

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



199

FROM: Department of Mental Health

SUBMITTAL DATE:

June 20, 2011

SUBJECT: Approve the FY 2011/2012 Professional Services Agreement Renewal with Lake Elsinore Unified School District.

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve the FY2011/2012 Professional Services Agreement Renewal between Lake Elsinore Unified School District (LEUSD) and Riverside County Department of Mental Health (RCDMH) for \$700,000;
2. Authorize the Chairman of the Board to sign the Professional Services Agreement Renewal; and
3. Authorize the Riverside County Purchasing Agent to increase and decrease this agreement up to 10% of the approved agreement renewal amount; and to annually renew and sign ministerial amendments for this Agreement through June 30, 2015.

BACKGROUND: On December 14, 2010, Agenda Item 3.41, the Riverside County Board of Supervisors approved the original Professional Services Agreement between Lake Elsinore Unified School District (LEUSD) and the Riverside County Department of Mental Health (RCDMH). This agreement was a result of the RCDMH's Proposition 10 grant award for First 5 (F5R) funding to provide "SET-4-School" mental health services throughout the County of Riverside. **(Continued on Page 2)**

JW:kja

Jerry Wengerd

 Jerry Wengerd, Director
 Department of Mental Health

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 700,000	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

SOURCE OF FUNDS: 100% Prop. 10 / First 5 Riverside Grant

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Michael R. Shetler*
 Michael R. Shetler

 for Debbie Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
 Nays: None
 Absent: None
 Date: June 28, 2011
 xc: Mental Health, Purchasing

Kecia Harper-Ihem
 Clerk of the Board
 By: *[Signature]*
 Deputy

3.84

FORM APPROVED COUNTY COUNSEL
 DATE 6/29/11
 BY: *[Signature]*
 DEPARTMENTAL COORDINATOR
 PURCHASING: *[Signature]*
 ASSISTANT DIRECTOR
 POLICY
 POLICY
 DEPT. RECOMM. WITH THE CLERK OF THE BOARD
 PER EXEC. OFC.:
 ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
 CONSENT
 CONSENT

SUBJECT: Approve the FY 2011/2012 Professional Services Agreement Renewal with Lake Elsinore Unified School District.

BACKGROUND (Continued):

RCDMH's "SET-4-School" project will continue to provide a comprehensive continuum of early identification (screening), early intervention, and treatment services designed to promote social competence and decrease the development of disruptive behavior disorders among school aged children between the ages of 0 – 5. However, the "SET-4-School" project model delivery system has been expanded to include the Special Needs Assistance Program (SNAP) that will focus on innovative, early prevention and intervention methodologies in treating child developmental delays that often impact children's readiness for entry into school. "SET-4-School" will continue to leverage existing relationships with various school districts in order to focus on and reduce conduct spectrum disorders.. This project will also involve working directly with the school district families, as well as working with community-based organizations (CBO's) that collaborate with school districts, with the goal of promoting and supporting school readiness for young children.

The LEUSD agreement renewal will provide support and funding for LEUSD's SNAP, with additional funding from LEUSD, for the educational component of the program. Therefore, the RCDMH is requesting that the Chairman of the Board of Supervisors sign the agreement renewal between RCDMH and LEUSD to continue to provide the program services as awarded through F5R funding.

PERIOD OF PERFORMANCE:

The period of performance for this agreement renewal will be from July 1, 2011 to June 30, 2012, and may be renewed annually through June 30, 2015 upon availability of applicable County, State and/or Federal funds. This agreement has a termination provision that may be exercised if funding ever becomes unavailable for the rendering of "SET-4-School" services.

FINANCIAL IMPACT:

The total contract agreement amount for FY 2011/2012 is \$700,000. The agreement renewal amount has increased from \$396,001 to \$700,000 due to the addition of SNAP program services as funded by F5R. The rates for this service agreement were negotiated and established during the RCDMH's grant application submission to the Riverside County Commission on Families and Children, F5R, and has been compared to others and deemed as the industry standard for this model. No County funds are required.

