



# County of Santa Cruz 0323

## HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 EMELINE AVENUE SANTA CRUZ, CA 95061-0962

(831) 454-4066 FAX: (831) 454-4770 TDD: (831) 454-4123

### AGENCY ADMINISTRATIVE DIVISION

May 30, 2000

AGENDA: June 13, 2000

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

### **SUBJECT: Alcohol and Drug Program Contract Amendment**

Dear Board Members:

This letter is to request your Board's approval of and authorization for the Health Services Agency (HSA) Administrator to sign the attached contract amendment with Women's Crisis Support to add \$8,444 to its existing \$49,392 contract with the HSA Alcohol and Drug Program to provide for additional outpatient treatment services for CalWORKs clients. Your Board is also requested to approve the attached Transfer of Appropriations to allow for the increased contract amount and reimbursement from the Human Resources Agency

### **Background**

As part of the 1999/00 budget, your Board approved augmentations to alcohol and drug services provider contracts to increase services for CalWORKs participants whose alcohol and drug abuse presents a barrier to employment. Over the past year, outreach and casefinding efforts by HSA and HRA staff have proven more successful than originally anticipated. As a result of increased referrals to treatment providers, treatment services provided by several agencies are projected to exceed the amounts originally allocated using CalWORKS funds mandated for alcohol and drug services.

In order to meet the increased need for services, HSA and HRA staff has worked together to project provider funding needs through the end of 1999/00, and use HRA CalWORKs Single Allocation funds to support the additional services in excess of available CalWORKs funds mandated for alcohol and drug services. On May 23, 2000 your Board approved contract amendments with Janus, Triad, and Santa Cruz Community Counseling Center for additional CalWORKs services. Recent increases in the amount of CalWORKs alcohol and drug services provided by Women's Crisis Support necessitate amendment of this contract in order to reimburse them for projected additional CalWORKs services.

**Contract Amendment and Funding**

0324

The attached contract amendment adds \$8,444 to the existing \$49,392 agreement with Women's Crisis Support to provide for 157 additional staff hours of outpatient alcohol and drug treatment services. The additional services will be contracted for at the unit of service rate contained in the existing contract. As is the case with the existing contract, actual utilization of services will be approved in advance by the HSA CalWORKs Alcohol and Drug Case Manager.

Funding for the \$8,444 of new CalWORKs services will be offset by CalWORKs Single Allocation funds that are already included in the HRA budget. The attached Transfer of Appropriations is needed to increase appropriations within the HSA Drug and Alcohol program and receive reimbursement from the Human Resources Agency. This contract amendment will not result in any increase in net County cost.

It is therefore RECOMMENDED that your Board:

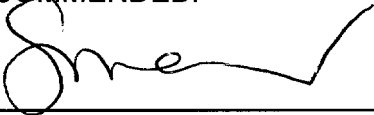
1. Approve and authorize the Health Services Agency (HSA) Administrator to sign the attached contract amendment with Women's Crisis Support to add \$8,444 for CalWORKs alcohol and drug treatment services; and
2. Approve the attached Transfer of Appropriations to allow for the increased contract amount and reimbursement from the Human Resources Agency.

Sincerely,



Rama Khalsa, Ph.D., Administrator  
Health Services Agency

RECOMMENDED:



Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Officer  
Auditor Controller  
County Counsel  
Risk Management  
HSA Administration  
HRA Administration  
Alcohol and Drug Program Administrator

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

0325

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

FROM: HEALTH SERVICES AGENCY

Rama Kheloo (Signature) 5/31/00 (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, 1658 Soquel Drive, Suite A, Santa Cruz, CA 95065 (Name & Address)
2. The agreement will provide outpatient treatment and prevention alcohol and drug services
3. The agreement is needed to provide the above-mentioned services
4. Period of the agreement is from July 1, 1999 to June 30, 2000
5. Anticipated cost is \$ increased to \$57,836.00 (~~Fixed amount, Monthly rate~~; Not to exceed: \_\_\_\_\_)
6. Remarks: This amendment increases the current contract by \$8,444.00
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. C090298-01 Date 6/1/00  
are not available and will be encumbered.  
\* SUBJECT TO THE APPROVAL OF A BUDGET  
TRANSFER

