

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

419



**FROM:** Department of Mental Health

**SUBMITTAL DATE:**

July 30, 2013

**SUBJECT:** Amend the Standard Agreement No. 28534 between the Department of Mental Health (DMH) and the State Department of Rehabilitation and adopt Resolution 2013-177.

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

- (1) Amend the Standard Agreement No. 28534 between the DMH and the State Department of Rehabilitation (DOR); and
- (2) Approve and adopt Resolution 2013-177 authorizing the Chairman of the Board to sign all agreement documents, including amendments thereto, excepting those amendments that would increase the financial liability of the County.

**BACKGROUND:** On December 6, 2011 and June 5, 2012, Agenda Items 3.20 and 3.42 respectively, the Board of Supervisors approved the Standard Agreement No. 28534 between the Inland Empire District DOR and DMH to jointly provide vocational rehabilitation services to persons in Riverside County with psychiatric disabilities.

**Continued on page 2.**

JW:WMC

*Jerry Wengard*  
\_\_\_\_\_  
Jerry Wengard, Director  
Department of Mental Health

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$ 421,045	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	13/14

**SOURCE OF FUNDS:** State DOR 100%

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 Stone, seconded by Supervisor Ashley 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: August 20, 2013

xc: 5013 VMD Mental Health

Kecia Harper-Ihem  
Clerk of the Board

By: *Kecia Harper-Ihem*  
\_\_\_\_\_  
Deputy

**Prev. Agn. Ref.:** 12/06/2011 item 3.20,  
06/05/2012 item 3.42

**District:** 1/1,  
3/3

**Agenda Number:**

**3-52**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FORM APPROVED COUNTY COUNSEL  
BY: *Elenami Boeva*  
ELENAMI BOEVA  
DATE: 8-25-13  
Departmental Concurrence

Policy  
 Policy  
 Consent  
 Consent  
 Dep't Recomm.:  
 Per Exec. Ofc.:

**SUBJECT: Amend the Standard Agreement No. 28534 between the Department of Mental Health (DMH) and the State Department of Rehabilitation (DOR).**

**BACKGROUND: (Continued)**

These services are provided and coordinated through DMH, and include vocational assessment, employment services as well as personal, vocational, and social adjustment services to be rendered by DMH and DOR selected case service contract providers in all Regions of Riverside County.

Annually, DOR requires that the County submit an adopted Resolution stating that the Board of Supervisors approves and is entering into the agreement with the State DOR. The State also requires that the County designate the person authorized to sign the agreement. Therefore, DMH is requesting that the Board of Supervisors approve this agreement with DOR and approve Resolution 2013-177 authorizing the Chairman of the Board to sign the agreement.

**PERIOD OF PERFORMANCE**

The Standard Agreement is effective from July 1, 2012 through June 30, 2015, and may be renewed annually upon availability of DOR funds.

**FISCAL IMPACT:**

The maximum amount for this 3 year agreement is \$1,189,670 for direct services. For each fiscal year, DMH shall receive \$861,045 of which \$421,045 is allocated for direct services and \$440,000 is allocated for case services contractors. However, in order to receive the \$861,045 annually, DMH is required to provide a certified match of \$457,998 annually. The certified match has been incorporated into the FY 2013/2014 MHSA Community Services and Supports Budget for the DMH, and no additional County funds are required.

2  
3 **RESOLUTION NO. 2013-177**

4 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE**  
5 **AMENDING THE STANDARD AGREEMENT, NO. 28534,**  
6 **BETWEEN THE DEPARTMENT OF MENTAL HEALTH**  
7 **AND THE STATE DEPARTMENT OF REHABILITATION**  
8

9 **WHEREAS**, the Board of Supervisors of the County of Riverside, State of California, has  
10 read the proposed agreement between the State of California, Department of Rehabilitation and  
11 the County of Riverside, Department of Mental Health.  
12

13 **WHEREAS**, the Board of Supervisors acknowledges and agrees to the benefits and  
14 responsibilities to be shared by both parties to said agreement.  
15

16 **NOW THEREFORE, BE IT RESOLVED, FOUND, DETERMINED, AND ORDERED** by the  
17 Board of Supervisors of the County of Riverside, State of California in regular session, does  
18 hereby approve and authorize the Chairman of the Board to sign and execute any and all  
19 documents of said agreement and all amendments there to, excepting there from those  
20 amendments that would increase the financial liability of the County of Riverside.

21 ROLL CALL:

22 // Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley  
23 // Nays: None  
24 // Absent: None

25 The foregoing is certified to be a true copy of a resolution duly  
adopted by said Board of Supervisors on the date therein set forth.

26 KECIA HARPER-IHEM, Clerk of said Board

27 By \_\_\_\_\_  
28 Deputy

**CLERK'S COPY**

to Riverside County Clerk of the Board, Stop 1010'

Post Office Box 1147, Riverside, Ca 92502-1147

Thank you.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT AMENDMENT**  
STD. 213 A (Rev 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 19 Pages

AGREEMENT NUMBER <b>28534</b>	AMENDMENT NUMBER <b>1</b>
REGISTRATION NUMBER eP 1230287	

- This Agreement is entered into between the State Agency and Contractor named below:  
STATE AGENCY'S NAME  
Department of Rehabilitation  
CONTRACTOR'S NAME  
Riverside County Department of Mental Health
- The term of this Agreement is July 1, 2012 through June 30, 2015
- The maximum amount of this Agreement after this amendment is: **\$1,189,670.00** Certified Expenditure: **\$1,373,994.00**
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

CFDA # Basic Support 84.126A State Vocational Rehabilitation Services Program

The following documents are hereby revised as attached hereto for FY 2013/14 and FY 2014/15.

