt the attached resolution accepting and appropriating revenues of \$160,837 from the Calworks program; and
3. Approve the attached amendments to the following 1998-99 agreements and authorize the Health Services Agency Administrator to sign:
 - A) Volunteer Center of Santa Cruz, Contract No. 205A (Budget Index 363210, Subobject 3665) - increase maximum amount by \$135,700 for a new maximum of \$535,900;
 - B) Janus Alcoholism Services, Contract No. 133A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$54,000 for a new maximum of \$471,293;
 - C) Janus Perinatal Program, Contract No. 604A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$30,000 for a new maximum of \$438,972;
 - D) Santa Cruz Community Counseling Center, Inc., Contract No. 100A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$80,100 for a new maximum of \$978,256;

- E) Fenix Services, Inc., Contract No. 796A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$109,000 for a new maximum of \$428,529;
- F) Triad Community Services, Contract No. 880A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$38,000 for a new maximum of \$402,492; and
- G) Women's Crisis Support & Shelter Services, Contract No. 298A (Budget Index 364042, Subobject 3975) - increase maximum amount by \$4,000 for a new maximum of \$44,186.

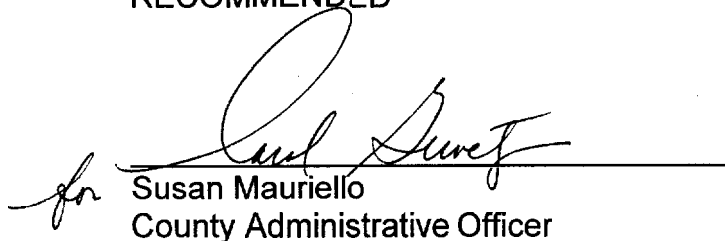
Respectfully submitted,



Charles M. Moody
Health Services Agency Administrator

CM:RK:GK:ep
Attachments

RECOMMENDED



Susan Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
HSA Administration
Community Mental Health
Alcohol & Drug Program

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

260

RESOLUTION NO. _____

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

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from Calworks
_____ program; and

WHEREAS, the County is a recipient of funds in the amount of \$ 160,837
which are either in excess of those anticipated or are not specifically set
in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds
may be made available for specific appropriation by a four-fifths vote of
the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 160,837 into
Department Mental Health

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
001	various	per attached schedule		160,837

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	various	per attached schedule			160,837

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been
researched and that the Revenue(s) (has been) (will be) received within the
current fiscal year.

By Charles M. Moody Date 1/16/99
Department Head

471

COUNTY ADMINISTRATIVE OFFICER

Recommended to Board

 / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman III
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

P. Sillbaugh 1-14-99
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

ESTIMATED REVENUES:

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
001	363101	2367	CONTRIBUTIONS FROM OTHER FUNDS	25,141
001	364042	2367	CONTRIBUTIONS FROM OTHER FUNDS	135,696

Total \$ 160,837

APPROPRIATIONS:

TIC	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	363210	3665		PROFESSIONAL SERVICES	25,141
021	364042	3975		MISCELLANEOUS EXPENSE	135,696

Total \$ 160,837

COUNTY OF SANTA CRUZ
REQUEST FOR TRANSFER OR REVISION
OF BUDGET APPROPRIATIONS AND/OR FUNDS

263

Department: HSA (Mental Health)

Date: January 5, 1999

T0: Board of Supervisors / County Administrative Officer / District Board

I hereby request your approval of the following transfer of budget appropriations and/or funds in the fiscal year ending June 30, 1999

AUDITORS USE ONLY			
DOCUMENT #	AMOUNT	L/N	T/C NASH
BD			

BATCH #	
DATE	

T/C	INDEX	SUBJECT	PRJ/UCD	AMOUNT	DESCRIPTION
T O					
F R O M					

See attached.

Explanation: To increase appropriations and cost applied amounts to allow for CalWorks contract amendments and expenditure transfers to HRA. In addition, to restate CalWorks estimated revenues from the original budget (supplement) to cost applied.

See attachment 1.

Name Charles M. Maedy (ag) Title HSA Administrator

Auditor-Controller's Action: I hereby certify that unencumbered balance(s) is/are available in the appropriations/funds and in the amounts indicated above.

Auditor-Controller, by P. Silbaugh, Deputy Date 1-14-99

County Administrative Officer's Action: Recommended to Board Approved Not Recommended or Approved

County Administrative Officer GH Sil Date 1/14/99

State of California)
 es'. As the Clerk of the Board of Supervisors of the County of Santa Cruz, I do hereby certify that the foregoing request for
 County of Santa Cruz } transfer 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

_____, 19____, BY _____, Deputy Clerk

Distribution:
 White-Board of Supervisors
 Yellow-Auditor-Controller
 Green-County Administrative Officer
 Pink-Originating Department
 Goldenrod-Departmental Control Copy

ESTIMATED REVENUES:

TIC	Index Number	Revenue Subobject Number	Account Name	Amount
002	363101	2367	CONTRIBUTIONS FROM OTHER FUNDS	-40,692
Total				\$ <u>-40,692</u>

APPROPRIATIONS:

T/C	index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
022	363144	9228		INTRA-FUND TRANSFER	-20,346
022	364032	9228		INTRA-FUND TRANSFER	-20,346
022	363210	9228		INTRA-FUND TRANSFER	-144,559
022	364042	9228		INTRA-FUND TRANSFER	-179,404
021	363210	3647		PHYSICIAN SERVICES	34,000
021	363210	3665		PROFESSIONAL SERVICES	110,559
021	364042	3975		MISCELLANEOUS EXPENSE	179,404
Total					\$ <u>-40,692</u>

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

265

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

FROM: Health Services Agency (Mental Health) (Dept.)
C Moody (Signature) 1/12/99 (Date)

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

1. Said agreement is between the County of Santa Cruz (Community Mental Health) (Agency)
and Volunteer Center of Santa Cruz, 1010 Emeline Ave., Santa Cruz, CA 95060 (Name & Address)

2. The agreement will provide a vocational day program including sheltered workshop and various mental health services to clients of County's Mental Health system and clients of HRA's CalWORKs program.

3. The agreement is needed, to amend the existing Agreement.

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

5. Anticipated cost is \$ 627,300 through June 30, 1999 (Fixed amount; Monthly rate; Not to exceed)

6. Remarks: Auditor: Encumber an additional \$135,708; new total contract maximum is now \$627,300.

7. Appropriations are budgeted in 363210 (\$535,900 - 205A) 363117 (\$42,000 - 205C)
363210 (\$48,800 - 205B) (Index#) 3 6 6 5 (Subobject)

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

Appropriations (are) available and have been encumbered. Contract No. C080205A/B/C Date 1/14/99
are not available and will be encumbered.

GARY A. KNUTSON, Auditor - Controller
BY Linda Chou 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: [Signature] (Analyst) BY [Signature] Date 1/14/99
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.
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
_____ 19____ BY _____ Deputy Clerk

Index No. 363210
Subobject No. 3665
Contract No. CO80205A

Volunteer Center of Santa Cruz
Community Connection Program
Amendment to 1998-99 Agreement

The parties hereto agree to amend that certain agreement dated July 1, 1998, County Contract No. 205A, by changes as follows;

1. Cover Sheet

Increase the Community Connection portion (No. 205A) of the contract by \$135,700 for a new maximum of \$535,900; change the total contract (No. 205A/B/C) maximum on the Cover Sheet from \$491,600 to \$627,300.

2. Exhibit C, Scope of Service and Budget, Part A, Paragraph 1.2

Add the following language as Paragraph 1.2f:

f. CalWORKs. Welfare to Work is an employment service program for recipients of Temporary Assistance to Needy Families (TANF, formerly AFDC). Participants in the CalWORKS program who are having difficulty following through with vocational training, job search, basic skills, obtaining or maintaining employment due to mental health issues may be assessed by the COUNTY Access Team or referred directly to this program for services by the CalWORKs Social Worker or the HSA Behavioral Health Specialist.

This component provides mental health services, brokerage and work related emergency payments directed toward relieving symptoms that interfere with employment activities such as anxiety and depression as well as dysfunctional behaviors such as disorganization. These services may be individual or group therapy, job coaching, decision making, rehabilitation counseling, symptom reduction, self management and educational activities supporting employment related outcomes. These services will be provided at or near HRA CalWORKs Service Centers or One-Stop Career Centers. These services will be delivered in a culturally and linguistically sensitive manner.

This program will work in close collaboration with the COUNTY Access Team to insure that additional mental health services that are medically necessary are provided as needed. CONTRACTOR may refer individuals to the Access Team, as needed, for additional services (e.g., medication assessment).

CONTRACTOR shall participate as requested in multi-disciplinary team meetings to coordinate mental health treatment activities with CalWORKs Welfare to Work program activities and to monitor individual service and treatment outcomes. Team meetings will also address service

471

delivery issues and promote the development of an integrated case management approach that is employment focused. Participant service plan objectives will address family self-sufficiency and employment goals as well as mental health treatment goals. Treatment goals developed by the CONTRACTOR are to be incorporated into Welfare to Work Plan Activity Assessments when these plans are developed by the CalWORKs Social Worker and/or CalWORKs Employment and Training Specialist.

CONTRACTOR will work in close collaboration with CalWORKs Social Workers, the HSA Behavioral Health Specialist and COUNTY Access Team to develop client tracking and reporting systems as well as protocols for protecting client confidentiality and exchanging confidential information.

3. Exhibit C, Scope of Service and Budget, Part A, Paragraph 1.3

Add the following language:

Description of CalWORKs population: The CalWORKs component will serve a different population based on the employment related needs of participants referred by the HRA CalWORKs Welfare to Work program.

4. Exhibit C, Scope of Service and Budget, Part A

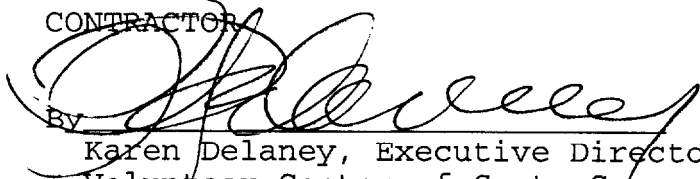
Delete existing Contract Budget and replace with new attached Contract Budget.

All other provisions, excepting those mentioned above, shall remain the same.

Dated: January 5, 1999

COUNTY OF SANTA CRUZ

By _____
Health Services Administrator

CONTRACTOR

BY _____
Karen Delaney, Executive Director
Volunteer Center of Santa Cruz
1010 Emeline Avenue
Santa Cruz, California 95060

APPROVED AS TO FORM


County Counsel

427

LEGAL ENTITY: Volunteer Center
 PROGRAM NAME: Community Connections
 INDEX NUMBER: 363210

FISCAL YEAR: 1998/99
 CONTRACT #: CO80205A
 DATE: 12/28/98

SANTA CRUZ COUNTY
 COMMUNITY MENTAL HEALTH
 SERVICE AGREEMENT BUDGET
 EXHIBIT C

PROGRAM COMPONENT PROVIDER # MODE SERVICE FUNCTION CONTRACTORS COSTS	CONTRACT TOTAL	CCA	MHS	CMS-SW	SE	CALWORKS	CW - WREP	
			4403	4403	4469	4469	4403	4403
		IO	15	IO	IO	15	45	
		95	01-70	30	30	01-70	20	
	992,028	326,269	42,431	128,440	359,188	120,700	15,000	
REVENUES								
GRANTS	359,188				359,188			
PATIENT FEES								
PATIENT INSURANCE								
OTHER	96,940			96,940				
TOTAL REVENUES	456,128			96,940	359,188			
NET CONTRACT AMOUNT	535,900	326,269	42,431	31,500		120,700	15,000	
FUNDING SOURCES								
MEDI-CAL (FFP & MATCH)	344,746	309,952	34,794					
MAC (FFP & MATCH)								
MEDICARE								
REALIGNMENT/COUNTY	55,454	16,317	7,637	31,500				
OTHER	135,700					120,700	15,000	
TOTAL FUNDING SOURCES	535,900	326,269	42,431	31,500		120,700	15,000	
UNIT COST CALCULATION								
CONTRACTORS COSTS	992,028	326,269	42,431	128,440	359,188	120,700	15,000	
COUNT-Y'S DIRECT COSTS	85,295	57,536	9,046			18,713		
TOTAL DIRECT COSTS	1,077,323	383,805	51,477	128,440	359,188	139,413	15,000	
UNITS OF SERVICE	4,959	45,230	3,000	N/A	N/A	93,566	N/A	
COST PER UNIT-TOTAL	77.40	1.14	42.81			1.49		
CONTRACT COST PER UNIT	65.79	0.94	42.81			1.29		
COUNTY COST PER UNIT	11.60	0.20				0.20		

The COUNTY agrees to purchase the number of Contract Units specified below at the Contract Cost Per Unit calculated above, up to the maximum shown in Net Contract Amount by type of service for all services except Sheltered Workshop (SW) and Calworks Work Related Emergency Payments (WREP). For SW and WREP, the COUNTY agrees to reimburse CONTRACTOR actual costs up to the maximum shown in Net Contract Amount.

CONTRACT UNITS	4,959	45,230	N/A	N/A	93,566	N/A	
CONTRACT MEDI-CAL UNITS	4,711	37,089			0		
CONTRACT INDIGENT UNITS	0	0			0		
CONTRACT OTHER UNITS	248	8,141			93,566		

COUNTY OF SANTA CRUZ

269

REQUEST FOR APPROVAL OF AGREEMENT

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

FROM: HEALTH SERVICES AGENCY (Dept.)

C Moody (Signature) 1/12/99 (Date)

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

1. Said agreement is between the County of Santa Cruz Health Services Agency (Agency) and, JANUS of Santa Cruz, 200 7th Ave., Suite 150, Santa Cruz, CA 95067 (Name & Address)

2. The agreement will provide Residential, Detox and Outclient Alcohol and Drug Abuse Treatment as authorized in the 1998-99 Continuing Agreements List.

3. The agreement is needed. To provide for the above mentioned services.

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

5. Anticipated cost is \$ 417,293 Increased to \$471,293.00 Not to exceed

6. Remarks: This amendment increases the current contract by \$54,000.00

7. Appropriations are budgeted in 364042 (Index#) 3975 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. C0801338 Date 1/14/99

GARY A. KNUTSON, Auditor - Controller
By Linda Chou Deputy.

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

Health Services (Agency).

Remarks: Agreement approved as to form. Date 1/14/99

- 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

47

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: CO801 33A

Index: 364042

Subobject: 3975


Between: County of Santa Cruz - Health Services Agency
and
Janus of Santa Cruz, 200 7th Avenue, Suite 150, Santa Cruz, CA 95062

The parties named above agree to amend contract C0801 33A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$417,293 to \$471,293; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3 and D4; and adding Exhibits E-4, E-5 and G as attached; said amendments are incorporated into and made a part of contract C0801 33A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

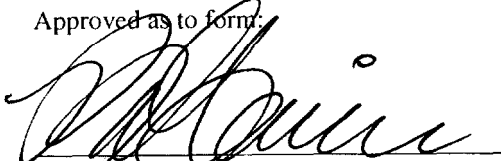
COUNTY OF SANTA CRUZ:

BY: 

BY: _____

DATE: 1/6/99

DATE: _____

Approved as to form:

Assistant County Counsel

Attest:

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Janus of Santa Cruz

EXHIBIT A - INDIVIDUAL CONTRACTOR INFORMATION

- A.1 ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2 TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and including June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3 **COMPENSATION FOR FEE-FOR-SERVICE CONTRACTS:** County agrees to pay Contractor a total sum not to exceed ~~Four Hundred and Seventeen Thousand, Two Hundred Ninety Three dollars and no/100 (\$417,293.00)~~ Four Hundred and Seventy-One Thousand, Two Hundred Ninety Three dollars and no/100 (\$471,293.00) for services performed during the term of this Agreement in accord with the negotiated rates set forth in Exhibit D. CalWORKS funds may only be used for activities described in Exhibits E-4 and E-5 related to CalWORKS clients. Governor's 15% Welfare-to-Work Grant funds may only be used for activities described in Exhibit E-5 related to Welfare-to-Work clients. In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.
- In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.
- A.4 NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Janus of Santa Cruz, 200 7th Avenue, Suite 150, Santa Cruz, CA 95062.

EXHIBIT D - FISCAL PROVISIONS

D.1. **MAXIMUM ALLOCATION:** Contractor agrees that County’s Maximum Allocation under the terms of this Agreement for each mode of service shall be as follows. The County reserves the right to change the source of funds based on County and State requirements.

BY FUNDING SOURCE

TOTAL		county Funds	State General Funds	<u>CalWORKS Funds</u>	<u>Governor’s 15% Funds</u>	<u>Governor’s 15% Backfill</u>
\$138,235	Residential Treatment	13,824	124,411			
\$221,499	Detoxification	82,943	138,556			
\$ 57,559	Outclient Counseling	57,559				
<u>\$. 0 0 0</u>	<u>Waiting List Counseling</u>			<u>4,000</u>		
<u>\$ 50,000</u>	<u>Intensive Non-Medical</u>				<u>40,000</u>	<u>10,000</u>
<u>\$417,293</u>	TOTAL	<u>\$154,326</u>	<u>\$262,967</u>	<u>4,000</u>	<u>40,000</u>	<u>10,000</u>
<u>\$471,293</u>						

D.2. **FEE FOR SERVICE RATES:** County agrees to compensate Contractor at **fee-for-service rates as follows.** Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

	RATE	UNIT	SERVICE
#A.	\$77.90	Client Bed Day	Residential Treatment
#B.	\$114.30	Client Bed Day	Special Care (Detox)
#C.	\$35.48	Staff Hour	Outclient Counseling
#D.	<u>\$35.48</u>	<u>Staff Hour</u>	<u>CalWORKS Individual and Group Counseling</u>
#E.	<u>\$35.48</u>	<u>Staff Hour</u>	<u>Governor’s 15% Intensive Non-Medical</u>

D.3. **DEFINITIONS:** Definition of above units of service shall be as follows:

- #A. **CLIENT BED DAY (RESIDENTIAL TREATMENT):** A day in which 1 treatment bed is utilized to provide 24 hour inpatient care. The bed must be licensed and funded. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available. Billable day shall include the day of admission, but not the day of discharge.
- #B. **CLIENT BED DAY (SPECIAL CARE UNIT - DETOX):** Special Care Unit Services shall include alcohol and drug detoxification and pretreatment services for the purpose of assisting acutely intoxicated individuals during the alcohol and/or drug withdrawal period. Services to clients who stay less than 12 hours may be billed at one-half (1/2) of the “client day” rate.
- #C. **STAFF HOUR/ Group and Individual Outclient Counseling:** A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients including individual counseling and group therapy of a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management or aftercare. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County, Time to be billed in 15 minute increments of direct staff time.

#D. & #E. STAFF HOUR: CalWORKS and Governor's 15% Staff hours are defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients, including individual and group counseling, intake, assessment, case management, aftercare, participation in CalWORKS multi-disciplinary team meetings, and outreach and educational activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.

- D.4. ADVANCES: Advances shall be made on a base of ~~\$417,293~~ \$471,293.
- D.5. INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE: Funds may not be shifted between modalities, e.g. Outclient and Residential, without written approval by County Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis, and, as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of service.

