

**SECOND AMENDMENT TO AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR FOR
SB 163 WRAPAROUND SERVICES**

Santa Barbara County
Department of Social Services

Second Amendment

This is a *Second* Amendment (*Second* Amendment to the Agreement) to the Agreement for Services of Independent Contractor, by and between the **County of Santa Barbara** (COUNTY) and **Casa Pacifica Centers for Children and Families** (CONTRACTOR).

WHEREAS, on July 2, 2019, COUNTY approved the Agreement for Services of Independent CONTRACTOR, number BC#19-274, (Agreement) with CONTRACTOR for the provision of SB 163 Wraparound Services;

WHEREAS, the initial term of the Agreement commenced on July 1, 2019, and expired on June 30, 2020;

WHEREAS, on June 9, 2020, the COUNTY approved the First Amendment to the Agreement with CONTRACTOR to extend the initial term of the Agreement for one additional year from July 1, 2020 to June 30, 2021 unless otherwise directed by COUNTY or unless earlier terminated; and

WHEREAS, the parties now desire to amend this Agreement to extend the term for one additional year commencing on July 1, 2021, through June 30, 2022 (*Second* Extension Period).

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows.

The Agreement is amended as follows:

1. Section 1, **DESIGNATED REPRESENTATIVE**, of the Agreement is amended to state in its entirety:

Marianne Reagan, Adult & Children Services Operations Division Chief at phone number (805) 681-4529 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Shawna Morris, MPA at phone number (805) 366-4343 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. Section 2, **NOTICES**, of the Agreement is amended to state in its entirety:

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery, email, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: *Marianne Reagan, Adult & Children Services Operations Division Chief
Department of Social Services, 2125 S. Centerpointe Parkway,
Santa Maria, CA 93455
M.Reagan@sbcsocialserv.org*

To CONTRACTOR: *Shawna Morris, MPA, Chief Executive Officer
Casa Pacifica, 1722 Lewis Road, Camarillo, CA 93012*

3. Section 4, **TERM**, of the Agreement is amended to state in its entirety:

*For the Second Extension Period, CONTRACTOR shall commence performance on **July 1, 2021** and end performance upon completion, but no later than **June 30, 2022** unless otherwise directed by COUNTY or unless earlier terminated.*

4. Section 5, **COMPENSATION OF CONTRACTOR**, of the Agreement is amended to state in its entirety:

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B, including **EXHIBIT B-1**, for the period of July 1, 2019 through June 30, 2020, **EXHIBIT B-2** for the period of July 1, 2020 through June 30, 2021, **EXHIBIT B-3** for the period of July 1, 2021 through June 30, 2022, attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2, **NOTICES**, above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

5. Replace **EXHIBIT A, Statement of Work**, of the Agreement as attached.

6. Section A of **EXHIBIT B, Payment Arrangements**, is amended to state in its entirety:

A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not-to-exceed **\$710,000** for the period of July 1, 2019 through June 30, 2020, not-to-exceed **\$731,300** for the period of July 1, 2020 through June 30, 2021, and not-to-exceed **\$1,146,796** for the period of July 1, 2021 through June 30, 2022.

7. Section B of **EXHIBIT B, Payment Arrangements**, is amended to state in its entirety:

B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the units of service, as defined in **EXHIBIT B-1** for the period of July 1, 2019 through June 30, 2020, **EXHIBIT B-2** for the period of July 1, 2020 through June 30, 2021, and **EXHIBIT B-3** for the period of July 1, 2021 through June 30, 2022, as applicable. Invoices submitted for payment that are based upon **EXHIBIT B-1, B-2, or B-3** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.

8. Section C of **EXHIBIT B, Payment Arrangements**, is amended to state in its entirety:

C. Monthly, by the 10th of the month following the service month, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **EXHIBIT B-1** for the period of July 1, 2019 through June 30, 2020, **EXHIBIT B-2** for the period of July 1, 2020 through June 30, 2021, and **EXHIBIT B-3** for the period of July 1, 2021 through June 30, 2022, as applicable, shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.

9. Add **EXHIBIT B-3**, for Fiscal Year 2021/2022 as attached.

In all other respects, the Agreement remains unchanged and shall remain in full effect.

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Second Amendment to the Agreement between the **County of Santa Barbara** and **Casa Pacifica Centers for Children and Families**.

