

1 AGREEMENT
2 BETWEEN
3 COUNTY OF ORANGE
4 AND
5 INSTITUTE FOR HEALTHCARE ADVANCEMENT
6 AND
7 BOYS AND GIRLS CLUBS OF LA HABRA
8 AND
9 ~~INTERVAL HOUSE~~
10 WOMEN'S TRANSITIONAL LIVING CENTER, INC.
11 AND
12 PUBLIC LAW CENTER
13 AND
14 WESTERN YOUTH SERVICES
15 FOR THE PROVISION OF
16 SERVICES PROMOTING SAFE AND STABLE FAMILIES,
17 DIFFERENTIAL RESPONSE, AND FAMILY STABILIZATION
18

19 THIS AGREEMENT, entered into this 1st day of July 1, 2015, which date is
20 particularized for purpose of reference only, is by and between the COUNTY OF
21 ORANGE, hereinafter referred to as "COUNTY," and Institute for Healthcare
22 Advancement, a California non-profit corporation; Boys and Girls Clubs of La
23 Habra, a California non-profit corporation; ~~Interval House~~ WOMEN'S
24 TRANSITIONAL LIVING CENTER, INC., a California non-profit corporation; Public
25 Law Center, a California non-profit corporation, and Western Youth Services, a
26 California non-profit corporation; hereinafter collectively referred to as "LA
27 HABRA FAMILY RESOURCE CENTER" or "CONTRACTOR." Institute for Healthcare
28 Advancement, Boys and Girls Clubs of La Habra, ~~Interval House~~ WOMEN'S

1 TRANSITIONAL LIVING CENTER, INC., Public Law Center, and Western Youth
2 Services, may each also be referred to as "Contractor Partner Agencies." This
3 Agreement shall be administered by the County of Orange Social Services Agency
4 Director or designee, hereinafter referred to as "ADMINISTRATOR."

5
6 W I T N E S S E T H:

7
8 WHEREAS, Federal legislation has provided funding under the Promoting
9 Safe and Stable Families Program (formerly known as the "Family Preservation
10 and Support Program" and currently known in the COUNTY as Families and
11 Communities Together [FaCT] Program) and other funding sources for the
12 provision of services intended to maintain the safety of children in their
13 homes, help families through crises that might lead to the removal of children
14 from their homes or speed the return of children to their homes, alleviate
15 stress and promote parental competencies; and to provide family stabilization
16 services to increase client success in achieving self-sufficiency; and

17 WHEREAS, COUNTY desires to contract with CONTRACTOR for the provision of
18 services Promoting Safe and Stable Families, Differential Response, and Family
19 Stabilization in Orange County and;

20 WHEREAS, CONTRACTOR agrees to render such services on the terms and
21 conditions hereinafter set forth;

22 WHEREAS, such services are authorized and provided for pursuant to the
23 Adoptions and Safe Families Act of 1997 (Public Law 105-89), California
24 Welfare and Institutions Code Sections 16600-16605, All County Letters (ACL)
25 No. 01-20, ACL No. 03-12, ACL No. 14-21, and the Child and Family Services
26 Improvement and Innovation Act;

27 NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

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3 TABLE OF CONTENTS

4 1. TERM 5

5 2. ALTERATION OF TERMS 5

6 3. STATUS OF CONTRACTOR 5

7 4. DESCRIPTION OF SERVICES, STAFFING 5

8 5. LICENSES AND STANDARDS 6

9 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS 7

10 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE 9

11 8. NON-DISCRIMINATION 11

12 9. NOTICES 15

13 10. NOTICE OF DELAYS 15

14 11. INDEMNIFICATION 15

15 12. INSURANCE 16

16 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS 20

17 14. CONFLICT OF INTEREST 21

18 15. ANTI-PROSELYTISM PROVISION 21

19 16. SUPPLANTING GOVERNMENT FUNDS 21

20 17. EQUIPMENT 22

21 18. BREACH SANCTIONS 23

22 19. DESIGNATED FISCAL LEAD AGENCY 24

23 20. PAYMENTS 26

24 21. OVERPAYMENTS 28

25 22. OUTSTANDING DEBT 28

26 23. FINAL REPORT 28

27 24. INDEPENDENT AUDIT 29

28 25. RECORDS, INSPECTIONS AND AUDITS 29

29 26. PERSONNEL DISCLOSURE 32

30 27. EMPLOYMENT ELIGIBILITY VERIFICATION 34

31 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS 34

32 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING 35

33 30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW 36

34 31. CONFIDENTIALITY 36

35 32. COPYRIGHT ACCESS 38

36 33. WAIVER 38

37 34. PETTY CASH 38

38 35. PUBLICITY 38

39 36. COUNTY RESPONSIBILITIES 39

40 37. REFERRALS 39

41 38. REPORTS 39

42 39. ENERGY EFFICIENCY STANDARDS 40

43 40. ENVIRONMENTAL PROTECTION STANDARDS 40

44 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
FEDERAL TRANSACTIONS 40

45 42. POLITICAL ACTIVITY 42

46 43. TERMINATION PROVISIONS 42

47 44. GOVERNING LAW AND VENUE 43

48 45. SIGNATURE IN COUNTERPARTS 43

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Exhibit A

1.	POPULATION TO BE SERVED	1
2.	PSSF & CBCAP FUNDING REQUIREMENTS WORKLOAD STANDARDS	2
3.	HOURS OF OPERATION	6
4.	FaCT GENERAL REQUIREMENTS	7
5.	SERVICES	9
6.	ADDITIONAL CONTRACTOR RESPONSIBILITIES	46
7.	FACILITIES	49
8.	DATA ENTRY AND DATA SUBMISSION REQUIREMENTS	49
9.	REPORTS	52
10.	UTILIZATION REVIEW	53
11.	SUSTAINABILITY	54
12.	MEETINGS AND TRAININGS:	55
13.	BUDGET	55
14.	STAFF	66

1. TERM

The term of this Agreement shall commence on July 1, 2015, and terminate on June 30, 2020, unless earlier terminated pursuant to the provisions of Paragraph 43 of this Agreement; however, CONTRACTOR shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to, obligations with respect to indemnification, audits, reporting and accounting.

2. ALTERATION OF TERMS

This Agreement, including any Exhibit(s) attached hereto and incorporated by reference, fully expresses all understandings of the parties and is the total Agreement between the parties as to the subject matter of this Agreement. No addition to, or alteration of, the terms of this Agreement, whether written or verbal, by the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement which is formally approved and executed by both parties.

3. STATUS OF CONTRACTOR

3.1 CONTRACTOR is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between COUNTY and CONTRACTOR or any of CONTRACTOR's agents or employees. CONTRACTOR assumes exclusively the responsibility for the acts of its employees or agents as they relate to services to be provided during the course and scope of their employment.

