



County of Santa Cruz

PROBATION DEPARTMENT

P.O. BOX 1812, SANTA CRUZ, CA 95061-1812

(831) 454-2150 FAX: (831) 454-3035

JOHN P. RHOADS
CHIEF PROBATION OFFICER

January 6, 2000

Agenda: January 25, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

Approve Agreement Between Santa Cruz County Probation Department and Santa Cruz Community Counseling Center - Youth Services Program

Dear Board Members:

Included in the County Administrative Officer's FY 1999-2000 supplemental budget report was the acceptance of funds from the State Board of Corrections - Juvenile Crime Enforcement and Accountability Challenge Grant program, to establish two day treatment centers for Probation Youth. The two centers, known locally as the PARR (Placement Alternative Resources for Rids) Program opened in October and November. In addition to services provided by staff from Probation, Children's Mental Health and the County Office of Education, the service delivery plan for the program includes substance abuse counseling and recreation services that are to be provided under contract by a community-based organization.

The Probation Department issued a Request for Proposal for these services in August, 1999; four local agencies responded with applications. The four applications were reviewed and scored by program staff. As a result, the Santa Cruz Community Counseling Center - Youth Services Program was selected as the vendor, based on the overall quality of the proposed program and their proven record to provide the required services.

Under the terms of the proposed agreement, the Youth Services Program will provide culturally competent substance abuse treatment services, as well drug and alcohol assessment, client education on abuse issues, family education, relapse/prevention peer groups, parent support groups, recreation and cultural activities, and **aftercare** services to program participants. The contract will fund two full-time positions to provide the required services at both program sites.

It is now necessary to finalize the proposed agreement with the Youth Services Program. The term of the proposed agreement is October 1, 1999 through September 30, 2002. The maximum amount payable to the Youth Services Program is \$219,840 for the three-year period. Costs for the services are included in the Probation Department's Challenge Grant allocation and program plan. There is no increase to net county cost as a result of the issuance of this agreement.

IT IS THEREFORE RECOMMENDED that your Board:

- 1) Approve the attached Agreement with the Santa Cruz Community Counseling Center - Youth Services Program, in the amount of \$219,840 for the period October 1, 1999 through September 20, 2002; and

- 2) Authorize the Chief Probation Officer to sign the agreement on behalf of the County.

Sincerely,



JOHN P. RHOADS
Chief Probation Officer

JPR:FN

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
County Counsel
Probation Department

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0171

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

FROM: Probation (Dept.)
John P. Rhoads (Signature) 1/7/2000 (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 Santa Cruz County Probation Department (Agency)
Santa Cruz Community Counseling Center
and Youth Services Program 195-A Harvey West Blvd Santa Cruz CA 95060 (Name & Address)
2. The agreement will provide contracted substance abuse counseling and recreation services
the PARK Program sites
3. The agreement is needed to process payments
4. Period of the agreement is from October 1, 1999 to September 30, 2002
5. Anticipated cost is \$ 219,840 (Fixed Amount, Monthly Rate, Not to exceed)
6. Remarks: Please encumber \$73,280 for FY 1999-2000
7. Appropriations are budgeted in 574300 Challenge Grant (Index#) 3665 (Subobject)

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

Appropriations are available and Contract encumbered.
are not will be

No. CO 92008 Date 1/11/00
GARY A. KNUTSON, Auditor - Controller
By Donnell J. Schen Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the
Chief Probation Officer to execute the same on behalf of the County of Santa Cruz
Probation Dept. (Agency).

Remarks:
(Analyst)

BY [Signature] County Administrative Officer
Date 1/12/00

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green
Co. Admin. Officer - Conroy
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

Contract No. _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this 1st day of October, 1999, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Santa Cruz Community Counseling Center - Youth Services hereinafter called CONTRACTOR. The parties agree as follows:

1. WORK CONTRACTOR agrees to exercise special skill to accomplish the following result: Provide two MI-time counselors for substance abuse and recreation services to at-risk youth referred through the Probation Department PARR Program.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Not to exceed \$219,840 (\$73,280 for each 12-month period).

