



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Sheriff's Office  
Department No.: 032  
For Agenda Of: October 11, 2016  
Placement: Administrative  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5

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**TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff, 681-4290  
Director(s)  
Contact Info: Kelly Hamilton, Commander, 681-4326

**SUBJECT:** First Amendment to Correctional Medicine Agreement with Corizon Health, Inc.

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the First Amendment to the Correctional Medicine Agreement with Corizon Health, Inc. to increase staffing as follows: 2.8 Licensed Vocational Nurses full time equivalents (FTE), 2 Licensed Clinical Social Workers FTEs, 1 Psychiatric Nurse FTE, and increase hours for the contracted Psychiatrist from 25 to 40 hours weekly.
- b) Approve Budget Journal Entry #0004770 releasing \$265,000 in Contingency Funds and appropriate \$265,000 in the Sheriff's Office medical services unit.
- c) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

The jail is experiencing a significant increase in the amount of medications being dispensed, administered and delivered to the inmate population. The delivery of these medications is performed by a Licensed Vocational Nurse (LVN). In order to maintain timely and effective prescription distribution, the Sheriff's Office is requesting the addition of 2.8 LVNs, which is an increase from the 6.4 identified in the Correctional Medicine Agreement (see Attachment A). The Sheriff's Office will absorb the costs associated with this increase from its existing budget.

Furthermore, at the direction of the Board of Supervisors, the Sheriff's Office, in concert with Corizon Health, Inc., has developed and identified the appropriate mental health professionals to implement a de-escalation protocol for inmates housed in the jail's safety cells. This plan will require the addition of 2 Licensed Clinical Social Workers FTEs, 1 Psychiatric Nurse FTE, and increase hours for the contracted Psychiatrist from 25 to 40 hours weekly. If adopted, the increase will be paid for through the release of contingency funds.

**Background:**

On July 1, 2013, the Sheriff's Office entered into a contract with Corizon Health, Inc. to provide health care services to those incarcerated within the jail facilities. The contract was effective July 1, 2013, through June 30, 2015. The contract has been extended twice. The first extension (Attachment B) was effective from July 1, 2015, to October 31, 2015. The second extension (Attachment D) was effective October 1, 2015, through March 31, 2017.

**Distribution of Prescribed Medications**

An essential function of providing comprehensive health care services is the distribution of prescribed medications (med pass). The med pass function is performed by LVNs. There are four (4) scheduled med passes each day coupled with daily "make-up" passes. Due to the increase in prescriptions, this requires (2) LVNs for each medication pass. The current contract provides for 6.4 FTE for LVNs. In addition to medication pass, the LVN's duties also include providing treatments according to physician's orders in accordance with facility policy, document in the medical chart and medication administration record for all patients seen, notify charge nurse of medications needing to be refilled, assure personal and staff compliance to inmates' rights in the delivery of care, maintain a clean and organized medication cart and medication room, develop and maintain accurate accounting of all sharps and refrigerator log, assist in keeping the inventory sheet current, order medication and supplies for medication room and treatment areas, and assist with emergencies and or other providers during sick call or rounding. Due to a significant increase in the amount of medications being prescribed, there needs to be a coinciding increase to the LVN staffing which will provide for improved access, timeliness and consistency for medication distribution.

In reviewing a 3-month window last year, beginning May 1, 2015, through July 31, 2015, there were 190 new prescriptions ordered for the inmate population. In a direct comparison of this number for the same time frame of 2016, the comparison presented 639 new prescriptions ordered, which translates into a 236% increase of newly prescribed medications.

There are a few mitigating factors contributing to this increase. First, a new Doctor was hired who brought a higher level of community medical standards as it relates to practicing medicine. Her philosophy is to ensure that every opportunity for early intervention is provided as soon as possible, which includes prescribing medications to prevent exacerbating the condition being treated. Secondly, several months ago, Corizon implemented a process change that included assigning a Registered Nurse (RN) to the Intake Reception Center. This RN is responsible for completing all intake health screening forms prior to an inmate entering the secured part of the facility. This change has resulted in the earlier

bridging of medications and quicker referrals. Lastly, when comparing the average daily population from a year ago and using the same 3-month window from above, it resulted in an increase of 155 inmates. The average daily population during those time periods were 870 and 1,025, respectively.

### Safety Cells

Within a custodial facility, there are times when an inmate will enter into a crisis requiring the use of a safety cell for his or her own safety. In accordance with California Code of Regulations Title 15, the Sheriff's Office policy provides direction for the placement of an inmate into a safety cell when the inmate exhibits behavior indicating an immediate danger to themselves or others. Our goal continues to be providing a safe and secure environment with the least restrictive housing possible.

