



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

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

May 24, 1999

Agenda: June 8, 1999

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, California 95060

### CONTRACT AMENDMENTS TO ALLOW MEDI-CAL ADMINISTRATIVE ACTIVITIES CLAIMING

Dear Members of the Board:

Familia Center, Senior Citizens Legal Services, and Legal Aid of the Central Coast are agencies which each receive Community Programs funding to provide a variety of services to low-income residents of the County, including outreach and assistance with the Medi-Cal application process. As you may recall, under the program known as Medi-Cal Administrative Activities (MAA), the County is eligible to claim federal reimbursement of a portion of the funds supporting the Medi-Cal related activities provided by these agencies. In order to claim MAA reimbursement, the County's contracts with each of these three programs must specifically identify the Medi-Cal activities to be provided. Because the contracts with Familia Center, Senior Citizens Legal Services, and Legal Aid of the Central Coast for FY 98/99 do not currently include specific identification of these activities, it is now necessary to amend these contracts to add Medi-Cal activities to the contract scope of work. The necessary amendments have been approved by County Counsel and signed by the contractor. The amendments will not change the contract amounts previously approved by your Board.

IT IS THEREFORE RECOMMENDED that your Board approve the amendments to the County's contracts with Familia Center, Senior Citizens Legal Services, and Legal Aid of the Central Coast for FY 98/99 to allow Medi-Cal Administrative Activities claiming, and authorize the Human Resources Agency Administrator to sign the amendments.

Very truly yours,

CECILIA ESPINOLA

Administrator

## BOARD OF SUPERVISORS

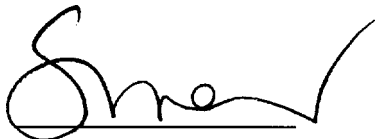
Agenda: June 8, 1999

Contract Amendments to Allow Medi-Cal Administrative Activities

Attachments

CE/gm/n::/maaamnd.bos

## RECOMMENDED:



Susan A. Mauriello

County Administrative Officer

cc: County Administrative Officer  
Auditor-Controller  
County Counsel  
Familia Center  
Senior Citizens Legal Services  
Legal Aid of the Central Coast

## AMENDMENT #1 TO CONTRACT #80822

The County of Santa Cruz by and through the Human Resources Agency hereinafter referred to as "COUNTY" and FAMILIA CENTER, hereinafter referred to as "CONTRACTOR" hereby modify contract number 80822 which provided services from July 1, 1998 through June 30, 1999. The purpose of this amendment is to modify Exhibit "B" ("Scope of Work Plan") for Contractor's FAMILIA CENTER Program in order to identify Medi-Cal Administrative Activities provided under this agreement. The provisions of this Amendment shall be effective from January 1, 1999 through June 30, 1999. All other provisions of said contract shall remain the same.

Exhibit "B" ("Scope of Work Plan") for the FAMILIA CENTER program is amended as attached.

COUNTY OF SANTA CRUZ

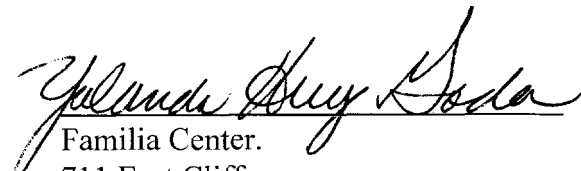
CONTRACTOR

---

 Human Resources Agency

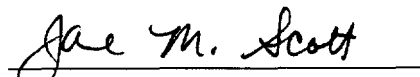
 Date 

---

  
 Familia Center.  
 711 East Cliff  
 Santa Cruz, CA 95060  
 (833 1) 423-5747

 Date 5/21/99

APPROVED AS TO FORM:

  
 County Counsel

n:\admin\commprog\FamiliaCenter.wpd

Distribution: County Administrative Office  
 Auditor  
 County Counsel  
 Contractor  
 Human Resources Agency  
 Health Services Agency

7

Ag

---

Program: Family Support/Enrichment Programs

## Exhibit B

## Amendment # 1

## **E. PROGRAM GOALS AND OBJECTIVES**

## SCOPE OF WORK PLAN

Contractor shall work toward achieving the following goals and accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome. Please indicate the number of Service Units to be provided.

8  
4

## AMENDMENT #2 TO CONTRACT #80246

The County of Santa Cruz by and through the Human Resources Agency hereinafter referred to as "COUNTY" and SENIOR CITIZENS' LEGAL SERVICES, hereinafter referred to as "CONTRACTOR" hereby modify contract number 80246 which provided services from July 1, 1998 through June 30, 1999. The purpose of this amendment is to modify Exhibit "B" ("Scope of Work Plan") for Contractor's SENIOR CITIZENS' LEGAL SERVICES Program in order to identify Medi-Cal Administrative Activities provided under this agreement. The provisions of this Amendment shall be effective from January 1, 1999 through June 30, 1999. All other provisions of said contract shall remain the same.


