

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Family Service Agency of Santa Barbara County with an address at 123 West Gutierrez Street, Santa Barbara, CA 93101 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE

Laurie Haro, Division Chief at phone number (805) 346-7102 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Lisa Brabo, Executive Director at phone number (805) 965-1001, ext. 1240 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

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 facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Laurie Haro, Division Chief
Department of Social Services
2125 S. Centerpointe Parkway, Santa Maria, CA 93455
FAX (805) 346-7197, Email: lharo@countyofsb.org

To CONTRACTOR: Lisa Brabo, Executive Director
Family Service Agency of Santa Barbara County
123 West Gutierrez Street, Santa Barbara, CA 93101
FAX: (805) 965-2178, Email: lbrabo@fsacares.org

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

CONTRACTOR shall commence performance on **May 21, 2024** and end performance upon completion, but no later than **June 30, 2025** unless otherwise directed by COUNTY or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B 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.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in EXHIBIT A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.

1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing

unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.

2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. By CONTRACTOR. Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. SECTION HEADINGS

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

33. STATE ENERGY CONSERVATION PLAN

CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

34. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING

A. CONTRACTOR, by signing this Agreement, hereby certifies to the best of his, her or its knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONTRACTOR to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONTRACTOR shall complete and submit California State Standard Form-LLL, "Disclosure Form to Report Lobbying," to the COUNTY and in accordance with the instructions found therein.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CONTRACTOR also agrees by signing this document that he, she or it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

CONTRACTOR shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and pursuant to the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). CONTRACTOR shall promptly disclose, in writing, to the COUNTY office, to the Federal Awarding Agency, and to the Regional Office of the Environmental Protection Agency (EPA), whenever, in connection with the award, performance, or closeout of this contract or any subcontract thereunder, the CONTRACTOR has credible evidence that a principal, employee, agent, or subcontractor of the CONTRACTOR has committed a violation of the Clean Air Act (42 U.S.C. 7401-7671q.) or the Federal Water Pollution Control Act (33 U.S.C. 1251-1387).

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Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Family Service Agency of Santa Barbara County**.

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

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: *Shirley LaGuerra*
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: *Steve Lavagnino*
Steve Lavagnino, Chair
Board of Supervisors
Date: 5-14-24

RECOMMENDED FOR APPROVAL:

Social Services

DocuSigned by:
By: *Daniel Melson*
11A5E47EB26A45A...
Department Head

CONTRACTOR:

Family Service Agency of Santa Barbara
County

DocuSigned by:
By: *Lisa Brabo*
5858639A7B50479...
Authorized Representative
Name: Lisa Brabo
Title: Executive Director

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

DocuSigned by:
By: *Paul Lee*
561262F0B51A41B...
Deputy County Counsel

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

DocuSigned by:
By: *Betsy M. Schaffer*
6BAAEA15901943F...
Deputy

APPROVED AS TO FORM:

Greg Milligan, ARM
Risk Management

DocuSigned by:
By: *Greg Milligan*
05F555F00289466...
Risk Management

EXHIBIT A

STATEMENT OF WORK

I. PROGRAM DESCRIPTION

Preventing child maltreatment requires ensuring that children's families are healthy and that the communities that support families are strong. Santa Barbara County has aligned itself with the state of California's vision for prevention by implementing a community pathway for families to access services and supports earlier, to mitigate trauma, prevent the unnecessary removal of children from their homes, and to improve outcomes for children and families involved in the child welfare system. The Community Pathway provides families an alternative route to access title IV-E funded prevention services through the Family First Prevention Services Act (FFPSA) outside of the traditional child welfare service delivery and case management context.

The Community Pathway is a "gold-standard" science-based protocol that addresses immediate concrete needs, individualized support for parents' self-selected goals, referrals and warm hand-offs to specialized services like parent coaching, mental health, and career education. Families in need across the county will have access to high quality, timely, and culturally relevant local prevention services without direct involvement with Child Welfare Services (CWS).

The Community Pathway will be implemented in stages, and will eventually reach all eligible candidacy groups as well as children and families who may benefit from prevention services but do not meet candidacy criteria initially. The initial phase will involve a pilot program focused on children and families already known to CWS or Juvenile Probation. Subsequent phases will expand to include additional groups identified by CWS and gradually extend services to candidates recognized by other service providers, even if they are not known to CWS or Juvenile Probation. The ultimate goal is to broaden accessibility, allowing referrals for children and families with varying levels of need from any interested access point or through self-referral in the future.

