

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

110



FORM APPROVED COUNTY COUNSEL
BY: *Elenam Boeva*
DATE: 3-27-13
ELENAM BOEVA

FROM: Department of Mental Health

SUBMITTAL DATE:

March 27, 2013

SUBJECT: Approve the First Amendment to the FY 2012/2013 Professional Services Agreement with Lake Elsinore Unified School District. **(District 1)**

RECOMMENDED MOTION: Move that the Board of Supervisors ratify and:

1. Approve the First Amendment to the FY 2012/2013 Professional Services Agreement between Lake Elsinore Unified School District (LEUSD) and Riverside County Department of Mental Health (RCDMH), increasing the maximum obligation from \$700,000 to \$780,000;
2. Authorize the Chairman of the Riverside County Board of Supervisors to sign the Professional Services Agreement Amendment; and
3. Authorize the Riverside County Purchasing Agent to increase, decrease, and/or amend this agreement up to 10% of the approved agreement amount; and to annually renew and sign ministerial amendments for this agreement through June 30, 2017.

BACKGROUND: On June 28, 2011, Agenda Item 3.84, the Riverside County Board of Supervisors approved the FY 2011/2012 agreement renewal with LEUSD as result of the RCDMH receiving a Proposition 10 grant award from First 5 (F5R) to provide "Set-4-School" mental health services throughout the County of Riverside. **(Continued on Page 2)**

JW:KR:SL

Jerry Wengerd
Jerry Wengerd, Director
Department of Mental Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 780,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

SOURCE OF FUNDS: 100% First 5 Riverside Grant Funding	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Elizabeth J. Olson*
Elizabeth J. Olson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: April 9, 2013
xc: Mental Health, Purchasing

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

3-19

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
Dep't Records Policy Board Policy Consent Per Exec. Ofc.:

SUBJECT: Approve the First Amendment to the FY 2012/2013 Professional Services Agreement with Lake Elsinore Unified School District. (District 1)

BACKGROUND (continued):

Under the RCDMH's Mental Health Initiative (MHI) Project, RCDMH's "SET-4-School" project provides 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. The LEUSD, as a "model" school district, uses the RCDMH's MHI, and has received additional funding for FY 2012/2013 to continue to provide mental health service coverage to schools based on the LEUSD School District Coordinator's input. The LEUSD School District Coordinator position is funded with a portion of the RCDMH's Proposition 10 First 5 grant award, and will be funded to continue its efforts in working with RCDMH and subcontractors to implement, manage and oversee the "SET-4-School" project activities in various school districts; and to facilitate and manage community based organization contracts for early intervention services. This agreement amendment with LEUSD will also support and provide additional funding for the LEUSD Special Needs Assistance Project (SNAP), and will provide additional funding for the educational component of the program as provided by LEUSD.

Therefore, the RCDMH is requesting that the Riverside County Board of Supervisors approve the agreement amendment between the RCDMH and LEUSD in order to make additional financial provisions for the services with LEUSD as outlined herein.

PERIOD OF PERFORMANCE:

The period of performance for this agreement amendment is from March 1, 2013 to June 30, 2013, and may be renewed annually through June 30, 2017 upon availability of applicable County, State and/or Federal funds. This agreement amendment has a termination provision that may be exercised if funding ever becomes unavailable for the rendering of services rendered by LEUSD.

FINANCIAL IMPACT:

This agreement amendment will increase LEUSD's FY 2012/2013 agreement from \$700,000 to \$780,000. This agreement amendment is fully funded with Proposition 10, First 5 grant funds, and is included in the department's FY 2012/2013 budget. No County funds are required.

PRICE REASONABLENESS:

The rates for this agreement were negotiated and established during the RCDMH's grant application submission to the Riverside County Commission on Families and Children, F5R, and are the industry standard for this model.

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

**FY 2012/2013
FIRST AMENDMENT
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 Riverside County Board of Supervisors on June 28, 2011, Agenda Item 3.84, for FY 2011/2012; amended for the first time by the Riverside County Purchasing Agent on May 15, 2012 for FY 2011/2012; renewed by the Purchasing Agent on November 11, 2012 for FY 2012/2013; and is hereby amended for the first time for FY 2012/2013 effective March 1, 2013 and shall continue to June 30, 2013, as follows:

- 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 \$700,000 to \$780,000 for FY 2012/2013.
- 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 affect.