IN WITNESS WHEREOF, the parties have executed this Second Amendment to the Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: _____
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: _____
Bob Nelson, Chair
Board of Supervisors

Date: _____

RECOMMENDED FOR APPROVAL:

Social Services

By: _____
Department Head

CONTRACTOR:

Casa Pacifica Centers for Children and Families

By: _____
Authorized Representative

Name: Shawna Morris, MPA

Title: Chief Executive Officer

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

By: _____
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

By: _____
Deputy

APPROVED AS TO FORM:

Risk Management

By: _____
Risk Management

EXHIBIT A

STATEMENT OF WORK

I. BACKGROUND

Senate Bill 163 (SB 163) (Chapter 795, Statutes of 1997) provides for the establishment of a statewide project to keep eligible foster care children/youth in or return them to permanent family settings (Wraparound Services).

In 2019, the California Legislature passed legislation requiring the state and counties to establish a coordinated Family Urgent Response System (FURS) for current and former foster children, youth, nonminor dependents (NMD) and their caregivers. [California Welfare & Institution Code (W&I) § 16526 et seq.] The intent of FURS is to establish a coordinated, statewide, regional, and county-level system designed to provide collaborative and timely state-level phone-based response and county-level in-home, in-person mobile response during situations of instability for the purposes of preserving the relationship of the caregiver and the child, youth, or NMD. FURS will provide developmentally appropriate relationship conflict management and resolution skills, stabilize the living situation, mitigate the distress of the caregiver or child, youth or NMD, connect the caregiver and child, youth or NMD to the existing array of local services, and promote a healthy and healing environment for children, youth, NMDs and families.

II. DEFINITIONS

Family Facilitator (FF) – The FF shall coordinate and assist in the implementation of the child/youth and family’s individualized FCP; provide Wraparound Services to children/youth and their families; serve as a neutral mediator between team members and the child/youth and family; ensure communication between agencies and the child/youth and family’s natural resources; and work in partnership with Parent Partners to facilitate meetings to establish and modify the FCP. FF shall be Master’s level staff and licensed/waivered/registered mental health professionals as described in Title 9, California Code of Regulations Sections 1810.223 and 1810.254.

Parent Partner (PP) – The PP will function as part of the Facilitation Team and will have experience as a caregiver outside of a professional setting with an experience of having a child/youth who has been in a mental health setting. Preference will be given to those parents who have accessed services for their child/youth through a residentially based setting. PP’s shall be Qualified Mental Health Workers (QMHWs). QMHWs are individuals who hold a college degree in a field related to mental health, including child development, child psychology, counseling and guidance, counseling psychology, early childhood education, human services, social psychology, social science, social welfare, social work, sociology, or another discipline determined by the Mental Health Plan Director or designee to have mental health application: a) staff with an Associate’s degree must have the equivalent of two years full-time experience in a mental health setting in the areas of psychosocial functioning, social adjustment, or vocational adjustment, or a combination thereof; or b) staff with a Bachelor’s degree must have the equivalent of one year of full-time experience in a mental health setting in the areas of psychosocial functioning, social adjustment, or vocational adjustment, or a combination thereof.

Child and Family Specialist (CFS) - Works with the FF and PP and participates in the Child and Family Team (CFT) to provide direct services to the child/youth and family as identified in the FCP. The CFS is responsible for working with children/youth and their families in their home/out-of-home placements. CFS's shall have a minimum of two years of experience working with children/youth and families in Wraparound Services and shall be responsible to participate in the CTF; to provide direct services to child/youth and their families as described in the FCP; to assist the child/youth and family with locating and/or accessing resources to further the FCP; to provide the child/youth and family with resources and support to further the FCP until the identified resource becomes available; to promote partnerships between the child/youth and family and the professionals serving them; and to promote family decision-making.

Facilitation Team (FT) – FT will pair a FF and PP as equal collaborators. These positions will be employed through the contracted agency and both the FF and PP positions will be seen as neutral across the three (3) main Santa Barbara County Departments: Department of Social Services (DSS), Behavioral Wellness, and Probation, which are all involved in the Wraparound Services program. FT duties shall include resource development, convening and engaging Individualized Wraparound Teams including natural and system supports, scheduling and hosting Wraparound planning meetings for individual children/youth and families, facilitating an ongoing planning process and documenting, submitting and explaining FCP to the Interagency Placement Committee. FT will be required to perform these duties countywide.

Individualized Wraparound Team (IWT) – IWT is comprised of child/youth, family, FF, PP, CFT, and County Case Manager (CCM).

Interagency Placement Committee (IPC) – Committee is comprised of multiple agencies that must minimally include the COUNTY placement agencies and Behavioral Wellness as required under Welfare and Institutions Code Section 4096.