II. TARGET POPULATION

- A. In this initial pilot program of the Community Pathway, the target population will be comprised of families known to CWS and Juvenile Probation with children that meet candidacy requirements for at risk of entering foster care. It will also include children and families who do not meet candidacy requirements but may benefit from prevention services. In future iterations of the Community Pathway, the goal is that all Santa Barbara County residents will have access to the Community Pathway and referrals may come from the community or families can self-refer.

The CONTRACTOR shall provide services to families in North County, specifically the cities of Lompoc, Orcutt, Guadalupe, Santa Maria, and New Cuyama.

B. Types of Services

i. **Case Management**

The CONTRACTOR will use motivation-driven practices to work with the parent over time to understand their strengths and needs, coordinate services, and monitor safety and progress. Case management services encompass addressing both concrete needs and goals identified by the family. This includes facilitating access to a range of essential supportive services such as mental or physical health care, financial assistance, and other supports based on the specific goals and needs determined by the parents and children themselves. Whether it involves connecting families with mental health professionals, navigating financial assistance programs, or facilitating access to other relevant services, the CONTRACTOR'S case management efforts will comprehensively address the diverse needs and objectives of each family.

ii. **Evidence-Based Practices**

The CONTRACTOR will provide selected evidence-based practices (EBPs) to model fidelity standards and, with the provider of the EBP, make accommodations to the EBP to serve the needs of diverse populations while maintaining model fidelity standards. The EBPs are Parent Child Interaction Therapy (PCIT), Healthy Families America (HFA), and Parents as Teachers (PAT).

III. **DUTIES AND RESPONSIBILITIES**

A. COUNTY shall:

i. Provide referrals to the CONTRACTOR for eligible families based on the following CWS/Probation referral process and others that may supplement as the program progresses:

1. *CWS referral process*

- a. Child abuse and neglect referrals are received and/or allegations are investigated by CWS.
- b. A CWS social worker assesses that the family could benefit from prevention services and determines that a referral to the Community Pathway is suitable.
- c. CWS social worker shall complete and send referral to the Community Pathway to the CONTRACTOR.

2. *Juvenile Probation referral process*

- a. Juvenile Probation assess a youth for supervision and determines they and/or a member of their family would benefit from prevention services and that a referral to the Community Pathway is suitable.
- b. Juvenile Probation Officer shall complete and send referral to the Community Pathway to the CONTRACTOR.

3. Additional referral processes for referrals from other sources may supplement the above as the pilot progresses.

B. CONTRACTOR shall:

- i. Accept referrals from CWS, Juvenile Probation, and other access points as determined by COUNTY, up to 100 families experiencing, but not limited to, the following:
 1. Family Stress
 2. Substance Abuse Issues
 3. Mental Health Issues
 4. History of Abuse
 5. Domestic Violence
 6. Need for Concrete and Economic Supports
 7. Parental Challenges
 8. Lack of Social Support
 9. Child Behavioral Issues
 10. Housing Instability

- ii. Report within one business day to the CWS social worker/Juvenile Probation officer that the referral was received.

- iii. Complete initial contact with families within three (3) business days of initial referral.

- iv. Provide services that will include using culturally sensitive and linguistically appropriate motivation-driven practices as well as protocols and procedures developed by this effort and from California Department of Social Services (CDSS) to support referred families in addressing their needs. These protocols and procedures will include:
 1. Intake and inventory of economic stabilizers for which families are eligible and interested;
 2. Case planning based on parent's identification of goals;
 3. Identification, referral and warm handoffs to community services including Evidenced Based Practices identified above when possible;
 4. Case coordination and management;
 5. Use evidenced-based assessment and case management. Assessment may be ongoing/continuing as the CONTRACTOR works with the family. Assessment will include, but not limited to the following:
 - a. Family Stability
 - b. Well-Being
 - c. Financial Health and Legal
 - d. Work and Education
 6. Using motivation driven practices, support each family in setting and working towards goals that they believe improve the quality of their family's life.
 7. Completion of CDSS forms including child safety and risk assessments;
 8. Crisis intervention and management, and family support and advocacy.