EXHIBIT E-4DESCRIPTION OF SERVICESContractor: Janus of Santa CruzComponent: CalWORKS Waiting List Individual and Group CounselingProvider #: 44-4498Modality: OutclientPrimary Target Groups Treated: CalWORKS recipients age 18 or over, who are abusing alcohol and/or other drugs.Budget and Unit of Service (UOS) Data

	<u>96-97</u> <u>P a s t</u> <u>Actual</u>	<u>97-98</u> <u>Y C u r r e n t</u> <u>Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget Year</u> <u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 4,700</u>
<u>CalWORKS Funding</u>			<u>\$ 4,000</u>
<u>Number of clients funded by County</u>			<u>6 6</u>

DESCRIPTION OF SERVICE:

Janus maintains a counseling center which provides outclient services in a drug-free, non-drinking environment. Counseling services are provided by degreed/licensed and experienced personnel for individual and family members affected by alcohol problems. The waiting list group outclient services are designed to address barriers to employment CalWORKS clients experience and include recovery information, support and basic abstinence skills to individuals awaiting a treatment slot in a primary treatment program. While services may include individual sessions, weekly group counseling will be the primary mode of service. Because service demands are high, this program will decrease the delay between initial contact and provision of services.

PROGRAM GOALS AND OBJECTIVES

Goal: Provide intake sessions and waiting list treatment group in a supportive, drug-free and non-drinking environment in accordance with the "Standards for Direct Alcohol Services" of the State Department of Alcohol and Drug Programs.

OBJECTIVE A.: To provide 132 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to 66 CalWORKS clients. Of the total 132 staff hours, 66 hours will be available for individual face-to-face counseling sessions, and 38 hours for face-to-face group counseling sessions. Groups will average at least 3 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings: for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services: and for start-up activities approved by the County Alcohol and Drug Program Administrator.

- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.
- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- AS. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING

<u>Counselor II</u>	<u>.10</u>
<u>Total</u>	<u>.10</u>

EXHIBIT E-5DESCRIPTION OF SERVICESContractor: Janus of Santa CruzComponent: Governor's 15 % Intensive Non-Medical Recovery ServicesProvider #: 44-4498Modality: OutclientPrimary Target Groups Treated: CalWORKS pregnant substance-abusing and injection drug using women and parenting substance abusing women who have an identified impairment in their ability to work or care for their children..Budget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current</u> <u>Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget Year</u> <u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 90,636</u>
<u>Governor's 15% Funding</u>			<u>\$ 40,000</u>
<u>Governor's 15% Backfill Funding</u>			<u>\$ 10,000</u>
<u>Number of clients funded by County</u>			<u>31</u>

DESCRIPTION OF SERVICE:

Janus maintains a counseling center which provides outclient services in a drug-free, non-drinking environment. Counseling services are provided by degreed/licensed and experienced personnel for individual and family members affected by alcohol problems. CalWORKS outpatient services will be provided to pregnant substance-abusing and pregnant injection drug using women and parenting substance abusing women who have an identified impairment in their ability to work or care for their children. The services include, but are not limited to, intake screening, individual and group counseling, case management and referral for appropriate adult and pediatric medical care.

PROGRAM GOALS AND OBJECTIVES

GOAL I: To provide intake screening, individual and group counseling, case management and referral for appropriate adult and pediatric medical care to pregnant injection drug using women and parenting substance using women who have an identified impairment in their ability to work or care for their children CalWORKS clients.

OBJECTIVE A.: To provide 1,409 staff hours to 31 Welfare-to-Work CalWORKS clients of which 720 hours will be direct fact-to-face contact, as outlined in the Scope of Work Plan attached at Exhibit F. Groups will average at least 3 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA. CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings: for outreach and education activities related to informin and encouraging CalWORKS recipients to enter into alcohol and drug treatment services: and for start-up activities approved by the County Alcohol and Drug Program Administrator.

477

- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.
- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- A.5. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING

<u>Counselor</u>	<u>2.0</u>
<u>Total</u>	<u>2.0</u>

471

**SCOPE OF WORK PLAN
Welfare-to-Work 15% Grant Subcontract**

Agency: Janus of Santa Cruz

Program Service: Intensive Outpatient

Contractor shall achieve the following goals and accomplish the following objectives by performing the specified activities and the methods you will use to evaluate the results. Please indicate the number of service units to be provided, the number of participants you agency will be prepared to serve, and the outcome for the participants for each quarter of the contract period.

Measurable Objectives & Performance Goals	Implementation Activities	Quarter Ending Date	Method of Evaluating Process and/or Outcomes of Objectives
Intake 2 clients, providing a minimum of 21 Units of Service- 12 of those UOS will be direct face-to-face contact*	Hire an additional counselor and train in IOP Policies and Procedures	December 1998	1) Case file and fiscal review 2) 80% of clients complete tx with satisfactory progress and improved functioning at dischg.
Provide 261 units of IOP Service to 5 individuals; 132 of those UOS will be direct face-to-face contact*		March 1999	Same as above
Provide 282 units of IOP Service to 6 individuals; 144 of those UOS will be direct face-to-face contact*		June 1999	Same as above
Provide 282 units of IOP Service to 6 individuals; 144 of those UOS will be direct face-to-face contact*		September 1999	Same as above
Provide 282 units of IOP Service to 6 individuals; 144 of those UOS will be direct face-to-face contact*		December 1999	Same as above
Provide 251 units of IOP Service to 6 individuals; 144 of those UOS will be direct face-to-face contact*		March 2000	Same as above
		June 2000	
		September 2000	

*Provide assessment and referral services for all CalWORKS clients referred for services

BUDGET SUMMARY
Welfare-to-Work 15% Grant Subcontract

Agency: Janus of Santa Cruz

Program/Service: Intensive Outpatient

EXPENSE ITEM	ADMIN	PROGRAM	CALWORKS	TOTALS	IN-KIND MATCH
Staff Salaries		23887	4675	28562	21116
Staff Fringe Benefits					
Staff Travel		5494	1052 11	6546 531	4857 471
Facilities/communications		6339	407	6746	5731
Consumable Supplies		278	72	350	308
Furniture & Equipment					
* Use/Depreciation					
* Purchase					
* lease		1530	150	1680	1504
Vehicle Ops & Maint		0	0	0	0
Consumable Testing & Instructional Supplies		1672	74	1746	2004
Insurance		204	53	257	226
Supportive Services		554	101	655	-- 588
Indirect Costs		0	3405	3405	8207
Other Operational Costs		0	0	0	0
TOTALS:		40000	10000	50000	44588

47

423

PLANNED QUARTERLY EXPENDITURES
Welfare-to-Work 15% Grant Subcontract

Agency: JANUS OF SANTA CRUZ Program/Service: INTENSIVE OUTPATIENT

Please detail projected expenditures by quarter. Dates below refer to quarter ending date.

COST CATEGORY	DEC 1998	MAR 1999	JUNE 1999	SEPT 1999	DEC 1999	MAR 2000	JUNE 2000	SEPT 2000
Administration Expenditures								
Program Expenditures	200.00	8,000.00	8,000.00	8,000.00	8,000.00	7,800.00		
CalWORKs Expenditures	50.00	2,000.00	2,000.00	2,000.00	2,000.00	1,950.00		
Total Expenditures	250.00	10,000	10,000	10,000	10,000	9,750.00		
Program Expenditure Component								
Community Service								
Work Experience								
Job Creation/Wage Subsidies								
On-the-Job Training								
Readiness, Placement and Post-Employment Services								
Job Retention								
Support Services								
Other: Substance Abuse Treatment	650.00	10,000	10,000	10,000	10,000	9,750.00		
Other:								
Other:								

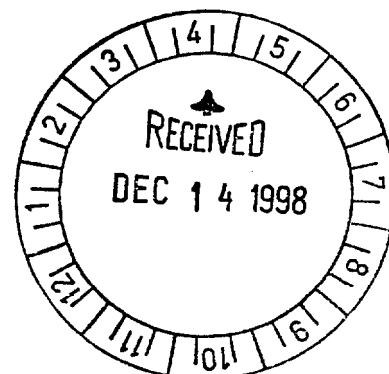
scopwork.wpd

Initials: _____ / _____
 CONTRACTOR/COUNTY

MULTI-MODAL SUMMARY PAGE

Contractor: Janus of Santa Cruz
 Submission Date: June 30, 1998

Modality	Period		Through		Actual Exp
	Begin: 7/1/98		End: 6/30/99		
	Budget Total Amount	Other Funds	County HSA Funds	Total Contract Budget FY 97/98	FY 96/97
Residential Treatment	459221	290986	168235	441252	372132
Residential Special Care	293744	72246	221498	293454	300449
Outpatient Intensive	99168	41610	57559	114287	106820.
Wait List Tx Group	4700	700	4001	0	0
Trans Living	36407	6407	30001	0	0
Perinatal DCH	78880	5	78875;	79347	79966
Perinatal Residential	197480	9861	1876201	199560	241440:
Perinatal Res Housing	170035	27573	142462'	1617811	91482
Total	1339635	449388	890249	1289681	1192289



Budget Summary
 Preliminary Final Amended

Contractor: Janus of Santa Cruz
 Submission Date: Dec 12, 1998 Type of Service: Continuing ___ New ___ Expand ___
 Modality of Service: Waiting List Treatment Group

	Period Beain 07/01/98		Through 06/30/99		
	Budget Total Amount	Other Funds	County HSA Funds	FY 97/98 Total Contract Budget	Total Actual Expenses FY 96/97
1. Personnel Services	3333	0	3333	0	0
2. Transportation	0	0	0	0	0
3. Equipment, Material & Supply	45	0	45	0	0
4. Operating Expenses	476	0	476	0	0
5. Special Expenses	0	0	0	0	0
SUBTOTAL DIRECT					
COSTS	3854	0	3854	0	0
6. Administrative Costs	846	700	146	0	0
TOTAL	4700	700	4000	0	0

Source of Other Funds	Amount	Current FY 97/98 Total Contract Budget	Actual FY 96/97
Client Fees			
Grants (list)			
Fundraising			
Gifts			
Other (Describe)			
In-Kind	700		
TOTAL	700	0	0

MediCal Providers	
Modality	50% Federal ediCal Shar
Total	

Waiting List Group-Outpatient						
FY 98-99 BUDGET						
Dec 12, 1998	Monthly		Budget	income	income	cost
BUDGET DETAIL	Salary	FTE	Total	Other	HSA	Code
PERSONAL SERVICES						
Counselor IIOPI	2258	0.1	2710			
SUBTOTAL SALARIES			2710			
FRINGE@23%			623			
Contract Svcs			0			
TOTAL PERSONAL SERVICES;			3333	0	3333	
TRANSPORTATION						
Transportation			0			
TOTAL TRANSPORTATION			0	0	0	
EQUIP, MATL & SPLY						
Office Sply Post			5	0	5	
Household Sply			15	0	15	
Printing Adv			0	0	0	
Educational Matl			25	0	25	
Equipment Expense			0	0	0	
TOTAL EQUIP, MATL&SPLY			45	0	45	
OPERATING EXPENSE						
Rent			411	0	411	
Utilities			38	0	38	
Maint & Repair			12	0	12	
insurance			15	0	15	
TOTAL OPERATIONS EXP			476	0	476	
ADMINISTRATIVE INDIRECT						
Administrative Cost Rate						
0.03%			846	700	146	
SUBTOTAL DIRECT COSTS			3854	0	3854	
GRAND TOTAL			4700	700	4000	

COST ALLOCATION PLAN FY 98/99

Contractor: Janus of Santa Cruz

Cost Allocation Code	Cost Allocation Method	Category	Line Item																								
(1)	(2)	(3)	(4)																								
A	<p>Distribution in this cost code is made on the basis of Personnel Services Cost for the modality as a percentage of the agency's total Personnel Services Costs utilizing the following formula:</p> <p>Modality Personnel Services Cost/Total agency Personnel Services Costs X Total Administrative Costs = Modality Administrative Indirect Costs</p>	6	Admin Costs																								
B	<p>Costs in Code "B" are distributed on the basis of square footage utilized by the modality as derived from floor plans/lease agreements.</p> <p>7TH AVENUE COMPLEX- Total square footage at 2007th Ave/7 18 Carmel Street complex is 14,643 square feet.</p> <table border="1" data-bbox="464 1208 1053 1485"> <thead> <tr> <th>Program Component</th> <th>Sauare Feet</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Residential Treatment</td> <td>5,132</td> <td>35.05</td> </tr> <tr> <td>Special Care Unit</td> <td>2,877</td> <td>19.65</td> </tr> <tr> <td>Outclient Intensive*</td> <td>865</td> <td>5.90</td> </tr> <tr> <td>DUI-FO</td> <td>1,368</td> <td>9.34</td> </tr> <tr> <td>DUI-MO</td> <td>1,927</td> <td>13.16</td> </tr> <tr> <td>Administration-Storage</td> <td>2,474</td> <td>16.90</td> </tr> <tr> <td></td> <td>14,643</td> <td>100.00</td> </tr> </tbody> </table> <p>*A factor of .035 was used to determine the rent cost allocation for Wait List Treatment---.03 5 as the time the OPI component space was being used for this program.</p> <p>Total Cost to Program= Undistributed Costs Allocated to Cost Center (Rent, etc.) X Percentage Rate for Program Component</p>	Program Component	Sauare Feet	Percentage	Residential Treatment	5,132	35.05	Special Care Unit	2,877	19.65	Outclient Intensive*	865	5.90	DUI-FO	1,368	9.34	DUI-MO	1,927	13.16	Administration-Storage	2,474	16.90		14,643	100.00	4	Rent; Utilities; Household*; Maintenance and Repair*
Program Component	Sauare Feet	Percentage																									
Residential Treatment	5,132	35.05																									
Special Care Unit	2,877	19.65																									
Outclient Intensive*	865	5.90																									
DUI-FO	1,368	9.34																									
DUI-MO	1,927	13.16																									
Administration-Storage	2,474	16.90																									
	14,643	100.00																									

47

Cost Allocation Plan FY 98/99

Contractor: Janus of Santa Cruz

Cost Allocation Code	Cost Allocation Method	Category	Line Item																								
(1)	(2)	(3)	(4)																								
B (cont.)	<p>OCEAN AVENUE COMPLEX- Total square footage 7,337 square feet</p> <table border="0"> <thead> <tr> <th><u>Program Component</u></th> <th><u>Square Feet</u></th> <th><u>Percentage</u></th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>732</td> <td>13.85</td> </tr> <tr> <td>Childcare-----</td> <td>658</td> <td>12.45</td> </tr> <tr> <td>Residential Treatment-----</td> <td>520</td> <td>9.84</td> </tr> <tr> <td>DayCare/Habilitative</td> <td>260</td> <td>4.93</td> </tr> <tr> <td>Housing</td> <td>2669</td> <td>50.51</td> </tr> <tr> <td>Food Service-----</td> <td>445</td> <td>8.42</td> </tr> <tr> <td></td> <td>5284</td> <td>100.00</td> </tr> </tbody> </table> <p>* Household and Maintenance/Repair costs are allocated by the above method except when items or costs are directly attributed to one cost center only (e.g., diapers are costed to childcare/household only).</p>	<u>Program Component</u>	<u>Square Feet</u>	<u>Percentage</u>	Administration	732	13.85	Childcare-----	658	12.45	Residential Treatment-----	520	9.84	DayCare/Habilitative	260	4.93	Housing	2669	50.51	Food Service-----	445	8.42		5284	100.00		
<u>Program Component</u>	<u>Square Feet</u>	<u>Percentage</u>																									
Administration	732	13.85																									
Childcare-----	658	12.45																									
Residential Treatment-----	520	9.84																									
DayCare/Habilitative	260	4.93																									
Housing	2669	50.51																									
Food Service-----	445	8.42																									
	5284	100.00																									
C	<p>Code "C" costs are allocated as a percentage of the Childcare Indirect Cost Pool. Percentage is based on actual hours of utilization by program component as a percentage of total hours available. Initial allocations will be estimated at the following experience based percentages:</p> <p>Residential----- 66.67% Day Treatment---33.33%</p>	5	Special Expense																								
D	<p>Perinatal Indirect Cost Pool is distributed as Code "A" administrative costs, utilizing the Personnel Services Cost of each modality as a percentage of the total Perinatal Treatment Personnel Services Costs to establish each cost center's administrative indirect cost percentage. The following formula is used to compute distributions:</p> <p>Modality Personnel Services Cost/Total Perinatal Treatment Personnel Services Costs X Perinatal Treatment Administrative Costs = Modality Administrative Indirect Cost</p>	5	Administrative-Perinatal																								

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

286

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

FROM: HEALTH SERVICES AGENCY (Dept.)
E. Moody (Signature) 1/12/99 (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 Health Services Agency (Agency) and Janus of Santa Cruz Perinatal, 200 7th Ave., Suite 150, Santa Cruz, CA 95062 (Name & Address)
- The agreement will provide Continuation of the 1997-98 alcohol and drug residential and day treatment services for pregnant and parenting women and their children.
- The agreement is needed to provide the above-mentioned services.
- Period of the agreement is from July 1, 1998 to June 30, 1999
- Anticipated cost is \$ 408,972 Increased to \$438,972.00 (~~Fixed amount~~ ~~Monthly rate~~ ~~Not to exceed~~)
- Remarks: This amendment increases the current contract by \$30,000.00
- Appropriations are budgeted in 364047 (Index#) (~~1 S u b j e c t~~)

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

Appropriations are available and have been encumbered. Contract No. C080604A Date 1/14/99
are not will be
GARY A. KNUTSON, Auditor - Controller
B [Signature] Deputy.

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

By [Signature] (Analyst) County Administrative Officer
By [Signature] Date 1/14/99

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 _____ 19 ____ County Administrative Officer
By _____ Deputy Clerk

477
ALM 29 (6/95)

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: C080604A

Index: 364042

Subject: 3975

Between: County of Santa Cruz - Health Services Agency
and
Janus of Santa Cruz Perinatal, 200 7th Avenue, Suite 150, Santa Cruz, CA 95062

The parties named above agree to amend contract C080604A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$408,972 to \$438,972; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3, D4 and D7; and adding Exhibit E-3 as attached; said amendments are incorporated into and made a part of contract C080604A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY: *[Signature]*

BY: _____

DATE: 1/6/99

DATE: _____

Approved as to form:
[Signature]
Assistant County Counsel

Attest:

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Janus of Santa Cruz

EXHIBIT A - INDIVIDUAL CONTRACTOR INFORMATION

- A.1 ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2 TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and including June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3 COMPENSATION: Total contract amount shall not exceed ~~Four Hundred and Eight Thousand, Nine Hundred and Seventy Two dollars and no/100 (\$408,972.00)~~, Four Hundred Thirty-Eight Thousand, Nine Hundred and Seventy Two Dollars and No/100 (\$438,972.00) for services performed during the term of this Agreement in accord with the **negotiated rates set forth** in Exhibit D. **CalWORKS funds may only be used for activities described in Exhibit E-3 related to CalWORKS clients.** In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.

FOR NEGOTIATED RATE CONTRACTS: County agrees to pay Contractor a total sum not to exceed ~~Three Hundred Seventeen Thousand, Four Hundred Fourteen dollars (317,414)~~ Three Hundred Fortv-Seven Thousand, Four Hundred Fourteen Dollars (\$347,414) for services performed during the term of this Agreement in accord with the negotiated rates set forth in Exhibit D. In no event shall County obligation of State Drug and Alcohol Allocation base and required County funds exceed this amount.

In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.

FOR COST REIMBURSEMENT CONTRACTS (DRUG MEDI-CAL): County agrees to pay Contractor a total sum not to exceed **Ninety One Thousand, Five Hundred and Fifty Eight Dollars (\$91,558)**, as follows:

- (A) \$45,779 State General Fund Match to Medi-Cal and
- (B) \$45,779 Federal Drug Medical funds,

for services performed during the term of this Agreement, based on reimbursement of allowable costs. In no event shall County obligation of State Drug and Alcohol Allocation base exceed the amount on Line (A).

In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants,

- A.4 NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Janus of Santa Cruz, 200 7th Avenue, Suite 150, Santa Cruz, CA 95062.