3. TERM The term of this contract shall be: u g h S e n t e m b e r 30, 2002 or until terminated by one or the other party.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) **from** and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTORS performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons,

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. **INSURANCE.** CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTORS insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here ____/____.

A. **Types of Insurance and Minimum Limits**

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here ____.

(2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTORS employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____.

B. **Other Insurance Provisions**

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa **Cruz**, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa **Cruz**."

(3) All required insurance policies **shall** be endorsed to contain the following clause:

"This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Fred Nohr, Administrative Services Officer
Santa Cruz County Probation Department
Post Office Box 1812
Santa **Cruz**, CA 95061

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Fred Nohr, Administrative Services Officer
Santa **Cruz** County Probation Department
Post Office Box 1812
Santa Cruz, CA 95061

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 1 **8**), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available **from** the COUNTY General Services Purchasing Division.

(1) The CONTRACTOR shall furnish COUNTY **Affirmative** Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with **Minority-Women/Disabled Business Enterprises**.

(2) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(3) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. **INDEPENDENT CONTRACTOR STATUS.** CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The **skill** required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities,

tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years **after** final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years **after** final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. ATTACHMENTS. This Agreement includes the following attachments (identify by name or write "NONE"):

Attachment "A" Scone of Services

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

4. COUNTY OF SANTA CRUZ

Santa Cruz Community Counseling Center
Youth Services

By: 

TERRY MORIARTY, Exec. Dir.

Address:

195-A Harvey West Blvd.
Santa Cruz, CA 95060

By: _____

John P. Rhoads, Chief Probation Officer

Telephone: (831) 469-1700

2. APPROVED AS TO INSURANCE:

By: 

Risk Management

3. APPROVED AS TO FORM:

By: 

County Counsel 12.8.99

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

carey training.wpd/mns



0178

ASSISTING YOUTH IN MAKING CHOICES
ASSISTING THE COMMUNITY IN PROVIDING CHOICES

North County Office • 709 Mission Street • Santa Cruz, CA 95060 • (831) 429-8350 • Fax (831) 425-1526
South County Office • 241 E. Lake Avenue • Watsonville, CA 95076 • (831) 688-8856 • Fax (831) 728-3629

October 12, 1999

Scott MacDonald
Assistant Division Director
Santa Cruz County Probation Department
303 Water Street, Suite 9
Santa Cruz, CA 95062

Re: ADDENDUM TO PARK PROPOSAL TO COUNTY OF SANTA CRUZ PROBATION
DEPARTMENT

Dear Scott,

The following represents an addendum to the Santa Cruz Community Counseling Centers September 9, 1999 proposal to provide substance abuse and recreation services to at-risk youth referred through Santa Cruz County Probation Departments PARK program (Placement Alternative Resources for Kids).

Staffing: We will provide two full time counselor positions, combining in one position both the Substance Abuse Counselor and Recreation Counselor. Each will be site specific. Sergio Martinez, site coordinator at our Watsonville facility, will supervise both positions. Prospective employees will be recruited from an existing applicant pool of resumes, former staff, current staff, and classified advertising. Probation and/or Mental Health staff will be invited to participate in interviews.

Aftercare: Youth will be referred to Youth Services for aftercare.

Weekly Schedule: All activities will be scheduled simultaneously at both sites.

| TUE | WED | THU | FRI | SAT |
|---------------------------------------|---|--|-------------------------------|---|
| D/A Education Group – 1 ½ hrs | Recreational Activities/Team Sports – 4 hrs | Peer Group – 1 ½ hrs | Recreation Activities – 4 hrs | Recreation & Cultural Activities -8 hrs |
| Check-ins/ Individual Sessions -3 hrs | and/or | Check-ins/ Individual Sessions – 3 hrs | and/or | |
| Parent Education Group – 1 ½ hrs | Cultural/Historical Events – 4 hrs | D/A Education 1 ½ hrs | Cultural Activities – 4 hrs | |

* Staff time on days with less than 8 hours of planned activities would be used for: meetings, supervision, writing case notes and training.

Evaluation: Clients' daily activity will be documented on a weekly basis plus weekly progress notes. Client charts will be maintained at each site.