- Exhibit A.1
- Program Budget and Match Summary
- DOR Program Budget
- Service Budget
- Service Budget Narrative
- Certified Expenditure Budget
- Certified Expenditure Budget Narrative

ATTEST:

KECIA HARPER-HEM, Clerk

By [Signature]  
DEPUTY

The maximum amount of the agreement is amended to read \$1,189,670 (changed from \$1,042,740).

The effective date of this amendment is July 1, 2013.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) <u>Riverside County Department of Mental Health</u>		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type) <u>8/20/13</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>JOHN J. BENOIT CHAIRMAN, BOARD OF SUPERVISORS</b>		
ADDRESS <u>769 Blaine Street, Suite A, Riverside, CA 92507</u> <u>Billing: P.O. Box 7549, Riverside, CA 92513</u>		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME <u>Department of Rehabilitation</u>		
BY (Authorized Signature) <u>[Signature]</u>	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>Simone Dumas, Chief, Contracts &amp; Procurement Section</u>		
ADDRESS <u>721 Capitol Mall, Sacramento, CA 95814</u>		

Exempt per:

AUG 20 2013 352

## EXHIBIT A

### Riverside County Department of Mental Health COOPERATIVE CONTRACT Fiscal Year 2012/2013 – 2014/2015

#### Scope of Work

##### I. Introduction

The Inland Empire District of the Department of Rehabilitation (DOR) and Riverside County Department of Mental Health (RCDMH) will provide vocational rehabilitation services to persons in Riverside County with psychiatric disabilities. DOR will determine eligibility and functional limitations, assist DOR/DMH clients in developing an Individualized Plan for Employment (IPE), provide vocational counseling, and coordinate and provide services that will lead to a successful employment outcome.

RCDMH will provide Vocational Assessment, Employment Services, Personal, Vocational, and Social Adjustment (PVSA) services under the terms of this contract in the Western and **Mid-County** Regions. Service coordination and collaboration will occur in all service delivery categories via case service contracts.

RCDMH will continue to provide the full range of mental health services for as long as desired and clinically appropriate. Services may include, but are not limited to: service coordination, individual therapy, socialization, and medication management. Special needs for DOR/DMH clients, such as American Sign Language (ASL) interpreting services for the deaf, will be provided when deemed appropriate.

RCDMH will be the primary providers of referrals to the Cooperative Program. DOR may refer clients that meet the Riverside County Department of Mental Health Cooperative Program's eligibility criteria.

During fiscal year of 2012/13, it is expected that a total of 350 unduplicated clients will be served under the terms of this agreement. As a result of the services provided through this contract, it is expected that DOR will:

- Open 178 new cases.
- Develop 175 new Individual Plans for Employment (IPE)
- Close 68 cases successfully.

During fiscal year of 2013/14, it is expected that a total of 350 unduplicated clients will be served under the terms of this agreement. As a result of the services provided through this contract, it is expected that DOR will:

- Open 178 new cases.
- Develop 175 new Individual Plans for Employment (IPE)
- Close 86 cases successfully.

During fiscal year of 2014/15, it is expected that a total of 350 unduplicated clients will be served under the terms of this agreement. As a result of the services provided through this contract, it is expected that DOR will:

- Open 178 new cases.
- Develop 175 new Individual Plans for Employment (IPE)
- Close 86 cases successfully.

## **II. Services To Be Provided**

Services in the Western and Mid-County Regions will be provided by RCDMH. Oasis Harmony Center is one of the two Case Service Contractors and will provide services in the Desert Region, while a targeted population of the Mid-County Region will be provided by Victor Community Support Services. All services provided through the case service contracts will be done after receiving referral/authorization for such services from the DOR Counselor.

A. Vocational Assessment

1. Description of Service

Upon referral/authorization, DOR/DMH clients receiving this service will undergo an assessment process that systemically utilizes interviews **as well as individual and group modalities** to assist them in understanding their strengths and weaknesses and make an informed choice about meaningful career goals leading toward vocational development.

Upon completion of an intake, **the assigned COOP Behavioral Health Specialist II or COOP Employment Services Counselor II** will develop an Individual Service Plan (ISP) which will include:

- Areas to be addressed
- Proposed assessment activities
- Proposed outcomes (measurable)
- Schedule/Timeline for completion
- Staff responsible

Vocational Assessment Services are limited in scope and short in duration. Services assess basic information about the DOR/DMH client's current educational and vocational levels, abilities, and interests through the use of questionnaire, an interview, and review of collateral information.

Services within this category will be individualized and may include one-on-one meetings that focus on interest and aptitude exploration, assessment of transferable skills, work related behaviors, identifying barriers to employment, and other areas of job readiness. Medical, psychological, social, vocational, cultural, assistive technology and economic issues will be explored and incorporated into the vocational assessment process. Through this process, DOR/DMH clients will be provided with the opportunity to assess functional capabilities, the need for accommodations and modifications, and ultimately demonstrate sufficient interest and motivation to proceed into community-based employment.

**When needed, the COOP MH Peer Specialist will assist the assigned COOP Behavioral Health Specialist II or COOP Employment Services Counselor with the services listed above.**

For each DOR/DMH client receiving this service, a written report will be prepared. The format of this report will be jointly developed and agreed upon by both RCDMH and cooperative program staff involved with the program. The DOR Counselor requesting vocational assessment will be invited to attend a meeting with RCDMH staff and DOR/DMH client to discuss the results of the assessment and subsequent recommendations.

2. **Service Outcomes/Number to be Served**

During fiscal year of 2012/13, it is expected that 220 unduplicated DOR/DMH clients will receive Vocational Assessment services. (RCDMH Western: 100, Desert: 30, ANKA Case Service Contract: 60, Oasis Rehabilitation Center Case Service Contract: 15 and Victor Community Support Services Case Service Contracts: 15).

During fiscal year of 2013/14, it is expected that 267 unduplicated DOR/DMH clients will receive Vocational Assessment services. (RCDMH Western: 100, **RCDMH Mid-County: 60**, Oasis Rehabilitation Center Case Service Contract: **90** and Victor Community Support Services Case Service Contracts: **17**).