EXHIBIT D - FISCAL

D.1. **MAXIMUM ALLOCATION:** Contractor agrees that County's Maximum Allocation under the terms of this Agreement shall be as follows. The County reserves the right to change the source of funds, based on County and State requirements.

BY FUNDING SOURCE

Total	Modality	V. County Matching Funds	W. Fed Perinatal Block Grant 93.959	x. State PTEP	Y. Medical Match (PTEP)	z. Medical Federal	<u>CalWORKS Funding</u>
\$122,025	Residential Housing	6,101	54,911	61,013			
\$ 30,000	<u>CalWORKS Transitional Housing</u>						<u>30,000</u>
\$201,128	Residential Treatment	11,644		104,794	42,345	42,345	
\$ 85,819	Day Treatment	7,895		71,056	3,434	3,434	
\$408,972 \$438,972	TOTAL	25,640	54,911	236,863	45,779	45,779	<u>30,000</u>

* base amount = columns V,W,X and Y ~~and CalWORKS Funding = \$363,193~~ \$393,193

D.2. **FEE FOR SERVICE RATES:** County agrees to compensate Contractor at **fee-for-service rates as follows.** Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

	<u>Rate</u>	<u>Unit</u>	<u>Service</u>
A.	\$ 62.58	Client Bed Day - Housing (NNA)	Residential Housing (NNA)
B.	Cost/Cap	Client Bed Day - Treatment (Medical cap \$80.61)	Residential Treatment (Medical)
C.	\$ 80.58	Client Bed Day - Treatment (NNA)	Residential Treatment (NNA)
D.	Cost/Cap	Client Day (Medical DCH Cap \$80.83)	Day Treatment (Medical)
E.	\$ 80.81	Client Day	Day Treatment (NNA)
F.	\$ 37.11	<u>Client Bed Day - CalWORKS Housing:</u>	<u>Transitional Housing (CalWORKS)</u>

D.3. DEFINITIONS:

- A. CLIENT BED DAY - HOUSING - (NNA): A day in which 1 housing bed is utilized to provide 24 hour inpatient care. The bed must be licensed and funded. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available. Billable day shall include the day of admission, but not the day of discharge.
- B.& C. CLIENT BED DAY - TREATMENT - (Medical and NNA): A day in which 1 treatment bed is provided to an eligible client to provide 24 hour inpatient care. The bed must be licensed and funded. Drug Medical pays for only the cost of treatment and does not pay for housing costs. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available.
- D.& E. CLIENT DAY - DAY CARE HABILITATIVE (DCH) TREATMENT - (Medical and NNA): the Day Treatment Program will be for a minimum of three days, 3 hours a day per week of scheduled, formalized services. Exceptions may include crisis visits. Substance abuse services shall be for pregnant and postpartum women and/or to EPSDT - eligible beneficiaries. The services will include intake, admission physical examinations, treatment planning, individual and group counseling, body specimen screens,

medication services, collateral services, and crisis intervention as well as a complement of structured therapeutic activities including vocational counseling, 12 step education, and health education.

Initial interview and screening followed by assessment in the following areas: psychosocial, legal, use/abuse of substances, medical. Provision of counseling services specifically addressing issues of substance use/abuse within the context of the personal and familial life of each client. Therapeutic interventions will be based upon goals identified in treatment plan and mutually agreed upon between client(s) and therapist. Provision of counseling services in groups specifically addressing issues of substance use/abuse, life skills, self-esteem. Therapist will utilize intervention strategies specifically targeted to breaking through denial for new client groups and sustaining sobriety for continuing client groups. Case management, transportation and childcare will be provided to meet Perinatal Treatment Standards. Client will receive or be referred for appropriate medical care and pediatric medical care.

F. CLIENT BED DAY - CalWORKS HOUSING: A day in which housine beds are utilized to provide 24 hour residence to a CalWORKS client and her accompanying children. Custodial (parent) resident is required to give a 2-week notice of termination of residence or forfeit deposit charge equal to that amount of residency. The facility, staffing and other conditions necessary to provide the services to a client and the client's child(ren) occupying the beds must be available. Billable dav shall include the dav of admission, but not the dav of discharge.

- D.4. ADVANCE BASE: Advances shall be made on a base of ~~\$402,105~~ \$432,105 (Advance base does not include 15% of Federal Medical funds. See provision C.9.) , State and Federal Medical funds earned by Contractor in excess of this amount shall be paid by County upon submission by Contractor
- D.5. INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE: Funds may not be shifted between modalities, e.g., Day Treatment and Residential, without written approval by County Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis and as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of services.
- D.6. PERINATAL ALLOCATION: Contractor agrees that the Perinatal Federal Block Grant service allocation (column W above) must be earned in full, unearned amounts cannot be shifted to any other mode of service, and unearned Perinatal advances will be returned to the County.
- D.7. COST REIMBURSEMENT CONTRACT: Total reimbursement for the contract will not exceed the contract allocation. Reimbursement for NNA units of service will be paid based on the amount 'earned at the **fee-for-service** rates listed above in D.2. DMC (Drug Medical) units of service will be paid based on actual costs, up to the rate cap. DMC unit of service costs which exceed the rate cap will be paid up to the limit of County funds available, not to exceed the actual costs of the Perinatal program. Settlement of NNA and Medical funds will be based on the final Cost Report. Payment of Federal Perinatal Block Grant, State and County funds will not exceed base amount of ~~\$363,193~~ \$393,193.
- D.8. COUNTY DRUG MEDI-CAL ADMINISTRATIVE CHARGES: County administrative charges for **Residential and** Day Treatment units of service will not exceed 10% of the approved State rate cap, per unit of service, unless provider cost is less than the contract amount and County administrative cost is higher.
- D.9. PERINATAL MEDI-CAL SERVICES: Contractor agrees to provide services that meet the Perinatal Medical service guidelines and standards.

EXHIBIT E-3

DESCRIPTION OF SERVICES

Contractor: JANUS of Santa Cruz

Component: Perinatal

Provider #: 44-4496

Modality: CalWORKS Transitional Housing

Primary Target Groups Treated: CalWORKS parenting women and their children

Budget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget</u> <u>Year Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 36,586</u>
<u>CalWORKS Funding</u>			<u>\$ 30,000</u>
<u>Number of clients funded by County</u>			<u>12</u>

DESCRIPTION OF SERVICES/PRIMARY PROBLEMS TREATED

Janus maintains a transitional living facility offering a drug-free, non-drinking environment for women who are either pregnant or parenting who have an identified impairment in their ability to care for their children due to alcohol and other drug abuse. Women enrolled in the CalWORKS Welfare-to-Work programs who qualify for housing will be provided a clean and sober living environment to help them overcome drug and alcohol abuse barriers to employment.

GOAL I: To provide 3 rooms, each room with a capacity for at least one adult and one child, in a drug -free non-drinking transitional living environment for 12 CalWORKS women and their children.

OBJECTIVE A: To provide 986 CalWORKS bed days of housing to 12 eligible women and their children.

OBJECTIVE B: To maintain program capacity of at least 3 adult and 3 children's beds.

OBJECTIVE C: Encourage individuals to participate financially in their own recovery by collecting a monthly rental fee for their use of transitional living quarters.

OBJECTIVE D: To provide housing to 12 women, three of which will be Latinas.

D.1. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for start-up activities approved by the County Alcohol and Drug Program Administrator.

D.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug

and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

D.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

D.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral. CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

D.5. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING

<u>Counselor II</u>	<u>.25</u>
<u>Total</u>	<u>.25</u>

Budget Summary

Preliminary

Final

Amended

Contractor: Janus of Santa Cruz

Submission Date: Dec 12, 1998

Type of Service: Continuing ___

New ___ Expand ___

Modality of Service: Transitional Housing

	Period Begin		Through		
	Budget Total Amount	Other Funds	County HSA Funds	FY 97/98 Total Contract Budget	Total Actual Expenses FY 96/97
1. Personnel Services	6395	0	6395	0	0
2. Transportation	200	200	0	0	0
3. Equipment, Material & Supply	6750	0	6750	0	0
4. Operating Expenses	21200	6386	14814	0	0
5. Special Expenses	0	0	0	0	0
SUBTOTAL DIRECT COSTS	34545	6586	27959	0	0
6. Administrative Costs	2041	0	2041	0	0
TOTAL	36586	6586	30000	0	0

Source of Other Funds	Amount	Current FY 97/98 Total Contract Budget	Actual FY 96/97
Client Fees	0		
AFDC Rent	6586	0	
Grant(s)			
Fundraising	0	0	
Gifts			
Other (Describe)			
Defensa Contract			
Interest			
TOTAL	6586	0	

Medical Providers	
Modality	50% Federal Medical Share
Total	

CALWORKS-SOBER LIVING FACILITY						
December 12, 1998	Monthly		Budget	Income	Income	cost
BUDGET DETAIL	Salary	FTE	Total	Other	c w	Code
PERSONAL SERVICES						
Counselor II	1733	0.25	5199	0	5199	
SUBTOTAL SALARIES			5199	0	5199	
FRINGE@23%			1196	0	1196	
TOTAL PERSONAL SERVICES			6395	0	6395	
TRANSPORTATION						
Transportation			200	200	200	
TOTAL TRANSPORTATION			200	200	0	
EQUIP, MATL & SPLY						
Office Sply Post			150	0	150	
Household Sply			350	0	350	
Printing Adv			50	0	50	
Educational Matl			0	0	0	
Equipment Expense			6200	0	6200	
TOTAL EQUIP, MATL&SPLY			6750	0	6750	
OPERATING EXPENSE						
Rent			18000	4636	13364	
Utilities			1750	1750	0	
Maint & Repair			900	0	900	
Drug Testing			150	0	150	
Insurance			400	0	400	
TOTAL OPERATIONS EXP			21200	6386	14814	
ADMINISTRATIVE INDIRECT						
Administrative Cost Rate						
0.01%			2041	0	2041	
SUBTOTAL DIRECT COSTS			34545	6586	27959	
GRAND TOTAL			36586	6586	30000	

NET NEGOTIATED RATE REQUEST

Contractor: Janus of Santa Cruz

Component: Transitional Housing

Modality: Residential

Description of Unit of Service:

The Transitional Living Unit of Service is the Client Bed Day. A Client Bed Day is a day in which 1 housing bed is utilized to provide 24 hour residence. Residents are required to give a 2-week notice of termination of residence or a forfeit deposit charge equal to that amount of residency.

Basis of Rate:

Total available beds (3) x .90 (occupancy rate) x days = 986 available client days

\$36,586 (Total program cost)/986 (available days) = \$ 37.11 cost/client day

Documentation:

Units of service provided will be verified by:

- . Modality census record
- . Accounts receivable records from business office
- . Client residency contract

Requested Rate: NNA- \$37.11 per client day

Prior FY Rate: n/a

COST ALLOCATION PLAN FY 98/99

Contractor: Janus of Santa Cruz

Cost Allocation Code	Cost Allocation Method	Category	Line Item																								
(1)	(2)	(3)	(4)																								
A	<p>Distribution in this cost code is made on the basis of Personnel Services Cost for the modality as a percentage of the agency's total Personnel Services Costs utilizing the following formula:</p> <p>Modality Personnel Services Cost/Total agency Personnel Services Costs X Total Administrative Costs = Modality Administrative Indirect Costs</p>	6	Admin Costs																								
B	<p>Costs in Code "B" are distributed on the basis of square footage utilized by the modality as derived from floor plans/lease agreements.</p> <p>7TH AVENUE COMPLEX- Total square footage at 2007th Ave/7 18 Carmel Street complex is 14,643 square feet.</p> <table border="1"> <thead> <tr> <th><u>Program Component</u></th> <th><u>Square Feet</u></th> <th><u>Percentage</u></th> </tr> </thead> <tbody> <tr> <td>Residential Treatment</td> <td>5,132</td> <td>35.05</td> </tr> <tr> <td>Special Care Unit</td> <td>2,877</td> <td>19.65</td> </tr> <tr> <td>Outclient Intensive*</td> <td>865</td> <td>5.90</td> </tr> <tr> <td>DUI-FO</td> <td>1,368</td> <td>9.34</td> </tr> <tr> <td>DUI-MO</td> <td>1,927</td> <td>13.16</td> </tr> <tr> <td>Administration-Storage</td> <td>2,474</td> <td>16.90</td> </tr> <tr> <td></td> <td>14,643</td> <td>100.00</td> </tr> </tbody> </table> <p>*A factor of .035 was used to determine the rent cost allocation for Wait List Treatment--0.035 as the time the OPI component space was being used for this program.</p> <p>Total Cost to Program= Undistributed Costs Allocated to Cost Center (Rent, etc.) X Percentage Rate for Program Component</p>	<u>Program Component</u>	<u>Square Feet</u>	<u>Percentage</u>	Residential Treatment	5,132	35.05	Special Care Unit	2,877	19.65	Outclient Intensive*	865	5.90	DUI-FO	1,368	9.34	DUI-MO	1,927	13.16	Administration-Storage	2,474	16.90		14,643	100.00	4	Rent; Utilities; Household*; Maintenance and Repair*
<u>Program Component</u>	<u>Square Feet</u>	<u>Percentage</u>																									
Residential Treatment	5,132	35.05																									
Special Care Unit	2,877	19.65																									
Outclient Intensive*	865	5.90																									
DUI-FO	1,368	9.34																									
DUI-MO	1,927	13.16																									
Administration-Storage	2,474	16.90																									
	14,643	100.00																									

Cost Allocation Plan FY 98/99

Contractor: ~~Janus~~ of Santa Cruz

Cost Allocation Code	Cost Allocation Method	Category	Line Item																								
(1)	(2)	(3)	(4)																								
B (cont.)	<p>OCEAN AVENUE COMPLEX- Total square footage 7,337 square feet</p> <table border="1"> <thead> <tr> <th>Program Component</th> <th>Sauare Feet</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Administration</td> <td>732</td> <td>13.85</td> </tr> <tr> <td>Childcare</td> <td>658</td> <td>12.45</td> </tr> <tr> <td>Residential Treatment</td> <td>520</td> <td>9.84</td> </tr> <tr> <td>Day Care/Habilitative</td> <td>260</td> <td>4.93</td> </tr> <tr> <td>Housing</td> <td>2669</td> <td>50.51</td> </tr> <tr> <td>Food Service</td> <td>445</td> <td>8.42</td> </tr> <tr> <td></td> <td>5284</td> <td>100.00</td> </tr> </tbody> </table> <p>* Household and Maintenance/Repair costs are allocated by the above method except when items or costs are directly attributed to one cost center only (e.g., diapers are costed to childcare/household only).</p>	Program Component	Sauare Feet	Percentage	Administration	732	13.85	Childcare	658	12.45	Residential Treatment	520	9.84	Day Care/Habilitative	260	4.93	Housing	2669	50.51	Food Service	445	8.42		5284	100.00		
Program Component	Sauare Feet	Percentage																									
Administration	732	13.85																									
Childcare	658	12.45																									
Residential Treatment	520	9.84																									
Day Care/Habilitative	260	4.93																									
Housing	2669	50.51																									
Food Service	445	8.42																									
	5284	100.00																									
C	<p>Code "C" costs are allocated as a percentage of the Childcare Indirect Cost Pool. Percentage is based on actual hours of utilization by program component as a percentage of total hours available. Initial allocations will be estimated at the following experience based percentages:</p> <p>Residential-----66.67% Day Treatment---33.33%</p>	5	Special Expense																								
D	<p>Perinatal Indirect Cost Pool is distributed as Code "A" administrative costs, utilizing the Personnel Services Cost of each modality as a percentage of the total Perinatal Treatment Personnel Services Costs to establish each cost center's administrative indirect cost percentage. The following formula is used to compute distributions:</p> $\text{Modality Personnel Services Cost} / \text{Total Perinatal Treatment Personnel Servicees Costs} \times \text{Perinatal Treatment Administrative Costs} = \text{Modality Administrative Indirect Cost}$	5	Administrative-Perinatal																								

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

298

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

FROM: HEALTH SERVICES AGENCY (Dept.)
e m ordy (Signature) 1/12/99 (Date)

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

1. Said agreement is between the County of Santa Cruz Health Services Agency (Agency)
and Santa Cruz Community Counseling Center, 195-A Harvey West Blvd., Santa Cruz, CA 95060 (Name & Address)

2. The agreement will provide for a continuation of the 1997-98 contract services for adult outpatient, family prevention, and confidential alcohol and drug treatment services at ALTO, Si Se Puede and Sunflower House as authorized in the Continuing Agreements List.

3. The agreement is needed. _____

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

5. Anticipated cost is \$ 898,156 Increased to \$978,256.00 (XXXXXXXXXXXXXXXXXXXX) Not to exceed _____

6. Remarks: This amendment increases the current contract by \$80,100.00

7. Appropriations are budgeted in 364042 (Index#) 3975 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. C080100A Date 1/14/99
are not available and will be encumbered.

GARY A. KNUTSON, Auditor - Controller
By Linda Chou Deputy.

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

Remarks: ES (Analyst) By [Signature] County Administrative Officer Date 1/14/99

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.

ADW: [Signature] (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
_____ 19 _____ By _____ Deputy Clerk

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: C080100A

Index: 364042

Subject: 3975

Between: County of Santa Cruz - Health Services Agency
and


Santa Cruz Community Counseling Center Inc., 195-A Harvey West Blvd., Santa Cruz, CA 95060

The parties named above agree to amend contract C080100A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$898,156 to \$978,256; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3 and D4; and adding Exhibits E-5, E-6, E-7 and G, as attached; said amendments are incorporated into and made a part of contract C080100A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY:  _____

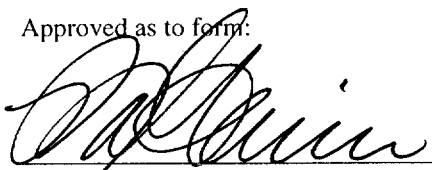
BY: _____

DATE: 17, 98 _____

DATE: _____

Approved as to form:

Attest:


Assistant County Counsel

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Santa Cruz Community Counseling Center, Inc.

EXHIBIT A - INDIVIDUAL CONTRACTOR INFORMATION

- A.1. ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2. TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and include June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3. **COMPENSATION FOR FEE-FOR-SERVICE CONTRACTS:** County agrees to pay Contractor a total sum not to exceed ~~Eight Hundred Ninety-Eight Thousand, One Hundred Fifty-Six Dollars (\$898,156.00)~~ Nine Hundred Seventy-Eight Thousand, Two Hundred Fifty-Six Dollars and No/100 (\$978,256.00) for services performed during the term of this Agreement in accord with **negotiated rates set forth in Exhibit D. CalWORKS funds may only be used for activities described in Exhibits E-5, E6 and E-7 related to CalWORKS clients. Governor's 15% Welfare-to-Work Grant funds may only be used for activities described in Exhibit E-6 related to Welfare-to-Work clients.** In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.

COST-BASED REIMBURSEMENT FOR CalWORKS START-UP ACTIVITIES: Out of the total sum stated in the paragraph above, County agrees to pay Contractor a total sum not to exceed One Thousand Ninety-Two Dollars and No/100 (\$1,092.00) for reimbursement of actual costs of start-up activities related to CalWORKS services as described in Exhibit E-7 in accordance with the attached start-up budget. Any changes in line items of the start-up budget that exceed the greater of 10% of the line item amount or \$500 must be approved by the County's Alcohol and Drug Program Administrator.

In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.

- A.4. NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Santa Cruz Community Counseling Center Inc., 195-A Harvey West Blvd., Santa Cruz, CA 95060.