Family Budget (FB) – Budget for the child/youth and their family based on FCP and a reconciliation of actual costs against that budget.

Family Care Plan (FCP) - A dynamic document that describes the child/youth, family, IWT, and the work to be undertaken to meet the child/youth and family's needs and achieve the child/youth and family's long-term vision.

No Eject, No Reject - No child/youth or family will be refused services because of their needs or history, and no family will be ejected from Wraparound Services because of challenges or difficulties.

Caregiver - Person responsible for meeting the daily care needs of a current or former foster child/youth, and who is entrusted to provide a loving and supportive environment for the child or youth to promote their healing from trauma. Caregiver is defined broadly and includes individuals beyond a parent who are acting in a caregiving role.

Current or former foster child or youth - Includes a child/youth adjudicated under California Welfare & Institution Code (W&I) § 300, 601, or 602 and who is served by a county child welfare agency or probation department, and a child/youth who has exited foster care to reunification, guardianship, or adoption. A current or former foster child/youth shall be eligible for services until they attain 21 years of age. There is no time restriction on when an exit must have occurred for a former foster youth. For example, a 17-year-old former foster youth adopted, reunified, or appointed a legal guardian at 2 years old can still access FURS.

Instability - A situation of emotional tension or interpersonal conflict between a caregiver and a child/youth that may threaten their relationship and may lead to a disruption in the current living situation." Instability is defined broadly to include situations in which the child, youth, or caregiver feel they need support and does not require the child/youth to be the presenting problem or for the situation to rise to the level of a mental health crisis.

In-home - The place where the child/youth and caregiver are located, preferably in the home, or at some other mutually agreeable location.

Mobile response - The provision of in-person, flexible, responsive, and supportive services where the caregiver and child/youth are located to provide them with support and prevent the need for a 911 call or law enforcement contact.

III. SCOPE OF SERVICES

A. CONTRACTOR shall:

1. Provide eligible children/youth and families Wraparound Services ensuring they are individually tailored during each phase of the wraparound process: Engagement and Team Preparation, Initial Plan Development, Implementation, and Transition.
 - a. Engagement and Team Preparation - This phase includes the initial conversations about strengths, needs, culture and vision. It sets the tone for teamwork and for team interactions that are necessary, and consistent with wraparound principles. This is a phase that is completed in the early weeks of the relationship so that the IWT can begin the individualized process of developing the FCP.
 - b. Initial Plan Development - During this phase, team trust and mutual respect are built while the team creates the FCP using a high-quality planning process that reflects wraparound principles. In particular, child/youth and family should feel, during this phase, that they are heard, that the needs chosen are ones they want to work on, and that the options chosen have a reasonable chance of helping them meet these needs.
 - c. Implementation - During this phase, the initial wraparound plan is implemented, progress and successes are continually reviewed, and changes are made to the FCP and then implemented, all while maintaining or building team cohesiveness and mutual respect. The activities of this phase are repeated until the IWT's mission is achieved and formal wraparound is no longer needed.
 - d. Transition - During this phase, plans are made for a purposeful transition out of formal wraparound to a mix of formal and natural supports in the community (and, if appropriate, to services and supports in the adult system). The focus on transition is continual during the wraparound process, and the preparation for transition is apparent even during the initial engagement activities.
2. All services proposed shall reflect essential elements of Wraparound Services, which include but are not limited to:

- a. Families have a high level of decision-making power at every level of Wraparound Services.
 - b. Wraparound Services are community-based and encourage the family's use of natural support and community-based resources to establish a permanent family setting.
 - c. Wraparound Services and supports are individualized, built on strengths, and meet the needs of children/youth and families across the life domains to promote success, safety, and permanency in their homes, schools and communities.
 - d. The process is culturally relevant, building on the unique values, preferences, and strengths of children/youth, and families, and their communities.
 - e. FCP include a balance of formal services and informal community and family resources, with greater reliance on informal supports over time.
 - f. Outcomes are determined and measured for the Wraparound Services program, and the child/youth and family.
3. Be responsible for ensuring community-based interventions, including the delivery of tiered, highly coordinated, highly individualized no reject/no eject services, to achieve positive outcomes in the life of the child/youth and their family.
 4. Wraparound Services shall require CONTRACTOR to establish a program to maintain eligible children/youth in a permanent family setting or return children/youth to a permanent family setting.
 5. Wraparound Services will require the development of FCP.
 6. FCP shall be developed in consultation with each family to build upon individual and family strengths.
 7. FCP shall identify specific strategies to establish a permanent family setting for children/youth and families.
 8. FCP shall reflect the child/youth and family's cultural preferences.
 9. Wraparound Services shall be structured to allow children/youth to grow up in a safe, stable, permanent family environment.
 10. Wraparound Services shall incorporate the following programmatic principles:
 - a. Enhance strengths of each family to establish or maintain child/youth permanency with family.
 - b. Promote child/youth and parent involvement to establish FCP.
 - c. Use community-based services to complement Wraparound Services.
 - d. Establish an FCP that will create independence and stability in child/youth's family setting.
 - e. Focus on achieving positive outcomes for the child/youth and family.