3.2 CONTRACTOR, its agents, employees and volunteers shall not be entitled to any rights and/or privileges of COUNTY employees, and shall not be considered in any manner to be COUNTY employees.

4. DESCRIPTION OF SERVICES, STAFFING

1 4.1 CONTRACTOR agrees to provide those services, facilities, equipment
2 and supplies as described in Exhibit "A" to the Agreement between County of
3 Orange and La Habra Family Resource Center (FRC), for the Provision of
4 Services Promoting Safe and Stable Families, Differential Response (DR) and
5 Family Stabilization (FS) Services, attached hereto and incorporated herein by
6 reference. CONTRACTOR shall operate continuously throughout the term of this
7 Agreement with the number and type of staff described and as required for
8 provision of services hereunder.

9 4.2 Subject to thirty (30) days advance written notice, ADMINISTRATOR
10 may require changes in staffing allocations to reflect current workload
11 demands or service needs as long as COUNTY's maximum obligation as set forth
12 in this Agreement is not exceeded.

13 4.3 Upon the request of ADMINISTRATOR, CONTRACTOR shall send
14 appropriate staff to attend an orientation session and subsequent training
15 sessions given by COUNTY.

16 5. LICENSES AND STANDARDS

17 5.1 CONTRACTOR warrants that it has all necessary licenses and permits
18 required by the laws of the United States, State of California, County of
19 Orange and all other appropriate governmental agencies to perform the services
20 described in this Agreement, and agrees to maintain these licenses and permits
21 in effect for the duration of this Agreement. Further, CONTRACTOR warrants
22 that its employees shall conduct themselves in compliance with such laws and
23 licensure requirements including, without limitation, compliance with laws
24 applicable to sexual harassment and ethical behavior.

25 5.2 In the performance of this Agreement, CONTRACTOR shall comply,
26 unless waived in whole or in part by ADMINISTRATOR, with all applicable
27 provisions of the California Welfare and Institutions Code (WIC); Title 45 of
28 the Code of Federal Regulations (CFR); Federal Office of Management and Budget

1 (OMB) Circulars A-21, A-122, and A-87; Title 48 CFR Section 31.2; and all
2 applicable laws and regulations of the United States, State of California,
3 County of Orange Social Services Agency and all administrative regulations,
4 rules and policies adopted thereunder as each and all may now exist or be
5 hereafter amended.

6 5.2.1 For Federally funded Agreements in the amount of \$25,000
7 or more, CONTRACTOR certifies that its officers and/or principals are not
8 debarred or suspended from Federal financial assistance programs and/or
9 activities.

10 5.3 CONTRACTOR shall cooperate with the California Department of
11 Social Services (CDSS) on the implementation, monitoring, and evaluation of
12 the State's Child Abuse and Neglect Prevention and Intervention Program, and
13 shall comply, to the mutual satisfaction of COUNTY and CDSS, with any and all
14 reporting and evaluation requirements established by CDSS.

15 6. DELEGATION AND ASSIGNMENT/SUBCONTRACTS

16 6.1 Delegation and Assignment:

17 In the performance of this Agreement, CONTRACTOR may neither
18 delegate its duties or obligations nor assign its rights, either in whole or
19 in part, without the prior written consent of COUNTY. Any attempted
20 delegation or assignment without prior written consent shall be void. The
21 transfer of assets in excess of ten percent (10%) of the total assets of
22 CONTRACTOR, or any change in the corporate structure, the governing body, or
23 the management of CONTRACTOR, which occurs as a result of such transfer, shall
24 be deemed an assignment of benefits under the terms of this Agreement
25 requiring COUNTY approval.

26 6.2 Subcontracts:

27 CONTRACTOR shall not subcontract for services under this Agreement
28 without the prior written consent of ADMINISTRATOR. If ADMINISTRATOR consents

1 in writing to a subcontract, in no event shall the subcontract alter, in any
2 way, any legal responsibility of CONTRACTOR to COUNTY. All subcontracts must
3 be in writing and copies of same shall be provided to ADMINISTRATOR.
4 CONTRACTOR shall include in each subcontract any provision ADMINISTRATOR may
5 require.

6 6.2.1 Subcontracts of \$25,000 or less:

7 CONTRACTOR shall develop a standard form Purchase Order,
8 subject to prior written approval of ADMINISTRATOR, to be utilized for the
9 purchase of services by CONTRACTOR when the cumulative total cost of the
10 services to be provided by any organization is anticipated to be twenty-five
11 thousand dollars (\$25,000) or less during the term of this Agreement. The
12 basis for costs incurred by any such Purchase Order(s) shall be the actual
13 cost of providing services or the usual and customary charges established by
14 the organization(s) providing the services.

15 6.2.2 Subcontracts in excess of \$25,000:

16 CONTRACTOR shall develop and submit for approval to
17 ADMINISTRATOR a system for the procurement of subcontracts with any
18 organization in which the total cumulative cost of services provided by any
19 single organization is anticipated to exceed twenty-five thousand dollars
20 (\$25,000) during the term of this Agreement. CONTRACTOR's proposed
21 procurement system shall take into consideration such factors as: degree of
22 price competition; pricing policies and techniques; experience and quality of
23 service; methods of evaluating subcontractor responsibility; relationship of
24 subcontractor to CONTRACTOR; and planning, award, and post-award management of
25 subcontracts, including internal audit procedures and monitoring of
26 subcontractor's performance until completion of services.

27 Upon ADMINISTRATOR's approval of CONTRACTOR's proposed
28 procurement system, CONTRACTOR shall comply with such procurement system in

1 obtaining subcontracts with a total cost in excess of twenty-five thousand
2 dollars (\$25,000) during the term of this Agreement. In addition, CONTRACTOR
3 shall obtain ADMINISTRATOR's written consent prior to entering into a
4 subcontract with any organization when the total cumulative cost of services
5 to be provided by that organization is anticipated to exceed twenty-five
6 thousand dollars (\$25,000) during the term of this Agreement.

7 CONTRACTOR and its subcontractor(s) shall establish and
8 maintain accurate and complete financial records related to services provided
9 under the terms of this Agreement. Such records may be subject to the
10 satisfaction of ADMINISTRATOR, and to the examination and audit by
11 ADMINISTRATOR or designee, for a period of five (5) years or until any pending
12 audit is completed.

13 7. FORM OF BUSINESS ORGANIZATION AND REAL PROPERTY DISCLOSURE

14 7.1 Form of Business Organization:

15 Upon the request of ADMINISTRATOR, CONTRACTOR shall prepare and
16 submit, within thirty (30) days thereafter, an affidavit executed by persons
17 satisfactory to ADMINISTRATOR containing, but not limited to, the following
18 information:

19 7.1.1 The form of CONTRACTOR's business organization, i.e.,
20 proprietorship, partnership, corporation, etc.