As a part of their daily requirements, Corizon mental health personnel are tasked with conducting evaluations of inmates who have been placed in a safety cell due to being a danger to themselves or others. The weekly staffing allocations for this mental health services are as follows: 2 FTE (80 hours) for Licensed Clinical Social Workers (LCSW), 1 FTE (40 hours) for a Psychiatrist Registered Nurse, and 0.652 FTE (25 hours) for a Psychiatrist. Currently, their hours are limited to 2 staff working 10 hours (7:00 a.m. - 5:00 p.m.), Monday through Friday, and only 1 staff member, working the same hours, for each weekend day. This schedule creates a void for evaluations to take place from 5:00 p.m. until 7:00 a.m. throughout the week.

In an effort to decrease the amount of time an inmate spends in a safety cell and address potential mental health concerns, a de-escalation plan has been developed and will be implemented as follows:

1. 0-12 Hours in a Safety Cell:

- a. Whenever possible, mental health personnel will provide immediate intervention **prior** to placement into a safety cell for those inmates who display signs of psychosis or verbalize an intention to harm themselves or others only during scheduled duty hours (0700 to midnight).
- b. If not evaluated prior to placement in a safety cell, mental health personnel will assess inmates within the first hour of placement only during scheduled duty hours (0700 to midnight).
- c. During scheduled duty hours (0700 to midnight), mental health personnel will evaluate an inmate for continued retention every 4 to 5 hours in a 24-hour period.
- d. An evaluation for retention will be completed at the end of each day by mental health personnel.
- e. During scheduled duty hours (0700 to midnight), the psychiatrist will examine inmates in safety cells. On call psychiatry services are available 24/7.
- f. Mental health personnel will document current mental health status, risk assessment, and therapeutic interventions at every interaction with inmates.
- g. At or before 12 hours in a safety cell, mental health personnel will complete the "Safety Cell Step Down" form. (Attachment E)

2. 12+ hours in a safety cell:

- a. The "Safety Cell Step Down" form is completed.
- b. C.A.R.E.S. Mobile Crisis Unit will be called for a 5150 evaluation.
- c. Mental health personnel will also work in conjunction with C.A.R.E.S. for appropriate treatment for inmates.
- d. Mental health personnel will continue with 1.c., d., and e. above.
- e. Mental health personnel will follow up regularly with C.A.R.E.S. to inquire about pending evaluation and placement.

The implementation of this plan will close the gap in mental health services, resulting in the decrease in amount of time inmates spend in safety cells as well as providing an opportunity for early intervention, thus decreasing the amount of usage. To effect this change, Corizon Health, Inc. has provided a staffing plan (see Attachment D). This staffing plan will cost an approximately \$265,000 for the remaining six (6) months of the existing contract.

**Fiscal and Facilities Impacts:**

Budgeted: No

**Fiscal Analysis:**

Narrative:

The First Amendment to the Correctional Medicine Agreement lists the addition of several positions at various FTEs. For all of them, the anticipated period of additional service is October 4, 2016 through March 31, 2017, or a period of six months. The exact cost will not be known until staff to fill these positions are hired and on the job. Therefore, all costs noted below are "not-to-exceed".

The "med pass" LVN's will cost an estimated \$116,550 during this timeframe. The Sheriff's Office has sufficient contractual funding and budgeted funds to cover this cost in this fiscal year.

The de-escalation program staff will cost approximately \$265,000 during this timeframe. Budget Journal Entry #0004770 will provide funding from Contingency to the Sheriff's Office to cover these costs.

**Special Instructions:**

Please provide the minute order and 2 copies of the executed First Amendment to Commander Kelly Hamilton of the Santa Barbara Sheriff's Office.

**Attachments:**

- A. Correctional Medicine Agreement with Corizon Health, Inc.
- B. 1<sup>st</sup> Contract Extension
- C. 2<sup>nd</sup> Contract Extension
- D. First Amendment to Correctional Medicine Agreement
- E. Safety cell "Step-Down" form.
- F. Budget Journal Entry -0004770

**Authored by:**

Kelly Hamilton, Commander

**CC:**

## FIRST AMENDMENT TO THE CORRECTIONAL MEDICINE AGREEMENT

**THIS FIRST AMENDMENT** to the 2013 Correctional Medicine Agreement (hereinafter the "First Amendment"), is made and entered into this 11<sup>th</sup> day of October 2016, by and between Corizon Health, Inc., (hereinafter "Contractor") and the County of Santa Barbara, California (hereinafter the "County"). For purposes of this First Amendment, the County and Contractor shall be referred to collectively as the "Parties."