**FY 2011/2012
AGREEMENT RENEWAL
BETWEEN
COUNTY OF RIVERSIDE
AND**

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

That certain agreement between the County of Riverside (COUNTY) and Lake Elsinore Unified School District (CONTRACTOR) originally approved by the Board of Supervisors on December 14, 2010, Agenda Item 3.41 for FY 2010/2011; is hereby renewed for FY 2011/2012, effective July 1, 2011 and shall continue to June 30, 2012, in consideration for mutual obligation.

The agreement is hereby amended as follows:

- Section 2 of this Agreement shall be amended to read as follows:

2. **Period of Performance**

2.1 This Agreement shall be effective upon signature of this Agreement by both parties and continue in effect through June 30, 2011, with the option to renew for two (2) years, renewable in one year increments by written amendment, unless terminated earlier.

CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter.

- Section 3 of this Agreement shall be amended to read as follows:

3. **Compensation**

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$700,000 annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

- Rescind the previous Exhibit A in its entirety and replace it with the new, attached Exhibit A.
- Rescind the previous Exhibit B in its entirety and replace it with the new, attached Exhibit B in which the County Maximum Obligation is being increased from \$396,001 to \$700,000.
- Rescind the previous Exhibit C in its entirety and replace it with the new, attached Exhibit C.
- Rescind the previous Exhibit D in its entirety and replace it with the new, attached Exhibit D.

All other provisions of this entire agreement remain unchanged and in full force and effect.

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JUN 28 2011 3:34

1 **IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representative to
2 execute this Agreement.

3 COUNTY ADDRESS

4 County of Riverside
5 Board of Supervisors
6 4080 Lemon Street, 5th Floor
7 Riverside, CA 92501

8 CONTRACTOR:

9 Signed: Juana Bue
10 Date: 6-20-11
11 Title: Director, CFS, LEUSD
12 Address: 545 Chaney Street
13 Lake Elsinore, Calif. 92530

14 COUNTY COUNSEL:

15 PAMELA J. WALLS
16 Approved as to Form
17 By: Jana K-Mull 6/20/11
18 Deputy County Counsel
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INFORMATION COPY

County of Riverside
Department of Mental Health
P. O. Box 7549
Riverside, CA 92503-7549

COUNTY OF RIVERSIDE

Bob Buster
Bob Buster, Chairman
Riverside County Board of Supervisors

ATTEST:

Kecia Harper-Ihem
Kecia Harper-Ihem, Clerk of the Board

DEPUTY

EXHIBIT A SCOPE OF SERVICE

BACKGROUND

The Riverside County Commission on Families and Children, First 5 Riverside awarded funding to the Riverside County Department of Mental Health for a Mental Health Initiative (MHI) project, entitled, "SET-4-School."

Riverside County Department of Mental Health's (RCDMH) "SET-4-School" project will provide a comprehensive continuum of early identification (screening), early intervention, and treatment services designed to promote social competence and decrease the development of disruptive behavior disorders among children 0-5.

The program was implemented through partnerships with select school districts including Perris, Nuvview, Riverside, and Jurupa. Community partners include, but may not be limited to; Victor Community Support, Carolyn E Wylie Children's Center, and Catholic Charities within those same high risk geographical areas served by school districts including surrounding communities that may exist between districts.

Specially trained personnel work with the select districts to continue evidence-based mental health programs, initiated over the past year, where pre-kindergarten; Head Start/Early Head Start or State Preschool programs are available.

"SET-4-School" is a program derived from the most successful components of several programs combined to create a comprehensive continuum of information and supportive services that foster social competence by preventing, identifying and treating disruptive behavior disorders. This model delivery system has been modified to focus on evidence-based mental health interventions so that potential stigma is minimized.

SET-4-School will leverage existing relationships the districts have established, to focus on and reduce conduct spectrum disorders often seen in classrooms. This will include working directly with the families, as well as with the community-based organizations (CBO's) that collaborate with districts toward supporting school readiness for young children.

SCOPE OF WORK

The Lake Elsinore Unified School District (LEUSD) as a "model" school district through its experience with the SNAP project will be provided funding for a School based School District Coordinator and related costs, to implement, manage and oversee the SET-4-School activities in the school districts and to facilitate and manage CBO contracts (See EXHIBIT C - CBO contract scope of work template) for early intervention services.