21 7.1.2 A detailed statement indicating the relationship of
22 CONTRACTOR, by way of ownership or otherwise, to any parent organization or
23 individual.

24 7.1.3 A detailed statement indicating the relationship of
25 CONTRACTOR to any subsidiary business organization or to any individual who
26 may be providing services, supplies, material or equipment to CONTRACTOR or in
27 any manner does business with CONTRACTOR under this Agreement.

28 7.2 Change in Form of Business Organization:

1 If during the term of this Agreement the form of CONTRACTOR's
2 business organization changes, or the ownership of CONTRACTOR changes, or
3 CONTRACTOR's relationship to other businesses dealing with CONTRACTOR under
4 this Agreement changes, CONTRACTOR shall promptly notify ADMINISTRATOR, in
5 writing, detailing such changes. A change in the form of business
6 organization may, at COUNTY's sole discretion, be treated as an attempted
7 assignment of rights or delegation of duties of this Agreement.

8 7.3 Real Property Disclosure:

9 If CONTRACTOR is occupying any real property under any agreement,
10 oral or written, where persons are to receive services hereunder, CONTRACTOR
11 shall submit the following information in addition to a copy of the lease,
12 license or rental agreement, as well as any other information requested, prior
13 to the provision of services under this Agreement:

14 7.3.1 The location by street address and city of any such real
15 property.

16 7.3.2 The fair market value of any such real property as such
17 value is reflected on the most recently issued County Tax Collector's tax
18 bill.

19 7.3.3 A detailed description of all existing and pending
20 agreements, with respect to the use or occupation of any such real property.
21 Such description shall include, but not be limited to:

22 7.3.3.1 The term duration of any rental, lease or
23 license agreement;

24 7.3.3.2 The amount of monetary consideration to be
25 paid to the lessor or licensor over the term of the rental, lease or license
26 agreement;

27 7.3.3.3 The type and dollar value of any other
28 consideration to be paid to the lessor or licensor; and

1 7.3.3.4 The full names and addresses of all parties
2 to any agreement concerning the real property and a listing of liens (if any)
3 thereof, together with a listing by full names and addresses of all officers,
4 directors and stockholders of any private corporation, and a similar listing
5 of all general and limited partners of any partnership which is a party.

6 7.3.4 A listing by full names of all of CONTRACTOR's officers,
7 directors and/or partners, members of its administrative and advisory boards,
8 staff and consultants, who have any family relationship by marriage or blood
9 with a party to any agreement concerning real property referred to in
10 Subparagraph 7.3.3, immediately above, or who have any present or future
11 financial interest in such person's business, whether the entity concerned is
12 a corporation or partnership. Such listing shall also include the full names
13 of all of CONTRACTOR's officers, directors, partners and those holding a
14 financial interest. Included are members of its advisory boards, members of
15 its staff and consultants, who have any family relationship by marriage or
16 blood to an officer, director, or stockholder of the corporation or to any
17 partner of the partnership. In preparing the latter listing, CONTRACTOR shall
18 also indicate the names of the officers, directors, stockholders, or
19 partner(s), as appropriate, and the family relationship which exists between
20 such person(s) and CONTRACTOR's representatives listed.

21 7.3.5 True and correct copies of all agreements with respect to
22 any such real property shall be appended to the documentation described above
23 and made a part thereof. If, during the term of this Agreement, there is a
24 change in the agreement(s) with respect to real property where persons receive
25 services, CONTRACTOR shall promptly notify ADMINISTRATOR, in writing,
26 describing such changes.

27 8. NON-DISCRIMINATION

28 8.1 In the performance of this Agreement, CONTRACTOR agrees that it

1 shall not engage nor employ any unlawful discriminatory practices in the
2 admission of clients, provision of services or benefits, assignment of
3 accommodations, treatment, evaluation, employment of personnel or in any other
4 respect on the basis of race, religious creed, color, national origin,
5 ancestry, physical disability, mental disability, medical condition, genetic
6 information, marital status, sex, gender, gender identity, gender expression,
7 age, sexual orientation, military and veteran status or any other protected
8 group in accordance with the requirements of all applicable Federal or State
9 laws.

10 8.2 CONTRACTOR shall develop an Affirmative Action Program Plan which
11 meets the lawful and applicable requirements of the U.S. Department of Health
12 and Human Services.

13 8.3 CONTRACTOR shall furnish any and all information requested by
14 ADMINISTRATOR and shall permit ADMINISTRATOR access, during business hours, to
15 books, records and accounts in order to ascertain CONTRACTOR's compliance with
16 Paragraph 8 et seq.

17 8.4 CONTRACTOR shall comply with Executive Order 11246, entitled
18 "Equal Employment Opportunity," as amended by Executive Order 11375 and as
19 supplemented in Department of Labor regulations (Title 41 CFR Part 60).

20 8.5 Non-Discrimination in Employment:

21 8.5.1 All solicitations or advertisements for employees placed
22 by or on behalf of CONTRACTOR shall state that all qualified applicants will
23 receive consideration for employment without regard to race, religious creed,
24 color, national origin, ancestry, physical disability, mental disability,
25 medical condition, genetic information, marital status, sex, gender, gender
26 identity, gender expression, age, sexual orientation, military and veteran
27 status or any other protected group in accordance with the requirements of all
28 applicable Federal or State laws. Notices describing the provisions of the

1 equal opportunity clause shall be posted in a conspicuous place for employees
2 and job applicants.

3 8.5.2 CONTRACTOR shall refer any and all employees desirous of
4 filing a formal discrimination complaint to:

5 California Department of Social Services

6 Public Inquiry and Response Bureau

7 P.O. Box 944243, M.S. 8-3-23

8 Sacramento, CA 94244-2430

9 Telephone: (800) 952-5253

10 (800) 952-8349 (For the hard of hearing)

11 8.6 Non-Discrimination in Service Delivery:

12 8.6.1 CONTRACTOR shall comply with Titles VI and VII of the
13 Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of
14 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food
15 Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of
16 the Americans with Disabilities Act of 1990; California Civil Code Section 51
17 et seq., as amended; California Government Code (CGC) Sections 11135-11139.5,
18 as amended; CGC Section 12940 (c), (h) (1), (i), and (j); CGC Section 4450;
19 Title 22, California Code of Regulations (CCR) Sections 98000-98413; Title 24,
20 CCR Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (CGC Section
21 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption
22 Act of 1996; and other applicable Federal and State laws, as well as their
23 implementing regulations (including Title 45 CFR Parts 80, 84, and 91; Title 7
24 CFR Part 15; and Title 28 CFR Part 42), and any other law pertaining to Equal
25 Employment Opportunity, Affirmative Action and Nondiscrimination as each may
26 now exist or be hereafter amended. CONTRACTOR shall not implement any
27 administrative methods or procedures which would have a discriminatory effect
28 or which would violate the CDSS Manual of Policies and Procedures (MPP)

1 Division 21, Chapter 21-100. If there are any violations of this Paragraph,
2 CDSS shall have the right to invoke fiscal sanctions or other legal remedies
3 in accordance with WIC Section 10605, or CGC Sections 11135-11139.5, or any
4 other laws, or the issue may be referred to the appropriate Federal agency for
5 further compliance action and enforcement of Subparagraph 8.6 et seq.