WHEREAS, Parties entered into a Correctional Medicine Agreement with an effective date of July 1, 2013 (hereinafter the "Agreement"), by which Contractor assumed the continued responsibilities for the provision of certain healthcare services to be delivered to individuals in the custody and control of the County; and

WHEREAS, the Parties entered into a First Extension on June 23, 2015 by which the term of the Agreement was extended through October 31, 2015;

WHEREAS, the Parties entered into a Second Extension on October 16, 2015 which superseded the First Extension by which the term of the Agreement was extended through March 31, 2017;

WHEREAS, Parties desire to amend the Agreement to effectuate the following changes:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed upon as follows:

1. This First Amendment shall be effective as of October 12, 2016.
2. The staffing plan set forth in Exhibit A of the Agreement is replaced with the staffing plan in Exhibit A, attached hereto and incorporated by reference, specifically as follows:
  - a. 2.8 Licensed Vocational Nurses (LVN) FTEs
  - b. 2 Licensed Clinical Social Workers FTEs
  - c. 1 Psychiatric Nurse FTE; and
  - d. Increase hours for the contracted Psychiatrist from 25 to 40 hours weekly (hereinafter collectively referred to as the "Supplementary Staffing").
3. The purpose of the additional 2.8 FTEs al Nurses (LVN) is to assist with the distribution of medications (med pass). All other Supplementary Staffing is for the purpose of providing de-escalation services to inmates placed in safety cells with the goal of stabilization and return to regular housing as outlined in the attached Safety Cell De-Escalation Plan, attached hereto as Exhibit B and incorporated in full by this reference.

4. The monthly cost of the Supplementary Staffing is \$70,138.17.
5. For the month of October of 2016, the costs for services rendered to the Sheriff's Office are \$352,936.85 (inclusive of Supplementary Staffing).
6. For the period from November 1, 2016 through March 31, 2017, the monthly costs for services rendered to the Sheriff's Office are \$377,824.59 (inclusive of Supplementary Staffing).
7. For the period from October 1, 2016 through March 31, 2017, the monthly costs for services rendered to the Probation Department remain unchanged at \$68,451.50.
8. In addition to the Supplementary Staffing, Exhibit A also reflects the following previous, staffing additions, each denoted with asterisks:
  - a. 2.6 FTEs of RNs to comply with Section 2.a of the Second Extension;
  - b. .3 FTE of Dental Assistant; and
  - c. .35 FTE of NP/PA.

Each of these positions is provided by Contractor at no additional cost to the County. In consideration thereof, the County agrees that these positions are not subject to staffing paybacks during the term of the Agreement.

9. In all other respects, the terms and conditions of the Agreement shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment in their official capacity and with legal authority to do so.

**ATTEST:**

Mona Miyasato  
 County Executive Officer  
 Clerk of the Board

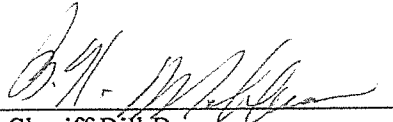
**COUNTY OF SANTA BARBARA:**

By: \_\_\_\_\_  
 Deputy Clerk

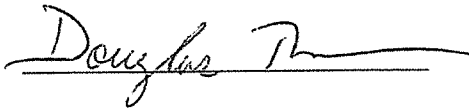
By: \_\_\_\_\_  
 Chair, Board of Supervisors

Date: \_\_\_\_\_

**RECOMMENDED FOR APPROVAL:**  
Santa Barbara County Sheriff's Office

By:   
Sheriff Bill Brown

**CONTRACTOR:**  
Corizon Health, Inc.

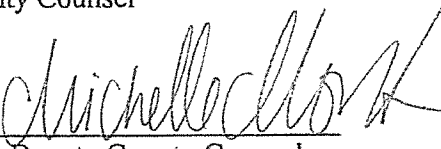
By: 

Name: Douglas Thompson

Title: Chief Financial Officer

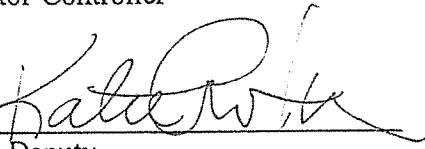
**APPROVED AS TO FORM:**

Michael C. Ghizzoni  
County Counsel

By:   
Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:**

Theodore A. Fallati, CPA  
Auditor-Controller

By:   
Deputy

**APPROVED AS TO FORM:**  
Risk Management

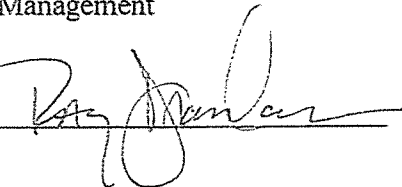
By: 