Our staff will administer a drug and alcohol assessment (instrument to be determined) for each client upon opening and closing. These assessments will be used to measure and report client progress and outcomes. This assessment, combined with Mental Health's CAFAS (Child and Adolescent Functional Assessment Scale) instrument will provide solid before- and after- measures.

Job Description: Under the supervision of Watsonville Site Coordinator, the Substance Abuse/Recreation Counselor will perform the following duties:

- ✓ Provide drug and alcohol assessment for youth;
- ✓ In cooperation with Probation and Mental Health clinicians, participate in multi-disciplinary team meetings to develop individual substance abuse and chemical dependency recovery plans and assist in treatment plan implementation and reintegrative planning;
- ✓ Provide educational substance abuse workshops for clients and their families and facilitate peer and family discussion groups on topics including physiology of dependence, relapse prevention, co-dependency issues, stress reduction, and role playing;
- ✓ Plan, provide, and supervise youth activities on evenings and Saturdays at North and South County sites;
- ✓ Plan, organize, and supervise youth's participation in local cultural and historical events;
- ✓ Promote completion of community service hours by combining some Saturday recreational activities with community work;
- ✓ Work with Probation and clinical staff to maximize client utilization and involvement in program activities;
- ✓ Educate youth on the recreational opportunities and resources available in their own neighborhood/community;
- ✓ Draft fliers and announcements of activities, gather and provide parental release forms, and prepare reports showing cost and utilization of program activities;


Skills/Experience Required:

- ✓ Bilingual/Spanish required
- ✓ Effective communication and interpersonal skills
- ✓ Leadership ability
- ✓ Strong problem-solving skills
- ✓ Multi-sport activity experience

- ✓ One year of experience leading youth in recreational activities
- ✓ Two years' experience counseling youth in outpatient or residential drug treatment programs
- ✓ Knowledge of and experience with 12-step programs
- ✓ Experience working with gang-involved, Latino youth preferred
- ✓ Familiarity or experience with the Juvenile Justice System
- ✓ Bicultural preferred
- ✓ Ability to maintain client documentation in a timely and efficient manor
- ✓ Ability to relate well and communicate effectively with adolescents
- ✓ BA Degree in related field highly preferred

Budgets reflecting the above changes are enclosed. If additional materials or information would be helpful, please contact me at 688-8856.

Sincerely,


Walter Guzman, Director
Youth Services

Placement Alternative Resources for Kids (PARK)

Fiscal Year October 99/00

Youth Services

10/29/99

| | | TOTAL BUDGET |
|-------------------------------|---------------------|------------------|
| <u>PERSONNEL</u> | <u>FTE's</u> | |
| SUBSTANCE ABUSE/RECREATION | 1.00 | 25,880 |
| SUBSTANCE ABUSE/RECREATION | 1.00 | 25,880 |
| DIRECTOR | 0.03 | 1,703 |
| ADMINISTRATIVE COORDINATOR | 0.01 | 391 |
| PROGRAM MANAGER | 0.03 | 1,212 |
| <i>SALARIED FTE'S</i> | <i>2.07</i> | |
| SALARIES | | 55,067 |
| EMPLOYEE BENEFITS | | 13,918 |
| PAYROLL TAXES | | 4,213 |
| UNEMPLOYMENT INSURANCE | | 1,046 |
| <i>TOTAL PERSONNEL</i> | | \$ 74,244 |
| <u>OPERATING</u> | | |
| LOCAL TRAVEL | | 400 |
| RECRUITMENT | | 350 |
| EMPLOYEE TRAINING | | 300 |
| <i>TOTAL OPERATING</i> | | 1 050 |
| TOTAL DIRECT EXPENSES | | 75,294 |
| INDIRECT RATE | | 8,734 |
| TOTAL EXPENSES | | \$ 84,027 |
| <u>REVENUE SOURCES</u> | | |
| PROBATION DEPARTMENT | | 73,280 |
| ANNUAL REVENUE | | \$ 73,280 |
| Match | | (10,747) |

NOTE: We have increased the salaries for the two proposed Substance Abuse/Recreation Specialist positions so that they are comparable to our GROW program staffs salaries. Our GROW program's average annual salary is \$ 26,618.