6 8.6.2 CONTRACTOR shall provide any and all clients desirous of
7 filing a formal complaint any and all information as appropriate:

8 8.6.2.1 Pamphlet: "Your Rights Under California
9 Welfare Programs" (PUB 13)

10 8.6.2.2 Discrimination Complaint Form

11 8.6.2.3 Civil Rights Contacts:

12 County Civil Rights Contact:

13 Orange County Social Services Agency

14 Program Integrity

15 Attn: Civil Rights Coordinator

16 P.O. Box 22001

17 Santa Ana, CA 92702-2001

18 Telephone: (714) 438-8877

19 State Civil Rights Contact:

20 California Department of Social Services

21 Civil Rights Bureau

22 P.O. Box 944243, M.S. 15-70

23 Sacramento, CA 94244-2430

24 Federal Civil Rights Contact:

25 U.S. Department of Health and Human Services

26 Office of Civil Rights

27 50 U.N. Plaza, Room 322

28 San Francisco, CA 94102

9. NOTICES

9.1 All notices, claims, correspondence, reports, and/or statements authorized or required by this Agreement shall be addressed as follows:

COUNTY: County of Orange Social Services Agency
Contract Services
500 N. State College Blvd.
Orange, CA 92868-1600

CONTRACTOR: La Habra Family Resource Center
c/o Institute for Healthcare Advancement
501 S. Idaho Street, Suite 300
La Habra, CA 90631

9.2 All notices shall be deemed effective when in writing and deposited in the United States mail, first class, postage prepaid and addressed as above. Any notices, claims, correspondence, reports and/or statements authorized or required by this Agreement addressed in any other fashion shall be deemed not given. ADMINISTRATOR and CONTRACTOR may mutually agree to change the addresses to which notices are sent. This agreement must be in writing.

10. NOTICE OF DELAYS

Except as otherwise provided under this Agreement, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Agreement, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

11. INDEMNIFICATION

11.1 CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY, and hold U.S. Department of Health and Human Services, the State, COUNTY, and their elected and appointed officials, officers, employees,

1 agents and those special districts and agencies which COUNTY's Board of
2 Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from
3 any claims, demands or liability of any kind or nature, including but not
4 limited to personal injury or property damage, arising from or related to the
5 services, products or other performance provided by CONTRACTOR pursuant to
6 this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a
7 court of competent jurisdiction because of the concurrent active negligence of
8 COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will
9 be apportioned as determined by the court. Neither party shall request a jury
10 apportionment.

11 12. INSURANCE

12 12.1 Prior to the provision of services under this Agreement,
13 CONTRACTOR agrees to purchase all required insurance at CONTRACTOR's expense
14 and to deposit with ADMINISTRATOR Certificates of Insurance, including all
15 endorsements required herein, necessary to satisfy COUNTY that the insurance
16 provisions of this Agreement have been complied with, and to keep such
17 insurance coverage and the certificates therefore on deposit with
18 ADMINISTRATOR during the entire term of this Agreement. Contractor shall
19 ensure that all subcontractors performing work on behalf of Contractor
20 pursuant to this agreement shall be covered under Contractor's insurance as an
21 Additional Insured or maintain insurance subject to the same terms and
22 conditions as set forth herein for Contractor. Contractor shall not allow
23 subcontractors to work if subcontractors have less than the level of coverage
24 required by County from Contractor under this Agreement. It is the obligation
25 of Contractor to provide notice of the insurance requirements to every
26 subcontractor and to receive proof of insurance prior to allowing any
27 subcontractor to begin work. Such proof of insurance must be maintained by
28 Contractor through the entirety of this agreement for inspection by County

1 representative(s) at any reasonable time.

2 12.2 CONTRACTOR shall ensure that all subcontractors performing work on
 3 behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance subject
 4 to the same terms and conditions as set forth herein for CONTRACTOR.

5 12.3 All self-insured retentions (SIRs) and deductibles shall be
 6 clearly stated on the Certificate of Insurance. If no SIRs or deductibles
 7 apply, indicate this on the Certificate of Insurance with a zero (0) by the
 8 appropriate line of coverage. Any SIR or deductible in an amount in excess of
 9 \$25,000 (\$5,000 for automobile liability), shall specifically be approved by
 10 the County Executive Office (CEO)/Office of Risk Management upon review of
 11 Contractor's current audited financial report.

12 12.4 If CONTRACTOR fails to maintain insurance acceptable to COUNTY for
 13 the full term of this Agreement, COUNTY may terminate this Agreement.

14 12.5 Qualified Insurer:

15 12.5.1 The policy or policies of insurance required herein must
 16 be issued by an insurer with a minimum rating of A- (Secure A.M. Best's
 17 Rating) and VIII (Financial Size Category as determined by the most current
 18 edition of the Best's Key Rating Guide/Property-Casualty/United States or
 19 ambest.com). It is preferred, but not mandatory, that the insurer be licensed
 20 to do business in the state of California (California Admitted Carrier).

21 12.6 If the insurance carrier does not have an A.M. Best Rating of A-
 22 /VIII, the CEO/Office of Risk Management retains the right to approve or
 23 reject a carrier after a review of the company's performance and financial
 24 ratings.

25 12.7 The policy or policies of insurance maintained by CONTRACTOR shall
 26 provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits	Responsible Contractor Partner Agencies
Commercial General	\$1,000,000 per	Institute for Healthcare

1 2 3 4 5 6	Liability	occurrence \$2,000,000 aggregate	Advancement (IHA), Boys and Girls Clubs of La Habra (B&GCLH), Interval House (IH) WOMEN'S TRANSITIONAL LIVING CENTER, INC. (WTLC); Public Law Center (PLC); and Western Youth Services (WYS)
7 8 9	Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence	IHA, B&GCLH, IH WTLC, PLC, and WYS
10	Workers' Compensation	Statutory	IHA, B&GCLH, IH WTLC, PLC, and WYS
11	Employer's Liability Insurance	\$1,000,000 per occurrence	IHA, B&GCLH, IH WTLC, PLC, and WYS
12 13	Professional Liability Insurance	\$1,000,000 per claims made or per occurrence \$1,000,000 aggregate	IHA, B&GCLH, IH, PLC, and WYS
14 15	Sexual Misconduct Liability	\$1,000,000 per occurrence	IHA, B&GCLH, IH WTLC, PLC, and WYS
16	Employee Dishonesty		IHA

12.8 Required Coverage Forms:

12.8.1 Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

12.8.2 Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

12.9 Required Endorsements:

12.9.1 Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

12.9.1.1 An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as

1 Additional Insureds.

2 12.9.1.2 A primary non-contributing endorsement
3 evidencing that CONTRACTOR's insurance is primary and any insurance or self-
4 insurance maintained by the County of Orange shall be excess and non-
5 contributing.