11. Provide a Family Urgent Response System (FURS) Program including immediate phone response, triage services, mobile response, and follow-up referrals and support. Mobile response systems will provide in-person support 24 hours per day, seven days per week, including during normal business hours. FURS staff will identify any additional support or ongoing stabilization needs for the child, youth and/or caregiver, develop a plan for, or referral to, appropriate supportive services within the county. FURS is available to current and former foster children and youth up to the age of 21 and their caregivers with the following goals:
 - a. Prevent, reduce, and decrease placement disruptions and preserve the relationship between the child/youth and their caregiver.
 - b. Prevent the need for a 911 call or law enforcement involvement and avoid the criminalization of traumatized children/youth.
 - c. Prevent psychiatric hospitalization and placement of child/youth into congregate care.
 - d. Provide current and former foster child/youth and their caregivers with immediate, trauma-informed support when they need it.
 - e. Prevent placement moves for children/youth.
 - f. Preserve the relationship between the child or youth and their caregiver.
 - g. Provide a trauma-informed alternative for children, youth and/or caregivers who previously resorted to calling 911 or law enforcement.
 - h. Reduce child/youth hospitalizations, law enforcement contacts, and placement in out-of-home facilities.
 - i. Promote healing as a family.
 - j. Improve retention of current foster caregivers.
 - k. Promote stability for child/youth in foster care, including youth in extended foster care.
12. Operate a 24/7/365 phone line for FURS services to receive incoming calls from child/youth and/or caregiver, and provide a warm handoff to callers from the state FURS hotline. Must establish a dedicated and published phone number for the provision of access to immediate intervention services through telephone support and in-person mobile response. Answering services cannot be used. Phone line must include protocols for obtaining interpreter services for limited English proficient and Deaf and/or Hard of Hearing callers.
13. For in-person responses, the FURS Response Team (FRT) staff will be deployed to provide mobile in-person/face-to-face trauma informed and culturally responsive crisis intervention, mediation, and support for foster child/youth and/or their caregivers who are experiencing crisis, or emotional, physical, or behavioral distress that, without immediate support, risks disruption to the current living situation. The hotline and FRT will not include law enforcement.
14. Whether by phone or in person, FURS services will include the following trauma informed, culturally and linguistically responsive interventions for children, youth and/or caregiver:
 - a. Brief mental health and substance use disorder screening.

- b. Strength based risk assessment.
- c. Crisis intervention.
- d. De-escalation and stabilization of the situation.
- e. Safety planning.
- f. Mediation.
- g. Coaching.
- h. Stress reduction.
- i. Information and referrals.
- j. Linkages to needed services and resources.

IV. TARGET POPULATION

A. The target population who are eligible to receive services shall be:

- 1. The child/youth must be a Welfare and Institutions Code Section 300 dependent or Welfare and Institutions Code Section 602 ward or Adoption Assistance Program (AAP) eligible.
- 2. A child/youth who is currently, or would be placed in a group home licensed at a Rate Classification Level, (RCL) of 10 or higher or Short-Term Residential Treatment Program (STRTP).
- 3. A family member, legal guardian or potential substitute care provider has agreed to strength-based, family-centered, community-based services and has the willingness and ability to utilize Wraparound Services.
- 4. Current or former foster youth and caregivers who are referred directly through the state operated FURS hotline.

V. DUTIES AND RESPONSIBILITIES:

A. CONTRACTOR shall:

- 1. Develop, provide and case manage all Wraparound Services activities in a manner consistent with Wraparound philosophy of providing unconditional commitment to support families to safely and competently care for their children/youth and in the best interests of the child/youth and family.
- 2. Provide intensive, individualized and strength-based, needs-driven intervention activities that support the engagement and participation of the child/youth and his/her significant support persons and to help the child/youth develop skills and achieve the goals and objectives of the FCP.
- 3. Provide Wraparound Services an average ongoing caseload of 25 children/youth and their families.