Substance abuse treatment will be designed to educate both the client and family regarding the physiology of dependence and explore the patterns of co-dependency that are obstacles to recovery. Group and individual check-ins will assist clients and families to identify and avoid relapse triggers particular to their situation and will learn techniques for stress reduction and improved communication. Clients will attend small groups designed to encourage positive peer relations and provide social outlets that support recovery. Family unity conferencing will be engaged to help families nurture their strengths and to illuminate areas where additional support is needed. All activities will support clients and families in accessing and utilizing community-based support systems such as twelve-step programs, clean and sober activities and events, acupuncture, and meaningful community service including restitution responsibilities. These support systems will be well established before clients reach the aftercare phase of the program.

Substance abuse treatment will be culturally competent and sensitive to the particular needs of minority clients. Living a "clean and sober" lifestyle offers many opportunities for social contact, acknowledgement and esteem for Anglo clients in recovery. In the Latino community, this support network is just begging to be shepherded and developed. Latino youth embarking on recovery have far fewer options available for support and at times find it difficult to feel welcomed by the recovering community. Youth Services will provide clients with regular incentives and acknowledgement to increase self-esteem and pride in being successful in maintaining sobriety. Through family education and links with community-based support, Youth Services will continue to develop a positive and informed view of recovery in the community.

Assessment: Each client will be provided a drug and alcohol assessment and post assessment follow up. After completion of the assessment and discussion with the multi-disciplinary team, the Substance Abuse Counselor will meet with the client and family to outline the expectations of treatment. Family conferencing will be used to support achieving goals set at this time.



Client Education: Educational information will be presented in a large-group format and include all appropriate clients presenting with abuse issues. Education groups will provide clients with a thorough understanding of the physiological, social, familial, and emotional issues that are related to chemical dependency, relapse, and recovery. Clients will learn to access community resources that support and enhance clean and sober lifestyles. Clients will be expected to speak at meetings, get sponsors, and work the twelve-steps. As clients gain mastery over specific areas of information, they will be expected to demonstrate their understanding by taking leadership roles in the group. Each client will present information, participate in designing role- laying scenarios, and share what they have learned regarding personal patterns of dependency and obstacles to recovery. Clients will also make a presentation in a corresponding family education group.

Family Education: Educational information will be presented in a large-group format and will include all participating families at each site. Family groups will cover much of the same ground as client groups but will be relevant to the family's role in supporting their child's success. There will be a strong emphasis on issues of co-dependency; parents will be encouraged to attend either Alanon, or co-dependence meetings and participate in a twelve-step program. As in the client groups, parents will be encouraged to take leadership roles and present information, help design role plays, and share what they have learned about themselves and their family.

Relapse Prevention/Peer Groups: Counseling will be conducted in a small-group format of not more than nine clients. Clients will develop relationships with peers that support positive, life-sustaining decisions, including gender groups. Clients will use role playing, responsible communication, constructive feedback, and formalized acknowledgement as ways to discuss destructive behavior and to support honesty and self-disclosure. Clients will confront the issue of "street" loyalty and learn the difference between "ratting someone off" and supporting each other's well being. Gang involvement, substance use, and criminal behavior will be discussed on a peer to peer level, with the



guidance and support of the Counselor. Clients will be expected to both give and receive feedback, learn to identify relapse behaviors, and use group support to strategize and implement interventions.

Core Issues/Family Dynamics: Participation in these groups will be viewed as an accomplishment; at this phase of treatment. Clients may only participate in education groups as presenters. These groups will focus on the underlying issues that have contributed to the client's substance abuse as well as explore relationships with family members. Participants will learn to identify and express feelings and will be supported in exploring and carrying out the actions necessary for healing.

Parent **Support** Groups: Groups will be designed to help families form meaningful connections with each other based on the common ground they share in having a chemically dependent child. Through self disclosure, role playing, and giving and receiving feedback and acknowledgements, parents will learn to support each other as they learn to set reasonable limits, follow through with consequences, change patterns of co-dependency, and master positive communication skills. Families will be encouraged to carpool and/or share childcare as ways of supporting each other in attending twelve-step meetings and other community-based events and services.