6 12.10 All insurance policies required by this Agreement shall waive all
7 rights of subrogation against the County of Orange, its elected and appointed
8 officials, officers, agents and employees when acting within the scope of
9 their appointment or employment.

10 ~~12.11 The Workers' Compensation policy shall contain a waiver of~~
11 ~~subrogation endorsement waiving all rights of subrogation against the County~~
12 ~~of Orange, and members of the Board of Supervisors, its elected and appointed~~
13 ~~officials, officers, agents and employees.~~

14 12.12 Contractor shall notify County in writing within thirty (30) days
15 of any policy cancellation and ten (10) days for non-payment of premium and
16 provide a copy of the cancellation notice to County. Failure to provide
17 written notice of cancellation may constitute a material breach of the
18 contract, upon which the County may suspend or terminate this Agreement.

19 12.13 If CONTRACTOR's Professional Liability policy is a "claims made"
20 policy, CONTRACTOR shall agree to maintain professional liability coverage for
21 two (2) years following completion of this Agreement.

22 12.14 The Commercial General Liability policy shall contain a
23 severability of interests clause also known as a "separation of insureds"
24 clause (standard in the ISO CG 0001 policy).

25 12.15 Insurance certificates should be mailed to COUNTY at the address
26 indicated in Paragraph 9 of this Agreement.

27 12.16 If CONTRACTOR fails to provide the insurance certificates and
28 endorsements within seven (7) days of notification by CEO/County Procurement

1 Office or ADMINISTRATOR, award may be made to the next qualified proponent.

2 12.17 COUNTY expressly retains the right to require CONTRACTOR to
3 increase or decrease insurance of any of the above insurance types throughout
4 the term of this Agreement. Any increase or decrease in insurance will be as
5 deemed by County of Orange Risk Manager as appropriate to adequately protect
6 COUNTY.

7 12.18 COUNTY shall notify CONTRACTOR in writing of changes in the
8 insurance requirements. If CONTRACTOR does not deposit copies of acceptable
9 certificates of insurance and endorsements with COUNTY incorporating such
10 changes within thirty (30) days of receipt of such notice, this Agreement may
11 be in breach without further notice to CONTRACTOR, and COUNTY shall be
12 entitled to all legal remedies.

13 12.19 The procuring of such required policy or policies of insurance
14 shall not be construed to limit CONTRACTOR's liability hereunder nor to
15 fulfill the indemnification provisions and requirements of this Agreement, nor
16 act in any way to reduce the policy coverage and limits available from the
17 insurer.

18 13. NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS

19 CONTRACTOR shall report to COUNTY:

20 13.1 Any accident or incident relating to services performed under this
21 Agreement which involves injury or property damage which may result in the
22 filing of a claim or lawsuit against CONTRACTOR and/or COUNTY. Such report
23 shall be made in writing within twenty-four (24) hours of occurrence.

24 13.2 Any third party claim or lawsuit filed against CONTRACTOR arising
25 from or related to services performed by CONTRACTOR under this Agreement.
26 Such report shall be submitted to COUNTY within twenty-four (24) hours of
27 occurrence.

28 13.3 Any injury to an employee of CONTRACTOR that occurs on COUNTY

1 property. Such report shall be submitted to COUNTY within twenty-four (24)
2 hours of occurrence.

3 13.4 Any loss, disappearance, destruction, misuse, or theft of any kind
4 whatsoever of COUNTY property, monies, or securities entrusted to CONTRACTOR
5 under the term of this Agreement. Such report shall be submitted to COUNTY
6 within twenty-four (24) hours of occurrence.

7 14. CONFLICT OF INTEREST

8 14.1 CONTRACTOR shall exercise reasonable care and diligence to prevent
9 any actions or conditions that could result in a conflict with the best
10 interests of COUNTY. This obligation shall apply to CONTRACTOR's employees,
11 agents, relatives, subcontractors, and third parties associated with
12 accomplishing the work hereunder.

13 14.2 CONTRACTOR's efforts shall include, but not be limited to,
14 establishing precautions to prevent its employees or agents from making,
15 receiving, providing, or offering gifts, entertainment, payments, loans, or
16 other considerations which could be deemed to appear to influence individuals
17 to act contrary to the best interests of COUNTY.

18 15. ANTI-PROSELYTISM PROVISION

19 No funds provided directly to institutions or organizations to provide
20 services and administer programs under Title 42 United States Code (USC)
21 Section 604(a)(1)(A) shall be expended for sectarian worship, instruction, or
22 proselytization, except as otherwise permitted by law.

23 16. SUPPLANTING GOVERNMENT FUNDS

24 CONTRACTOR shall not supplant any Federal, State or COUNTY funds
25 intended for the purposes of this Agreement with any funds made available
26 under this Agreement. CONTRACTOR shall not claim reimbursement from COUNTY
27 for, or apply sums received from COUNTY with respect to, that portion of its
28 obligations which have been paid by another source of revenue. CONTRACTOR

1 agrees that it shall not use funds received pursuant to this Agreement, either
2 directly or indirectly, as a contribution or compensation for purposes of
3 obtaining Federal, State or COUNTY funds under any Federal, State or COUNTY
4 program without prior written approval of ADMINISTRATOR.

5 17. EQUIPMENT

6 17.1 All items purchased with funds provided under this Agreement, or
7 which are furnished to CONTRACTOR by COUNTY, which have a single unit cost of
8 at least five thousand dollars (\$5,000), including sales tax, shall be
9 considered Capital Equipment. Title to all Capital Equipment shall, upon
10 purchase, vest and remain in COUNTY. The use of such items of Capital
11 Equipment is limited to the performance of this Agreement. Upon the
12 termination of this Agreement, CONTRACTOR shall immediately return any items
13 of Capital Equipment to COUNTY or its representatives, or dispose of them in
14 accordance with the directions of ADMINISTRATOR.

15 CONTRACTOR further agrees to the following:

16 17.1.1 To maintain all items of Capital Equipment in good
17 working order and condition, normal wear and tear excepted.

18 17.1.2 To label all items of Capital Equipment, do periodic
19 inventories as required by ADMINISTRATOR and to maintain an inventory list
20 showing where and how the Capital Equipment is being used, in accordance with
21 procedures developed by ADMINISTRATOR. All such lists shall be submitted to
22 ADMINISTRATOR within ten (10) days of any request therefore.