During fiscal year of 2014/15, it is expected that 267 unduplicated DOR/DMH clients will receive Vocational Assessment services. (RCDMH Western: 100, **RCDMH Mid-County: 60**, Oasis Rehabilitation Center Case Service Contract: **90** and Victor Community Support Services Case Service Contracts: **17**).



B. Personal, Vocational, and Social Adjustment

1. Description of Service

Upon referral of the DOR Counselor, the assigned **COOP Behavioral Health Specialist II** or **COOP Employment Services Counselor II** will meet with the DOR/DMH client to develop an Individual Service Plan which includes:

- Areas to be addressed
- Proposed training activities
- Proposed measurable outcomes
- Schedule/timeline for completion
- Staff responsible

**The COOP Behavioral Health Specialist II or COOP Employment Services Counselor II staff** will provide Personal, Vocational, and Social Adjustment Services to DOR/DMH clients, who will be assisted in developing or re-establishing skills, attitudes, personal characteristics, interpersonal skills, work behaviors, and functional capacities to achieve and maintain positive employment outcomes. This service is to address one or more barriers that are preventing a DOR/DMH client from successfully completing their DOR Individual Plan for Employment. Training is vocational in nature, time-limited, goal oriented, individualized, and provided in the environment where the identified appropriate behavior is needed or occurs.

PVSA training activities target the elimination/reduction of identified barriers to employment and may include, but are not limited to, issues such as:

- Appropriate interaction in the workplace
- Grooming and hygiene as related to work
- Mobility training
- Work habits and attitudes such as: attendance, punctuality, phoning in if ill, returning promptly from breaks and lunch
- Personal budgeting, banking and bill payment.

**When needed, the COOP MH Peer Specialist will assist the assigned COOP Behavioral Health Specialist II or COOP Employment Services Counselor with the services listed above.**

For each of the DOR/DMH clients receiving this service, a written report will be prepared and provided to the referring DOR counselor outlining information gathered, findings, and recommendation.

2. **Service Outcomes/Number to be Served**

During fiscal year of 2012/13, it is expected that 148 unduplicated DOR/DMH clients will receive PVSA Services. (RCDMH Western: 80, Desert: 20, ANKA Case Service Contract: 35, Oasis Rehabilitation Center Case Service Contracts: 13; and Victor Community Support Case Service Contract: 0).

During fiscal year of 2013/14, it is expected that **200** unduplicated DOR/DMH clients will receive PVSA Services. (RCDMH Western: **90**, RCDMH Mid-County: **40**, Oasis Rehabilitation Center Case Service Contract: **70**; and Victor Community Support Case Service Contract: 0).

During fiscal year of 2014/15, it is expected that **200** unduplicated DOR/DMH clients will receive PVSA Services. (RCDMH Western: **90**, RCDMH Mid-County: **40**, Oasis Rehabilitation Center Case Service Contract: **70**; and Victor Community Support Case Service Contract: 0).

D. Employment Services

1. **Description of Service**

Upon receiving referral from DOR Counselor, RCDMH will provide Employment Services to DOR/DMH clients, who will be assisted in identifying, obtaining, and/or retaining employment

commensurate with their strengths, desires, vocational, social, psychological, and medical needs and abilities.

Employment Services Intake:

**COOP** Employment Services Counselor II will meet with the DOR client and complete the following intake activities:

- assessment/review of appropriateness of referral and job choice
- Review of DOR Individualized Plan for Employment (IPE)
- Review of job choice in relation to the availability of employers and job postings in the local labor market
- Analysis of pertinent collateral information and reports of prior work experiences and performance
- Determination if consumer will benefit from services
- Development of an Individual Service Plan (ISP) to affirm employment goal, identify services to be provided consistent with the IPE, and include the following:
  - Employment goals and objectives
  - Employment components to be addressed
  - Proposed activities
  - Proposed outcomes (Measurable)
  - Schedule/timeline for completion
  - Persons responsible

Employment Preparation Service: Upon determination of DOR/DMH client's readiness to engage in Employment Preparation Services, **COOP** Employment Services Counselor II staff will provide services that will include, but are not limited to: completing job applications appropriately, writing resumes, improving interview techniques, appropriate work behavior and work ethics, relevant work practices, appropriate grooming and hygiene, assistance in becoming knowledgeable regarding the impact of employment on the consumer and his/her disability, assistance with benefits planning related to employment, identification of additional support services such as meeting transportation, childcare, or other needs, improving verbal and physical presentation, and increasing self-confidence.

Job Development and Placement: Upon determination of a DOR/DMH client's preparedness to engage in job search activities, COOP Employment Services Counselor II and DOR/DMH client will collaborate in the following activities as guided by the ISP:

- Identification of specific job openings appropriate for the DOR consumer as indicated in his/her IPE and ISP
- Contact of employers to identify job openings
- Obtaining information detailing qualifications and work site requirements for specific job opportunities to ensure applicant readiness and success on the job
- Job Site consultation to identify or modify barriers as agreed upon with the client.
- Negotiating job carving, work site analysis, or other job accommodations as agreed upon with the client.
- Assisting job applicant in the interviewing process
- Assisting the job applicant in coordinating transportation needs
- Provision of job club or tools to assist in job search

Individualized job development in the community is also provided to enhance placement opportunities. RCDMH staff will actively pursue job leads in the community by means of "cold" calls, canvassing and marketing. Service implementation will consist of individual/group intervention with utilization of both RCDMH/Case Service Contract Staff and community resources.