GARY A. KNUTSON, Auditor - Controller

By Ronald J. Silver Deputy

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

Remarks: SS (Analyst) By Gh County Administrative Officer Date 6/2/00

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

3 3

COUNTY OF SANTA CRUZ  
HEALTH SERVICES AGENCY  
ALCOHOL AND DRUG PROGRAM

0326

AMENDMENT TO AGREEMENT

Contract #: C090298-01

Index: 364042

Subject: 3975

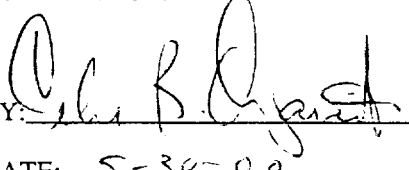
Between: County of Santa Cruz - Health Services Agency  
and  
Women's Crisis Support 1658 Soquel Drive, Suite A, Santa Cruz, CA 95065

The parties named above agree to amend contract C090298-01 as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$39,392 to \$57,836; and by amending Exhibit A, Provision A3; and Exhibit D, Provisions Dland D4 as attached; said amendments are incorporated into and made a part of contract C090133-01 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: 

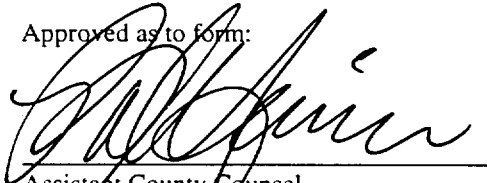
BY: \_\_\_\_\_

DATE: 5-30-00

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  
Women's Crisis Support

EXHIBIT A  
INDIVIDUAL CONTRACTOR INFORMATION

0327

- 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, 1999 and continue through and including June 30, 2000 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-nine Thousand, Three Hundred Ninety-two and No/100 Dollars (\$49,392.00)~~ **Fifty-Seven Thousand, Eight Hundred Thirtv-Six and No/100 Dollars (\$57,836.00)** 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 related to CalWORKs clients. Governor's 15% Welfare-to-Work Grant funds may only be used for activities 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, 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, CA 95065.

EXHIBIT A  
INDIVIDUAL CONTRACTOR INFORMATION

0328

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EXHIBIT D  
FISCAL PROVISIONS

0329

- 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	Other Funds	CalWORKs SAT
\$ 8,958	Prevention	\$ 8,958	
\$32,434	Outpatient Counseling	\$32,434	
<del>\$ 8,000</del>			<del>\$ 8,000</del>
\$ 16,444	Outpatient Counseling CalWORKs		\$16,444
<del>\$49,392</del>			<del>\$ 8,000</del>
\$57,836	Total	\$41,392	\$16,444

- D.2. **FEE FOR SERVICE CONTRACTS 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.

UNIT	RATE	SERVICE
Staff Hour – d.	\$32.11	Prevention
Staff Hour – a., b.	\$36.30	Outpatient Counseling

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

**STAFF HOUR:** 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 to be billed in 15-minute increments of direct staff time. Staff Hours are claimed for the following modes of service:

- a. **Outpatient Services:** Staff Hours may include individual counseling and group therapy of a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management and aftercare.
- b. **CalWORKs and Governor's 15%:** Staff Hours 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. A copy of the CADDs form for each new client enrolled during the report month will be submitted with each monthly claim. Alcohol or drug (AOD) services are to be employment focused, and in accordance with CalWORKs Welfare-to-Work plans and/or participation agreements. 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; for start-up activities approved by the County Alcohol and Drug Program Administrator; and for participation as requested in multi-disciplinary team meetings. Contractor shall establish procedures for screening all clients at intake regarding their status as a CalWORKs recipient and 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. 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. 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.

- C. MAA Outreach (Outpatient): Staff hours used to provide Medical information to 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 Medical and will encourage persons to apply for Medical benefits by referring them to Medical 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 Medical or referred to Medical offices in accordance with current State MAA guidelines and regulations.
- d. Prevention Services: Those hours that a direct service staff person is on the job and available to provide prevention services. Time is billed in **15-minute** increments of direct work time.
- e. MAA Outreach (Prevention): Staff hours used to provide Medical information to 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 Medical and will encourage persons to apply for Medical benefits by referring them or giving directions to Medical 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 Medical services and location of offices are given to meeting participants or individuals in accordance with current State MAA guidelines and regulations.
- D.4. ADVANCE BASE: Advances for NNA and Drug Medical services shall be made on a base of ~~\$49,392 \$517,836~~. Base does not include 15% of Federal Medical funds if applicable as outlined in the Fiscal Provisions at Exhibit C.8. Settlement of final NNA and Drug Medical contract payments will be based on the final Cost Report.
- 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.