EXHIBIT D - FISCAL PROVISIONS

D.1. MAXIMUM ALLOCATION: Contractor agrees that County's Maximum Allocation under the terms of this Agreement for each mode of service are listed below. The County reserves the right to change the source of funds based on County and State requirements.

BY FUNDING SOURCE

TOTAL	Modality	FBG (93.959)	STATE	COUNTY	<u>CalWORKS Funds</u>	<u>Governor's 15% Funds</u>	<u>Governor's 15% Backfill</u>	<u>CalWORKS Start-up Activities Funds</u>
14,915	ALTO - Prevention	13,915		1,000				
135,027	ALTO - Outpatient Treatment		79,880	55,147				
292,989	Si Se Puede-Residential	292,989						
455,225	Sunflower House - Residential	455,225						
8,000	<u>Alto - CalWORKS Outpatient</u>				8,000			
42,100	<u>Alto - Governor's 15% Relapse Prevention</u>					35,696	6,404	
30,000	<u>Sunflower House - CalWORKS Residential</u>				28,908			1,092
898,156 978,256	TOTAL	762,129	79,880	56,147	36,908	35,696	6,404	1,092

D.2. UNIT OF SERVICE RATES: County agrees to compensate Contractor at the unit of service rates set forth below. Settlement will be done at the end of the contract with the Cost Report. Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment

COMPONENT	RATE	UNIT	SERVICE
A. ALTO	\$39.38	Staff Hour	Individual & Group Counseling
B. ALTO	\$48.11	Staff Hour	Prevention Services
C. SI SE PUEDE	\$68.61	Bed Day	Residential Services
D. SUNFLOWER	\$57.04	Bed Day	Residential Services
<u>E. ALTO</u>	<u>\$139.38</u>	<u>Staff Hour</u>	<u>CalWORKS Individual & Group Counseling</u>
<u>F. ALTO</u>	<u>\$39.38</u>	<u>Staff Hour</u>	<u>Governor's 15 % Relapse Prevention</u>
<u>G. SUNFLOWER</u>	<u>\$97.04</u>	<u>Bed Day</u>	<u>CalWORKS Residential Services</u>

D.3. DEFINITIONS: Definition of above units of service shall be as follows:

#A. STAFF HOUR/Individual & Group Counseling: A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients including individual counseling and group therapy of a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management or aftercare. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.

Outreach/Information and Referral: A staff hour in the Outpatient program to inform individuals who call, come to the office, are contacted through outreach efforts, and/or attend community meetings about AOD services. Staff persons will give specific information about the benefits and services of Medi-Cal and will encourage persons to apply for Medi-Cal benefits by referring them to Medi-Cal eligibility offices.

47

Information and/or referrals to other treatment services, medical services or other health and social services is part of the intake, admission, program and discharge process. Records will be kept of staff hours and numbers of people given specific information about Medi-Cal or referred to Medi-Cal offices in accordance with current State MAA guidelines and regulations.

#B. STAFF HOUR/Prevention Services: A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time is billed in 30 minute increments of direct work time.

Public Information/Prevention Education/Referral: A staff hour in the Prevention program to inform individuals who call, come to the office, are contacted through outreach efforts, and/or attend community meetings about AOD prevention. Staff persons will give specific information about the benefits and services of Medi-Cal and will encourage persons to apply for Medi-Cal benefits by referring them or giving directions to Medi-Cal eligibility offices. Public information and education about and/or referrals to treatment resources, medical services or other health and social services is part of the prevention activities. Records will be kept of all presentations in which AOD treatment resources are presented and specific information about Medi-Cal services and location of offices are given to meeting participants or individuals in accordance with current State MAA guidelines and regulations.

~~#C. & #D. & #G.~~ CLIENT BED DAY: A day in which 1 treatment bed is utilized to provide 24 hour inpatient care. In the case of CalWORKS clients, a "treatment bed" includes provisions for beds for and care of both the client and the accompanying children. The bed must be licensed and funded. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available. Billable day shall include the day of admission, but not the day of discharge.

#E. & #F. STAFF HOUR: Staff hours are defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients, including individual and group counseling, intake, assessment, case management, aftercare, participation in CalWORKS multi-disciplinary team meetings, and outreach and educational activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.

D.4. ADVANCE BASE: Advances shall be made on a base of ~~\$898,156~~ \$978,256.

D.5. INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE: Funds may not be shifted between modalities, e.g., Outpatient and Residential, without written approval by County Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis and as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of services.

EXHIBITE-5DESCRIPTION OF SERVICESContractor: Santa Cruz Community Counseling CenterComponent: The ALTO Counseling CenterProvider #: 44-4487 & 44-4485Modality: CalWORKS Outpatient TreatmentPrimary Target Groups Treated: Poly Drug, Women, Parenting, LatinosBudget and Unit of Service (UOS) Data

	<u>96-97</u>	<u>97-98</u>	<u>98-99</u>
	<u>Past Year</u>	<u>Current Year</u>	<u>New Budget</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 8,000</u>
<u>CalWORKS Funding</u>			<u>\$ 8,000</u>
<u>Number of clients funded by County</u>			<u>15</u>

PRIMARY PROBLEMS TREATED

The ALTO Counseling Center provides comprehensive intake/assessment and outpatient treatment services in two geographically accessible clinics in Watsonville and Santa Cruz. Services are provided by culturally competent staff. Outpatient services will be designed to address barriers to employment which CalWORKS clients will confront. Service demands are high, and this program will decrease the delay between initial contact and provision of services. Employment will be integrated into all treatment plans.

PROGRAM GOALS AND OBJECTIVES

GOAL I: To provide accelerated intake/assessment and outpatient treatment to overcome employment barriers to CalWORKS clients.

OBJECTIVE A.: To provide 204 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to 15 CalWORKS clients. Of the total 204 staff hours, 20 hours will be available for face-to-face intakes, 40 hours will be available for individual face-to-face counseling sessions to 5 unduplicated clients, and 40 hours for face-to-face group counseling sessions to 5 unduplicated clients. Groups will average at least 3 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services; and for start-up activities approved by the County Alcohol and Drug Program Administrator.

A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

AS. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E)

<u>Program Manager</u>	<u>.02</u>
<u>Counselor II</u>	<u>.35</u>
<u>TOTAL</u>	<u>.37</u>

EXHIBIT E-6

DESCRIPTION OF SERVICES

Contractor: Santa Cruz Community Counseling Center
Component: The ALTO Counseling Center Provider #: 44-4487 & 44-4485
Modality: Outpatient Relapse Prevention
Primary Target Groups Treated: Welfare-to-Work Poly Drug, Women, Parenting, Latinos

Budget and Unit of Service (UOS) Data

	<u>96-97</u>	<u>97-98</u>	<u>98-99</u>
	<u>Past Year</u>	<u>Current Year</u>	<u>New Budget</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 42,100</u>
<u>Governor's 15% Grant Funds</u>			<u>\$ 35,696</u>
<u>Governor's 15 % Backfill Funds</u>			<u>\$ 6,404</u>
<u>Number of clients funded by County</u>			<u>96</u>

PRIMARY PROBLEMS TREATED

The ALTO Counseling Center provides comprehensive intake/assessment and outpatient treatment services in two geographically accessible clinics in Watsonville and Santa Cruz. Services are provided by culturally competent staff. Outpatient services will be designed to address barriers to employment retention and provide relapse prevention intensive outpatient counseling to CalWORKS clients.

PROGRAM GOALS AND OBJECTIVES

GOAL I: To provide individual intake assessments, relapse prevention group counseling and exit interviews to CalWORKS Welfare-to-Work clients.

OBJECTIVE A: To provide 100 staff hours of intake and assessments, 290 hours of relapse prevention group counseling and 28 hours of exit interviews to 96 Welfare-to-Work CalWORKS clients, as outlined in the Scope of Work Plan attached at Exhibit F. Groups will average at least 3 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings: for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services; and for start-up activities approved by the County Alcohol and Drug Program Administrator.

- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.
- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- A.5. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPAMRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E)

<u>Program Manager</u>	<u>.02</u>
<u>Counselor II</u>	<u>1.00</u>
<u>TOTAL</u>	<u>1.02</u>

EXHIBIT E-7DESCRIPTION OF SERVICESContractor: Santa Cruz Community Counseling CenterComponent: Sunflower HouseProvider #: 44-4486Modality: CalWORKS ResidentialPrimary Target Groups Treated: CalWORKS Poly Drug Users, Women and Other Custodial ParentsBudget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget</u> <u>Estimated</u>
<u>Gross Program Cost</u>			\$ 35,870
<u>CalWORKS Funding</u>			\$ 30,000
<u>Number of clients funded by County</u>			4

PRIMARY PROBLEMS TREATED

Sunflower House provides a 24-hour residential treatment program with support services to address barriers to employment confronted by CalWORKS clients. The program includes: structured groups and individual counseling activities, room and board, health and nutrition education, structured recreation, AA and NA attendance, and additional supportive services to address barriers to employment. Support services include: job skills, training seminars on work and world values, and parenting skills. The program will provide support to CalWORKS clients with children so that families can remain together while the custodial parent is participating in the prom-am.

PROGRAM GOALS AND OBJECTIVES

GOAL I: To provide comprehensive residential drug/alcohol treatment and other supportive services to overcome employment barriers to custodial CalWORKS client parents and their children.

OBJECTIVE A: To provide 358 bed days of treatment to 4 CalWORKS clients and their children. Of the 358 bed days, 43 days (12%) will be provided to Latinos. Of the 358 bed days, 322 days (90%) will be provided to women.

A.1. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for start-up activities approved by the County Alcohol and Drug Program Administrator.

A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug

and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

A.3 CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drue treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

A.5 CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E)

<u>Director</u>	<u>.007</u>
<u>Program Manager</u>	<u>.015</u>
<u>Program Coordinator</u>	<u>.050</u>
<u>Counselor II</u>	<u>1.350</u>
<u>Administrative Coordinator</u>	<u>.007</u>
<u>Program Assistant II</u>	<u>.020</u>
<u>TOTAL</u>	<u>1.449</u>

SCOPE OF WORK PLAN
Warfare-to-Work 15% Grant Subcontract

EXHIBIT G

Agency: Santa Cruz Community Counseling Center

Program/ Services: ALTO Counseling Center/CALWORKS Relapse Prevention Program

Contractor shall achieve the following goals and accomplish the following objectives by performing the specific activities and the methods you will use to evaluate the results. Please indicate the number of services units to be provide, the number of participants your agency will be prepare to serve, and the outcome for the participants for each of the contact period.

MEASURE OBJECTIVES & PERFORMANCE GOALS	IMPLEMENTATION ACTIVITIES	QUARTER ENDING DATE	METHOD OF EVALUATING PROCESS AND/OR OUTCOMES OF OBJECTIVE
To establish Relapse Prevention Project and procedures, materials & staffing	Develop & translate promotional materials for distribution at CALWORKS. Disseminate materials to CALWORKS site. Recruit and hire all assigned staff positions. Establish schedule of group locations, dates and times.	December, 1998	Documentation of all materials produced will be available on-site.
To provide 20 staff hours of intake and assessments and 58 hours of relapse prevention group counseling.	In form CALWORKS staff regarding relapse prevention services as a strategy to support continued employment. Schedule and conduct individual intake/assessment interviews Assign participant to schedule groups. Conduct groups counseling sessions and maintain client attendance and participation records on-site.	March, 1999	Record number of participants, staff hours, client services documentation and report to CALWORKS as required.
To provide 20 staff hours of intake, and assessments and 58 hours of relapse prevention group counseling, and 7 staff hours of exit interviews	In form CALWORKS staff regarding relapse prevention services as a strategy to support continued employment. Schedule and conduct individual intake/assessment interviews Assign participant to schedule groups. Conduct groups counseling sessions and maintain client attendance and participation records on-site.	June, 1999	Record number of participants, staff hours, client services documentation and report to CALWORKS as required.

47

SCOPE OF WORK PLAN
Warfare-to-Work 15% Grant Subcontract

Agency: Santa Cruz Community Counseling Center

Program/ Services: ALTO Counseling Center/CALWORKS Relapse Prevention Program

Contractor shall achieve the following goals and accomplish the following objectives by performing the specific activities and the methods you will use to evaluate the results. Please indicate the number of services units to be provide, the number of participants your agency will be prepare to serve, and the outcome for the participants for each of the contact period.

To provide 20 staff hours of intake and assessments and 58 hours of relapse prevention group counseling, and 7 staff hours of exit interviews	<p>In form CALWORKS staff regarding relapse prevention services as a strategy to support continued employment.</p> <p>Schedule and conduct individual intake/assessment interviews</p> <p>Assign participant to schedule groups.</p> <p>Conduct groups counseling sessions and maintain client attendance and participation records on-site.</p>	September, 1999	Record number of participants, staff hours, client services documentation and report to CALWORKS as required.
To provide 20 staff hours of intake and assessments and 58 hours of relapse prevention group counseling, and 7 staff hours of exit interviews	<p>In form CALWORKS staff regarding relapse prevention services as a strategy to support continued employment.</p> <p>Schedule and conduct individual intake/assessment interviews</p> <p>Assign participant to schedule groups.</p> <p>Conduct groups counseling sessions and maintain client attendance and participation records on-site.</p>	December, 1999	Record number of participants, staff hours, client services documentation and report to CALWORKS as required.
To provide 20 staff hours of intake and assessments and 58 hours of relapse prevention group counseling, and 7 staff hours of exit interviews	<p>In form CALWORKS staff regarding relapse prevention services as a strategy to support continued employment.</p> <p>Schedule and conduct individual intake/assessment interviews</p> <p>Assign participant to schedule groups.</p> <p>Conduct groups counseling sessions and maintain client attendance and participation records on-site.</p>	March, 2000	Record number of participants, staff hours, client services documentation and report to CALWORKS as required.

310

BUDGET SUMMARY
Welfare-to-Work 15% Grant Subcontract

Agency: Santa Cruz Community Counseling Center, Inc.

Program /Service: ALTO Counseling Center/Substance Abuse Relapse Services

Please provide detailed breakdown of projected expenditures during the contract period.

EXPENSE ITEM	ADMIN	PROGRAM	CALWORKS	TOTALS	IN-KIND/MATCHING (for information only)
Staff Salaries		21,063	3,779	24,842	5,000
Staff Fringe Benefits		7,456	1,338	8,794	
Staff Travel		412	74	486	
Facilities & Communications		1,984	356	2,340	
Consumable Supplies		432	78	510	
Furniture & Equipment Use/Depreciation Purchase Lease					
Vehicle Operating & Maintenance					
Consumable Testing & Instructional Supplies					
Insurance		382	68	450	
Supportive Services					
Indirect Cost		3,653	655	4,308	
Other Operational Costs:		314	56	370	
TOTALS:		35,696	6,404	42,100	

Administrative costs may not exceed 13% Indirect costs may be applied to program.

INITIALS: _____
 CONTRACTOR/ COUNSELOR

27

11

47

PLANNED QUARTERLY EXPENDITURES

Welfare-to-Work 15% Grant Subcontract

Agency: Santa Cruz Community Counseling Center, Inc.

Program /Service: ALTO Counseling Center/Substance Abuse Relapse Services

Please provide detailed breakdown of projected expenditures during the contract period.

COST CATEGORY	DEC 1998	MAR 1999	JUNE 1999	SEPT 1999	DEC 1999	MAR 2000	JUNE 2000	SEPT 2000
Administration Expenditures								
Program Expenditures	85	7,122	7,122	7,122	7,122	7,122		
CalWORKs Expenditures	15	1,278	1,278	1,278	1,278	1,278		
Total Expenditures	100	8,400	8,400	8,400	8,400	8,400		
Program Expenditure Component								
Community Service								
Work Experience								
Job Creation/Wage Subsidies								
On-the Job Training								
Readiness, Placement and Post-Employment Services								
Job Retention	100	8400	8400	8400	8400	8400		
Support Services								
Other:								
Other:								
Other:								

scopwork.wpd

INITIALS:

/

CONTRACTOR/ COUNTY

319

PROPOSAL FOR:

**COMMUNITY RECOVERY SERVICES
FOR PROVISION OF
CalWORKS ALCOHOL AND DRUG TREATMENT SERVICES**

**ALTO Outpatient Treatment
Sunflower House Residential Treatment
Sunflower House Start-up Costs**

FISCAL YEAR: July 1, 1998 – June 30, 1999

FROM:

**SANTA CRUZ COMMUNITY COUNSELING CENTER
195-A Harvey West Blvd.
Santa Cruz, CA 95060**

DATE SUBMITTED: December 14, 1998

**To: Santa Cruz Health Services Agency
Division Alcohol and Drug Program Administration (DADPA)
1060 Emeline Ave.
Santa Cruz, California 95060
(408) 454-4050**

CONTRACTOR: SANTA CRUZ COMMUNITY COUNSELING CENTER, INC.
COMMUNITY SUPPORT SERVICES

SUBMISSION DATE: December 14 1998

PRELIM FINAL AMENDED
 - - - X -

CalWORKS Alcohol and Drug Treatment Funds Contract Amendment

Modality	PERIOD Begin 7/1/98		Through 6/30/99		
	Budget Total Amount	Other	County HSA	FY 97-98 Total Contract Budget	Actual Expenses FY 96/97
1. ALTO Outpatient	8,000	0	8,000		
2. Sunflower House	34,778	5,870	28,908		
3. SFH Start-Up Costs	1,092	0	1,092		
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL	43,870	5,870	38,000		

BUDGET SUMMARY

CONTRACTOR: Santa Cruz Community Counseling Center, Inc. SUBMISSION DATE: 12/14/98 PRELIMINARY FINAL AMENDED
 PROGRAM COMPONENT: Community Recovery Services - AI TO Counseling Center
 MODALITY OF SERVICE: Outpatient Treatment - CalWORKS

TYPE OF SERVICE: CONTINUING NEW EXPANDED

	PERIOD				
	Begin	7/1198	Through	6/30/99	
	BUDGET TOTAL AMOUNT	Other Funds	County HSA Funds	FY 97/98 Total Contract Budget	TOTAL Actual Expenses FY 96/97
1. PERSONNEL SERVICES	6.248	0	6.248		
2. TRANSPORTATION	168	0	168		
3. EQUIPMENT, MATERIALS, SUPPLIES	290	0	290		
4. OPERATING EXPENSE	475	0	475		
5. SPECIAL EXPENSE	0	0	0		
SUBTOTAL DIRECT COSTS	7,181	0	7,181		
6. ADMINISTRATIVE COSTS	819	0	819		
TOTAL	8,000	0	8,000		

*SOURCE OF OTHER FUNDS	AMOUNT	CURRENT FY 97/98 TOTAL CONTRACT	ACTUAL FY 96-97
Client Fees			
Grants (List)			
Fundraising			
Gifts			
Other (Describe)			
Client Fees			
TOTAL	0	0	0

COUNTY OF SANTA CRUZ
 Health Services Agency
 DADPA SA-I 1

LINE ITEM BUDGET

316

Contractor: SCCCC. Inc.		Component: Community Recovery Services ALTO COUNSELING CENTER				Modality: Outpatient Treatment CaWORKS		
Detailed Budget for This Period	Monthly Salary Range in F.T.E.	% time FTE	Budget		Source Of Funds	cost alloc code	FY 97/98 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
			Total Amount	Other				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. PERSONNEL SERVICES								
(List by Position Title)								
Program Manager II	\$2545-\$4094	0.02	479	0	479	E		
Counselor II	\$1862-\$2995	0.35	4,842	0	4,842	A		
SUBTOTAL SALARIES		Number of FTE's	0.37	5,321	0	5,321		
Fringe Benefits			927	0	927	A,E		
Fringe Benefit Rate (13.5%)			Subtotal	6,248	0	6,248		
II. TRANSPORTATION								
Staff Travel - Local Mileage			168	0	168	D		
SUBTOTAL			168	0	168			
III. EQUIPMENT, MATERIALS, SUPPLIES								
Office Supplies			50	0	50	B		
Program Supplies			150	0	150	D		
Postage			20	0	20	B		
Equip Rental / Maintenance			35	0	35	B		
Printing /Copying			35	0	35	B		
SUBTOTAL			290	0	290			