Exhibit "B" ("Scope of Work Plan") for the SENIOR CITIZENS' LEGAL SERVICES program is amended as attached.

COUNTY OF SANTA CRUZ

\_\_\_\_\_  
Human Resources Agency

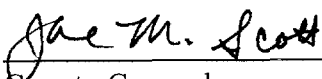
Date \_\_\_\_\_

CONTRACTOR

  
Senior Citizens' Legal Services.  
501 Soquel Ave., Ste. F  
Santa Cruz, CA 95062  
(83 1) 426-8824

Date 5/24/99

APPROVED AS TO FORM:

  
County Counsel

n:\admin\commprog\Senior L.S.wpd

Distribution: County Administrative Office  
Auditor  
County Counsel  
Contractor  
Human Resources Agency  
Health Services Agency

**PROGRAM GOALS AND OBJECTIVES**Agency: Senior Citizens Legal ServicesProgram: Legal Assistance**SCOPE OF WORK PLAN**

Contractor shall work toward achieving the following goals and accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome. Please indicate the number of Service Units to be provided.

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING PROCESS AND/OR OUTCOME OF OBJECTIVE(S)
1. Assist seniors in obtaining access to health care, including payment for medical services and <b>Medi-Cal</b> eligibility.	1a. Advise/represent at least 50 seniors with problems concerning Medicare, <b>Medi-Cal</b> or other insurance.	7/1/98 - 6/30/99	Review quarterly statistical program reports.
	1b. Provide 303 hours of facilitating <b>Medi-Cal</b> applications.	1/1/99 - 6/30/99	Review quarterly statistical program reports.
2. Assist seniors in securing and retaining adequate income for basic necessities.	2a. Advise/represent at least <b>80</b> seniors with problems concerning Social Security, SSI or <b>other</b> income.	7/1/98 - 6/30/99	Review quarterly statistical program reports.
	2b. Secure a direct measurable financial benefit to clients of at least \$100,000.	7/1/98 - 6/30/99	Review client financial benefit contained in the quarterly program report.
3. Assist seniors in securing and retaining safe and <b>affordable</b> housing.	3a. Advise/represent at least 50 seniors in matters relating to evictions, rent increases, subsidized housing, or other housing related problems.	7/1/98 - 6/30/99	Review quarterly statistical program reports.

## AMENDMENT #1 TO CONTRACT #8015 1

The County of Santa Cruz by and through the Human Resources Agency hereinafter referred to as "COUNTY" and LEGAL AID OF THE CENTRAL COAST, hereinafter referred to as "CONTRACTOR" hereby modify contract number 8015 1 which provided services from July 1, 1998 through June 30, 1999. The purpose of this amendment is to modify Exhibit "B" ("Scope of Work Plan") for Contractor's LEGAL AID OF THE CENTRAL COAST Program in order to identify Medi-Cal Administrative Activities provided under this agreement. The provisions of this Amendment shall be effective from January 1, 1999 through June 30, 1999. All other provisions of said contract shall remain the same.

Exhibit "B" ("Scope of Work Plan") for the LEGAL AID OF THE CENTRAL COAST program is amended as attached.

COUNTY OF SANTA CRUZ

---

 Human Resources Agency

Date \_\_\_\_\_

CONTRACTOR

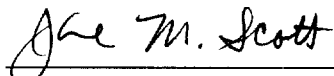



---

 Legal Aid of the Central Coast  
 21 Carr Street  
 Watsonville, CA 95076  
 (83 1) 722-2253

 Date 5/20/99

APPROVED AS TO FORM:




---

County Counsel

n:\admin\commprog\LegalAid.wpd

Distribution: County Administrative Office  
 Auditor  
 County Counsel  
 Contractor  
 Human Resources Agency  
 Health Services Agency

Agency: LEGAL AID OF THE CENTRAL COAST  
Program: Legal AidE. PROGRAM GOALS AND OBJECTIVES  
SCOPE OF WORK PLAN

Contractor shall work toward achieving the following goals and accomplish the following objectives. This shall be done by performing the specified activities and evaluating the results using the listed methods to focus on process and/or outcome. Please indicate the number of Service Units to be provided.