Employment Retention: Upon DOR/DMH client acceptance of employment of a job that is consistent with the IPE goal and meets the needs for hours, wages, and benefits, COOP Employment Services Counselor II will provide at least 90 days of the following Employment Retention activities:

- Phone or personal contact, on or off the job, with the DOR/DMH client to determine ongoing satisfaction with the terms of employment
- Phone or personal contact with the employer to determine ongoing satisfaction with the terms of employment as agreed upon with the client.
- No less than two (2) contacts a month are required for a minimum of 90 days as agreed upon with the client.
- Communication with DOR SVRC at least monthly to discuss progress and coordinate for any additional services that may be required
- Assist with necessary minimal supports to sustain employment as agreed upon with the client.

**When needed, the COOP MH Peer Specialist will assist the assigned COOP Employment Services Counselor II with the services listed above.**

Individualized job coaching will be provided by outside providers as needed and as authorized by DOR. Until DOR successfully closes the case, RCDMH/Case Service Contract Staff will provide active follow-up services to DOR/DMH clients after they are placed. Subsequent to DOR case closure, extended vocational support will be financed through RCDMH and will continue as long as the individual maintains the job/occupation in which the closure was obtained.

In cases where the DOR/DMH client secures employment within RCDMH, RCDMH will arrange for extended services to be provided by an individual or outside entity. The cost of providing these extended services will be borne solely by RCDMH and will not be billed against the contract. Should the DOR/DMH client decline extended services and/or require renewed DOR/RCDMH services at a later date, RCDMH staff will provide assistance with case re-opening as requested and clinically appropriate.

## 2. Service Outcomes/Number to be served

During fiscal year of 2012/13, it is expected that:

159 unduplicated DOR/DMH clients will receive Employment Preparation (RCDMH Western: 63, Desert: 20, ANKA Case Service Contract: 50, Oasis Rehabilitation Center Case Service Contract: 13, and Victor Community Support Services Case Service Contracts: 13).

98 DOR/DMH clients are expected to be placed into employment consistent with their IPE (RCDMH Western: 35, Desert: 15, ANKA Case Service Contract: 28, Oasis Rehabilitation Center Case Service Contract: 10, and Victor Community Support Services Case Service Contracts: 10).

68 DOR/DMH clients will be closed successfully by DOR (RCDMH Western: 30, Desert: 10, ANKA Case Service Contract 18, Oasis Rehabilitation Center Case Service Contract: 5 and Victor Community Support Services Case Service Contracts: 5).

A total of 5 DOR/DMH clients are expected to receive Non-Supported Employment Job Coaching Services from Oasis rehabilitation Center Case Service Contract.

During fiscal year of 2013/14, it is expected that:

178 unduplicated DOR/DMH clients will receive Employment Preparation (RCDMH Western: 63, **RCDMH Mid-County: 50**, Oasis Rehabilitation Center Case Service Contract: **50**, and Victor Community Support Services Case Service Contracts: **15**).

114 DOR/DMH clients are expected to be placed into employment consistent with their IPE (RCDMH Western: 35, **RCDMH Mid-County: 28**, Oasis Rehabilitation Center Case Service Contract: **40**, and Victor Community Support Services Case Service Contracts: **11**).

86 DOR/DMH clients will be closed successfully by DOR (RCDMH Western: 30, **RCDMH Mid-County: 18**, Oasis

Rehabilitation Center Case Service Contract: **30** and Victor Community Support Services Case Service Contracts: **8**).

A total of **15** DOR/DMH clients are expected to receive Non-Supported Employment Job Coaching Services from Oasis rehabilitation Center Case Service Contract.

During fiscal year of 2014/15, it is expected that:

**178** unduplicated DOR/DMH clients will receive Employment Preparation (RCDMH Western: **63**, **RCDMH Mid-County: 50**, Oasis Rehabilitation Center Case Service Contract: **50**, and Victor Community Support Services Case Service Contracts: **15**).

**114** DOR/DMH clients are expected to be placed into employment consistent with their IPE (RCDMH Western: **35**, **RCDMH Mid-County: 28**, Oasis Rehabilitation Center Case Service Contract: **40**, and Victor Community Support Services Case Service Contracts: **11**).

**86** DOR/DMH clients will be closed successfully by DOR (RCDMH Western: **30**, **RCDMH Mid-County: 18**, Oasis Rehabilitation Center Case Service Contract: **30** and Victor Community Support Services Case Service Contracts: **8**).

A total of **15** DOR/DMH clients are expected to receive Non-Supported Employment Job Coaching Services from Oasis rehabilitation Center Case Service Contract.

### **III. Contract Administrator/Program Coordinator**

Department of Rehabilitation

Sushma Lal

464 W. Fourth Street, #152

San Bernardino, CA 92401

(909) 383-4743 – Phone

(909) 383-4406 – FAX

E-mail: [slal@dor.ca.gov](mailto:slal@dor.ca.gov)

Department of Mental Health

Linda Ramos

**769 Blaine Street, Suite A**

Riverside, CA 92507

(951) 358-5186 – Phone

(951) 358-4792 – FAX

E-mail: [lmramos@rcmhd.org](mailto:lmramos@rcmhd.org)

### **IV. Linkages to Other Community Agencies**

Involvement with other community agencies with or on behalf of mutual DOR/DMH clients will be coordinated and provided by RCDMH/DOR staff. Examples of this include, but are not limited to: Social Security Administration, Housing Authority, Department of Public Social Services, Riverside Community College, Workforce Development Center, and Educational Options Center.

### **V. In-Service Training**

Through a special Interagency Agreement, DOR and RCDMH staff will be afforded the opportunity to receive technical assistance, when requested, and training customized to the needs of DOR/RCDMH staff involved with the program. Space permitting, cooperative program staff will have the opportunity to attend training sponsored by RCDMH and RCDMH staff will have the opportunity to attend training sponsored by DOR whenever the training is deemed relevant to services provided through the contract. Cross-training on changes in the philosophy, policies, and procedures of the respective DOR/RCDMH agencies will be incorporated into contract and program meetings that occur on an ongoing basis.