Exhibit A-revised for Amendment  
 Corizon Health, Inc.  
 Staffing For  
 Santa Barbara County, CA

Santa Barbara County Detention Center										
POSITION	Scheduled Hours							Hrs/ Wk	FTEs *	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Day Shift										
Health Services Administrator		8	8	8	8	8	8		40	1.000
Administrative Assistant		8	8	8	8	8	8		40	1.000
Medical Director		8	8						16	0.400
NP/PA****		6	6	6	6	6			30	0.750
Psychiatrist		8	8	8	8	8			40	1.000
Dentist								12	12	0.300
Dental Assistant***								12	12	0.300
DON		8	8	8	8	8			40	1.000
RN-Charge/Nsg. Sick Call	20	24	24	24	24	24	20		160	4.000
LVN-Med. Pass/Dr. Sick Call	32	32	32	32	32	32	32		224	5.600
Psychiatric RN		16	16	16	16	16			80	2.000
LCSW-Discharge Planning	8	16	16	8	8	16	8	80	160	4.000
Medical Records Clerk		24	24	24	24	24			120	3.000
Evening Shift										
RN-Charge Nurse									-	-
RN-14 Day Eval (noon-6:30pm)		8	8	8	8	8			40	1.000
LVN	8	8	8	8	8	10	10		60	1.500
Night Shift										
RN-Charge Nurse**	20	24	24	24	24	24	20		160	4.000
LVN	12	12	12	12	12	12	12		84	2.100
<b>TOTAL HOURS/FTEs per week</b>	<b>100</b>	<b>210</b>	<b>210</b>	<b>194</b>	<b>194</b>	<b>204</b>	<b>102</b>	<b>104</b>	<b>1,318</b>	<b>32.950</b>
<b>Day Shift Total</b>	<b>60</b>	<b>158</b>	<b>158</b>	<b>142</b>	<b>142</b>	<b>150</b>	<b>60</b>	<b>104</b>	<b>974</b>	<b>24.350</b>
<b>Evening Shift Total</b>	<b>8</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>18</b>	<b>10</b>	<b>-</b>	<b>100</b>	<b>2.500</b>
<b>Night Shift Total</b>	<b>32</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>32</b>	<b>-</b>	<b>244</b>	<b>6.100</b>

Total Adult Hours

1,318

Total Adult FTE

32.95

\* FTE represents 2,080 annually inclusive of paid leave (sick, vacation, holiday, etc.)

\*\*Corizon is providing 2.6 FTE's of RN's to comply with 2.a of second extension.

\*\*\*Includes 0.3 FTE additional coverage for Dental Assistant

\*\*\*\*Includes 0.35 FTE additional coverage for NP/PA.

**Exhibit A**  
**Corizon Health, Inc.**  
**Staffing For**  
**Santa Barbara Probation (Medical Only)**

<b>Santa Maria Juvenile Hall</b>										
POSITION	Scheduled Hours								Hrs/ Wk	FTEs *
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TBS		
Day Shift										
Nurse Coordinator		8	8	8		8			32	0.800
Administrative Assistant		6	6	6		6			24	0.600
Medical Director								18	18	0.450
RN	6	6	6	6	6	6	6		42	1.050
LVN	4	6	6	6	6	6	4		38	0.950
Medical Assistant		6	6	6	6	6			30	0.750
<b>TOTAL HOURS/FTEs per day</b>	<b>10</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>18</b>	<b>32</b>	<b>10</b>	<b>18</b>	<b>184</b>	<b>4.600</b>

<b>Los Prietos Boys Camp</b>										
POSITION	Scheduled Hours								Hrs/ Wk	FTEs *
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TBS		
Day Shift										
Nurse Coordinator					8				8	0.200
Administrative Assistant					6				6	0.150
Medical Director								6	6	0.150
RN		8	8	8	8	8			40	1.000
<b>TOTAL HOURS/FTEs per day</b>	<b>-</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>22</b>	<b>8</b>	<b>-</b>	<b>6</b>	<b>60</b>	<b>1.500</b>

Total Juvenile Hours	244	
Total Juvenile FTE		6.10
Total Contract Hours	1,562	
Total Contract FTE		39.050

\* FTE represents 2,080 annually inclusive of paid leave (sick, vacation, holiday, etc.)