EXHIBIT E-3  
DESCRIPTION OF SERVICES

0331

Contractor: Women's Crisis Support  
 Component: Outpatient Services  
 Modality: CalWORKs Individual and Group Counseling  
 Primary Target Groups Treated: CalWORKs Alcohol and Drug Abusing Domestic Violence Victims

Provider #: 44-4450

Budget and Unit of Service (UOS) Data

	97-98 Past Year Actual	98-99 Current Year Estimated	99-00 New Budget Year Estimated
Gross Program Cost		\$4,000	<del>\$ 8,000</del> \$16,444
CalWORKs Funding		\$4,000	<del>\$ 8,000</del> \$16,114
Number of clients funded by County		24	40

PRIMARY PROBLEMS TREATED

Women on CalWORKs who are transitioning into the workforce are the target population. Program activities include intake, individual and group counseling regarding the obstacles to employment including drug and alcohol abuse and domestic violence. WCS maintains a weekly Drop-in Group for 24 weeks. The group has a 12-week rotating content. Topics include: stress and time management, communication and assertiveness skill building, self-esteem building, and coping with the work world.

PROGRAM GOALS AND OBJECTIVES

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. OUTPATIENT COUNSELING. Women's Crisis Support will provide a total of ~~220~~ 453 CalWORKs Outpatient Counseling staff hours to 40 alcohol and drug abusing domestic violence victims.

A.1. Women's Crisis Support agrees to the following reporting standards:

- a. To record staff hours according to the standards established by HRA/HSA, as are defined in Exhibit D. pertaining to STAFF HOUR.
- b. As is applicable to Outpatient Services, to submit to DADPA a count, summary and/or report of items as specified in this Exhibit, Goal I, Objectives B 1 and C 1. and Exhibit EI, Goal II through Goal VI.
- c. Reported staff hours will include face-to-face client services and CalWORKs contract approved activities pertaining to Outpatient Counseling.

OBJECTIVE B. INDIVIDUAL COUNSELING. Of the ~~220~~ 443 hours for Outpatient Services. Women's Crisis Support will provide ~~170~~ 349 staff hours for CalWORKs Individual Counseling to 40 unduplicated clients.

B.1. Of the ~~170~~ 349 hours, at least ~~124~~ 262 staff hours will be for Individual Counseling face-to-face client services. Face-to-face client service staff hours will not equal available staff hours because of staff time for charring, no-shows and session planning.

B.2. Quarterly reports of CalWORKs Individual Counseling clients served will at a minimum include a count and summary of the following:

- a. Comprehensive Intake Assessment face-to-face visits. 0332
- C. Individual Counseling face-to-face visits.
- d. Number and ethnicity of unduplicated clients listed above.

OBJECTIVE C. GROUP COUNSELING. Of the ~~220~~ 443 staff hours for Outpatient Services, Women's Crisis Support will provide ~~50~~ 94 staff hours for CalWORKs Group Counseling to 20 unduplicated clients.

C.1. Of the 50 hours, at least ~~36~~ 68 staff hours will be devoted to face-to-face client services. Face-to-face client service staff hours will not equal available staff hours because of staff time for charting, no-shows and session planning.

C.2. Quarterly reports of CalWORKs clients counseled will at a minimum include a count and summary of the following:

- a. Number of group visits.
- b. Average number of clients in each group.
- C. Number and ethnicity of unduplicated clients listed above.

STAFFING

Licensed Counselor .~~15~~ .21

Total FTE .~~15~~ .21

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

0333

Department: Health Services Agency

Date: 5/30/00

TO: 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, I-3 2 000

AUDITORS USE ONLY				
DOCUMENT #	AMOUNT	L/N	T/C HASH	
BD	168,980.00	02	43	

BATCH #	
DATE	

	T/C	INDEX	SUBJECT	PRJ/UCD	AMOUNT	DESCRIPTION
T R A N S F E R	T O	2,1	3,6,4,0,4,2	3,9,7,5	I I I I	\$8,444.00 Special Dept. Expense
		I I	I I I I I	I I I	I I I	
	F R O M	2,2	3,6,4,0,4,2	9,2,2,8		8,444.00 Intrafund Transfer-Calworks

**Explanation:**

Per attached Board letter, \$8,444 of appropriations in the HSA Alcohol & Drug Program will be used to augment a contract with Women's Crisis Support. The expense will be offset by \$8,444 of cost applied to HRA. The \$8,444 of CalWorks single allocation funds are already in HRA's budget.

Name David McCollum

Title HSA Fiscal Officer

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 *Ronald J. Selton*, Deputy Date 6/1/00

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

County Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

State of California }  
ss. 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