Riverside County Department of Mental Health

**Program Budget and Match Summary**  
July 1, 2012 - June 30, 2015

	FY 2012/13 <u>TOTALS</u>	FY 2013/14 <u>TOTALS</u>	FY 2014/15 <u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$1,025,057	\$951,592	\$951,592
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$347,580	\$421,045	\$421,045
<b>TOTAL FEDERAL COSTS</b>	<b>\$1,372,637</b>	<b>\$1,372,637</b>	<b>\$1,372,637</b>
Certified Match (If applicable)	\$457,998 25.02%	\$457,998 25.02%	\$457,998 25.02%
Total Federal Share	\$1,372,637 74.98%	\$1,372,637 74.98%	\$1,372,637 74.98%
Cash Match (If applicable)	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
<b>TOTAL STATE MATCH</b>	<b>\$457,998</b>	<b>\$457,998</b>	<b>\$457,998</b>

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

<b>This Section For DOR Use Only</b>			
	Year 1	Year 2	Year 3
Certified match minimum contribution amount at 25%	\$457,546	\$457,546	\$457,546
Cash match minimum contribution amount at 21.3%	\$292,372	\$292,372	\$292,372

# Riverside County Department of Mental Health

## DOR Program Budget July 1, 2012 - June 30, 2015

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 2012/13 TOTAL</u>	<u>FY 2013/14 TOTAL</u>	<u>FY 2014/15 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	3.00	3.00	3.00
		\$331,131	\$331,131	\$331,131
Case Services (Individual Consumer Expenses)		180,461	180,461	180,461
	SUBTOTAL	\$511,592	\$511,592	\$511,592
Case Service Contract(s):				
<u>ANKA Behavioral Health, Inc.</u>		\$433,465	\$0	\$0
<u>Oasis Harmony - (Desert Region)</u>		\$40,000	\$360,000	\$360,000
<u>Victor Community Support Services - (Mid-Region)</u>		\$40,000	\$80,000	\$80,000
<u> </u>				
<u> </u>				
<b>TOTAL DOR PROGRAM COST</b>		\$1,025,057	\$951,592	\$951,592

STATE OF CALIFORNIA  
SERVICE BUDGET

DEPARTMENT OF REHABILITATION

Original

Amendment

Contractor Name and Address  
Riverside County Department of Mental Health  
P.O. Box 7549  
Riverside, CA 92513

Contract Number  
28534

Federal ID Number  
95-6000930 W

Page X of X  
1 of 1

Budget Period  
7/1/2012 - 6/30/2013

Budget Period  
7/1/2013 - 6/30/2014

Budget Period  
7/1/2014 - 6/30/2015

Effective Date (Amendments Only)

Effective Date (Amendments Only)

Effective Date (Amendments Only)

Line No.	PERSONNEL-Position Title & Time Base	7/1/2012 - 6/30/2013		7/1/2013 - 6/30/2014		7/1/2014 - 6/30/2015	
		Annual Salary	Annual Percent FTE	Annual Salary	Annual Percent FTE	Annual Salary	Annual Percent FTE
1	COOP Employment Services Counselor II @ 40 hours per week	\$76,363.11	80%	\$60,290.49	95%	\$53,530.60	95%
2	COOP Employment Services Counselor II @ 40 hours per week	\$79,213.52	80%	\$63,370.82	95%	\$53,530.60	95%
3	COOP Employment Services Counselor II @ 40 hours per week	\$61,771.02	80%	\$49,416.82	95%	\$53,530.60	95%
4	COOP Behavioral Health Specialist II @ 40 hours per week			\$56,348.00	95%	\$56,348.00	95%
5	COOP Behavioral Health Specialist II @ 40 hours per week			\$33,118.00	80%	\$33,118.00	80%
6	COOP MH Peer Specialist - @ 40 hours per week			\$28,660.00	15%	\$28,660.00	15%
7	COOP Employment Services Counselor II Benefits			\$53,197.37		\$53,197.37	
8	COOP Behavioral Health Specialist II Benefits			\$29,919.40		\$29,919.40	
9	COOP MH Peer Specialist Benefits			\$5,554.05		\$5,554.05	
10							
11							
12	OPERATING EXPENSES						
13	Communications			\$226,275.49		\$226,275.49	
14	Janitorial Expenses			\$16,607.77		\$16,607.77	
15	Insurance			\$812.70		\$812.70	
16	Records Management			\$7,956.14		\$7,956.14	
17	Office Supplies/Software			\$270.90		\$270.90	
18	Printing/Postage			\$8,576.88		\$8,576.88	
19	Oasis Processing - Financials/HRMS			\$3,792.62		\$3,792.62	
20	Building Rent/Lease			\$70,654.71		\$70,654.71	
21	Utilities			\$12,732.37		\$12,732.37	
22							
23							
24				\$121,304.09		\$121,304.09	
25				\$347,579.58		\$347,579.58	
26							
27							
	TOTAL (rounded to nearest dollar)			\$347,580		\$421,045	

## SERVICE BUDGET NARRATIVE

### Riverside County Department of Mental Health

#### Personnel:

##### Employee Benefits

Full time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

##### COOPERATIVE PROGRAM FUNCTIONS

###### *COOP Employment Services Counselor II*

- Provide Employment Services, Personal, Vocational, and Social Adjustment, and Vocational Assessment services under the cooperative contract.
- Write Employment Services, PVSA, and VA Individual Service Plans (ISP), progress reports and related monthly summaries for DOR/DMH clients.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel DOR/DMH clients in the development of an employability plan.
- Provide assistance in obtaining employment.
- Solicit and develop sources of employment for DOR/DMH clients.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in various employment programs and solicit jobs.
- Interview, screen and counsel DOR/DMH clients regarding employment barriers, advise DOR/DMH clients regarding alternate training and employment opportunities.
- Evaluate DOR/DMH clients' interests, education, and experience to determine possible program placements and develop plans to further DOR/DMH clients' entry into the labor market.
- Arrange supportive services and refer DOR/DMH clients to appropriate training and employment services; monitor and evaluate DOR/DMH clients' progress and attendance.
- Counsel DOR/DMH clients in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on DOR/DMH clients after placement in job to assist with work-related problems.