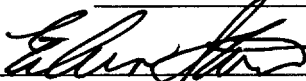
MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING PROCESS AND/OR OUTCOME OF OBJECTIVE(S)
<b>GOAL I. PREVENTIVE LAW:</b> Staff and volunteers shall respond to questions and make information available to law income residents of the County regarding their rights and responsibilities. <b>OBJECTIVES:</b> Program-wide it is anticipated 262 clients will be served.	I. Maintain trained bilingual staff and volunteers in the area of income maintenance and public benefits. Maintain office hours in both the Watsonville and Santa Cruz offices Monday-Friday 9a.m. - 12p.m. and 1p.m. - 5p.m.	07/01/98 to 06/30/99	Track intake sheets of unduplicated cases on individuals served with County funds. Provide monthly information on these cases individually naming the attorney, the information requested and the staff who participated on the case, date of the information request and the time expended by each staff member.
<b>GOAL II. REPRESENTATION:</b> Staff shall provide a full range of legal services, from advice and counsel to representation in administrative hearings and State and Federal Courts as appropriate. <b>OBJECTIVE:</b> Program-wide it is anticipated 38 clients will be served.	II. a. Maintain licensed staff.  b. Provide 150 units of services to clients to facilitate Medi-Cal eligibility.	07/01/98 to 06/30/99  01/01/99 to 06/30/99	a. Track intake sheets of unduplicated cases on individuals served with County funds including those with Medi-Cal needs. Provide monthly information on these cases individually including case outcome information and staff time expended and the attorneys involved. b. Quarterly Reports.
<b>GOAL III. PUBLICATIONS:</b> Publication on public benefit and tenancy and other issues will continue to be made available. <b>OBJECTIVE:</b> Program-wide it is anticipated that 200 copies will be made available.	III. Develop, maintain and update bilingual brochures for distribution.	07/01/98 to 06/30/99	Make available copies of each publication.



COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

383


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

FROM: HUMAN RESOURCES AGENCY (Dept.)  
 (Signature) (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 Human Resources Agency (Agency)  
and Familia Center, 711 East Cliff, Santa Cruz, CA 95060 (Name & Address)
- The agreement will provide bilingual intake services to unemployed, low-income monolingual and  
bilingual Spanish-speaking residents, including translation
- The ~~agreement~~ <sup>amendment</sup> is needed to provide for MAA claiming 1/1/99 - 6/30/99
- Period of the agreement is from July 1, 1998 to June 30, 1999
- Anticipated cost is \$ 65,260.00 (~~Fixed amount, Monthly rate, Nat to exceed~~)
- Remarks: Amendment 1 - no change to term or amount  
Staffs Gary McNeil x 5459
- Appropriations are budgeted in 395200 (Index#) 5465 (Subobject)

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

Appropriations ~~are~~ <sup>of</sup> available and ~~have been~~ <sup>will be</sup> encumbered. Contract No. 80822 Date 5/24/99  
N/A already encumbered amendment to specify activities only  
GARY A. KNUTSON, Auditor - Controller  
By  Deputy.

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

Remarks:  (Analyst) County Administrative Officer  
By  Date 5/26/99  
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.

ADM - 29 (6/95)

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

48

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

00 384

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

FROM: Human Resources Agency (Dept.)  
Eileen [Signature] (Signature) \_\_\_\_\_ (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 Human Resources Agency (Agency)  
and Senior Citizen's Legal Services, 501 Soquel Ave. Ste.F, Santa Cruz, CA 95060 (Name & Address)

2. The agreement will provide Legal services to seniors, and senior housing cases

3. The <sup>amendment</sup> agreement is needed to provide for MAA claiming 1/1/99 - 6/30/99

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

5. Anticipated cost is \$ 58,798 - 48,798.<sup>00</sup> (Fixed amount, Monthly rate, Not to exceed)

6. Remarks: Amendment 2, no change to terms or amount  
STAFF: Gary McNeil x 5459

7. Appropriations are budgeted in 395200 (Index#) 5635 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 80246 Date 5/24/99  
are not available and will be encumbered. N/A already encumbered  
Amendment to specify activities only

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

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

Human Resources Agency (Agency).

Remarks: [Signature] (Analyst) By [Signature] County Administrative Officer. Date 5/26/99

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.

48  
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

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

385

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

FROM: Human Resources Agency (Dept.)  
*Eileen Star* (Signature) (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 Human Resources Agency (Agency)  
and Legal Aid of the Central Coast, 21 Carr St., Watsonville, CA 95076 (Name & Address)
- The agreement will provide free, bilingual legal services to low-income residents.
- The ~~agreement~~ <sup>amendment</sup> is needed to provide for MAA claiming 1/1/99 - 6/30/99
- Period of the agreement is from July 1, 1998 to June 30, 1999
- Anticipated cost is \$ 47,593.00 (~~Fixed amount, Monthly rate, Not to exceed~~)
- Remarks: Amendment 1 - no change to term or amount  
Staff: Gary McNeil x5459
- Appropriations are budgeted in 395200 (Index#) 5465 (Subobject)

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

Appropriations are available and have been encumbered. Contract No. 80151 Date 5/24/99  
are not available and will be encumbered.  
N/A already encumbered  
amendment to specify activities only  
GARY A. KNUTSON, Auditor - Controller  
By *Ronald J. Simon* Deputy.

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

Remarks: GA (Analyst) By *GA* County Administrative Officer Date 5/26/99  
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.

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

48