471

LINE ITEM BUDGET (Continued)

Contractor: SCCCC, Inc.	Component: Community Recovery Services ALTO COUNSELING CENTER			Modality: Outpatient Treatment CalWORKS		
DETAILED BUDGET FOR THIS PERIOD (Continued)	BUDGET SOURCE OF FUNDS			cost alloc code	FY 97/98 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
	Total Amount	Other Funds	County HSA			
	(3)	(4)	(5)	(6)	(7)	(8)
i. OPERATING EXPENSES						
Telephone	50	0	50	B		
Messenger/Delivery	10	0	10	B		
Rent	300	0	300	B		
Utilities	55	0	55	B		
Facility Repair/Maintenance	20	0	20	B		
Insurance	40	0	40	B		
SUBTOTAL	475	0	475			
ii. SPECIAL EXPENSE						
SUBTOTAL	0	0	0			
iii. ADMINISTRATIVE COSTS (List only if this is budgeted as indirect rate)						
Administrative Cost Rate: 11.4%	819	0	819	C		
SUBTOTAL	819	0	819			

COUNTY OF SANTA CRUZ
Health Services Agency
DADPA

SA 12-S

COST ALLOCATION PLAN

Contractor: Santa Cruz Community Counseling Center, Inc./Community Recovery Services ALTO COUNSELING CENTER - CalWORKS			
Cost Allocation Code	Describe Cost Allocation Method (see Instructions)	Category	Line Item
(1)	(2)	(3)	(4)
A	Salary Allocation - costs allocated based on percentage of staff time spent on contract activities as determined by time sheets.	1	Counselors, Benefits
B	Full Time Equivalent - based upon the Direct costs directly applicable to this contract. number of FTE positions funded by the cost center.	3 3 3 4 4 4 4 4 4	Office Supplies Postage Equip Rental/Maint. Telephone Messenger/Delivery Rent Utilities Facility Repair/Maintenance Insurance
C	Approved Indirect Cost Rate.	6	Admin Rate
D	Direct costs directly applicable to this contract.	2 3	Staff Travel Program Supplies
E	Program Manager is allocated as a factor of FTE's supervised under each cost center.	1	Program Manager Benefits

BUDGET SUMMARY

Contract # CO80100A

CONTRACTOR: Santa Cruz Community Counseling Center DATE: 12/14/98 PRELIMINARY FINAL AMENDED
 PROGRAM COMPONENT: Community Recovery Services - SUNFLOWER HOUSE
 MODALITY OF SERVICE: Residential Treatment - CaWORKS

TYPE OF SERVICE: CONTINUING NEW EXPANDED

	PERIOD		12 MONTH BUDGET		
	Begin	7/1/98	Through	6/30/99	
	BUDGET	Other	County	FY 97/98	TOTAL
	TOTAL	Funds	HSA	Total Contract	Actual Expenses
	AMOUNT		Funds	Budget	FY 96/97
1. PERSONNEL SERVICES	25,170	0	25,170		
2. TRANSPORTATION	354	270	84		
3. EQUIPMENT, MATERIALS, SUPPLIES	2,915	2,555	360		
4. OPERATING EXPENSE	2,780	2,444	336		
5. SPECIAL EXPENSE	0	0	0		
SUBTOTAL DIRECT COSTS	31,219	5,269	25,950		
6. ADMINISTRATIVE COSTS	3,559	601	2,958		
TOTAL	34,778	5,870	28,908		

*SOURCE OF OTHER FUNDS	AMOUNT	CURRENT FY 97/98 TOTAL CONTRACT	ACTUAL FY 96-97
AFDC	4,650		
Foodstamps	1,220		
Fundraisina			
Gifts			
Other (Describe)			
Client Fees			
TOTAL	5,870	0	0

COUNTY OF SANTA CRUZ
 Health Services Agency
 DADPA SA-11

LINE ITEM BUDGET

320

Contractor: SCCCC. Inc.		Component: Community Recovery Services SUNFLOWER HOUSE				Modality: Residential Treatment CalWORKS		
Detailed Budget for This Period	Monthly Salary Range in F.T.E.	% time FTE	Budget	Source Of Funds		cost alloc code	FY97198 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
			Total Amount	Other	County HSA			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
PERSONNEL SERVICES								
(List by Position Title)								
Director	\$4219-\$6786	0.007	241	0	241	B		
Program Manager II	\$2545-\$4094	0.015	725	0	725	A		
Program Coordinator	\$2426-\$3903	0.050	953	0	953	A		
Counselor II	\$1862-52995	1.350	18,677	0	18,677	A		
Admin Coordinator	\$2762-\$4443	0.007	128	0	128	B		
Program Assistant II	\$1796-\$2870	0.020	224	0	224	A		
SUBTOTAL SALARIES	Number of FTE's	1.45	20,948	0	20,948			
Fringe Benefits			4,222	0	4,222	A,B		
Fringe Benefit Rate (21%)	Subtotal		25,170	0	25,170			
TRANSPORTATION								
Staff Travel - Local Mileage			84	0	84	D		
Gas & Oil (Company Veh)			50	50	0	D		
Repairs/License			50	50	0	D		
Leasing Costs			75	75	0	D		
Public Transportation			45	45	0	D		
Vehicle Insurance			50	50	0	D		
	SUBTOTAL		354	270	84			
EQUIPMENT, MATERIALS, SUPPLIES								
Housekeeping Supplies			100	100	0	D		
Office Supplies			50	0	50	D		
Program Supplies			150	150	0	D		
Postage			25	0	25	D		
Equip Rental / Maintenance			75	0	75	D		
Printing /Copying			50	0	50	D		
Memberships/Subscriptions			0	0	0	D		
Client Food			1,495	1,495	0	D		
Client Clothing			550	550	0	D		
Client Recreation/Education			75	75	0	D		
Misc. Client Personal Needs			185	185	0	D		
Small Equipment			160	0	160	D		
	SUBTOTAL		2,915	2,555	360			

47

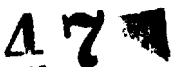
LINE ITEM BUDGET (Continued)

321

Contractor: SCCCC, Inc.	Component: Community Recovery Services SUNFLOWER HOUSE			Modality: Residential Treatment CaWORKS		
DETAILED BUDGET FOR THIS PERIOD (Continued)	BUDGET SOURCE OF FUNDS			cost alloc code	FY 97/98 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
	Total Amount	Other Funds	County HSA			
	(3)	(4)	(5)	(6)	(7)	(8)
OPERATING EXPENSES						
Consultant	100	100	0	D		
Telephone	150	0	150	D		
Messenger/Delivery	10	0	10	D		
Rent	1,710	1,710	0	D		
Utilities	450	450	0	D		
Facility Repair/Maintenance	50	34	16	D		
Meeting/Retreat Expenses	0	0	0	D		
Medical Supplies	25	25	0	D		
Medical Exams	100	100	0	D		
Drug Screening	25	25	0	D		
Recruitment	25	0	25	D		
Employee Training	50	0	50	D		
Misc. Hiring Costs	0	0	0	D		
Insurance	85	0	85	D		
	SUBTOTAL	2,780	2,444	336		
II. SPECIAL EXPENSE						
	SUBTOTAL	0	0	0		
I. ADMINISTRATIVE COSTS (List only if this is budgeted as indirect rate)						
Administrative Cost Rate: <u>11.4%</u>	3,559	601	2,958	C		
	SUBTOTAL	3,559	601	2,958		

COST ALLOCATION PLAN

Contractor: Santa Cruz Community Counseling Center, Inc./Community Recovery Services SUNFLOWER HOUSE - CaWORKS			
Cost Allocation Code	Describe Cost Allocation Method (see instructions)	Category	Line Item
(1)	(2)	(3)	(4)
A	Salary Allocation - costs allocated based on percentage of staff time spent on contract as determined by units of service (bed days)	1	Program Manager, Program Coordinator, Counselors, Program Asst. , Benefits
B	Salary Allocation - costs allocated to SSP/SFH/ALTO based on FTE's. Within program allocation based on bed days.	1	Director, Admin Coord plus benefits
C	Approved Indirect Cost Rate.	6	Admin Rate
D	Direct costs directly applicable to this contract.	2	Local Travel (pvt. veh.)
		2	Gas & Oil (Company Veh.)
		2	Repairs/License
		2	Leasing Costs
		2	Public Transportation
		2	Vehicle Insurance
		3	Housekeeping Suppls.
		3	Office Supplies
		3	Program Supplies
		3	Postage
		3	Equip Rental/Maint.
		3	Printing/Copying
		3	Memberhips/Subscriptions
		3	Client Food
		3	Client Clothing
		3	Client Rec/Ed
		3	Misc. Personal Needs
		3	Small Equipment
		4	Consultant
		4	Telephone
		4	Messenger & Delivery
		4	Rent
		4	Utilities
		4	Facility Repair
		4	Mtg./Retreat/Confrence.
		4	Medical Supplies
		4	Medical Exams
		4	Drug Screening
		4	Recruitment
		4	Employee Training
		4	Misc Hiring Costs
		4	Insurance



NNA NEGOTIATED RATE REQUEST

CONTRACTOR: Santa Cruz Community Counseling Center, Inc.	
COMPONENT: Sunflower House	MODALITY: Residential Treatment - CalWORKS
DESCRIPTION OF UNIT OF SERVICE: (Use definition of staff hour, residential day, client day for day treatment, or treatment slot day for methadone).	
Residential Bed Day	
BASIS OF RATE: (Show calculation as per "Method for Calculating 98/99 NNA Rates")	
Rate for CalWORKS client with child(ren) \$28,908 (HSA) + \$4,650 (AFDC) + \$1220 (Foodstamps) = \$34,778 / \$97.04	\$97.04 unit rate/bed day \$34,778 Co. funds 358 Co. funded bed days
DOCUMENTATION:	
Client records showing date of service.	
REQUESTED RATE: \$97.04	PER: Residential Day - CalWORKS client w/child(ren)
CURRENT FY RATE: \$57.04	PER: Residential Day (adult client only)
PRIOR FY RATE: (97/98) \$ 5 4 . 3 6	PER: Residential Day (adult client only)

BUDGET SUMMARY

Contract # **6080100A**
324

CONTRACTOR: Santa Cruz Community Counseling Center, Inc. SUBMISSION DATE: 12/14/98 PRELIMINARY FINAL AMENDED
 PROGRAM COMPONENT: Community Recovery Services - SUNFLOWER HOUSE
 MODALITY OF SERVICE: Residential Treatment - CalWORKS START-UP COSTS
 TYPE OF SERVICE: CONTINUING NEW EXPANDED

	PERIOD		12 MONTH BUDGET		
	Begin	7/1/98	Through	6/30/99	
	BUDGET TOTAL AMOUNT	Other Funds	County HSA Funds	FY 97/98 Total Contract Budget	TOTAL Actual Expenses FY 96/97
1. PERSONNEL SERVICES	0	0	0		
2. TRANSPORTATION	0	0	0		
3. EQUIPMENT, MATERIALS, SUPPLIES	980	0	980		
4. OPERATING EXPENSE	0	0	0		
5. SPECIAL EXPENSE	0	0	0		
SUBTOTAL DIRECT COSTS	980	0	980		
6. ADMINISTRATIVE COSTS	112	0	112		
TOTAL	1,092	0	1,092		

*SOURCE OF OTHER FUNDS	AMOUNT	CURRENT FY 97/98 TOTAL CONTRACT BUDGET	ACTUAL FY 96-97
Client Fees			
Grants (List)			
Fundraising			
Gifts			
Other (Describe)			
TOTAL	0	0	0

COUNTY OF SANTA CRUZ
Health Services Agency
DADPA SA-11

47

LINE ITEM BUDGET

325

Contractor: SCCCC, Inc.		Component: Community Recovery Services SUNFLOWER HOUSE				Modality: Residential Treatment CaWORKS Start-up		
Retained Budget for This Period	Monthly Salary Range in F.T.E.	% time FTE	Budget			cost alloc code	FY 97/98 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
			Total Amount	Other	County HSA			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i. PERSONNEL SERVICES (List by Position Title)								
			0	0	0			
Prerequisite Benefit Rate (%)			Subtotal	0	0	0		
ii. TRANSPORTATION								
			Subtotal	0	0	0		
iii. EQUIPMENT, MATERIALS, SUPPLIES								
Start-up equipment/supplies:			980		980	A		
Crib/mattress			150					
Toddler bed/mattress			120					
Safety gates (6 x \$25/ea)			150					
Infant/toddler tub/towels			25					
Diaper bag/wipes			35					
Diapers (5 pkgs x \$18/ea)			90					
Starter baby feeding/bottles kit			12					
Safety door/electrical covers			23					
High chair			75					
Changing table			150					
Bureau			150					
Subtotal			980	0	980			

LINE ITEM BUDGET (Continued)

326

Contractor: SCCCC, Inc.	Component: Community Recovery Services SUNFLOWER HOUSE			Modality: Residential Treatment CaWORKS Start-up		
DETAILED BUDGET FOR THIS PERIOD (Continued)	BUDGET SOURCE OF FUNDS			cost alloc code (6)	FY 97/98 Total Contract Budget (7)	ACTUAL EXPENSES LAST FY: 96/97 (8)
	Total Amount (3)	Other Funds (4)	County HSA (5)			
. . OPERATING EXPENSES						
SUBTOTAL	0	0	0			
i. SPECIAL EXPENSE						
SUBTOTAL	0	0	0			
ii. ADMINISTRATIVE COSTS (List only if this is budgeted as indirect rate)						
Administrative Cost Rate: <u>11.4%</u>	112	0	112	B		
SUBTOTAL	112	0	112			

477

COST ALLOCATION PLAN

Contractor: Santa Cruz Community Counseling Center, Inc./Community Recovery Services SUNFLOWER HOUSE - Start up costs for CalWORKS			
Cost Allocation Code	Describe Cost Allocation Method (see Instructions)	Category	Line item
(1)	(2)	(3)	(4)
A	Direct costs directly applicable to this contract.	3	Equipment/Supplies
B	Approved Indirect Cost Rate.	6	Admin Rate

COUNTY OF SANTA CRUZ

328

REQUEST FOR APPROVAL OF AGREEMENT

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

FROM: HEALTH SERVICES AGENCY (Dept.)

C Moody (Signature) 1/10/99 a t e)

Authorize the execution of the same.

The Board of Supervisors is hereby requested to approve the attached agreement and aut

1. Said ogreement is between the County of Santa Cruz Health Services Agency (Agency)

and Fenix Services, Inc. 406 Main Street, Suite 403, Watsonville, CA 95076 (Name & Address

2. The agreement will provide Continuation of the 1997-98 contract for alcohol treatment and prevention services as authorized in the continuing agreements list.

3. The agreement is needed to provide for the above-mentioned services.

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

5. Anticipated cost is \$ 319,529 Increased to \$428,529.00 (Fixed amount) Monthly rate; Not to exce

6. Remarks: This amendment increases the current contract by \$109,000.00

7. Appropriations are budgeted in 364042 (Index#)(Subobj)5

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

Appropriations are available and have been encumbered. Contract No. C080796A Date 1/14/99

GARY A. KNUTSON, Auditor - Controller
By Linda Chew De

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

Remarks:
By [Signature] (Analyst)
County Administrative Officer
By [Signature] Do t e [Signature]

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

State of California)
County of Santa Cruz) ss
I ex-officio Clerk of the Board of Supervisors of the County of Santa Cr
State of California, do hereby certify that the foregoing request for approval of agreement was approved
said Board Of Supervisors as recommended by the County Administrative Officer by an order duly ente
in the minutes of said Board on
19
BY County Administrative Offi
Deputy Cl

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: C080796A

Index: 364042

Subject: 3975

Between: County of Santa Cruz - Health Services Agency
and
Fenix Services, Inc., 406 Main Street, Suite 403, Watsonville, CA 95076

The parties named above agree to amend contract C080796A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$319,529 to \$428,529; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D 1, D2, D3 and D4; and adding Exhibits E-5, E-6 and G as attached; said amendments are incorporated into and made a part of contract C080796A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY: 

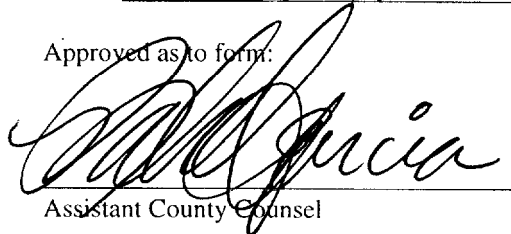
BY: _____

DATE: 1-7-99

DATE: _____

Approved as to form:

Attest:


Assistant County Counsel

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Fenix Services, Inc.

EXHIBIT A

INDIVIDUAL CONTRACTOR INFORMATION

- A.1 ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2. TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and including June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3. **COMPENSATION FOR FEE-FOR-SERVICE CONTRACTS:** County agrees to pay Contractor a total sum not to exceed ~~Three Hundred and Nineteen Thousand, Five Hundred and Twenty Nine dollars and no/100 (\$319,529.00)~~ **Four Hundred Twenty-Eight Thousand, Five Hundred Twenty-Nine and No/100 (\$428,529.00)** for services performed during the term of this Agreement in accord with the negotiated rates set forth in Exhibit D. CalWORKS funds may only be used for activities described in Exhibit E-5 related to CalWORKS clients. Governor's 15% Welfare-to-Work Grant funds may only be used for activities described in Exhibit E-6 related to Welfare-to-Work clients. In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.
- In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.
- A.4. NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Fenix Services, 406 Main Street, Suite 403, Watsonville, CA 95076.

CONTRACTOR FISCAL PROVISIONS

D.1 MAXIMUM ALLOCATION: Contractor agrees that County’s Maximum Allocation under the terms of this Agreement for each mode of service shall be as follows: The County reserves the right to change the source of funds based on County and State requirements.

Total	Funding Source	Federal Block Grant - 93.959	State Match	County	CalWORKS Funds	Governor’s 15% Funds	Governor’s Backfill
48,155	Prevention	22,610	22,707	2,838			
52,740	Outpatient Counseling	33,081	17,475	2,148			
205,498	Hermanas Residential	47,110	138,267	20,121			
*13,136	Perinatal Counseling	13,136					
34,000	<u>Hermanas - CalWORKS Residential</u>				34,000		
75,000	<u>Governor’s 15% Relapse Prevention</u>					60,000	15,000
<u>\$319,529</u>		115,937	178,449	25,143	<u>34,000</u>	<u>60,000</u>	<u>15,000</u>
<u>\$428,529</u>							

* Includes \$2,634 of one-time Federal Perinatal Set-Aside rollover funds from prior year.

D.2. FEE FOR SERVICE RATES: County agrees to compensate Contractor at fee-for-service rates as follows. Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

	RATE	UNIT	SERVICE
#A.	36.47	Staff hour	Outpatient Counseling: Individual and Group
#B.	35.18	Staff hour	Primary Prevention
#C.	75.09	Bed day	Women’s Recovery Home
#D.	37.75	Staff hour	Perinatal Outpatient Services: Individual and Group
#E	92.43	<u>Day</u>	<u>CalWORKS Residential Services</u>
#F	87.75	<u>Hour</u>	<u>CalWORKS Individual & Group Counseling</u>

D.3. DEFINITIONS: Definition of above units of service shall be as follows:

#A. & #D STAFF HOUR: Individual and Group Counseling, Perinatal Outpatient Counseling. Staff hours are defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients including individual counseling and group therapy of a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management or aftercare. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County, Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.