## FORMER/CONCURRENT COOPERATIVE AGENCY FUNCTIONS

### *Employment Services Counselor II*

- Attend Administrative meetings, non-DOR trainings.
- Provide consultation to clients, non-DOR clients.

## COOPERATIVE PROGRAM FUNCTIONS

### *COOP Behavioral Health Specialist II*

- Evaluate work abilities and deficits of DOR/DMH clients and provide up-to-date documentation to both DMH and cooperative program staff.
- Coordinate pre-IPE and IPE services with DMH staff and DOR Counselor for DOR/DMH clients.
- Assist Employment Services Counselor in providing Employment Services, Personal, Vocational, and Social Adjustment, and Vocational Assessments.
- Provide vocational skills building for DOR/DMH clients.
- Document Vocational Reports and monthly summaries for DOR/DMH clients.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

## FORMER/CONCURRENT COOPERATIVE AGENCY FUNCTIONS

### *Behavioral Health Specialist II*

- Plan, supervise, and implement group activities for non DOR/DMH clients.
- Monitor conduct of non DOR clients in non-employment skill development program.
- Plan and accompany non DOR applicants/clients on recovery/skill building outings.
- Assess and evaluate prospective full service partnership program DOR/DMH applicants/clients for admission to program.

## COOPERATIVE PROGRAM FUNCTIONS

### *COOP MH Peer Specialist*

- Assist vocational staff in working with DOR/DMH clients' Individual Service Plans.
- Work with DOR/DMH clients in eliminating barriers to employment
- Assist vocational staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.
- Provides support, encouragement, advocacy to DOR/DMH clients/family/caregivers as directed by the assigned Vocational Counselor in relation to Vocational Service Plan and employment goals.
- Develops activities, programs, and resources for DOR/DMH clients which support or enhance employment related goals of client/family/caregivers.
- Develops effective working relationship with agencies and organizations to advocate and enhance employment related goals for the DOR/DMH client.
- Helps prepare and support DOR/DMH clients and family/caregivers at case staffings and at a variety of formal and informal hearings and meetings.
- Helps DOR/DMH clients and those who support them to articulate their needs in preparation of employment and/or related goals.
- Focuses on the DOR/DMH client and family/caregiver satisfaction with the Vocational Services received.

- Documents all activities in the format agreed upon by DOR and JWC Vocational Services.
- Facilitates self-help groups and educational groups for DOR/DMH clients as related to their Vocational Service Plan.

## **FORMER/CONCURRENT COOPERATIVE AGENCY FUNCTIONS**

### ***MH Peer Specialist***

- Provide support, encouragement, advocacy to mental health clients/family/caregivers.
- Develops activities, programs and resources for mental health clients which support client/family/care givers in achieving their goals (e.g. housing, sobriety groups).
- Develops effective working relationships with agencies and organizations to advocate for the mental health client and family/caregiver.
- Helps prepare and support mental health clients and family/caregivers at case staffings and at a variety of formal and informal hearings.
- Helps mental health clients and those who support them to articulate their needs.
- Focuses on the mental health client and family/caregiver satisfaction with the services received and general satisfaction with mental health services.
- Documents all activities as required by Medi-Cal.
- Facilitates self-help groups for mental health clients and caregivers.

### **Operating Expenses:**

**Communications** - Cost of telephone and faxing services incurred by Mental Health staff in contacting cooperative staff, clients, employers, and other individuals involved in providing services to DOR/DMH clients in the vocational program. These costs are allocated based on the Service program's salary and benefits costs.

**Janitorial Expenses** - Cost associated with daily maintenance of facility space. These costs are allocated based on the Service program's salary and benefits costs.

**Insurance** - Costs of general Liability, Malpractice and Property insurance based on total vocational program salary, benefit and operating costs. These costs are then allocated based on the Service program's salary and benefits costs.

**Records Management** - Annual charges for storage, microfiche, retrieval, reproduction, and destruction of DOR/DMH client files. DOR/DMH client files are maintained in accordance with county policy.

**Office Supplies/Software** - Office supplies necessary for staff to perform the duties under the contract. Includes, but is not limited to, consumable items such as computer paper, printer ribbons, toner, staplers, staples, paper, pens, calculator tape, paper clips, printer cartridge, and envelopes. Includes funds to maintain access to the Eureka software program, or pay the monthly and or yearly access fee to make the Eureka program available for Co-operative Program staff and DOR/DMH client use.

**Printing/Postage** - Cost associated with the postage, mail delivery cost, and the cost of printing documents needed for the vocational program. The costs are then allocated based on the Service program's salary and benefits costs.

**Oasis Processing Financials/HRMS** - Costs for department's usage of county's financial and human resource management computer systems. The costs are then allocated based on the Service program's salary and benefits costs.

**Building Rent/Lease** - Includes office and building space to be used for DOR/DMH clients served through this contract; specific areas are allocated for vocational assessment and employment service activities. These costs are allocated based on the Service budgets personnel and benefits costs.

**Utilities** - Includes gas, electricity, water, sewer, and waste disposal. These costs are then allocated based on the DOR Service program's salary and benefits costs.

**COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET**

July 1, 2012 - June 30, 2015

**Contractor Name and Address**

Riverside County Department of Mental Health  
 P. O. Box 7549  
 Riverside, CA 92513

Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. \*\*NOTE\*\* No portion of the below expenditures shall come from Federal Funds.