4. Facilitate the Wraparound Services program planning process (individualized, family-centered, strength-based, and needs driven care).
5. Provide intensive case management to children/youth and families.
6. Provide Wraparound Services to child/youth and families 24 hours per day, seven days a week.
7. Be flexible in provision of Wraparound Services in terms of location, time, planning, response, and funding.
8. Secure Wraparound Services from a network of providers and complete appropriate service authorization and agreements.
9. Develop and facilitate all Wraparound Service activities in a manner consistent with Wraparound philosophy.
10. Adhere to a “no reject/no eject” policy.
11. Work in collaboration with major Wraparound Services stakeholders including DSS, Probation and Behavioral Wellness.
12. Coordinate, select, and convene IWT for purposes of providing Wraparound Services to children/youth and families.
13. Develop and coordinate formal as well as natural supports and Wraparound Services for children/youth, and families.
14. Develop a parent support network for parents and/or caregivers of children/youth in connection with providing Wraparound Services.
15. Employ and train staff who can meet the cultural and linguistic needs of children/youth.
16. Ensure CONTRACTOR staff attend training to support ongoing skill development and the incorporation of evidence based practices into the Wraparound Services delivery.
17. Provide outcome measures consistent with SB 163 requirements, and meet DSS outcome expectations.
18. Comply with the State Department of Mental Health to maintain Medi-Cal certification/eligibility and be able to provide the full range of services.
19. Ensure CFT, including all professional and non-professional participants, have a voice in all aspects of the Wraparound Services process.

20. Coordinate Wraparound Services delivery with COUNTY agencies, staff, the courts, community members, families and schools.
21. Aggregate all revenue to provide flexibility in service provision to maximize service to all children/youth and families in the Wraparound Services program.
22. Receive incoming calls from the FURS statewide hotline staff and be prepared and able to provide immediate, in-person support 24 hours per day, seven days per week, 365 days per year.
23. Utilize individuals with specialized training in trauma of children or youth and the foster care system on the mobile response and stabilization team. Efforts should be made to include peer partners and those with lived experience in the response team and follow-up efforts whenever possible.
24. Utilize the information provided by the statewide hotline staff during the warm handoff to determine if and when a mobile response and stabilization team will be sent to the child/youth and caregiver's home.
25. Respond preferably within one hour, but not to exceed three hours in extenuating circumstances for urgent needs, or same-day response within 24 hours for non-urgent situations.
26. Develop a plan to identify if the child/youth has an existing CFT so that efforts can be coordinated to address the instability.
27. Be responsible for making referrals to other county- or community-based supports and services to ensure continuity of care, including, but not limited to, linkage to additional trauma-informed and culturally and linguistically responsive family support services and child/youth and family wellness resources.
28. Provide the family with a plan of action to address identified additional support or ongoing stabilization needs and connect them to needed ongoing services through the existing local system of care.
29. Ensure provision to child/youth and/or caregiver of in-home de-escalation, stabilization, and support services and supports, including all of the following:
 - a. Establishing in-person, face-to-face contact with the child/youth and caregiver.
 - b. Identifying the underlying causes of, and precursors to, the situation that led to the instability.
 - c. Identifying the caregiver interventions attempted.
 - d. Observing the child/youth and caregiver interaction.
 - e. Diffusing the immediate situation.
 - f. Coaching and working with the caregiver and the child/youth in order to:
 - i. Preserve the family unit and maintain the current living situation or;

- ii. Create a temporary alternative plan if necessary.
 - g. Establishing connections to other county or community based supports and services to ensure continuity of care, including, but not limited to, linkage to additional trauma-informed and culturally and linguistically responsive family supportive services and youth and family wellness resources.
 - h. Following up after the initial face-to-face response, for up to 72 hours, to determine if additional supports or services are needed.
 - i. Identifying any additional support or ongoing stabilization needs for the family and developing a plan for, or referral to, appropriate child/youth and family supportive services within the county.
30. CONTRACTOR will develop a process of communication with Child Welfare Services, Probation Department or Department of Behavioral Wellness within 24 business hours for any calls received/services provided to any youth receiving services from these agencies.