The LEUSD "Districts' Coordinator" and support staff duties/functions and anticipated outcomes to include the following:

1. Supports establishing SET-4-School programs in each participating district including:
 - a. flow charts;
 - b. job duty descriptions – these will be supplemental roles that can augment existing district staff who are available to assist with the project;
 - c. Establishing a Child Study Team (CST)
2. Provides technical assistance and oversight for each districts' SET-4-School project that cannot support a local coordinator including:
 - a. Identifying specific characteristics of Conduct Spectrum Disorders
 - b. Implementing a system to prioritized identified children and families.
 - c. Establishing a process to make and track children referred to various community and MHI resources.
 - d. Orients each district to the reporting requirements of the MHI
 - e. Helps to establish district working relationships with CBO providers contracted for Early Intervention Services.
 - f. Provides tours of SNAP/SET-4-School program in LEUSD as a model and working example of implementation.
3. Provides consultation to the SNAP project and develops accommodation to support and implement SET-4-School to supplement but not duplicate existing school based programs including:
 - a. Ensures SNAP targets are met as identified in the current F5R contract
 - b. Implements and/or provides access to add the following SET-4-School components:
 - i. Distribute Educational Campaign materials as these are developed.
 - ii. Provide for families to “self-refer” to the various program components of the MHI.
 - iii. Triple P Level 3 – tip sheets with referrals to CBO when additional anticipatory guidance would be helpful and/or requested by families.
 - iv. Facilitates families needing/requesting additional treatment resources as appropriate, using Prop 10 funded services as a last resort.
 - v. Continues to provide TX space on-site for PCIT.
4. Participates and supports contract¹ development, oversight, and training for CBO's that participate by providing:
 - a. Linkage between districts and CBO providers
 - b. Helps to negotiate contracts for services with CBO providers
 - c. Provides access to training resources as these become available as well as oversight to ensure services are provided by staff trained in either or both Triple P, Level 3 and Incredible Years, Parenting Group.
 - d. Provides cross linkages as necessary when families that received CBO services need or want access to the TX. resources of the MHI provided by DMH and/or other county services a family is eligible to receive, reserving Prop 10 funded

¹ These contracts are executed through LEUSD to preserve district control over the CBO selection process, but reimbursement to contractors will be confirmed by way of reporting requirements set by and reported to DMH and approved by F5R, which in turn will trigger payments through LEUSD for supported services provided.

services for those without alternative means to participate in meaningful interventions.

5. Anticipated Outcomes:

- a. Each participating district (Lake Elsinore, Perris, Nuvview, Riverside, and Jurupa) will at a minimum have the following:
 1. An identified district contact that, with consultation from the District's Coordinator, will modify SET-4-School materials to meet each local district's needs and requirements.
 2. A CST have been established and scheduled to meet regularly or an existing study team will include identification of children potentially with Conduct Spectrum Disorder.
 3. The District Coordinator will support the identification process in each district and will attend at minimum one CST per district, per quarter or more frequently as needed/requested.
 4. The District Coordinator will be available to meet with school district administrators and staff or be available by phone for technical assistance and problem solving as needed.
 5. The District Coordinator will participate in quarterly meetings between districts and DMH to review, support and monitor SET-4-School progress.
 6. District Coordinator will offer and conduct onsite presentations of SNAP/SET-4-School programs twice a year or more frequently as needed or requested.
 7. District Coordinator will oversee contract development with CBO's and monitor to ensure that referral and service targets are being approximated, and report to DMH when corrective plans are needed.

6. Targets:

- By June 30, 2012, LEUSD will screen 500 children 0-5 with the Ages and Stages questionnaire: Social-Emotional (ASQ-SE)
- By June 30, 2012, LEUSD will serve 75 parent/caregivers with children 0-5 with case management linkages to district and community supports and services as requested by and/or determined beneficial to children's social emotional development.