### Safety Cell De-Escalation Plan

Goal: Providing de-escalation services to inmates within 0-12 hours (and thereafter if applicable) of placement in a safety cell with the goal of stabilization and return to regular housing.

1. 0-12 Hours in a Safety Cell:

- a. Whenever possible, mental health personnel will provide immediate intervention **prior** to placement into a safety cell for those inmates who display signs of psychosis or verbalize an intention to harm themselves or others only during scheduled duty hours (0700 to midnight).
- b. If not evaluated prior to placement in a safety cell, mental health personnel will assess inmates within the first hour of placement only during scheduled duty hours (0700 to midnight).
- c. During scheduled duty hours (0700 to midnight), mental health personnel will evaluate an inmate for continued retention every 4 to 5 hours in a 24 hour period.
- d. An evaluation for retention will be completed at the end of each day by mental health personnel.
- e. During scheduled duty hours (0700 to midnight), the psychiatrist will examine inmates in safety cells. On call psychiatry services are available 24/7.
- f. Mental health personnel will document current mental health status, risk assessment, and therapeutic interventions at every interaction with inmates.
- g. At or before 12 hours in a safety cell, mental health personnel will complete the "Safety Cell Step Down" form.

2. 12+ hours in a safety cell:

- a. The "Safety Cell Step Down" form is completed.
- b. C.A.R.E.S. Mobile Crisis Unit will be called for a 5150 evaluation.
- c. Mental health personnel will also work in conjunction with C.A.R.E.S. for appropriate treatment for inmates.
- d. Mental health personnel will continue with 1.c., d., and e. above.
- e. Mental health personnel will follow up regularly with C.A.R.E.S. to inquire about pending evaluation and placement.

## Budget Journal Entry

Document Number: BJE - 0004770      Batch ID: 1973170      Created On: 9/19/2016 11:26:43 AM  
 Document Description: Corizon      Processed On:      Created By: Hope Vasquez  
 Post On:      Processed By:

**References**

Audit Trail:

**Budget Revision Request**

Agenda Item: Agenda Date: 10/11/2016      Approval: BOS 4/5      Has Board Letter: Yes  
 Title: Release Contingency Funds for De-escalation Services  
 Budget Action: Increase Appropriations of \$265,000 in Sheriff General Fund for Services & Supplies funded by release of Committed Contingency fund balance.

**Justification:**

A need for enhanced medical and mental health services has arisen in the Sheriff's Office Main Jail related to the use of safety cells for inmates in crisis. In an effort to reduce the use of safety cells, the Sheriff was directed to offer enhanced services of Licensed Clinical Social Workers (LCSWs) and psychiatric health professionals to accelerate amounts and levels of treatment. This revision adds funding to cover these additional positions, provided by the medical provider Corizon, for the period from October 1, 2016 through the end of the current contract (March 31, 2017).

**Budget Revision Request Financial Summary**

Fund	Department	Project	Object Level	Source Amount	Use Amount
0001 - General	032 - Sheriff		55 - Services and Supplies	0.00	265,000.00
0001 - General	032 - Sheriff		93 - Changes to Committed	265,000.00	0.00
			Fund: 0001 - General, Department: 032 - Sheriff Total:	265,000.00	265,000.00

**Accounting**

Fund	Dept	GL Acct	LI Acct	Debit Amount	Credit Amount	Prog	OUnit	Prfl	Budget Period	Description
0001	032	2420	9898	265,000.00		1071	6085		201706	Release Contingency for De-escalation Services

### Budget Journal Entry

0001	032	2530	7460	132,500.00	1071	6085	201703	Release Contingency for De-escalation Services
0001	032	2530	7460	132,500.00	1071	6085	201706	Release Contingency for De-escalation Services
Total				265,000.00				

### Signatures

Signed By	Signed On	Department/Agency	Approval Level	Valid
Douglas Martin	9/29/2016 9:32:38 AM	032 - Sheriff	Fund/Department	Y
Paul Clementi	10/3/2016 2:42:38 PM	012 - County Executive Office	CEO Analyst	Y
Pancho Occlano	10/3/2016 2:45:06 PM	061 - Auditor-Controller	FACS	Y
Katherine Rolh	10/3/2016 5:27:50 PM	061 - Auditor-Controller	Chief Deputy Controller	Y
Thomas Alvarez	10/4/2016 9:41:33 AM	012 - County Executive Office	Budget Director	Y