B. DSS shall:

- 1. Provide administrative oversight of the Wraparound Services.
- 2. Participate as a core member of the IPC.
- 3. CCM shall:
 - a. Work collaboratively as part of the IWT.
 - b. Ensure that Wraparound Services planning is in support of the Child Welfare Services (CWS) court approved case plan.
 - c. Monitor child/youth and family compliance with applicable Juvenile court orders.
- 4. Act as lead fiscal agent for the Wraparound Services program.
- 5. Act as administrator for all contractual functions related to non-Medi-Cal billing.
- 6. Provide administrative oversight of the FURS Program.
- 7. Designate department liaison who will be available to provide updates on the FURS system and participate in FURS monthly or quarterly meetings, as scheduled.

C. Behavioral Wellness shall:

- 1. Chair/Participate as a core member of the IPC.
- 2. Act as administrator for all contractual functions related to Medi-Cal billing in relation to Wraparound Services.
- 3. Monitor, process and authorize all Medi-Cal billing in relation to Wraparound Services.

D. Probation shall:

1. Participate as a core member of the IPC.
2. CCM shall:
 - a. Work collaboratively as part of the IWT.
 - b. Ensure that Wraparound Services planning is in support of the CWS court approved case plan.
 - c. Monitor child/youth and family compliance with applicable Juvenile court orders.

E. IPC shall:

1. Monitor the implementation of Wraparound Services.
2. Assess the quality and effectiveness of Wraparound Services.
3. Identify and evaluate additional resources and make recommendations for Wraparound Services program improvement.

VI. OTHER SERVICE REQUIREMENTS

A. CONTRACTOR shall:

1. Conduct Criminal Records Check:
 - a. Ensure that all prospective and existing CONTRACTOR staff performing services as part of, related to, or in connection with this agreement shall have a criminal record check. CONTRACTOR shall pay for any and all associated costs. The criminal record check shall consist of a California Department of Motor Vehicle (CDOJ).
2. Staff Records Check form and Criminal Law Violation Notification:
 - a. Complete and submit the Staff Record Check form (attached hereto as ATTACHMENT A-1) as appropriate existing and prospective staff.
 - b. Prospective CONTRACTOR staff shall commence services only after the results of the live scan have been reported to COUNTY and COUNTY deemed the person suitable for work pursuant to this Agreement. Failure by CONTRACTOR to comply with the criminal record check requirements may result in withholding of invoice payments until compliant.
 - c. CONTRACTOR shall provide written and oral notice, within twenty-four (24) hours of CONTRACTOR's knowledge, of any new criminal law violation by CONTRACTOR staff.

VII. FINANCIAL REPORTING AND TRACKING REQUIREMENTS

A. CONTRACTOR shall:

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1. Establish procedures in which the FT in conjunction with the entire IWT develops a FB for the child/youth and their family based anticipated needs (see EXHIBIT A -1 SB 163 Wraparound Program Family Budget). An initial FB must be completed and submitted to the IPC no later than ten (10) days from the completion of the FCP. The FB must cover six (6) months of Wraparound Services along with an estimated FB for the following 6 months. A new FB that outlines costs by month will need to be developed every 6 months thereafter along with a conceptual budget for the following 6 months (12 months total). All new FBs must be approved by IPC prior to the effective date of the FB. Available funding from one FB does not roll forward to the new FB.

All FB's must be approved by the IPC before CONTRACTOR has the authorization to expend any funds to be reimbursed by SB 163 funds. The IPC will meet weekly to discuss all aspects of the Wraparound Services program including screening referrals, determine enrollments and discharges, reviewing/approving the FCP and FBs, reviewing crisis safety plans, monitoring progress towards achieving child/youth, family goals, and service delivery to child/youth and families.

"Emergency Purchases" as described below do not require IPC approval:

- a. Unusual and unforeseen non-medical expenses that are less than \$5,000 that are critical to the success of the FCP, needed immediately, and not part of the currently approved FB.
- b. Costs, up to \$5,000, that need to be incurred after the initial FB is developed and submitted, but prior to the next IPC meeting.

Prior to expending any funds under Emergency Purchases, CONTRACTOR shall obtain authorization from the COUNTY DESIGNATED REPRESENTATIVE. CONTRACTOR must submit, within 48 hours of expending the Emergency Purchases, documentation outlining requested Emergency Purchases, name of child/youth, case number, if applicable, and proof of appropriate authorization. CONTRACTOR can submit this information electronically.

2. Attend the weekly IPC meetings to justify, request and obtain approval for all FBs and any adjustments made to them. This includes final approval of all previously authorized emergency purchases.
3. Reimburse all providers of services rendered under the Wraparound Services program timely.
4. Track all individual child/youth expenditures against the appropriate budget, by individual category and child/youth. CONTRACTOR will be required to allocate all individual costs to their appropriate funding source in a format similar to EXHIBIT A-1.
5. Submit or have available for review all original backup documentation that supports all costs being submitted to COUNTY for reimbursement.