Item Expenditure	Fiscal Year 2012/13				Fiscal Year 2013/14				Fiscal Year 2014/15			
	Position	Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified		
<b>PERSONNEL</b>												
COOP Employment Services Counselor II @ 40 hours per week		\$64,055.23	75%	\$48,041.42	\$42,112.00	90%	\$37,900.80	\$42,112.00	90%	\$37,900.80		
COOP Employment Services Counselor II @ 40 hours per week		\$51,723.98	25%	\$13,054.40	\$44,417.00	90%	\$39,975.30	\$44,417.00	90%	\$39,975.30		
COOP Behavioral Health Specialist II @ 40 hours per week		\$50,892.32	80%	\$40,713.86	\$35,045.00	95%	\$33,292.75	\$35,045.00	95%	\$33,292.75		
COOP Behavioral Health Specialist II @ 40 hours per week		\$42,146.13	80%	\$33,716.90	\$46,857.00	95%	\$44,514.15	\$46,857.00	95%	\$44,514.15		
COOP Behavioral Health Specialist II @ 40 hours per week		\$49,262.18	49%	\$23,942.44								
COOP MH Peer Specialist @ 40 hours per week		\$35,101.97	50%	\$17,550.99	\$37,491.00	15%	\$5,623.65	\$37,491.00	15%	\$5,623.65		
COOP DOR Services Supervisor @ 40 hours per week		\$73,395.94	70%	\$51,377.16	\$71,332.00	65%	\$46,366.80	\$71,332.00	65%	\$46,366.80		
COOP Employment Services Counselor II Benefits				\$13,786.59			\$36,036.70			\$38,036.70		
COOP Behavioral Health Specialist II Benefits				\$34,066.97			\$38,889.20			\$38,889.20		
COOP MH Peer Specialist Benefits				\$4,071.52			\$7,967.00			\$7,967.00		
COOP DOR Services Supervisor Benefits				\$16,208.58			\$17,894.50			\$17,894.50		
<b>Personnel Subtotal</b>				\$330,238.84			\$305,459.85			\$305,459.85		
<b>OPERATING EXPENSES</b>												
Dues/Subscriptions		\$135.45					\$135.45			\$135.45		
Testing Material		\$270.90					\$270.90			\$270.90		
CARF Accreditation		\$4,196.80					\$4,196.80			\$4,196.80		
Training		\$446.99					\$446.99			\$446.99		
Conference/Registration Fees		\$270.90					\$270.90			\$270.90		
County Fleet Charges/Transportation		\$1,625.41					\$5,741.46			\$5,741.46		
Travel/Mileage		\$270.90					\$270.90			\$270.90		
Bus Fare		\$270.90					\$1,476.90			\$1,476.90		
Instructional Materials		\$270.90					\$270.90			\$270.90		
<b>Operating Subtotal</b>				\$7,759.15			\$13,081.20			\$13,081.20		
<b>Personnel and Operating Subtotal</b>				\$337,997.99			\$318,541.05			\$318,541.05		
<b>Indirect Cost Percentage</b>				35.50%			43.78%			43.78%		
<b>Indirect Cost Total</b>				\$120,000.00			\$139,457.27			\$139,457.27		
<b>TOTAL EXPENDITURES "CERTIFIED"</b>				\$457,998			\$457,998			\$457,998		



# CERTIFIED EXPENDITURE BUDGET NARRATIVE

## Riverside County Department of Mental Health

### Personnel:

#### Employee Benefits

Full time employee positions are allowed to enroll in all County Benefit Plans which include medical, dental, vision, flexible spending accounts, leave balance accruals, and supplemental life insurance. These employees are also required to make contributions to the Public Employee's Retirement System. Temporary employee positions are not entitled to these benefits.

#### COOPERATIVE PROGRAM CERTIFIED TIME FUNCTIONS

##### *COOP Employment Services Counselor II*

- Provide Employment Services, Personal, Vocational, and Social Adjustment, and Vocational Assessment services under the cooperative contract.
- Write Employment Services, Personal, Vocational, and Social Adjustment, and Vocational Assessment Individual Service Plans (ISP), progress reports and related monthly summaries for DOR/DMH clients.
- Develop employment opportunities by promoting the program to employers and community organizations.
- Counsel DOR/DMH clients in the development of an employability plan.
- Provide assistance in obtaining employment.
- Solicit and develop sources of employment for DOR/DMH clients.
- Explain program benefits and requirements to potential employers and community organizations.
- Initiate "cold calls" to potential employers and attend job fairs and other functions to promote participation in various employment programs and solicit jobs.
- Interview, screen and counsel DOR/DMH clients regarding employment barriers, advise DOR/DMH clients regarding alternate training and employment opportunities.
- Evaluate DOR/DMH clients' interests, education, and experience to determine possible program placements and develop plans to further DOR/DMH clients' entry into the labor market.
- Arrange supportive services and refer DOR/DMH clients to appropriate training and employment services; monitor and evaluate DOR/DMH clients' progress and attendance.
- Counsel DOR/DMH clients in interviewing skills, techniques, and etiquette for employment interviews.
- Follow up on DOR/DMH clients after placement in job to assist with work-related problems.

#### FORMER/CONCURRENT COOPERATIVE AGENCY FUNCTIONS

##### *Employment Services Counselor II*

- Attend Administrative meetings, non-DOR trainings.
- Provide consultation to clients, non-DOR clients.

## **COOPERATIVE PROGRAM CERTIFIED TIME FUNCTIONS**

### **COOP Behavioral Health Specialist II**

- Evaluate work abilities and deficits of DOR/DMH clients and provide up-to-date documentation to both RCDMH and cooperative program staff.
- Coordinate pre-IPE and IPE services with DMH staff and DOR Counselor for DOR/DMH clients.
- Assist Employment Services Counselor in providing Employment Services, Personal, Vocational, and Social Adjustment, and Vocational Assessments.
- Provide vocational skills building for DOR/DMH clients.
- Document Vocational Reports and monthly summaries for DOR/DMH clients.
- Provide Vocational Assessment and Personal, Vocational, and Social Adjustment services under the cooperative contract.