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

COUNTY ADDRESS

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

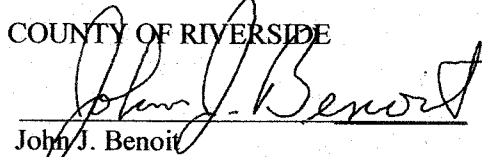
INFORMATION COPY

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

CONTRACTOR: Lake Elsinore Unified School District

COUNTY OF RIVERSIDE

Signed: _____


John J. Benoit

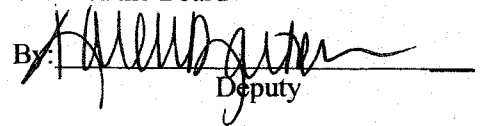
Date: _____

Chairman of the Board
Riverside County Board of Supervisors

Title: _____

Address: 545 Chaney Street
Lake Elsinore, Calif. 92530

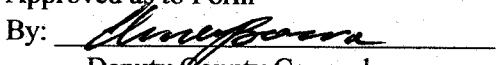
ATTEST:
Kecia Harper-Ihem
Clerk of the Board

By: 
Deputy

COUNTY COUNSEL:

PAMELA J. WALLS

Approved as to Form

By: 
Deputy County Counsel

APR 09 2013 3-19

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, Nuvew, 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.

Initially, in FY11/12, The First 5 Riverside Commission (F5R) awarded a grant (3017 MH-12) to the Lake Elsinore Unified School District for mental health case management services with 30 families. Subsequent to the award, F5R asked RCDMH to take on the oversight of the grant due to various operational advantages, similarities with the department's Set-4-School activities and the automated reporting realized with the department's IMAGENET system.

APPENDIX
CONTENTS

TABLE OF CONTENTS

The following table shows the page numbers of the chapters in this volume. The page numbers in the left-hand column refer to the beginning of the chapter, and the page numbers in the right-hand column refer to the end of the chapter.

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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 Treatment (TX) space on-site for Parent Child Interactive Therapy (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 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 has 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 RCDMH 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 RCDMH when corrective plans are needed.

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.

1. The first part of the document is a letter from the CEO of the company to the shareholders.

2. The second part is a report on the company's performance over the last year.

3. The third part is a report on the company's financial performance.

4. The fourth part is a report on the company's environmental and social performance.

5. The fifth part is a report on the company's future prospects.

6. The sixth part is a report on the company's risk management.

7. The seventh part is a report on the company's governance.

8. The eighth part is a report on the company's human resources.

9. The ninth part is a report on the company's technology.

10. The tenth part is a report on the company's legal and compliance.

11. The eleventh part is a report on the company's marketing and sales.

12. The twelfth part is a report on the company's operations.

13. The thirteenth part is a report on the company's research and development.

14. The fourteenth part is a report on the company's supply chain.

15. The fifteenth part is a report on the company's customer service.

16. The sixteenth part is a report on the company's innovation.

17. The seventeenth part is a report on the company's sustainability.

18. The eighteenth part is a report on the company's diversity and inclusion.

19. The nineteenth part is a report on the company's ethics.

20. The twentieth part is a report on the company's overall performance.

21. The twenty-first part is a report on the company's future strategy.

22. The twenty-second part is a report on the company's financial outlook.

23. The twenty-third part is a report on the company's environmental impact.

24. The twenty-fourth part is a report on the company's social impact.

25. The twenty-fifth part is a report on the company's governance structure.

26. The twenty-sixth part is a report on the company's human resources strategy.

27. The twenty-seventh part is a report on the company's technology strategy.

28. The twenty-eighth part is a report on the company's legal and compliance strategy.

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44. The forty-fourth part is a report on the company's human resources strategy.