Outreach/Information and Referral: A staff hour in the Outpatient program to inform individuals who call, come to the office, are contacted through outreach efforts, and/or attend community meetings about AOD services. Staff persons will give specific information about the benefits and services of Medi-Cal and will encourage persons to apply for Medi-Cal benefits by referring them to Medi-Cal eligibility offices. Information and/or referrals to other treatment services, medical services or other health and social services is part of the intake, admission, program and discharge process. Records will be kept of staff hours and numbers of people given specific information about Medi-Cal or referred to Medi-Cal offices in accordance with current State MAA guidelines and regulations.

#B. STAFF HOUR: Prevention Services: A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time billed in 30 minute increments of direct work time.

Public Information/Prevention Education/Referral: A staff hour in the Prevention program to inform individuals who call, come to the office, are contacted through outreach efforts, and/or attend community meetings about AOD prevention. Staff persons will give specific information about the benefits and services of Medi-Cal and will encourage persons to apply for Medi-Cal benefits by referring them or giving directions to Medi-Cal eligibility offices. Public information and education about and/or referrals to treatment resources, medical services or other health and social services is part of the prevention activities. Records will be kept of all presentations in which AOD treatment resources are presented and specific information about Medi-Cal services and location of offices are given to meeting participants or individuals in accordance with current State MAA guidelines and regulations.

#C. ~~RESIDENTIAL~~ BED DAY: A day in which 1 treatment bed is utilized to provide 24 hour inpatient care. **In the case of CalWORKS clients, 1 treatment bed includes provisions for bed and care of both the clients and their children.** The bed must be licensed and funded. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available. Billable day shall include the day of admission, but not the day of discharge.

#F. **STAFF HOUR: CalWORKS and Governor's 15% staff hours are defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients, including individual and group counseling, intake, assessment, case management, aftercare, participation in CalWORKS multi-disciplinary team meetings, and outreach and educational activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.**

D.4. ADVANCE BASE: Advances shall be made on a base of ~~\$319,529~~ \$428,529.

D.5. INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE: Funds may not be shifted between modalities, e.g., Outpatient and Residential without written approval by County Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis, and, as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of services.

D.6. PERINATAL ALLOCATION: Contractor agrees that the Perinatal Federal Block Grant service allocation must be earned in full, unearned amounts cannot be shifted to any other mode of service, and unearned Perinatal advances will be returned to the County.

EXHIBIT E-5DESCRIPTION OF SERVICESContractor: FENIX Services, Inc.Component: CalWORKS ResidentialProvider #: 44-0001Modality: Residential Alcohol and Drug TreatmentPrimary Target Groups Treated: CalWORKS Women and Latinas with ChildrenBudget and Unit of Service (UOS) Data

	<u>96-97</u>	<u>97-98</u>	<u>98-99</u>
	<u>Past Year</u>	<u>Current Year</u>	<u>New Budget</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 42,982</u>
<u>CalWORKS Funding</u>			<u>\$ 34,000</u>
<u>Number of clients funded by County</u>			<u>6</u>

PRIMARY PROBLEMS TREATED

Hermanas Residential Program is a community-based residential treatment program consisting of a social model, peer oriented recovery home for Latina alcoholics. The 90 to 120 day residential program includes individual counseling, group work, aftercare and outreach services designed to address issues that create barriers to clients returning to work. Program emphasis is on the Latina population, taking into consideration the cultural diversity, language, and socio-economic factors that impact this population. The program will provide support to CalWORKS clients with children so that families can remain together while the custodial parent is participating in the program.

PROGRAM GOALS AND OBJECTIVES

GOAL I: To provide residential treatment services to CalWORKS clients and their children. Support services will address barriers to employment confronted by CalWORKS clients. The program will provide support to CalWORKS clients with children so that families can remain together while the custodial parent is participating in the program.

OBJECTIVE A: To provide 465 bed days of treatment to 6 CalWORKS clients and their children.

- A.1. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for start-up activities approved by the County Alcohol and Drug Program Administrator.
- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be

incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

A.3 CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

A.5 CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING

Family Counselor .75

Total FTE's .75

EXHIBIT E-6

DESCRIPTION OF SERVICES

Contractor: FENIX Services, Inc.

Component: CalWORKS Outpatient Program

Provider #: 44-0001

Modality: Intensive Non-Medical Recovery Services

Primary Target Groups Treated: Latina pregnant IV and parenting substance-abusing CalWORKS women.

Budget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97/98</u> <u>Current</u> <u>Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget</u> <u>Year Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 75,000</u>
<u>Governor's 15% Funding</u>			<u>\$ 60,000</u>
<u>Governor's 15% Backfill</u>			<u>\$15,000</u>
<u>Number of clients funded by County</u>			<u>30</u>

Fenix Outpatient Perinatal Program provides comprehensive services to women and their children, with a priority to pregnant substance abusing women, pregnant injection drug using women, and parenting substance using women who have an identified impairment in their ability to work or care for their children. The service includes preliminary intake screening and referral, individual and group counseling, case management, childcare, transportation and insuring clients are referred for appropriate adult medical care and pediatric medical care. Special emphasis is given to Latina residents of South Santa Cruz County.

GOALS AND OBJECTIVES

GOAL I: To provide comprehensive outpatient services including preliminary screenings, intake assessments, individual and group counseling, case conferences, home visits and aftercare services to CalWORKS Welfare-to Work clients.

OBJECTIVE A: To provide 1,987 staff hours of outpatient services. 656 of these hours will be for individual counseling with 144 hours to provide screenings, 158 hours to provide intakes, 59 hours to provide home visits, and 295 hours to provide face-to-face individual counseling to 66 unduplicated clients. The remaining 1,331 staff hours will provide weekly group counseling for 155 face-to-face group visits to CalWORKS recipients as outlined in the Scope of Work Plan attached at Exhibit F. Groups will average at least 3 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS and Governor's 15% funds may be claimed for assessment, treatment, case management, referral and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA. CalWORKS

funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services; and for start-up activities approved by the County Alcohol and Drug Program Administrator.

- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.
- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- A.5. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E)

<u>Counselor II</u>	<u>1.425</u>
<u>TOTAL</u>	<u>1.425</u>

337

**PROPOSAL FOR: CalWORKS Amendment
Hermanas Residential**

FISCAL YEAR: 1998/99

**FROM: FENIX SERVICES, INC
406 MAJN STREET, STE. 403
WATSONVTLE, CA 95076**

DATE RE-SUBMITTED: DECEMBER 17, 1998

**To: Santa Cruz Conty Health Services Agency
Division Alcohol and Drug Program Administration (DADPA)
1060 Emeline Ave.
Santa Cruz, California 95060
(831) 454-4050**

Multi-Modality Summary Page

CONTRACTOR: Fenix Services, Inc.					
SUBMISSION DATE: 12/17/98		PRELIMINARY		FINAL AMENDED	
				X	
PERIOD		Begin 7/1/98		Through 6/30/99	
BUDGET TOTAL AMOUNT		Other Funds		County HSA Funds	
Modality				FY 97/98 Total Contract Budget	
				Actual Expenses FY 96/97	
I. RESIDENTIAL		42,982		8,982	
				34,000	
TOTAL		42,982 - 8,982		34,000	
				C	
COUNTY OF SANTA CRUZ Health Services Agency ADPA					

477

339

Budget Summary			
CONTRACTOR: Fenix Services, Inc.	SUBMISSION DATE	12/17/98	Contract #
	PRELIMINARY	FINAL	AMENDED
PROGRAM COMPONENT: Hermanas Residential Program X	TYPE OF SERVICE CONTINUING		SUBMISSION D
MODALITY OF SERVICE: Residential	NEW		AMENDED
	X		X
PERIOD			
Begin	7/1/98		
BUDGET TOTAL AMOUNT	Other Funds	County HSA Funds	
1. PERSONNEL SERVICES	25,371	0	25,371
2. TRANSPORTATION	150	150	0
3. EQUIPMENT, MATERIALS, SUPPLIES	7,663	2,434	5,229
4 OPERATING EXPENSES	5,500	5,500	0
5 SPECIAL EXPENSES	0	0	0
SUBTOTAL DIRECT COST	38,664	8,084	30,600
6 ADMINISTRATIVE COSTS	4,298	898	3,400
TOTAL	42,982	8,982	34,000
SOURCE OF OTHER FUNDS			
	AMOUNT	CURR FY 97198 TOTAL CONTRACT BUDGET	
Client Fees			
Grants (List) Community Found			
HRA			
Food Stamps	1,867		
Blue Cross	0	0	
TANF	7,115	0	
Fundraising	0	0	
Gifts	0	0	
Other (Describe) San Benito Cnty	0	0	
Total	8,982	0	
COUNTY OF SANTA CRUZ Health Services Agency DADPA			

Line Item Budget 1

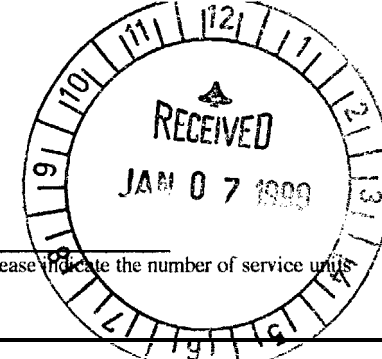
Contractor: Fenix Services, Inc. Detailed Budget for 7/1/98-6/30/99	Component Hermanas Residential Program					Modality FY 97/98 Total Contract Budget	Hcrmanas ACTUAL EXPENSES LAS7 96/97	
	Monthly Salary Time Range in FTE FTE	% FTE	Budget Total Amount	Source of Fund!				Cost Alloc Code
	1	2	3	4	5	6	7	8
I. Personnel Services								
Family Counselor	2,368	0.75	21,320		21,320			
			0	0				
			0	0				
			0	0				
			0	0				
Fringe Benefit Rate (19%)			4,051	0	4,051			
Contract Personnel			0	0	0		0	0
Subtotal			25,371	0	25,371		0	0
2. Transportation								
Travel/Mileage			150	150				
Subtotal			150	150	0		0	0
3. Equipment, Materials, Supplies								
Office Suppties			900	500	400			
Program Supplies			1,238	500	7 3 8			
Household Supplies			1,091	500	5 9 1			
Postage			0	0	0			
Equipment Lease			1,250	250	1,000			
Food			3,184	684	2,500			
Subtotal			7,663	2,434	5,229		0	0
COUNTY OF SANTA CRUZ Health Services Agency Substance Abuse Division								

Line Item Budget: tierrnanas Page 2

Contractor: Fenix Services, Inc		Component: Hermanas Residential Program				Modality		Hermanas
Detailed Budget for 7/1/98-6/30/99	Monthly Salary Range in FTE	% Budget		Source of Funds		Cost Alloc Code	FY 97/98	ACTUAL
		FTE	Total Amount	Other	County HSA		Total Contract Budget	EXPENSES LAST FY 96/97
	1	2	3	4	5	6	7	8
4. Operating Expenses								
Account/Audit			0	C		0		
Building Maintenance			3,000	3,000		0		
Dues/Publications			0	C		0		
Insurance			500	500		0		
Medical			750	750		0		
Printing/Advertising			0	C		0		
Rent			0	C		0		
Telephone			0	C		0		
Training			625	625		0		
Utilities			625	625		0		
	Subtotal		5,500	5,500		0		
5. Special Expenses								
	Subtotal		0	0		0		
6. Administrative								
			4,298	898	3,400			
	Subtotal		4,298	898	3,400			C

27

SCOPE OF WORK PLAN Welfare-to-Work 15% Grant Subcontract



Agency: Fenix Services, Inc. Program/Service: Outpatient(Intensive)

Contractor shall achieve the following goals and accomplish the following objectives by performing the specified activities and the methods you will use to evaluate the results. Please indicate the number of service units to be provided, the number of participants your agency will be prepared to serve, and the outcome for the participants for each quarter of the contract period.

MEASURABLE OBJECTIVES & PERFORMANCE GOALS	IMPLEMENTATION ACTIVITIES	QUARTER ENDING DATE	METHOD OF EVALUATING PROCESS AND/OR OUTCOMES OF OBJECTIVES
Establish Waiting List Treatment Project	Prepared materials and identify staff for program expansion.	December 1998	Document related project development available on site. Assess development of program expansion.
Provide 397 Staff hours of services during the quarter. 131 of these hours will be dedicated to individual counseling with 29 hours to provide screenings, 32 to provide intakes, 12 hours to provide home visits, and 59 to provide face-to-face individual sessions. The remaining 266 staff hours will be used to provide weekly group counseling for 155 face-to-face group visits.	Schedule Preliminary Screenings/Wake Assessments, Assign clients to Individual/Group Sessions Conduct Individual/Group Sessions Document sessions and coordinate with DADPA and HRA for required information exchange and claims information.	March 1999	Participant information, staff hours, services provided will be gathered, recorded and reported to both DADPA and HRA as required by contract.
Provide 397 Staff hours of services during the quarter. 151 of these hours will be dedicated to individual counseling with 29 hours to provide screenings, 32 to provide intakes, 12 hours to provide home visits, and 59 to provide face-to-face individual sessions. The remaining 266 staff hours will be used to provide weekly group counseling for 155 face-to-face group visits.	Schedule Preliminary Screenings/Intake Assessments.. Assign clients to Individual/Group Sessions Conduct Individual/Group Sessions Document sessions and coordinate with DADPA and HRA for required information exchange and claims information.	June 1999	Participant information, staff hours, services provided will be gathered, recorded and reported to both DADPA and HRA as required by contract.
Provide 397 Staff hours of services during the quarter. 131 of these hours will be dedicated to individual counseling with 29 hours to provide screenings, 32 to provide intakes, 12 hours to provide home visits, and 59 to provide face-to-face individual sessions. The remaining 266 staff hours will be used to provide weekly group counseling for 155 face-to-face group visits.	Schedule Preliminary Screenings/Intake Assessments.. Assign clients to Individual/Group Sessions Conduct Individual/Group Sessions Document sessions and coordinate with DADPA and HRA for required information exchange and claims information.	September 1999	Participant information, staff hours, services provided will be gathered, recorded and reported to both DADPA and HRA as required by contract.

FVU1RTR C

342

<p>Provide 398 Staff hours of services during the quarter. 132 of these hours will be dedicated to individual counseling with 30 hours to provide screenings, 32 to provide intakes, 12 hours to provide home visits, and 59 to provide face-to-face individual sessions. The remaining 266 staff hours will be used to provide weekly group counseling for 155 face-to-face group visits.</p>	<p>Schedule Preliminary Screenings/Intake Assessments.</p> <p>Assign clients to Individual/Group Sessions</p> <p>Conduct Individual/Group Sessions</p> <p>Document sessions and coordinate with DADPA and HRA for required information exchange and claims information.</p>	<p>December 1999</p>	<p>Participant information, staff hours, services provided will be gathered, recorded and reported to both DADPA and HRA as required by contract.</p>
<p>Provide 398 Staff hours of services during the quarter. 132 of these hours will be dedicated to individual counseling with 30 hours to provide screenings, 32 to provide intakes, 12 hours to provide home visits, and 59 to provide face-to-face individual sessions. The remaining 266 staff hours will be used to provide weekly group counseling for 15.5 face-to-face group visits.</p>	<p>Schedule Preliminary Screenings/Intake Assessments.</p> <p>Assign clients to Individual/Group Sessions</p> <p>Conduct Individual/Group Sessions</p> <p>Document sessions and coordinate with DADPA and HRA for required information exchange and claims information.</p>	<p>March 2000</p>	<p>Participant information, staff hours, services provided will be gathered, recorded and reported to both DADPA and HRA as required by contract.</p>

47

BUDGET SUMMARY
Welfare-to-Work 15% Grant Subcontract

Agency: Fenix Services, Inc. Program/Service: Outpatient (Intensive)

Please provide detailed breakdown of projected expenditures during the contract period.

EXPENSE ITEM	ADMIN	PROGRAM	CALWORKS	TOTALS	IN-KIND/ MATCHING (for information only)
Staff Salaries	0	35,568.00		35,568.00	0
Staff Fringe Benefits	0	7,825.00		7,825.00	0
Staff Travel	0	750.00		750.00	0
Facilities & Communications	0	6,500.00		6,500.00	0
Consumable Supplies	0	2,750.00		2,750.00	0
Furniture & Equipment • Use/Depreciation • Purchase -Lease	0	0		0	0
Vehicle Operating & Maintenance	0	0		0	0
Consumable Testing & Instructional Supplies	0	4,500.00		4,500.00	0
Insurance	0	0		0	0
Supportive Services	0	6,500.00		6,500.00	0
Indirect Cost	7,811.00			7,811.00	
Other Operational Costs:		2,796.00		2,796.00	
	7,811.00	67,189.00		75,000.00	0

Administrative costs may not exceed 13%. Indirect costs may be applied to program.

344

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

345

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

FROM: HEALTH SERVICES AGENCY (Dept.)
C. Morby (Signature) 1/12/99 (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 Health Services Agency (Agency) and Triad Community Services, 5271 Scotts Valley Drive, Suite 200, Scotts Valley, CA 95066 (Name & Address)
- The agreement will provide for methadone maintenance drug treatment services, and outpatient counseling.
- The agreement is needed to provide the above mentioned services.
- Period of the agreement is from July 1, 1998 to June 30, 1999
- Anticipated cost is \$ 364,492 Increased to \$402,492.00 ~~(XXXX XXXXX XXXXX XXXX)~~ Not to exceed
- Remarks: This amendment increases the current contract by \$38,000.00
- Appropriations are budgeted in 364042 (Index#) 3975 (Subobject)

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

Appropriations are available and have been encumbered. c t N o C080880A Date 1/14/99
are not will be
GARY A. KNUTSON, Auditor - Controller
By Linda Chou Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors optove the agreement and authorize the Health Services Agency Administrator to execute the same on behalf of the County Health Services (Agency).

Remarks: EG (Analyst) By Ed Echeg County Administrative Officer Date 1/14/99
Agreement approved as to form. Date _____

Distribution:
Bd. of Supv. • White
Auditor-Controller • Blue
County Counsel • ORR
Co. Admin. Officer • Conroy
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 _____ 19_____
County Administrative Officer
Deputy Clerk

48

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: C080880A

Index: 364042

Subject: 3975

Between: County of Santa Cruz - Health Services Agency
and

Triad Community Services, 5271 Scotts Valley Drive, Suite 200, Scotts Valley, California 95066

The parties named above agree to amend contract C080880A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$364,492 to \$402,492; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3, D4 and D5; and adding Exhibit E-4, E-5, and E-6, as attached; said amendments are incorporated into and made a part of contract C080880A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY: 

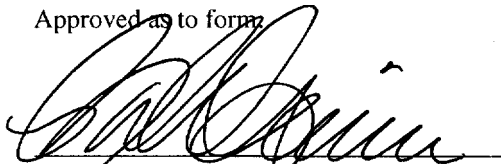
BY: _____

DATE: 1 7 / 99

DATE: _____

Approved as to form

Attest:


Assistant County Counsel

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Triad Community Services

EXHIBIT A

INDIVIDUAL CONTRACTOR INFORMATION

- A.1 ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2 TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and including June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3 COMPENSATION: Total contract amount not to exceed ~~Three Hundred Sixty-Four Thousand, Four Hundred Ninety-Two Dollars (\$ 364,492.00)~~ Four Hundred Two Thousand, Four Hundred Ninety-Two Dollars (\$402492.00) as follow::

COMPENSATION FOR FEE-FOR-SERVICE CONTRACTS: County agrees to pay Contractor a total sum not to exceed ~~Forty-Four Thousand, Forty-Eight Dollars (\$44,048)~~ Eighty-Two Thousand, Forty-Eight Dollars (\$82,048) for services performed during the term of this Agreement in accord with negotiated rates set forth in Exhibit D. CalWORKS funds may only be used for activities described in Exhibits E-4, E-5, and E-6 related to CalWORKS. Of these funds, the Four Thousand Dollars (\$4,000) allocated for methadone maintenance will be expended on a fee-for-service basis only and cannot be used for Medical matching funds. In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.