VIII. REPORTING REQUIREMENTS

- A. CONTRACTOR shall maintain records, collect data, and provide reports mandated by federal and state governments, and as they may be requested by COUNTY.

Reports shall include, but are not limited to, the following:

1. A monthly project activity report that details participation statistics of activities for the Wraparound Services program for each region as required by the evaluation charts including but not limited to the number of children/youth and families served, including total service hours billed.
2. An accounting report that tracks project related expenditures for Wraparound Services.
3. CONTRACTOR information regarding caseload of Wraparound Services, identification of CONTRACTOR supervisors and staff information, CONTRACTOR employee evaluation information, and training information provided to CONTRACTOR staff in relation to SB 163 and Wraparound Services.
4. CONTRACTOR shall be subject to any monitoring activity necessary to assure compliance with regulations and contractual requirements of Wraparound Services.
5. A monthly project activity report that details participation statistics of activities for FURS as required. The report will include the following:
 - a. List of calls received from statewide hotline staff. The list will include:
 - i. The date and time of call and issue.
 - ii. Name of child(ren)/youth involved.
 - iii. Type of response (ie: in person, phone etc).
 - iv. Referral to other agency if any.
 - v. Outcome and follow up findings.
 - vi. Any other pertinent notes that will help the Department Social Services Worker (SSW).
 - b. Reports shall be sent electronically in an Excel format as provided by COUNTY by the fifteenth (15) calendar day of each month following the month in which services were rendered.

IX. PERFORMANCE OBJECTIVES

- A. CONTRACTOR shall meet the following Performance Measures:

1. Safety:
 - a. 100% of children/youth receiving Wraparound Services will not have any new, substantiated allegations of child abuse/neglect while receiving Wraparound Services.

- b. 90% of children/youth who have graduated from the Wraparound Services program will not have any new, substantiated allegations of child abuse/neglect within 6 months of graduation.
2. Permanency:
- a. 80% of children/youth will maintain community placement (parent/guardian/home based family placement) at three month follow-up point for Wraparound Services (excluding neutral disenrollments).
 - b. 90% of children/youth will maintain community placement (parent/guardian/home based family placement) at 72-hour follow-up of FURS response.
3. Well-being:
- a. 50% of children/youth will have improved in emotional and behavioral adjustments by 6 months into the Wraparound Services program as measured by the Child and Adolescent Needs Tool (CANS).
 - b. 80% of children/youth who have graduated from the Wraparound Services program will have improved in emotional and behavioral adjustments as measured by the CANS.
4. Service Delivery Goals:
- a. 75% of children/youth will be maintained in the Wraparound Services program for a minimum of 3 months (excluding neutral disenrollments).
 - b. 90% of FCP and "FB's" will be completed within 90 days of first contact with child/youth and families for Wraparound Services.
 - c. 90% of child(ren)/youth and families state overall satisfaction with Wraparound Services program at the time of closure/graduation.
 - d. 95% of FURS calls will be responded to timely (not to exceed 3 hours for urgent calls and 24 hours for non-urgent calls).
 - e. 90% of FURS calls will be successfully de-escalated without the need for law enforcement or hospitalization.
 - f. 90% of the participants surveyed will express overall satisfaction with the FURS response.

EXHIBIT B-3

Term Beginning: July 1, 2021

Term Ending: June 30, 2022

LINE#	COLUMN #	1	2	3	4	5
		I. REVENUE SOURCES:	Total	Wraparound	FURS	Wraparound SB 163 Funded
1		Contributions	\$ -			
2		Foundations/Trusts	\$ -			
3		Miscellaneous Revenue	\$ -			
4		Behavioral Wellness Funding	\$ 734,714	\$ 714,000	\$ 20,714	
5		Other Government Funding	\$ -			
6		DSS SB 163	\$ 1,146,796		\$ 393,557	\$ 753,239
7		Other (Insurance Carriers)	\$ -			
8		Other (specify)	\$ -			
9		Other (specify)	\$ -			
10		Total Other Revenue	\$ 1,881,510	\$ 714,000	\$ 414,271	\$ 753,239
		I.B Client and Third Party Revenues:				
11		Client Fees	\$ -			
12		SSI	\$ -			
13		Other (specify)	\$ -			
14		Total Client and Third Party Revenues (Sum of lines 19 through 23)	\$ -	\$ -	\$ -	\$ -
15		GROSS PROGRAM REVENUE BUDGET	\$ 1,881,510	\$ 714,000	\$ 414,271	\$ 753,239
		III. DIRECT COSTS	Total	Wraparound	FURS	Wraparound SB 163 Funded
		III.A. Salaries and Benefits Object Level				
16		Salaries (Complete Staffing Schedule)	\$ 1,043,322	\$ 393,792	\$ 244,322	\$ 405,208
17		Employee Benefits	\$ 177,365	\$ 66,945	\$ 41,535	\$ 68,885
18		Payroll Taxes	\$ 79,814	\$ 30,125	\$ 18,691	\$ 30,998
19						
20		Salaries and Benefits Subtotal	\$ 1,300,501	\$ 490,862	\$ 304,547	\$ 505,092