- v. For families for which the CONTRACTOR will be providing evidenced-based practices:
 - 1. Deliver the following EBP services to model fidelity standards:
 - a. Parents as Teachers – to provide evidence-based home visits. See Section V.A.vi for further description.
 - b. Healthy Families America – to provide home visits to promote child well-being and prevent the abuse and neglect of children. See Section V.A.vii for further description.
 - c. Parent Child Interaction Therapy – to provide evidence-based treatment for young children with behavioral problems. See Section V.A.viii for further description.
 - 2. Monitor child safety and risk using service delivery interventions, consistent engagement practices and safety planning.
- vi. Provide linguistic (English/Spanish/Mixteco) and culturally competent services.
- vii. Refer the family to identified services available in the community or within the referring agency. CONTRACTOR will utilize services available in the community in most circumstances for the families rather than providing the services themselves.
- viii. Engage in training for staff or leaders including but not limited to: FindHelp, Integrated Core Practice Model, and more as determined by COUNTY.
- ix. Complete reporting requirements and contributing to continuous quality improvement activities.
- x. Conduct administration of the program, including data collection and reporting.
- xi. Refer any allegations of child abuse or neglect to CWS in accordance with mandated reporter legal responsibilities.
- xii. Provide services in the home, or other natural environment of the family at times that are convenient for the family including outside of traditional business hours. Virtual services may be offered instead of or in addition to in-person services as required by the family's needs.
- xiii. Use a trauma-responsive, collaborative and friendly approach to engage and motivate families.
- xiv. Partner with CWS and Juvenile Probation to create a model that can be spread to other providers with the aim of creating a comprehensive network of access points, including self-referral, to the Community Pathway.

IV. REPORTING REQUIREMENTS

A. CONTRACTOR shall:

- i. Maintain records, collect data, and provide reports mandated by Federal and State governments, and as will be requested by DSS. These reports will act as monitoring tools for DSS oversight of the selected Contractor's performance. Data elements may include, but are not limited to, the following:
 1. A monthly project activity report that details statistics of participation in activities, including but not limited to: records of outreach (number of attempts, time of day, and mode) to parents referred for case management and EBPs including discernable demographic or other patterns around those that engage, partially engage, and do not engage, clients engaged in each geographic region; demographic information such as age, gender, race, ethnicity, income, and education level of program participants; number in need of additional services from CWS; and other services being provided.
 2. Monthly records of referrals, including those for other services in the referring agency and those for EBPs included in this contract, both sent and received. Records of referral tracking will include the number of referrals per parent, the outcome of referrals by provider (for example, service provided, on waitlist, waiting on client). Referral activity will be shared via reports from FindHelp or alternative method as approved by COUNTY. Discernable patterns around the outcomes of referrals – based on provider or parents-- will be noted in a narrative report.
 3. A monthly accounting report that may track project-related expenditures including hours of service to families. This provides for a transparent usage of funds.
 - ii. Complete trainings required by CDSS and the County.
 - iii. For Evidence Based Practices, provide evidence of model fidelity including any that may be required by CDSS, as requested by COUNTY.
 - iv. Participate in contract meetings as requested by COUNTY to learn from successes, suggest possible program and process improvements, and continuous quality improvement activities. Activities may include but not be limited to: helping to arrange surveys, interviews, or focus groups with participating parents.
 - v. Complete baseline and then annual survey of employees supporting the Community Pathway, both case management and EBPs.
- B. CONTRACTOR shall collect demographic data (information about who has been served), intervention data (what specific services were provided), and impact data (changes in

circumstances, beliefs or behaviors following intervention). Furthermore, CONTRACTOR will contribute suggestions for improvements to the Community Pathway Program's processes and procedures.

V. PERFORMANCE MEASURES/OUTCOMES

A. CONTRACTOR shall:

- i. A range of families' needs are respectively and effectively addressed by the Community Pathway.
 1. This will be measured using the evidence-based Client Satisfaction Questionnaire 8 which asks participants to rate the level at which they received the services participants wanted as well as asking if the participants received what they needed.
- ii. Community Pathway workforce understands their work as prevention.
 1. All Community Pathway personnel will receive an orientation on the community pathway approach and its role as a prevention strategy. CONTRACTOR will work with CWS and Juvenile Probation to identify tools to measure this goal.
- iii. Care management entities practice trauma-informed care including support for case managers and supervisors.
 1. CONTRACTOR will complete an annual trauma informed care training. CONTRACTOR will work with CWS and Juvenile Probation to identify tools to measure this goal.
- iv. Care management entities use FindHelp closed-loop referral system or other COUNTY approved method to send referrals.
 1. At least three attempts will be made to connect the family with the provider referred to.
- v. Case Management
 1. At least three attempts will be made to reach each referred family within seven business days of receiving their referral. Attempts will be made at different times of the day (morning, lunchtime, afternoon) and, when possible, using different means (phone call, text, email).
 2. The case manager will meet with the family either in person, by telephone, or by video conference to complete a My Goal Plan and Stepping Stones assessment. The frequency and length of these meetings will be based on the parent's self-selected goals, and the needs of the family.
- vi. Parents as Teachers