23 17.1.3 To report in writing to ADMINISTRATOR immediately after
24 discovery, the loss or theft of any items of Capital Equipment. For stolen
25 items, the local law enforcement agency must be contacted and a copy of the
26 police report submitted to ADMINISTRATOR.

27 17.1.4 To purchase a policy or policies of insurance covering
28 loss or damage to any and all Capital Equipment purchased under this

1 Agreement, in the amount of the full replacement value thereof, providing
2 protection against the classification of fire, extended coverage, vandalism,
3 malicious mischief and special extended perils (all risks) covering the
4 parties' interests as they appear.

5 17.2 The purchase of any Capital Equipment by CONTRACTOR shall be
6 requested in writing, shall require the prior written approval of
7 ADMINISTRATOR, and shall fulfill the provisions of this Agreement which are
8 appropriate and directly related to CONTRACTOR's service or activity under the
9 terms of this Agreement. COUNTY may refuse reimbursement for any costs
10 resulting from Capital Equipment purchased, which are incurred by CONTRACTOR,
11 if prior written approval has not been obtained from ADMINISTRATOR.

12 17.3 Personal Computer Equipment:

13 No personal computers and/or personal electronic devices, such as
14 tablets, smart phones, and laptop computers, or any component thereof, may be
15 purchased with funds provided under this Agreement, regardless of purchase
16 price, without prior written approval of ADMINISTRATOR. Any such purchase
17 shall be in accordance with specifications provided by ADMINISTRATOR, be
18 subject to the same inventory control conditions specified in Subparagraphs
19 17.1.1 to 17.1.4 and, at the sole discretion of ADMINISTRATOR, become the
20 property of COUNTY upon termination of this Agreement.

21 18. BREACH SANCTIONS

22 Failure by CONTRACTOR to comply with any of the provisions, covenants,
23 or conditions of this Agreement shall be a material breach of this Agreement.
24 In such event, ADMINISTRATOR may, and in addition to immediate termination and
25 any other remedies available at law, in equity, or otherwise specified in this
26 Agreement:

27 18.1 Afford CONTRACTOR a time period within which to cure the breach,
28 which period shall be established by ADMINISTRATOR; and/or

1 18.2 Discontinue reimbursement to CONTRACTOR for and during the period
 2 in which CONTRACTOR is in breach, which reimbursement shall not be entitled to
 3 later recovery; and/or

4 18.3 Offset against any monies billed by CONTRACTOR but yet unpaid by
 5 COUNTY those monies disallowed pursuant to Subparagraph 18.2 above.

6 ADMINISTRATOR will give CONTRACTOR written notice of any action pursuant
 7 to this Paragraph, which notice shall be deemed served on the date of mailing.

8 19. DESIGNATED FISCAL LEAD AGENCY

9 19.1 Each of the Contractor Partner Agencies agrees that Institute for
 10 Healthcare Advancement (IHA) shall serve as the designated ~~fiscal~~ lead agent
 11 on behalf of the CONTRACTOR, with authority to present claims to COUNTY on
 12 behalf of each of the Contractor Partner Agencies for services delivered by
 13 each of them pursuant to this Agreement. As designated fiscal agent, IHA,
 14 shall receive the claims from each of the other Contractor Partner Agencies on
 15 a monthly basis and shall submit these claims, along with its own monthly
 16 claim, pursuant to Paragraph 20 herein. Claims submitted to COUNTY by the
 17 designated ~~fiscal~~ lead agent shall clearly identify the services that were
 18 performed by ~~each Contractor Partner Agency~~ Agencies. Any and all payments to
 19 be made by COUNTY pursuant to this Agreement shall be made payable to the
 20 designated ~~fiscal~~ lead agent. The designated ~~fiscal~~ lead agent shall
 21 thereafter disburse payment as appropriate to the Contractor Partner Agencies.
 22 Each of the Contractor Partner Agencies agrees that COUNTY's disbursement of
 23 payment to the designated ~~fiscal~~ lead agent shall satisfy COUNTY's payment
 24 obligation under this Agreement.

25 19.2 As the designated ~~fiscal~~ lead agent IHA shall also be responsible
 26 for ~~at a minimum facilitating CONTRACTOR meetings, collecting documentation~~
 27 ~~for invoices, and outcome measurements from each CONTRACTOR Partner Agency,~~
 28 ~~and maintaining complete and accurate records of all financial and outcome~~

1 ~~measurement data on behalf of CONTRACTOR~~ activities that include, but are not
2 limited to, the following:

3 19.2.1 Oversight of FRC services;

4 19.2.2 Employment and supervision of the FRC Coordinator;

5 19.2.3 Facilitating established meetings for Contractor Partner
6 Agencies and generating meeting minutes;

7 19.2.4 Coordinating a minimum of weekly case management
8 meetings;

9 19.2.5 Collecting and maintaining complete documentation for
10 invoices from Contractor Partner Agencies;

11 19.2.6 Overseeing the collection, maintenance, and management of
12 FRC data including outcome measurements from Contractor Partner Agencies;

13 19.2.7 Generating monthly reports (i.e. Service Grids) in
14 accordance with Paragraph 38 of this Agreement and Exhibit Paragraph 9 for
15 submission to COUNTY;

16 19.2.8 Reimbursing FaCT-funded Contractor Partner Agencies for
17 FaCT-funded services rendered prior to invoicing COUNTY;

18 19.2.9 Generating modification requests on the FRC's behalf for
19 submission to COUNTY;

20 19.2.10 Collecting information from Contractor Partner Agencies
21 and generating a monthly FRC activity calendar;

22 19.2.11 Coordinating FRC sustainability efforts referenced in
23 Exhibit "A", Subparagraph 11 of this Agreement;

24 19.2.12 Ensuring all Contractor Partner Agencies are current on
25 required documentation (e.g., insurance certificates, copies of
26 resumes/applications, independent audits);

27 19.2.13 Ensuring all Non-FaCT Funded Partner Agencies have a
28 current agreement with the FRC and provide copies of agreements to COUNTY upon

1 request;

2 19.2.14 Facilitating collaborative activities, services, and
3 programs to ensure effective service delivery;

4 19.2.15 Maintaining complete and accurate records of all
5 financial and outcome measurement data for the FRC;

6 19.2.16 Attending required FaCT meetings and mandatory trainings;
7 and

8 19.2.17 Maintaining the integrity of the FaCT database and other
9 reports as necessary.

10 20. PAYMENTS

11 20.1 Maximum Contractual Obligation:

12 The maximum obligation of COUNTY under this Agreement shall be
13 ~~\$333,540~~ not exceed the amount of \$2,692,700: The amount of \$538,540 for July
14 1, 2015 through June 30, 2016; the amount of \$538,540 for July 1, 2016 through
15 June 30, 2017; the amount of \$538,540 for July 1, 2017 through June 30, 2018;
16 the amount of \$538,540 for July 1, 2018 through June 30, 2019; and the amount
17 of \$538,540 for July 1, 2019 through June 30, 2020 or actual allowable costs,
18 whichever is less.