## **COOPERATIVE AGENCY FUNCTIONS TIME FUNCTIONS**

### **Behavioral Health Specialist II**

- Plan, supervise, and implement group activities for non DOR/DMH clients.
- Monitor conduct of non DOR clients in non-employment skill development program.
- Plan and accompany non DOR applicants/clients on recovery/skill building outings.
- Assess and evaluate prospective full service partnership program DOR/DMH applicants/clients for admission to program.

## **COOPERATIVE PROGRAM CERTIFIED TIME FUNCTIONS**

### **COOP MH Peer Specialist**

- Assist vocational staff in working with DOR/DMH clients' Individual Service Plans.
- Work with DOR/DMH clients in eliminating barriers to employment
- Assist vocational staff in providing Vocational Assessment, Employment Services, and Personal, Vocational, and Social Adjustment services.
- Provides support, encouragement, advocacy to DOR/DMH clients/family/caregivers as directed by the assigned Vocational Counselor in relation to Vocational Service Plan and employment goals.
- Develops activities, programs, and resources for DOR/DMH clients which support or enhance employment related goals of client/family/caregivers.
- Develops effective working relationship with agencies and organizations to advocate and enhance employment related goals for the DOR/DMH client.
- Helps prepare and support DOR/DMH clients and family/caregivers at case staffings and at a variety of formal and informal hearings and meetings.
- Helps DOR/DMH clients and those who support them to articulate their needs in preparation of employment and/or related goals.
- Focuses on the DOR/DMH client and family/caregiver satisfaction with the Vocational Services received.
- Documents all activities in the format agreed upon by DOR and DMH.
- Facilitates self-help groups and educational groups for DOR/DMH clients as related to their Vocational Service Plan.

## **COOPERATIVE AGENCY FUNCTIONS TIME FUNCTIONS**

### **MH Peer Specialist**

- Provide support, encouragement, advocacy to mental health clients/family/caregivers.

- Develops activities, programs and resources for mental health clients which support client/family/care givers in achieving their goals (e.g. housing, sobriety groups).
- Develops effective working relationships with agencies and organizations to advocate for the mental health client and family/caregiver.
- Helps prepare and support mental health clients and family/caregivers at case staffings and at a variety of formal and informal hearings.
- Helps mental health clients and those who support them to articulate their needs.
- Focuses on the mental health client and family/caregiver satisfaction with the services received and general satisfaction with mental health services.
- Documents all activities as required by Medi-Cal.
- Facilitates self-help groups for mental health clients and caregivers.

### **COOPERATIVE PROGRAM CERTIFIED TIME FUNCTIONS**

#### ***COOP DOR Services Supervisor***

- Plan, organize and direct the activities of staff assigned to the cooperative program.
- Assign, supervise, and evaluate the work of multidisciplinary professional staff and support personnel engaged in planning and providing vocational rehabilitation services to individuals and groups.
- Interact and meet with DOR counselors, supervisor, or District Administrator as needed.

### **COOPERATIVE AGENCY FUNCTIONS TIME FUNCTIONS**

#### ***Mental Health Service Supervisor***

- Supervise staff, programs as assigned by Regional Manager.
- Provide clinical and/or administrative consultation to staff.
- Assign, supervise, and evaluate the work of cooperative program staff and support personnel engaged in planning and provide mental health services to individuals and groups.
- Hiring, evaluation of RCDMH employees.

## **Operating Expenses:**

**Dues/Subscriptions** – Memberships, dues and subscriptions that have direct application to the vocational program such as subscriptions to employment advertising publications.

**Testing Material** - Will be given to DOR/DMH clients during the evaluation stage only, based on their individual needs as determined by an initial assessment. A variety of tests, testing forms will be purchased and used to determine DOR/DMH clients' aptitudes and interests.

**CARF Accreditation** - The cost of the accreditation process and the purchase of necessary publications to keep the accreditation current.

**Training** - Cost for Western Adult/MidCounty Mental Health vocational program staff to attend training sessions, which are deemed to enhance performance of contract staff in the provision of contract services.

**Conference/Registration Fees** - Cost for Western Adult/MidCounty Mental Health vocational program staff to attend conference sessions, which are deemed to enhance performance of contract staff in the provision of contract services.

**County Fleet Charges/Transportation** – Maintenance, fuel and county fleet vehicle costs for vehicles used to transport DOR/DMH clients.

**Travel/Mileage** - Provides for the cost of mileage reimbursement, airfare, hotel, per diem, parking, taxi and/or rental car expense for staff attending training and/or meetings related to the contract program.

**Bus Fare** - Bus tickets to be used on a one-time-only basis by DOR/DMH clients to enable them to utilize vocational services until they have been approved for a bus pass funded through individual client case service funds.

**Instructional Material** – Materials to be used exclusively for DOR/DMH clients to provide training for job preparation and job seeking skills.

### **Indirect/Operating Expenses:**

Generally, there are three layers of indirect costs associated with Riverside County MH services. They are:

**Regional (MidCounty and Western):** This includes an allocated cost of the central administrative costs for the **MidCounty** and **Western** regions and includes support services provided by the regional offices such as Mental Health Services Manager and Office Assistants, and related operating costs.

**Local (Departmental Administration):** This includes an allocated cost of the local Mental Health administrative programs which includes the director, fiscal, purchasing, program analysis, payroll, information technology, other administrative support staff, and related operating costs.

**County General and Administrative Overhead:** This includes an allocated cost of Riverside County's general and administrative costs included in the Countywide Cost Allocation plan. These costs are listed on the plan document: County Executive Office, Auditor-Controller, Internal Audit, County Counsel, Human Resources, Purchasing, and Facilities Management.

The total of these three allocated indirect costs are then allocated to the DOR program agreement based on staff time spent in the provision of services under the cooperative agreement.