Recreation/Cultural Activities: Recreational activities will include starting sport teams (soccer, basketball, softball, etc.). Participation will include weekly games and one or two practices per week. Emphasis will be placed on team work, respect for teammates, and competing team players and fair play. Gender specific activities will also be included. Other activities include: rock climbing, ropes course, skiing, and camping trips. Clients will be expected to participate in local historical activities. A variety of cultural events will be offered and community members will be invited to teach cultural activities to clients such as dancing, arts and crafts, story telling, drama, and poetry.

Aftercare: One Substance Abuse Counselor is not adequate to provide all services requested as well as aftercare. We plan to refer clients to existing Youth Services programs, but space is very limited. We are in the process of seeking Drug Medi-Cal certification; if we are successful, we will use these funds to offer a strong aftercare program to these clients.



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B Two FTEs will be hired: a Substance Abuse Counselor and a Recreation Specialist. Each will work half time at each site. The Recreation Specialist will be supervised by the Substance Abuse Counselor who will be supervised by the GROW team licensed clinician. Prospective employees will be recruited from our existing applicant pool of resumes, former staff, current staff and classified advertising, Probation or Mental Health will be invited to participate in interviews.

Both positions will work an alternating two-week schedule between North and South County sites Tuesday-Friday with both staff splitting their time between sites on Saturdays. See **Attachment J** for a Sample Weekly Schedule.

Matrix supervision will be used to ensure weekly feedback from Probation's Program Manager (one-half to one hour per week) and Youth Services' supervisor (one-half to one hour per week). This will assist our employees in planning, supervising, and implementing program content, general supervision issues, and assistance in integrating contracted activities with Probation and Mental Health's overall program structure and goals.

Bi-weekly training sessions of 2-4 hours will be provided by Youth Services' staff to support our employees on issues such as cultural competency, gender, drug & alcohol, appropriate interventions, legal/reporting issues and knowledge of other community programs.

Clients will be required to participate in a variety of activities aimed to strengthen their connection to positive community activities based on individual client ability. Some of the activities include: help co-facilitate groups, assist the Recreation Specialist in planning and organizing recreational activities, participate in presentations to organizations such as United Way and local schools, perform community service work in the community, participate in twelve-step groups, and participate in vocational programs such as Hire-a-Youth.

D Youth Services currently participates on four multi-disciplinary teams: GROW Team, clients open to coordinated care in Children's Mental Health's System of Care with COE, Above The Line, and the Gang Intervention Team. We feel our history of effective participation on these teams is well



established. Youth Services is committed to multi-disciplinary approaches to supporting positive change in our community's adolescents and in support of parents in more effectively dealing with their children. It is clear this is a very effective approach in assisting youth and families. We share information that serves the best interest of our clients in all of these collaborations.

5. EVALUATION

A. We propose billing all drug and alcohol services as Mental Health services through Mental Health's client billing system and to document these services through the writing of group and individual case notes. We have been working with this system for over four years and have a high level of expertise. All services will performed are billable Mental Health services. This simplifies client charting and makes it unnecessary to maintain separate files. Billing forms and case notes will be turned in to Mental Health staff who will enter the data and file. Counselor productivity and an unduplicated count of clients served can be easily tracked through Mental Health PSP reports.

Recreational activities will be documented using signup/attendance sheets to track client participation.

B. Mental Health's System of Care outcomes are tracked using the CAFAS (Child and Adolescent Functional Assessment Scale) instrument. We propose using the Substance Use Scale of this instrument to measure the effectiveness of our service delivery. Mental Health staff administer this instrument for all clients at time of admission, at 6 months, annually thereafter, and at discharge. **See Attachment K** for Sample Evaluation Report

C. **See Attachment L** for a Sample Quarterly Report.

D. Youth Services has participated in Mental Health's System of Care evaluation program since 1995; we also participate in a national evaluation of Mental Health's SOC services coordinated by MACRO International. SCCCC and Youth Services are ready, willing, and able to work with PARK evaluators to track data regarding services offered.