19 20.2 Allowable Costs:

20 During the term of this Agreement, COUNTY shall pay CONTRACTOR
21 monthly in arrears, for actual allowable costs incurred and paid by CONTRACTOR
22 pursuant to this Agreement, as defined in OMB Circular A-122 or as approved by
23 ADMINISTRATOR. However, COUNTY, in its sole discretion, may pay CONTRACTOR
24 for anticipated allowable costs that will be incurred by CONTRACTOR for the
25 months of May and June in 2016, 2017, 2018, 2019, and 2020, during the month
26 of such anticipated expenditure.

27 20.3 Claims:

28 20.3.1 CONTRACTOR shall submit monthly claims to be received by

1 ADMINISTRATOR no later than the twentieth (20th) calendar day of the month for
2 expenses incurred in the preceding month. In the event the twentieth (20th)
3 calendar day falls on a weekend or COUNTY holiday, CONTRACTOR shall submit the
4 claim the next business day. COUNTY holidays include New Year's Day, Martin
5 Luther King Day, President Lincoln's Birthday, Presidents' Day, Memorial Day,
6 Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day,
7 Friday after Thanksgiving, and Christmas Day.

8 20.3.2 All claims must be submitted on a form approved by
9 ADMINISTRATOR. ADMINISTRATOR may require CONTRACTOR to submit supporting
10 source documents with the monthly claim, including, inter alia, a monthly
11 statement of services, general ledgers, supporting journals, time sheets,
12 invoices, canceled checks, receipts, and receiving records, some of which may
13 be required to be copied. Source documents that CONTRACTOR must submit shall
14 be determined by ADMINISTRATOR and/or COUNTY's Auditor-Controller. CONTRACTOR
15 shall retain all financial records in accordance with Paragraph 25 (Records,
16 Inspections, and Audits) of this Agreement.

17 20.3.3 Payments should be released by COUNTY within a reasonable
18 time period of approximately thirty (30) days after receipt of a correctly
19 completed claim form and required supporting documentation.

20 20.3.4 Year End and Final Claims:

21 20.3.4.1 CONTRACTOR shall submit a final claim for
22 each COUNTY fiscal year, July 1 through June 30, covered under the term of
23 this Agreement as stated in Paragraph 1, by no later than August 30th of each
24 corresponding COUNTY fiscal year. Claims received after August 30th of each
25 corresponding COUNTY fiscal year may, at ADMINISTRATOR's sole discretion, not
26 be reimbursed. ADMINISTRATOR may modify the date that which the final claim
27 per each COUNTY fiscal year must be received, upon written notice to
28 CONTRACTOR.

1 20.3.4.2 The basis for final settlement shall be the
2 actual allowable costs as defined in Title 45 CFR and OMB Circular A-122 or 48
3 CFR Section 31.2, as applicable, incurred and paid by CONTRACTOR pursuant to
4 this Agreement; limited, however, to the maximum obligation of COUNTY. In the
5 event that any overpayment has been made, COUNTY may offset the amount of the
6 overpayment against the final payment. In the event overpayment exceeds the
7 final payment, CONTRACTOR shall pay COUNTY all such sums within five (5)
8 business days of notice from COUNTY. Nothing herein shall be construed as
9 limiting the remedies of COUNTY in the event an overpayment has been made.

10 21. OVERPAYMENTS

11 Any payment(s) made by COUNTY to CONTRACTOR in excess of that to which
12 CONTRACTOR is entitled under this Agreement shall be repaid to COUNTY, in
13 accordance with any applicable regulations and/or policies in effect during
14 the term of this Agreement, or as established by COUNTY procedure. Any
15 overpayments made by COUNTY which result from a payment by any other funding
16 source shall be repaid, at the discretion of ADMINISTRATOR, to COUNTY or the
17 funding source. Unless earlier repaid, CONTRACTOR shall make repayment within
18 thirty (30) days after the date of the final audit findings report and prior
19 to any administrative appeal process. In the event an overpayment owing by
20 CONTRACTOR is collected from COUNTY by the funding source, then CONTRACTOR
21 shall reimburse COUNTY within thirty (30) days thereafter and prior to any
22 administrative appeal process. CONTRACTOR agrees to pay all costs incurred by
23 COUNTY necessary to enforce the provisions set forth in this Paragraph.

24 22. OUTSTANDING DEBT

25 CONTRACTOR shall have no outstanding debt with ADMINISTRATOR, or shall
26 be in the process of resolving outstanding debt to ADMINISTRATOR's
27 satisfaction, prior to entering into and during the term of this Agreement.

28 23. FINAL REPORT

1 CONTRACTOR shall complete and submit to ADMINISTRATOR a final report
2 within sixty (60) days after the termination of this Agreement, which shall
3 summarize the activities and services provided by CONTRACTOR during the term
4 of this Agreement. CONTRACTOR and ADMINISTRATOR may mutually agree in writing
5 to modify the date upon which the final report must be submitted.

6 24. INDEPENDENT AUDIT

7 24.1 CONTRACTOR shall employ a licensed certified public accountant who
8 shall prepare and file with ADMINISTRATOR an annual organization-wide audit of
9 related expenditures during the term of this Agreement in compliance with the
10 OMB Circular A-133, Audits of States, Local Governments and Non-Profit
11 Organizations. The audit must be performed in accordance with generally
12 accepted government auditing standards and OMB Circular A-122. CONTRACTOR
13 shall cooperate with COUNTY, State and/or Federal agencies to ensure that
14 corrective action is taken within six (6) months after issuance of all audit
15 reports with regard to audit exceptions.

16 24.2 It is mutually understood that CONTRACTOR's yearly fiscal cycle
17 covers July 1 through June 30. CONTRACTOR shall provide ADMINISTRATOR copies
18 of organization-wide audits for each of the fiscal cycles corresponding with
19 the term of this Agreement. CONTRACTOR shall provide each audit within
20 fourteen (14) calendar days of CONTRACTOR's receipt. Failure of CONTRACTOR to
21 comply with this Paragraph shall be sufficient cause for ADMINISTRATOR to deny
22 payment under this or any subsequent Agreement with CONTRACTOR until such time
23 as the required audit(s) are provided to ADMINISTRATOR. ADMINISTRATOR may
24 modify CONTRACTOR's audit submission deadline upon notice to CONTRACTOR.

25 25. RECORDS, INSPECTIONS AND AUDITS

26 25.1 Financial Records:

27 25.1.1 CONTRACTOR shall prepare and maintain accurate and
28 complete financial records. Financial records shall be retained, by

1 CONTRACTOR, for a minimum of five (5) years from the date of final payment
2 under this Agreement or until all pending COUNTY, State and Federal audits are
3 completed, whichever is later.