III.B Services and Supplies Object Level					
21	Advertising and recruiting	\$ 1,524	\$ 544	\$ 275	\$ 705
22	Auto expense	\$ 65,861	\$ 28,511	\$ 3,643	\$ 33,707
23	Child Related Costs	\$ -	\$ -	\$ -	\$ -
24	Computer expenses	\$ 65,451	\$ 28,752	\$ 3,724	\$ 32,975
25	Conferences and meetings	\$ 1,173	\$ 435	\$ 154	\$ 584
26	Contributed Goods and Services	\$ -	\$ -	\$ -	\$ -
27	Depreciation	\$ -	\$ -	\$ -	\$ -
28	Dues and subscriptions	\$ -	\$ -	\$ -	\$ -
29	Education and Training	\$ 11,575	\$ 1,000	\$ 9,463	\$ 1,112
30	Equipment maint. and rental	\$ 528	\$ 250	\$ -	\$ 278
31	Food Costs	\$ -	\$ -	\$ -	\$ -
32	Insurance	\$ 30,416	\$ 12,277	\$ 4,486	\$ 13,653
33	Office expenses	\$ 3,171	\$ 1,000	\$ 959	\$ 1,212
34	Outside services	\$ 8,393	\$ 3,111	\$ 1,622	\$ 3,660
35	Quality Assurance (Limited to 2% of Direct Costs)*	\$ 32,771	\$ 12,172	\$ 7,063	\$ 13,536
36	Professional Services	\$ -	\$ -	\$ -	\$ -
37	Printing	\$ -	\$ -	\$ -	\$ -
38	Rent	\$ 85,694	\$ 31,168	\$ 18,865	\$ 35,661
39	Repairs and maintenance	\$ 3,136	\$ 1,000	\$ 924	\$ 1,212
40	Supplies	\$ 512	\$ 110	\$ 280	\$ 122
41	Taxes and licenses	\$ 325	\$ -	\$ 325	\$ -
42	Telephone	\$ 14,795	\$ 6,000	\$ 1,500	\$ 7,295
43	Transportation and travel	\$ 7,033	\$ 2,500	\$ 1,753	\$ 2,780
44	Utilities	\$ 3,240	\$ 1,178	\$ 652	\$ 1,410
50	Services and Supplies Subtotal	\$ 335,599	\$ 130,008	\$ 55,688	\$ 149,903
	III.C. Client Expense Object Level Total (Not Medi-Cal Reimbursable)	\$ -	\$ -	\$ -	\$ -
51		\$ -			
52	SUBTOTAL DIRECT COSTS	\$ 1,636,100	\$ 620,870	\$ 360,236	\$ 654,994
	IV. INDIRECT COSTS				
53	Administrative Indirect Costs (Reimbursement limited to 15%)	\$ 245,410	\$ 93,130	\$ 54,035	\$ 98,245
54	GROSS DIRECT AND INDIRECT COSTS (Sum of lines 47+48)	\$ 1,881,510	\$ 714,000	\$ 414,271	\$ 753,239

ATTACHMENT A-1

STAFF (EMPLOYEES/VOLUNTEERS/SUB-CONTRACTORS) RECORD CHECKS

Contractor or Agency Name

Name of Program

Contractor's Signature

Date

NAME	DOB <i>(mm/dd/yyyy)</i>	E=Employee S=Subcontractor V=Volunteer	DMV Record Check <i>Date Completed</i>	CRIMINAL RECORD DECLARATION <i>Date Signed</i>	Live Scan Date Rec'd	County Use Only Approval Y/N
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>
		E <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/>				Y <input type="checkbox"/> N <input type="checkbox"/>

Santa Barbara County Probation Authorized Signature

Date

Santa Barbara County DSS Authorized Signature

Date