COST-BASED REIMBURSEMENT FOR CalWORKS START-UP ACTIVITIES: Out of the total sum stated in the first paragraph of section A.3., County agrees to pay Contractor a total sum not to exceed Three Thousand Five Dollars (\$3,005) for reimbursement of actual costs of start-up activities related to CalWORKS services as described in Exhibits E-5 and E6 in accordance with the attached start-up budgets. Any changes in line items of the start-up budget that exceed the greater of 10% of the line item amount or \$500 must be approved by the County's Alcohol and Drug Program Administrator.

In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants

FOR COST REIMBURSEMENT CONTRACTS (DRUG MEDI-CAL): County agrees to pay Contractor a total sum not to exceed:

- (A) \$ 160,222 in State Match and
 (B) \$ 160,222 in Federal funds, for a total of \$ 320,444 for Drug Medical services performed during the term of this Agreement, based on fixed rates. In no event shall County obligation of State Drug and Alcohol Allocation base exceed the amount on Line (A).

In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.

- A.4 NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Triad, 5271 Scotts Valley Drive, Suite 200, Scotts Valley, California 95066.

EXHIBIT D - FISCAL PROVISIONS

D. 1 .MAXIMUM ALLOCATION: Contractor agrees that County’s Maximum Allocation under the terms of this Agreement for each mode of service shall be as follows. The County reserves the right to change the source of funds based on County and State requirements. Funds may be shifted between service modalities upon approval of the County Administrator.

		BY FUNDING SOURCE				
TOTAL	MODALITY	Fed Medical (#93.778)	State Match Medical	State General Funds	<u>CalWORKS Treatment Services Funds</u>	<u>CalWORKS Start-up Activities Funds</u>
\$320,444	Methadone Maintenance	160,222	160,222			
\$ 18,417	Outpatient - SV (NNA)			18,417		
\$ 25,631	Outpatient - SLVUSD (NNA)			25,631		
<u>\$ 4,000</u>	<u>Methadone Maintenance (CalWORKS)</u>				4,000	
<u>\$, 0 0 0</u>	<u>Outpatient - SV (CalWORKS)</u>				3,620	380
<u>\$ 30,000</u>	<u>Outpatient - SLV (CalWORKS)</u>				27,375	2,625
<u>\$364,492</u>	Total	160,222	160,222	44,048	<u>34,995</u>	<u>3,005</u>
<u>\$402.492</u>						

D.2. **FIXED RATES:** County agrees to compensate Contractor at **fee-for service** rates **as follows**. Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

RATE	UNIT	SERVICE
A. \$40.68	Staff Hour	Outpatient Counseling (NNA Staff Hour) Scotts Valley
B. \$ 32.85	Staff Hour	Outpatient Counseling (NNA Staff Hour) San Lorenzo Valley
<u>C. \$40.68</u>	<u>Staff Hour</u>	<u>Outpatient Counselina (CalWORKS Staff Hour) Scotts Valley</u>
<u>D. \$32.85</u>	<u>Staff Hour</u>	<u>Outpatient Counseling (CalWORKS Staff Hour) San Lorenzo Valley</u>

D.3. METHADONE MAINTENANCE NTP (Narcotic Treatment Program) MEDICAL FIXED RATES, COUNTY ADMINISTRATIVE CHARGES AND PAYMENT OF OTHER FUNDS: Payment for services will be based on Medical fixed rates as follows, less County charges. The priority for payment of the \$160,222 of State and County base funds for Methadone Maintenance will be:

Priority #1. Match for Medical units of service at the NTP fixed rates.

Priority #2. If there are base funds remaining after meeting expenses for Medical match, costs of Medical units of service that are in excess of the fixed rates may be reimbursed, provided that overall methadone clinic expenses equal or exceed revenues less 5% of the Federal share of Medical revenues.

Priority #3. If there are base funds remaining after payment according to priorities 1 and 2, payment of 50% of the cost of the Medical units of service that were provided but were disallowed by the Utilization Review Committee or the State.

In no event shall the base allocation be exceeded.

	RATE	UNIT	SERVICE
C.	\$ 7.28	Dose	NTP - Methadone (DMC)
D.	\$12.35	1 unit = 10 minutes	NTP - Individual Counseling (DMC)
E.	\$ 3.61	1 unit = 10 minutes	NTP - Group Counseling (DMC)

The above RATE, UNIT and SERVICE rates apply to the methadone maintenance services covered by the CalWORKS Funding as described in Exhibit E-4.

D.4. DEFINITIONS: Definition of above unit of service shall be as follows:

- A. **CLIENT DOSE METHADONE MAINTENANCE TREATMENT (DRUG MEDI-CAL and CalWORKS Methadone Maintenance):** A client dose is a calendar month of daily dosing services which are claimed as a daily unit of service (including in-person, take home, and extended take home doses as authorized and required in the methadone maintenance regulations.
- B. **CLIENT VISIT - INDIVIDUAL AND/OR GROUP COUNSELING (DRUG MEDI-CAL Narcotic Treatment and CalWORKS Methadone Maintenance Program):** A unit of service is a calendar month of treatment services claimed in 10 minute increments for a minimum of 50 minutes, up to a maximum of 200 minutes of individual and/or group counseling per calendar month to each beneficiary. A client visit is a face-to-face contact between a counselor and client, for group or individual counseling. Telephone contacts and visits not at the certified site are not billable units of service. Group counseling shall be conducted with no less than 4 and no more than 10 clients at the same time with at least one of the clients in the group being a Medical beneficiary focusing on the needs of the individuals served. Counseling sessions shall meet the requirements specified in Section 10345, Title 9, CCR.
- C. **STAFF HOUR - OUTPATIENT COUNSELING (NNA and CalWORKS Clients):** A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients including individual counseling and group therapy to a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management or aftercare. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time is to be billed in 15 minute increments of direct staff time.

D.5. **ADVANCE BASE:** Advances shall be made on a base of ~~\$340,459~~ \$378,459. (Advance base does not include 15% of Federal Drug Medical funds. See provision C.9.). State and Federal Medical funds earned by Contractor in excess of this amount shall be paid by County upon submission by Contractor of a year-end cost report showing properly claimed State and Federal Medical revenues.

D.6. **LIABILITY LIMIT:** Contractor shall not be liable for any past debts, personnel claims, patient claims or claims of third party contractors of any prior Santa Cruz County Methadone Clinic contractors.

D.7. **RETENTION OF FIXED ASSETS:** Contractor agrees that all fixed assets purchased from revenue provided under this Agreement, or from revenue from Contractor's Methadone Detox Program, shall be retained in Santa Cruz County, in perpetuity, for use by the County Alcohol and Drug Program. In the event that Agreement between parties is terminated, Contractor agrees to assign to County title to fixed assets purchased above.

EXHIBIT E-4DESCRIPTION OF SERVICESContractor: Triad Community ServicesComponent: Methadone ClinicProvider #: 44-4460Modality: Methadone MaintenancePrimary Target Groups Treated: Opiate-Addicted CalWORKS AdultsBudget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget Year</u> <u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 4,000</u>
<u>CalWORKS Funding</u>			<u>\$ 4,000</u>
<u>Number of clients funded by County</u>			<u>1</u>

Estimated Average Duration of Treatment: Clients who comply with program requirements remain on methadone maintenance between 12-24 months.

The Santa Cruz methadone maintenance treatment program treats chronic heroin addicts who have relapsed to daily drug use. Clients receive daily oral doses of methadone, medical exams, counseling services and HIV counseling and education designed to address barriers to employment experienced by CalWORKS drug addicted clients.

PROGRAM OBJECTIVES

GOAL I: To provide full methadone maintenance treatment services CalWORKS clients who qualify for services under state/federal regulations.

OBJECTIVE A.: To provide 387 dosing days, 96 individual units and 0 group units of counseling to at least 1 CalWORKS client.

- A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services; and for start-up activities approved by the County Alcohol and Drug Program Administrator.
- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor

individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

A.5. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

<u>Program Director</u>	<u>.0068</u>	<u>Bookkeeper</u>	<u>.0010</u>
<u>Assistant Prog. Mgr.</u>	<u>.0068</u>	<u>Billing Asst.</u>	<u>.0068</u>
<u>Counselors (Clin. Staff)</u>	<u>.0265</u>	<u>Medical Director</u>	<u>.0007</u>
<u>Receptionist</u>	<u>.0060</u>	<u>Medical Assistant</u>	<u>.0059</u>
<u>Nursing Staff</u>	<u>.0068</u>	<u>Physicians Assistant</u>	<u>.0044</u>
<u>Intake Coordinator</u>	<u>.0055</u>	<u>URC Chairperson</u>	<u>.0002</u>
<u>Intern Supervisor</u>	<u>.0003</u>	<u>Lead Counselor</u>	<u>.0051</u>
<u>Asst. Intake Coord.</u>	<u>.0137</u>		
		<u>TOTAL</u>	<u>.0965</u>

EXHIBIT E-5

DESCRIPTION OF SERVICES

Contractor: Triad Community Services

Component: Scotts Valley Operation

Provider #: 44-4462

Modality: CalWORKS Outpatient Treatment

Primary Target Groups Treated: Alcohol and Drug Abusing CalWORKS Clients

Budget and Unit of Service (UOS) Data

	<u>96 - 97</u>	<u>97-98</u>	<u>98-99</u>
	<u>Past Year</u>	<u>Current Year</u>	<u>New Budget Year</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 4,000</u>
<u>CalWORKS Funding</u>			<u>\$ 4,000</u>
<u>Number of clients funded by County</u>			<u>4</u>

Description of Services: The early recovery outpatient program offers comprehensive chemical dependency (CD) treatment designed to reduce barriers to employment caused alcohol and other drug abuse to CalWORKS clients.

GOAL I: To provide chemical dependency treatment designed to reduce barriers to employment caused by alcohol and other drug abuse.

OBJECTIVE A: To provide 98 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to at least 4 CalWORKS clients. Of the total 98 staff hours, 30 hours will be available for individual face-to-face counseling sessions, and 31 hours for face-to-face group counseling sessions. Groups will average at least 3 participants per group (but all participants may not be CalWORKS clients). Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings: for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services: and for start-up activities approved by the County Alcohol and Drug Program Administrator.

A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development

47

of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- AS. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchange necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E.)

<u>Licensed Clinician</u>	<u>.045</u>
<u>Lecturer</u>	<u>.004</u>
<u>Clinical Supervisor</u>	<u>.009</u>
<u>Admin Support</u>	<u>.006</u>
<u>Clerical Support</u>	<u>.010</u>
<u>Total F.T.E.</u>	<u>.074</u>

EXHIBIT E-6

DESCRIPTION OF SERVICES

Contractor: Triad Community Services

Component: San Lorenzo Valley Unified School District

Provider #: 44-4462

Modality: CalWORKS Outpatient Treatment

Primary Target Groups Treated: Alcohol and Drug Abusing CalWORKS Clients

Budget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget Year</u> <u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 30,000</u>
<u>CalWORKS Funding</u>			<u>\$ 30,000</u>
<u>Number of clients funded by County</u>			<u>24</u>

Description of Services: The early recovery outpatient program offers comprehensive chemical dependency (CD) treatment designed to reduce barriers to employment caused alcohol and other drug abuse to CalWORKS clients.

GOAL I: To provide chemically dependency treatment designed to reduce barriers to employment caused by alcohol and other drug abuse.

OBJECTIVE A: To provide 913.25 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to 24 CalWORKS clients. Of the total 913.25 staff hours, 312 hours will be available for individual face-to-face counseling sessions, and 236 hours for face-to-face group counseling sessions. Groups will average 4 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

A.1. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings: for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services: and for start-up activities approved by the County Alcohol and Drug Program Administrator.

A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is

employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.

A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.

A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.

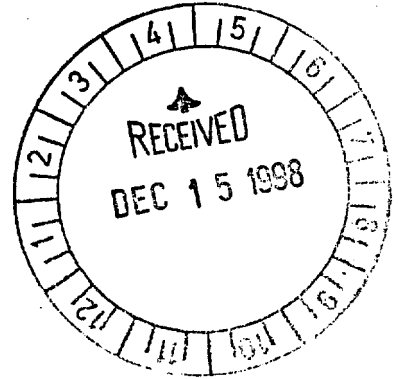
AS. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPA/HRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING (F.T.E.)

<u>Counselors</u>	<u>.420</u>
<u>Lecturer</u>	<u>.0188</u>
<u>Clinical Supervisor</u>	<u>.0563</u>
<u>Admin Support</u>	<u>.038</u>
<u>Clerical Support</u>	<u>.125</u>
<u>Total F.T.E.</u>	<u>.6581</u>

PROPOSAL FOR: CALWORKS - SCOTT'S VALLEY
CALWORKS - SLV
CALWORKS - METHADONE



FISCAL YEAR 98/97

FROM: TRIND COMMUNITY SERVICES

DATE SUBMITTED: 12/15/98

To: Santa Cruz County Health Services Agency
Division Alcohol and Drug Program Administration (DADPA)
1060 Emeline Ave.
Santa Cruz, California 95060
(408) 454-4050

**TRIAD COMMUNITY SERVICES
CalWORKs Goals and Objectives
Revised 12/1 6/98**

Scotts Valley CalWORKs

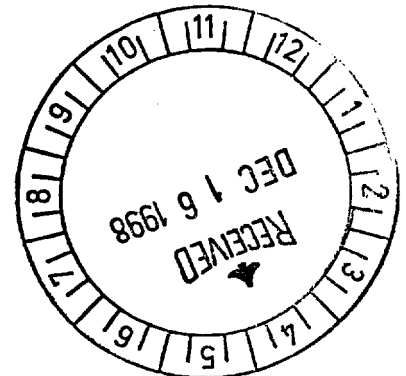
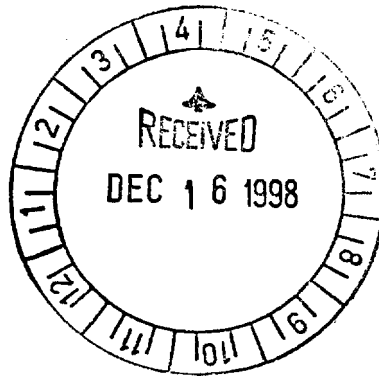
GOAL 1: To provide a total of 102 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to 4 CalWORKs clients. Of the total 102 staff hours, 30 staff hours will be available for individual face-to-face counseling sessions, and 31 staff hours for face-to-face group counseling sessions. Groups will average 1 CalWORKs participant per group (because they will be mixed in with non-CalWORKs clients). Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

San Lorenzo Valley CalWORKs

Goal 1: To provide a total of 913.25 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to 24 CalWORKs clients. Of the total 913.25 staff hours, 312 staff hours will be available for individual face-to-face counseling sessions, and 236 staff hours for face-to-face group counseling sessions. Groups will average 4 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

Methadone Maintenance CalWORKs

GOAL 1: To provide 387 dosing days, 96 individual counseling units of service (1 0-minute increments) and 0 group counseling units of service to 1.15 CalWORKs patients.



**TRIAD COMMUNITY SERVICES
CalWORKs Start Up Activities****Scotts Valley CalWORKs**

- Set up new forms for the purpose of tracking CalWORKs clients and to document units of service provided.
- Set up new cost center in bookkeeping system to keep CalWORKs costs and revenues separate.

San Lorenzo Valley CalWORKs

- Set up new forms for the purpose of tracking CalWORKs clients and to document units of service provided.
- Set up new cost center in bookkeeping system to keep CalWORKs costs and revenues separate.
- Work with the San Lorenzo Valley Unified School District to secure offices at one of their school sites in which to provide services.
- Purchase new TV and VCR and repair used copier.
- Move furniture and supplies to new site.

Methadone Maintenance CalWORKs

- Set up new forms for the purpose of tracking CalWORKs clients and to document units of service provided.
- Set up new cost center in bookkeeping system to keep CalWORKs costs and revenues separate.

Methadone Maintenance

CALWORKS PROPOSAL
Triad Community Services
12/15/98

METHADONE SERVICES

Methadone Doses \$ 2,817.36 387 doses of methadone @ \$7.28/dose
Individual Counseling \$ 1,185.60 96 individual counseling UOS @ 10 min. ea. x \$12.35; approx. 32.17 hrs. total

TOTAL METHADONE COSTS \$ 4,002.96

Expenses based on current Medical reimbursement rates.
Only buys maintenance slots, because Medical recipients can go on detox for no cost to the county.