The following list is reflective of the current Districts involved in the SET-4-School program, other Districts will be added as the program expands to include all regions; including Western, Mid-County, and Desert. With that said, the following CBO's and districts are identified as the partners in the DMH plan for the Mental Health Initiative:

1. School Districts:

- a. Lake Elsinore Unified School District
- b. Perris Elementary School District
- c. Nuvview Union School District

- d. Riverside Unified School District
 - e. Jurupa Unified School District
2. Community Based Organization – Mental Health Providers:
- a. Victor Community Support
 - b. Carolyn E. Wylie Children' Center
 - c. Catholic Charities

EXHIBIT B
PAYMENT PROVISIONS

In consideration of the services rendered, the COUNTY agrees to pay the CONTRACTOR an amount not to exceed **\$700,000**. Billable expenses will be based on eligible staff time and related expenses and costs associated with the Community Based Organizations (CBO's). The billings will include the related salary and benefits, operational costs, additional administrative support and CBO costs. Billing will reflect actual costs by line item as identified in EXHIBIT D – LEUSD BUDGET.

The CONTRACTOR shall submit invoices to RIVERSIDE COUNTY DEPARTMENT OF MENTAL HEALTH FISCAL UNIT, P.O. Box 7549, 4095 County Circle Drive, Riverside, California 92503, ATTN: Caroline Agcaoili.

The CONSULTANT may bill monthly, no later than 15 days after the end of the calendar month. The final billing will be provided no later than July 15 of the following Fiscal Year.

Upon request, the CONTRACTOR may request an initial advance payment for up to three months (1/4) of the budgeted funds and may be disbursed at the commencement of the contract term. Subsequent disbursements will be reconciled and paid based on actual program expenditures, and a projection of those expenses through the next quarter, minus funds already paid or in the process of paying.

EXHIBIT C
COMMUNITY BASED ORGANIZATION (CBO'S) CONTRACT TEMPLATE

Lake Elsinore Unified School District as a sub-contractor with County of Riverside, Department
 of Mental Health (RCDMH)
 XXX CBO

Date: ____ / ____ / ____

As a Sub-Contractor and in collaboration with Lake Elsinore Unified School District and Riverside County Department of Mental Health to participate in the SET-4-School project (First 5 Riverside, Mental Health Initiative) in the following ways:

1. Will participate in distribution of Primary Prevention educational campaign materials that are adapted from evidenced-based Triple P (Positive Parenting Program) templates, and will make these materials generally available in places of business open to the public, and during staff orientation, meetings and employee development activities.
2. Incorporate recommended Early Identification of social-emotional issues using screening tools as a part of the program outreach and intake activities including: Devereux Early Childhood Assessment (DECA); Ages and stages - Social Emotional (ASQ-SE) and/or
 - a. Participate in developing “referral triggers” for existing screening tools such as the Desired Results, Developmental Profile, (DRDP-R) and/or
 - b. Accept staff training during regularly scheduled staff development efforts that support community and family self referrals that accurately identify and guide children and caregivers, when formal screenings not possible, recommended or desirable, to appropriate interventions.
3. XXX CBO will hire or assign appropriate clinical and support staff to implement specific aspects of this initiative with a particular focus on Early Intervention. The funded and dedicated project staff will:
 - a. Regularly attend local educational agency (LEA) Child Study Team (CST) meetings for the following purposes, including but not limited to:
 - Identify families meeting eligibility program requirements, and qualify parents and children for services as may be funded and available to them for both in-house and community programs.
 - Support family linkages to eligibility based services as clinically and fiscally indicated, reserving Prop 10 funds only for families not meeting other program eligibility requirements.

- Receive and respond to referrals for short term early interventions as funded by the project, and not otherwise available to families in other eligibility funded community services
 - Report early intervention outcomes to the CST as needed and required
- b. Adopt evidence-based approaches or interventions informed by evidence-based models of Early Intervention as recommended, including but not limited to:
- Incredible Years, Parenting Group
 - Triple P (Positive Parenting Program) Level 3
 - Provide support and services to families participating in IY, Parenting Group or Triple P Level 3 up to 4 hours as needed – request up to two (2) additional hours to complete services to families as clinically indicated and justified.
 - Record each individual service provided including:
 - i. Family Name
 - ii. Zip Code
 - iii. Service Provided
 - iv. Number of Services Provided
 - v. Location of where Services are Provided (clinic, school, home, other)
 - vi. Number of minutes Service Provided by date (include and specify documentation and reporting time)
- c. Provide notice and justification when requesting to use alternative early interventions that meet similar practice standards as are recommended under this initiative when these are not clinically indicated, feasible or otherwise available.
4. XXX CBO staff will participate in data collection requirements that may be subject to change over the course of the funded project to meet RCDMH and Commission reporting standards.
5. Project staff will establish and follow generally acceptable accounting methods to ensure budget expenditures and service units provided are controlled and meet all audit standards and reporting requirements as will be specified by a Memorandum of Understanding (MOU).