1. At least three attempts will be made to reach each referred family within seven business days of receiving their referral. Attempts will be made at different times of the day (i.e. morning, lunchtime, afternoon) and, when possible, using different means (phone call, text, email).
2. This evidence-based practice will be provided with fidelity to the model including the number, length, and content of meetings with clients and appropriate adaptations to differences in cultural and/or language.
3. 70% of parents will maintain or improve positive parenting attitudes related to reduced risk of child abuse, including appropriate developmental expectations, positive parent-child roles, positive beliefs against corporal punishment, and empathy for their children following six months of treatment as measured by any one domain on the Adult Adolescent Parenting Inventory (AAPI)-2.5.

vii. Healthy Families America

1. At least three attempts will be made to reach each referred family within seven business days of receiving their referral. Attempts will be made at different times of the day (i.e. morning, lunchtime, afternoon) and, when possible, using different means (phone call, text, email).
2. This evidence-based practice will be provided with fidelity to the model including the number, length, and content of meetings with clients and appropriate adaptations to differences in cultural and/or language.
3. 65% of caregivers will report an increase in protective factors that mitigate risk for child abuse and neglect as measured by the Protective Factors Survey.
4. 65% of participants exhibiting symptoms of postnatal depression will report a reduction in these symptoms, as measured by the Edinburgh Postnatal Depression Scale (EPDS).

viii. Parent Child Interaction Therapy

1. At least three attempts will be made to reach each referred family within seven business days of receiving their referral. Attempts will be made at different times of the day (i.e. morning, lunchtime, afternoon) and, when possible, using different means (phone call, text, email).
2. This evidence-based practice will be provided with fidelity to the model including the number, length, and content of meetings with clients and appropriate adaptations to differences in cultural and/or language.
3. 65% of caregivers will report reductions in their child's behavioral intensity scores as measured by the Eyberg Child Behavior Inventory (ECBI).
4. 65% of caregivers will report reductions in stress as measured by the Parenting Stress Index-4th Edition, Short Form (PSI-4,SF)

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EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation (with attached Line Item Budget)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed \$ **365,237**.
- 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 costs, expenses, overhead charges and hourly rates for personnel, as defined in **EXHIBIT B-1** (Line Item Budget). Invoices submitted for payment that are based upon **EXHIBIT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A**.
- C. Quarterly, 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** 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.
- D. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- E. CONTRACTOR accepts fiscal responsibility for any future audit findings resulting from CONTRACTOR's billings under the Agreement. CONTRACTOR shall refund COUNTY for all costs related to this Agreement, which are disallowed by the California Department of Health Care Services as a result of audit findings or insufficient funds available from the state. CONTRACTOR will not bill COUNTY for any disallowed costs originally billed to Medi-Cal/EPSDT in conjunction with this Wraparound Services program.
- F. Six-Month Billing Limit: Unless otherwise determined by state or federal regulations all original invoices under this Agreement must be received by COUNTY within six (6) months from the date of service to avoid possible payment reduction or denial for late billing.

**EXHIBIT B-1
LINE ITEM BUDGET**

A. SALARIES AND EMPLOYEE BENEFITS

1) Salaries - List each position to be funded by this award.

Position(s)	Full-Time Equivalent (FTE) ¹	Budget for Contract Term
Direct Service Positions		
Family Advocate	0.80	\$ 56,576.00
Home Visitor/Educator	0.25	\$ 19,040.00
Program Supervisor	0.20	\$ 21,216.00
Program Director	0.15	\$ 18,424.00
Data Specialist	0.20	\$ 16,128.00
Data Entry	0.25	\$ 14,400.00
Administrative Positions (are included in FSA's indirect)		
Sub-Total Salaries:		\$ 145,784.00

¹ FTE = Amount of time employee works on this program. State as decimal based upon a 40 hour work week.

2) Employee Benefits - List type of employee benefit(s) and amount budgeted.

Type of Employee Benefit	Budget for Contract Term
Direct Service Staff	
FICA Payroll Taxes	7.65% \$ 11,152.48
Pension Contribution	1% \$ 1,457.84
Worker's Compensation Insurance	2% \$ 2,915.68
Group Health/Life Insurance	15.20% \$ 22,159.17
Unemployment Claims	2.15% \$ 3,134.36
Payroll Vendor Fees	1% \$ 1,457.84
Sub-Total Employee Benefits	\$ 42,277.36
Percentage Benefits	29.0%
TOTAL SALARIES AND EMPLOYEE BENEFITS	\$ 188,061.36