Average Services per Maintenance Patient/Year

Doses \$ 2,446.08 Avg. 28 days per mo. x \$7.28 x 12 mos.
Individual Counseling \$ 1,037.40 Avg. 7.0 UOS per mo. x \$12.35 x 12 mos.
Total Cost/Patient/Yr. \$ 3,483.48

70.22% Proportion of \$ spent on doses
29.78% Proportion of \$ spent on individual counseling

These funds will buy approximately 1.15 slots per year

27

359

CALWORKS BUDGET

SLV Outpatient Services

12/16/98

Rev. 4

PERSONNEL COSTS:

Counselors:

Counselors/.420FTE	11,365.25	874.25 hrs. x \$13/hr. average
Lecturer/.01 88FTE	975.00	39 hrs. x \$25/hr.
Clinical Supervisor/.0563FTE	2,106.00	2.25 hrs./wk. x \$18/hr. x 52 wks.
Admin. Support/.038FTE	1,965.60	Director: 39 hrs. x \$27.40; Business Mgr.: 39 hrs. x \$23/hr.
Clerical Support/. 125FTE	1,755.00	5 hrs./wk. x \$9/hr. x 52 wks.
Total Gross Wages/.658FTE	18,166.85	
9% Payroll Taxes	1,635.02	
3% Fringe Benefits	545.01	
TOTAL PERSONNEL COSTS	20,346.87	

TRAVEL COSTS:

Mileage Reimbursement	390.00	Reimbursed @ 28¢/mile
TOTAL TRAVEL COSTS	390.00	

EQUIP., MAT'LS., SUPPLIES

Office Supplies	200.00
Equipment Maintenance	<u>200.00</u>
TOTAL EQUIP., MAT'LS., SUPP.	400.00

OPERATING EXPENSES

Postage	48.68
Rent	
Pager Airtime	<u>162.00</u> 2 pagers @ \$9/mo. x 9 mos.
	210.68

Agency Overhead and Admin. **6,027.65**

TOTAL EXPENSES 27,375.20

REVENUES **30,000.00**

NET GAIN/LOSS **2,624.80**

START-UP BUDGET
 SLV Outpatient Services

EQUIPMENT PURCHASES:

Educational Materials	1 ,175.00	Videos, workbooks, etc.
Fax Machine	300.00	New Purchase for new site
Pagers	150.00	2 pagers @ \$75
Copier	400.00	Rebuild existing copier
VCR	250.00	New Purchase for new site
TV	<u>350.00</u>	New Purchase for new site
TOTAL START-UP COSTS	2,625.00	

FINAL NET GAIN/LOSS (0.20)

Scotts Valley CalWorks

362

CALWORKS BUDGET		
Scotts Valley Outpatient Services		
12/16/98	Rev. 4	
PERSONNEL COSTS:		
Counselors:		
Licensed Clinician/.045FTE	1,413.75	94.25 hrs. x \$15/hr.; assumes groups at 20% of cost
Lecturer/.004FTE	195.00	52 hrs. x \$25/hr. @ 15% of cost
Clinical Supervisor/.009FTE	280.80	2 hrs./wk. x \$18/hr. x 39 wks. @ 20% of cost
Admin. Support/.006FTE	258.75	Business Mgr.: 1.5 hrs./mo. x 9 mos. x \$23/hr.
Clerical Support/.01 OFTE	180.00	\$9/hr. x 20 hrs.
Total Gross Wages/.075FTE	2,328.30	
9% Payroll Taxes	209.55	
3% Fringe Benefits	69.85	
TOTAL PERSONNEL COSTS	2,607.70	
TRAVEL COSTS:		
Mileage Reimbursement	20.00	
TOTAL TRAVEL COSTS	20.00	
EQUIP., MAT'LS., SUPPLIES		
Office Supplies		
Equipment Maintenance		
TOTAL EQUIP., MAT'LS., SUPP.	-	
OPERATING EXPENSES		
Postage	-	
Rent	-	
Pager Airtime	-	
Agency Overhead and Admin.	992.10	
TOTAL EXPENSES	3,619.80	
REVENUES	4,000.00	
NET GAIN/LOSS	380.20	

Scotts Valley CalWorks

363

START UP BUDGET			
Scotts Valley Outpatient Services			
Educational Materials	380.20	Videos, workbooks, sand tray equipment	
TOTAL START UP COSTS	380.20		
FINAL NET GAIN/LOSS	-		

NNA NEGOTIATED RATE REQUEST

Contractor TRIAD COMMUNITY SERVICES	
Component CALLWORKS	Modality OUTPATIENT TREATMENT
DESCRIPTION OF UNIT OF SERVICES: (Used definition of staff hour, residential day, client day for day treatment, or treatment slot day for methadone.) STAFF HOURS	
BASIS OF RATE: (Show calculation as per "Method for Calculating 98/99 NNA Rates") RATE WILL EQUAL THAT IN EXISTING CONTRACT AS STIPULATED: \$ 40.68 / STAFF HOUR.	
DOCUMENTATION: STAFF HOURS TO BE TRACKED ON TIMECARDS WITH BREAKDOWN BY PROGRAM	
REQUESTED RATE: \$ \$40.68	PER: STAFF HOUR
PRIOR FY RATE: \$	PER:

SANTA CRUZ COUNTY
Health Services Agency
DADPA

SA-17

COST ALLOCATION PLAN

365

Contractor TRIAD COMMUNITY SERVICES			
Cost Allocation Code	Describe Cost Allocation Method (see Instructions)	Category	Line Item
(1)	(2)	(3)	(4)
	SEE BUDGET ANNOTATIONS		

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

366

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

FROM: HEALTH SERVICES AGENCY (Dept.)
C Morby (Signature) 1/12/99 (Date)

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

1. Said agreement is between the County of Santa Cruz Health Services Agency (Agency)
and, Women's Crisis Support, Inc., 1658 Soquel Dr, Suite A, Santa Cruz, CA 95065 (Name & Address)

2. The agreement will provide Outpatient treatment and drug abuse prevention services for women;
includes 1998-99 continuing agreements list amount plus 3% COLA. ..

3. The agreement is needed to provide for the above mentioned services

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

5. Anticipated cost is \$ 40,186.00 Increased to \$44,186.00 (Fixed amount, Monthly rate, Not to exceed)

6. Remarks: This amendment increases the current contract by \$4,000.00

7. Appropriations are budgeted in 364042 (Index#) 3975 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. C080298A Date 1/14/99
are not

GARY A. KNUTSON, Auditor - Controller
By Linda Chou Deputy

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

Health Services (Agency).

County Administrative Officer

Remarks: EG (Analyst)

By Eh Schuy Date 1/14/99

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

47

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
_____ 19 _____ By _____ Deputy Clerk

COUNTY OF SANTA CRUZ
HEALTH SERVICES AGENCY
ALCOHOL AND DRUG PROGRAM

AMENDMENT TO AGREEMENT

Contract #: C080298A

Index: 364042

Subject: 3975

Between: County of Santa Cruz - Health Services Agency
and
Women's Crisis Support, Inc., 1658 Soquel Drive, Suite A, Santa Cruz, CA 95065

The parties named above agree to amend contract C080298A as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$40,186 to \$44,186; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3 and D4; and adding Exhibit E-3 as attached; said amendments are incorporated into and made a part of contract C080298A by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY: [Signature]

BY: _____

DATE: January 7, 1999

DATE: _____

Approved as to form:

Attest:

[Signature]
Assistant County Counsel

Clerk, Board of Supervisors

Distribution:

- County Administrative Officer
- Auditor-Controller
- County Counsel
- HSA Administration
- Alcohol and Drug Program Administrator
- Community Mental Health
- Women's Crisis Support, Inc.

EXHIBIT A

INDIVIDUAL CONTRACTOR INFORMATION

- A.1 ADMINISTRATION: County's Alcohol and Drug Program Administrator, hereinafter called County's Administrator, under the direction of the Health Services Agency Administrator shall represent County in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of County. Contractor's Executive Director shall administer this Agreement on behalf of Contractor.
- A.2. TERM: The term of this Agreement shall commence on July 1, 1998 and continue through and including June 30, 1999 during which time Contractor shall perform the services provided herein.
- A.3. COMPENSATION FOR FEE-FOR-SERVICE CONTRACTS: County agrees to pay Contractor a total sum not to exceed ~~Forty Thousand One Hundred and Eighty Six Dollars and No/100 (\$40,186.00)~~ Forty-Four Thousand One Hundred and Eighty-Six Dollars and No/100 (\$44,186.00) for services performed during the term of this Agreement in accord with negotiated rates set forth in Exhibit D. CalWORKS funds may only be used for activities described in Exhibit E-3 related to CalWORKS. In no event shall County obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.
- COST-BASED REIMBURSEMENT FOR CalWORKS START-UP ACTIVITIES: Out of the total sum stated in the paragraph above. County agrees to pay Contractor a total sum not to exceed Two Hundred Dollars and No/100 (\$200.00) for reimbursement of actual costs of start-up activities related to CalWORKS services as described in Exhibit E-3 in accordance with the attached start-up budget. Any changes in line items of the start-up budget that exceed the greater of 10% of the line item amount or \$500 must be approved by the County's Alcohol and Drug Program Administrator.
- In no event shall County be required to pay for the cost of services which are covered by funding received by Contractor from other governmental contracts or grants.
- A.4. NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the County's Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Division of Alcohol and Drug Programs, 1060 Emeline Avenue, Santa Cruz, CA 95060, or to Contractor at: Women's Crisis Support, 1658 Soquel Drive, Suite A, Santa Cruz, California 95065.

EXHIBIT D

CONTRACTOR FISCAL PROVISIONS

D. 1. MAXIMUM ALLOCATION: Contractor agrees that County’s Maximum Allocation under the terms of this Agreement for each mode of service shall be as follows. The County reserves the right to change the source of funds based upon state requirements.

TOTAL	BY FUNDING SOURCE	Fed Grant	State Funds	County Funds	<u>CalWORKS Treatment Services Funds</u>	<u>CalWORKS Start-up Activities Funds</u>
\$ 31,489	Outpatient Counseling Services			31,489		
8,697	Drug Abuse Prevention Services	8,697				
4,000	CalWORKS Outpatient Services				3,800	200
\$ 40,186	TOTAL	\$8,697		\$31,489	\$3,800	200
<u>44,186</u>						

D.2. FEE FOR SERVICE RATES: County agrees to compensate Contractor at **fee-for-service rates as follows.** Contractors may request a change in the below rates, by a written request to the County Administrator. County Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

	RATE	UNIT	SERVICE
#A.	\$34.79	Staff Hour	Individual & Group Counseling
#B.	\$34.65	Staff Hour	Drug Prevention Services
#C.	\$ 34.79	Staff Hour	CalWORKS Individual & Group Counseling

D.3. DEFINITIONS: Definition of above units of service shall be as follows:

- #A. STAFF HOUR, Individual & Group Counseling, Perinatal Outpatient Counseling: Staff hours are defined as for those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients. including individual counseling and group therapy to a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management or aftercare. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.
- #B. STAFF HOUR, Prevention Services: A staff hour is defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County.
- #C. STAFF HOUR, CalWORKS Individual & Group Counseling: Staff hours are defined as those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients, including individual and group counseling, intake, assessment, case management, aftercare, participation in CalWORKS multi-disciplinary team meetings, and outreach and educational activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to County. Volunteer and unpaid intern time may not be billed to County. Time to be billed in 15 minute increments of direct staff time.**

D.4. ADVANCE BASE: Advances shall be made on a base of \$ ~~40,186~~ 44,186.

D.5. INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE: Funds may not be shifted between modalities, e.g., Outpatient and Prevention, without written approval by County Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis, and, as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of services.

EXHIBIT E-3DESCRIPTION OF SERVICESContractor: Women's Crisis SupportComponent: Outpatient TreatmentProvider #: 44-4450Modality: CalWORKS Individual and Group CounselingPrimary Target Groups Treated: CalWORKS Alcohol and Drug Abusing Domestic Violence VictimsBudget and Unit of Service (UOS) Data

	<u>96-97</u> <u>Past Year</u> <u>Actual</u>	<u>97-98</u> <u>Current Year</u> <u>Estimated</u>	<u>98-99</u> <u>New Budget Year</u> <u>Estimated</u>
<u>Gross Program Cost</u>			<u>\$ 4,000</u>
<u>CalWORKS FUNDS</u>			<u>\$ 4,000</u>
<u>Number of clients funded by County</u>			<u>24</u>

Description of Services: Primary Problems Treated:

Women on CalWORKS who are transitioning into the workforce will be our target population. Program activities will include intake, individual and group counseling regarding the obstacles to employment including drug and alcohol abuse and domestic violence. WCS will maintain a weekly Drop-in Group for 24 weeks during this grant period. The 12-week rotating content of the group will be geared to support clients during their transition and to develop their confidence and skills. Topics will include: stress and time management, communication and assertiveness skill building, self-esteem building, and coping with the work world.

GOAL I: To provide alcohol and other drug abuse assessment, treatment, case management and aftercare services to overcome employment barriers to CalWORKS clients.

OBJECTIVE A.: To provide 115 staff hours of outreach, education, treatment planning, case management, individual and group treatment, and aftercare to at least 24 CalWORKS clients. Of the total 115 staff hours, 24 hours will be available for individual face-to-face counseling sessions, and 48 hours for face-to-face group counseling sessions. Groups will average at least 8 participants per group. Total available staff hours will not equal face-to-face staff hours because of time spent on charting, no-shows, case management, multi-disciplinary team meetings, training, etc.

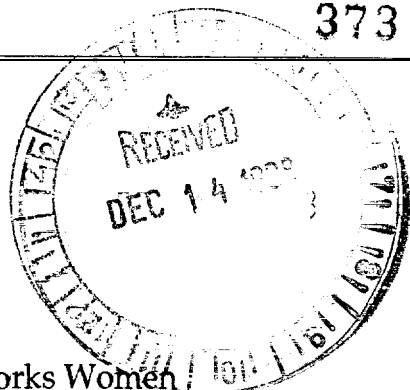
A.I. CalWORKS funds may be claimed for assessment, treatment, case management and aftercare services that are authorized and approved by the HRA CalWORKS Employment and Training staff. Alcohol and drug services are to be employment focused, and in accordance with CalWORKS Welfare to Work plans and/or participation agreements. Contractor will support and encourage job seeking and job retention activities and will assist participants to overcome employment barriers linked to alcohol and drug abuse issues. As authorized and approved by HRA, CalWORKS funds may also be claimed for participation in CalWORKS multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKS recipients to enter into alcohol and drug treatment services; and for start-up activities approved by the County Alcohol and Drug Program Administrator.

- A.2. Contractor shall participate as requested in multi-disciplinary team meetings to coordinate alcohol and drug treatment activities with CalWORKS Welfare to Work program activities and to monitor individual service and treatment plan outcomes. Team meetings will also address general service delivery coordination issues, and the development of an integrated assessment and case management approach that is employment focused. Service plan objectives will incorporate family self-sufficiency and employment goals as well as treatment and alcohol, drug and mental health goals. Employment focused treatment goals will be incorporated into Welfare to Work Activity Agreements when this plan is approved or amended by the HRA Employment and Training Specialist.
- A.3. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKS recipient and, pending appropriate releases of information, refer CalWORKS recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKS activity agreement and/or CalWORKS Welfare to Work plan.
- A.4. If access to service for clients referred under CalWORKS cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues.
- AS. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKS program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

GOAL II. To comply with all contract provisions and DADPAMRA claim and reporting requirements in order to fulfill the terms and conditions of the contract.

STAFFING # (F.T.E)

<u>TOTAL F.T.E. =</u>	<u>.10</u>
<u>Licensed Counselor</u>	<u>.08</u>
<u>Childcare Worker</u>	<u>.02</u>



PROPOSAL FOR: Drug Abuse Outpatient Treatment for CalWorks Women

FISCAL YEAR: 1998-9

FROM: Women's Crisis Support

1658 Soauel Drive, Suite A

Santa Cruz, CA 95065

DATE SUBMITTED: December 14, 1998

**TO: Santa Cruz County Health Services Agency
Division Alcohol and Drug Program Administration
1060 Emeline Ave.
Santa Cruz, California 95061
(408) 454-4050**

CONTRACTOR WOMEN'S CRISIS SUPPORT

SUBMISSION DATE 12/14/98

PRELIMINARY FINAL AMENDED

		PERIOD				
		Begin: Jan. 1. 1999		Through: June 30.1999		
Modality		BUDGET TOTAL AMOUNT	Other Funds	County HSA Funds	FY 97/98 Total Contract Budget	Actual Expenses FY 96/7
1.	Out Patient Treatment	\$ 4,000.00				
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total		\$ 4,000.00	0	0	0	0

COUNTY OF SANTA CRUZ
Health Services Agency
DADPA SA- 10

BUDGET SUMMARY

375

CONTRACTOR **WOMEN'S CRISIS SUPPORT**

DATE: 3/1/99
PRELIMINARY

FINAL

AMENDED

PROGRAM COMPONENT **CLINICAL**

TYPE OF SERVICE CONTINLING

NEW

EXPANDED

MODALITY OF SERVICES **TREATMENT**

	PERIOD		Through: June 30, 1999		
	Begin: Jan. 1, 1999				
	BUDGET TOTAL AMOUNT	Other Funds	County HSSA Funds	FY 97/98 Total Contract Budget	Actual Expenses FY 96/7
1. PERSONNEL SERVICES	\$ 3,513.00				
2. TRNSPORTATION	0				
3. EQUIPMENT, MATERIALS, SUPPLIES	\$ 217.00				
3. OPERATING EXPENSES	\$ 240.00				
5. SPECIAL EXPENSE	0				
SUBTOTAL DIRECT COSTS	\$ 4,000.00				
6. ADMINSTRATIVE COSTS					
TOTAL	\$ 4,000.00	0	0	0	0

* SOURCE OF OTHER FJNDS	AMOUNT	CURRENT FY 97/98 TOTAL CONTRACT BUDGET	ACTUAL FY 96/7	
CLIENT FEES				MediCal Providers Only
GRANTS (List)				
				Modality
FUNDRAISING				50% Federal MediCal Share
GIFTS				
OTHER (Describe)				
TOTAL	0	0	0	TOTAL

COLJNTY OF SANTA CRUZ

Health Services Agency

DADPA SA- 11

S: Recontract 98 section/Budget forms - revised (4/29/98)

47

LINE ITEM BUDGET

376

Contractor WOMEN'S CRISIS SUPPOR			Component CLINICAL		Modality OUTPATIENT TREATMENT			
Detailed Budget for This Period	Monthly Salary Range in F.T.E.	% Time FTE	Budget	Source of Funds		Cost alloc code	FY97/98 Total Contract Budget	ACTUAL EXPENSES LAST FY: 96/97
			Total Amount	Other	County ISA			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
I. Personnel Services								
List by Position Title								
1. Licensed Counselor	\$13.00 per/hr	0.08	\$ 2,704.00		\$ 2,704.00	C		
2. Childcare worker	\$9.00 per/hr	0.02	\$ 432.00		\$ 432.00	C		
Fringe Benefit Rate (12%)			Subtotal					
	\$ 377.00		\$ 3,513.00		\$ 3,513.00			
2. Transportation								
Subtotal								
J. Equipment, Materials, Supplies								
Childcare furniture*	\$ 200.00		\$ 200.00		\$ 200.00	A		
Office supplies	\$ 47.00		\$ 47.00		\$ 47.00	A		
Subtotal			\$ 247.00	0	\$ 247.00		0	

* Start-up Costs

COUNTY OF SANTA CRUZ
Health Services Agency

DADPA

SA 12-A

S: Recontract 98 section/Budget forms - revised (4/29/98)

47

LINE ITEM BUDGET (Continued)

Contractor WOMEN'S CRISIS SUPPORT	Component CLINICAL			Modality OUTPATIENT TREATMENT		
DETAILED BUDGET FOR THIS PERIOD (Continued)	BUDGET SOURCE OF FUNDS			cost alloc code	FY 97/98 Total Contract Budget (7)	ACTUAL EXPENSES LAST FY: 96/97 (8)
	Total Amount (3)	Other Funds (4)	County <i>HAS HSA</i> (5)			
OPERATING EXPENSES						
. Facility Rent	\$ 200.00		\$ 200.00	B		
. Phone	\$ 40.00		\$ 40.00	A		
	SUBTOTAL		\$ 240.00		0	(
SPECIAL EXPENSE						
	SUBTOTAL					
ADMINISTRATIVE List only if this is budgeted as (indirect rate)						
Administrative Cost Rate						
	SUBTOTAL					

COUNTY OF SANTA CRUZ
Health Services Agency
DADPA S A- 12-B

S: Recontract 98 section/Budget forms - revised (4129198)

Contractor Women's Crisis Support		Outpatient Treatment	
Cost Alloc. Code	Describe Cost Allocation Method (see Instructions)	Category	Line Item
(1)	(2)	(3)	(4)
A	<p>The cost allocation method is based on the percentage of the agency's full-time equivalent (FTE) staff represented in the Education component. Of the agency total 19 FTE (including shelter staff) in FY 1997-8, the Counseling component represents 11%, resulting in the allocation of 11% for all non-program specific budget categories except rent, utilities, repairs/maintenance and telephone.</p> <p>Note: Administrators and clerical support personnel conduct time studies, which are used to determine allocation of personnel costs to funding sources.</p>	3 + 4	Mileage* Program/Office Supplies Postage Conferences Recruitment Memberships/ Subscriptions Fundraising Insurance Accounting Permits Board relations
B	<p>As this agency's shelter staff work exclusively at the shelter, we've designed a second cost allocation method for office staff only. Excluding shelter staff, agency total FTE is 13.5, of which the Counseling component represents 15%. Costs for these budget categories are allocated accordingly.</p>	3 + 4	Equipment lease/ maintenance Rent Utilities Facility maintenance Telephone
C	<p>This category reflects the costs of direct services provided by project staff.</p>	1	Personal Services
D	<p>This category reflects the costs of indirect services provided by administrative staff.</p>	5	Administrative Staff services

COUNTY OF SANTA CRUZ
 Health Services Agency
 DADPA

SA-13 (Rev. 4/96)

* When staff are reimbursed for mileage on project-specific business, this expense is tracked to category C, direct services.

FIXED ASSET PURCHASE REQUEST

379

tractor Women's Crisis Support

Description of Item	Modality	Amount
	Outpatient Treatment	- 0 -