As funding becomes available, and allocations are reviewed and approved by First 5 Riverside (COMMISSION), under Prop 10 Mental Health Initiative, the items listed above represents minimum expectations as a partner agency delivering comprehensive services of this initiative represented by Primary Prevention, Early Intervention, Early Identification, and Treatment components.

(It is understood that the template is subject to change and refinement, as the program and the CBO's roles are further defined)

EXHIBIT D
2011-2012 SET 4 School/SNAP - (11-12 Salary Sched)

Emp #	Employee	Position	Program	Site	Fund	%	Hrly Rate	Hours	Days	HO	VA	Longev	Annual	Total
	Certificated Extra-Duty	Teacher	SNAP	HAC	9003								6,000.00	7,125.60
	Classified II Extra-Duty	Para II	SNAP	HAC	9003								8,000.00	10,274.64
			SNAP	HAC	9003									0.00
	Child Care Asst X Duty		SNAP	HAC	9003								5,000.00	6,421.65
		ECE Coord	SNAP	HAC	9003	40%	28.290	8	200				18,105.60	24,861.66
149347	Woods, Layne	Acct Tech	SNAP	CFS	9003	10%	20.971	8	245	15	15		4,613.62	6,935.01
		Soc Serv Coord	SNAP	HAC	9003	100%	15.398	8	181	15	9.5		25,314.31	44,247.77
		Soc Serv Coord	SNAP	HAC	9003	100%	15.398	8	181	15	9.5		25,314.31	44,247.77
		Soc Serv Coord	SNAP	HAC	9003	100%	16.010	8	181	15	9.5		26,320.44	45,561.07
		Soc Serv Coord	SNAP	HAC	9003	100%	16.010	8	181	15	9.5		26,320.44	45,561.07
		Soc Serv Coord	SNAP	HAC	9003	100%	16.010	8	181	15	9.5		26,320.44	45,561.07
		Custodian	SNAP	HAC	9003	25%	16.396	3	181	15	9.5		2,527.03	3,245.54
		Clerk III	SNAP	HAC	9003	100%	17.233	8	200	15	9.5		30,950.47	51,604.65
162135	Liz Watters	Coordinator	Set 4 School	CFS	9003	100%	40.880	8	222				72,602.88	92,085.80
149347	Woods, Layne	Acct Tech	Set 4 School	CFS	9003	30%	20.971	8	245	15	15		13,840.86	21,427.97

449,161.29

Total Salaries
Total Benefits
Total Personnel
Operating Expenses
Grand Total

291,230.41
157,930.88
449,161.29
250,838.71
700,000.00

Instructional Supply	1000-4300	5,870.68
Office Supply	2100-4300	4,000.00
Medical Supply	3140-4300	0.00
Custodial Supply	8200-4300	3,000.00
Conferences	5200	4,000.00
Mileage	5210	3,000.00
Memberships	5300	0.00
Repair by Vendor	5630	3,000.00
Printing	5765	1,968.03
Postage	5775	500.00
Consultant SNAP	5815	60,000.00
Cell Phone	5816	160,000.00
Licensing Fees	5856	500.00
Telephone	5920	2,500.00
Maint Agree	7439	2,500.00
		250,838.71

Set 4 School \$300,000

SNAP - \$400,000

Coordinator 72,602.88 92,085.80
Acct/Clerk 18,454.48 28,362.99
SS Coord/Assis 129,589.94 225,178.75
Custodian 2,527.03 3,245.54
Clerk III 30,950.47 51,604.65
ECE Coord 18,105.60 24,861.66
Teacher X 6,000.00 7,125.60
Para X 8,000.00 10,274.64
Childcare X 5,000.00 6,421.65

291,230.41 449,161.29