45. The forty-fifth part is a report on the company's technology strategy.

6. Targets:

- By June 30, 2013, Children 0-5 served by CBO's thru Pro-Social Skills Group (Triple-P Level 3) target goals will increase by 180 Units for a total projected target of 310 Units.
- By June 30, 2013, children 0-5 served with Child-focused General Classroom Consultation will increase by 280 Units for an overall projected target goal of 340 Units.
- By June 30, 2013, children 0-5 served through Child-focused Clinical Classroom Consultation will increase by 220 Units, for an overall target goal of 345 Units.
- By June 30, 2013 Parent/Caregivers served with Parenting classes; including Triple P, IY and PCIT, will increase by 120 Units, for an overall target goal of 195 Units.

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; among the three CBO's there will be an overall contract increase of \$80,000:

- a. Victor Community Support
- b. Carolyn E. Wylie Children' Center
- c. Catholic Charities

The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms of the problem and determining the scope of the problem.

Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes.

The third step in the process is to develop a plan of action. This involves identifying the steps that need to be taken to solve the problem and determining the resources that will be needed to implement the plan.

Finally, the fourth step is to implement the plan and evaluate the results. This involves putting the plan into action and monitoring the progress of the solution. Once the problem has been solved, it is important to evaluate the results to determine the effectiveness of the solution.

The following table provides a summary of the steps in the problem-solving process. It is important to note that the process is iterative and may require revisiting previous steps as more information is gathered.

- 1. Define the problem
- 2. Identify the causes
- 3. Develop a plan of action
- 4. Implement the plan and evaluate the results

It is important to remember that the problem-solving process is not a linear one. It is often necessary to revisit previous steps as more information is gathered. Additionally, it is important to remain flexible and open to alternative solutions.

EXHIBIT B
PAYMENT PROVISIONS

In consideration of the services rendered, the COUNTY agrees to pay the CONTRACTOR an amount not to exceed **\$780,000**. 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 CONTRACTOR 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.

MEMORANDUM
FOR THE RECORD

On 11/14/54, the following information was received from the [redacted] regarding the [redacted] of the [redacted] in [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted].

The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted].

The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted].

The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted]. The [redacted] was [redacted] by [redacted] and [redacted] on [redacted].

Set 4 School Budget Amendment
October 10, 2012

2012-2013 SET 4 School/ISNAP

Emp #	Employee	Position	Site	Fund	%	Annual	Prog cost	Benefits
	Classified Extra-Duty	Para Ed	HAC	9003	100%	21,754	21,754	13,478
	Childcare Asst X Duty		HAC	9003	25%	28,376	7,094	4,395
	Garlarza, Adria	Supervisor	HAC	9003	100%	65,685	65,685	40,696
	Woods, Layne	Acct Tech	CFS	9003	40%	124,568	49,827	30,871
	Rios, Sonia	Soc Serv Coord	HAC	9003	100%	24,401	24,401	15,118
	Solomon, Katrinka	Soc Serv Coord	HAC	9003	100%	24,401	24,401	15,118
	Sylvain, Zoe	Soc Serv Coord	HAC	9003	100%	24,401	24,401	15,118
	Varela, Stephanie	Soc Serv Coord	HAC	9003	100%	24,401	24,401	15,118
	Jubala, Jamie	Soc Serv Coord	HAC	9003	100%	24,401	24,401	15,118
	Hernandez, Pamela	Custodian	HAC	9003	25%	61,232	15,308	9,484
						281,675.00	174,516	

Total Salaries 281,675
 Total Benefits 174,516
 Total Personnel 456,191
 Operating Expenses 323,809
 Grand Total 780,000

Instructional Supply	1000-4300	4,500
Office Supply	2100-4300	1,500
Medical Supply	3140-4300	0
Custodial Supply	8200-4300	3,000
Conferences	5200	2,000
Mileage	5210	2,000
Nurse		14,500
Luz Angel-Paez	5815	50,000
Wylie Center		20,000
Catholic Charities		118,800
Victor Community		101,200
Rent/Lease	5856/5640/7439	3,009
Printing/Postage	5765/5775	1,800
Utilities/Phone	5920	1,500
		323,809