4 25.1.2 CONTRACTOR shall establish and maintain reasonable
5 accounting, internal control and financial reporting standards in conformity
6 with generally accepted accounting principles established by the American
7 Institute of Certified Public Accountants and to the satisfaction of
8 ADMINISTRATOR.

9 25.2 Client Records:

10 25.2.1 CONTRACTOR shall prepare and maintain accurate and
11 complete records of clients served and dates and type of services provided
12 under the terms of this Agreement in a form acceptable to ADMINISTRATOR.

13 25.2.2 All client records related to services provided under the
14 terms of this Agreement shall be retained by CONTRACTOR for a minimum of five
15 (5) years from the date of final payment under this Agreement or until all
16 pending COUNTY, State and Federal audits are completed, whichever is later.
17 Notwithstanding anything to the contrary, upon termination of this Agreement,
18 CONTRACTOR shall relinquish control with respect to client records to COUNTY
19 in accordance with Subparagraph 43.2.

20 25.2.3 COUNTY may refuse payment for a claim if client records
21 are determined by COUNTY to be incomplete or inaccurate. In the event client
22 records are determined to be incomplete or inaccurate after payment has been
23 made, COUNTY may treat such payment as an overpayment within the provisions of
24 this Agreement.

25 25.3 Public Records:

26 With the exception of client records or other records referenced
27 in Paragraph 31, entitled Confidentiality, all records, including but not
28 limited to, reports, audits, notices, claims, statements and correspondence,

1 required by this Agreement may be subject to public disclosure. COUNTY will
2 not be liable for any such disclosure.

3 25.4 Inspections and Audits:

4 25.4.1 The U.S. Department of Health and Human Services,
5 Comptroller General of the United States, Director of CDSS, State Auditor-
6 General, ADMINISTRATOR, COUNTY's Auditor-Controller and Internal Audit
7 Department, or any of their authorized representatives, shall have access to
8 any books, documents, papers and records, including medical records, of
9 CONTRACTOR which any of them may determine to be pertinent to this Agreement
10 for the purpose of financial monitoring. Further, all the above mentioned
11 persons have the right at all reasonable times to inspect or otherwise
12 evaluate the work performed or being performed under this Agreement and the
13 premises in which it is being performed.

14 25.4.2 CONTRACTOR shall make its books and financial records
15 available within the borders of Orange County within ten (10) days of receipt
16 of written demand by ADMINISTRATOR.

17 25.4.3 In the event CONTRACTOR does not make available its books
18 and financial records within the borders of Orange County, CONTRACTOR agrees
19 to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY's
20 designee, necessary to obtain CONTRACTOR's books and financial records.

21 25.4.4 CONTRACTOR shall pay to COUNTY the full amount of
22 COUNTY's liability to the State or Federal government or any agency thereof
23 resulting from any disallowances or other audit exceptions to the extent that
24 such liability is attributable to CONTRACTOR's failure to perform under this
25 Agreement.

26 25.5 Evaluation Studies:

27 25.5.1 CONTRACTOR shall participate as requested by COUNTY in
28 research and/or evaluative studies designed to show the effectiveness and/or

1 efficiency of CONTRACTOR's services or provide information about CONTRACTOR's
2 project.

3 26. PERSONNEL DISCLOSURE

4 26.1 CONTRACTOR shall make available to ADMINISTRATOR a current list of
5 all personnel providing services hereunder, including résumés and job
6 applications. Changes to the list will be immediately provided to
7 ADMINISTRATOR in writing, along with a copy of a résumé and/or job
8 application. The list shall include:

9 26.1.1 Names of all full or part-time personnel by title,
10 including volunteer personnel, whose direct services are required to provide
11 the programs described herein;

12 26.1.2 A brief description of the functions of each position and
13 the hours each person works each week; or for part-time personnel, each day or
14 month, as appropriate;

15 26.1.3 The professional degree, if applicable, and experience
16 required for each position; and

17 26.1.4 The language skill, if applicable, for all personnel.

18 26.2 CONTRACTOR's employment applications shall require applicants to
19 provide detailed information regarding the conviction of a crime by any court,
20 for offenses other than minor traffic offenses. Information not disclosed in
21 the employment application discovered subsequent to the hiring or promotion of
22 any applicant shall be cause for termination of that employee from the
23 performance of services under this Agreement.

24 26.3 Where authorized by law, CONTRACTOR shall conduct, at no cost to
25 COUNTY, criminal record background checks on all employees and/or volunteers
26 who will provide services under this Agreement. Candidates will satisfy
27 background checks consistent with and comparable to those required for COUNTY
28 employees.

1 26.4 CONTRACTOR warrants that all persons employed or otherwise
2 assigned by CONTRACTOR to provide services under this Agreement have
3 satisfactory past work records and/or reference checks indicating their
4 ability to perform the required duties and accept the kind of responsibility
5 anticipated under this Agreement. CONTRACTOR shall maintain records of
6 background investigations and reference checks undertaken and coordinated by
7 CONTRACTOR for each employee and/or volunteer assigned to provide services
8 under this Agreement for a minimum of five (5) years from the date of final
9 payment under this Agreement or until all pending COUNTY, State and Federal
10 audits are completed, whichever is later, in compliance with all applicable
11 laws.

12 26.5 CONTRACTOR shall immediately notify ADMINISTRATOR concerning the
13 arrest and/or subsequent conviction, for offenses other than minor traffic
14 offenses, of any paid employee and/or volunteer staff performing services
15 under this Agreement, when such information becomes known to CONTRACTOR.
16 ADMINISTRATOR may determine whether such employee and/or volunteer may
17 continue to provide services under this Agreement and shall provide notice of
18 such determination to CONTRACTOR in writing. CONTRACTOR's failure to comply
19 with ADMINISTRATOR's decision shall be deemed a material breach of this
20 Agreement, pursuant to Paragraph 18 above.

21 26.6 COUNTY has the right to approve or disapprove all of CONTRACTOR's
22 staff performing work hereunder and any proposed changes in CONTRACTOR's
23 staff.

24 26.7 COUNTY shall have the right to require CONTRACTOR to remove any
25 employee from the performance of services under this Agreement. At the
26 request of COUNTY, CONTRACTOR shall immediately replace said personnel.

27 26.8 CONTRACTOR shall notify COUNTY immediately when staff is
28 terminated for cause from working on this Agreement.

1 26.9 Disqualification, if any, of CONTRACTOR staff, pursuant to
2 Paragraph 26, shall not relieve CONTRACTOR of its obligation to complete all
3 work in accordance with the terms and conditions of this Agreement.

4 27. EMPLOYMENT ELIGIBILITY VERIFICATION

5 As applicable, CONTRACTOR warrants that it fully complies with all
6 Federal and State statutes and regulations regarding the employment of aliens
7 and others, and that all its employees performing work under this Agreement
8 meet the citizenship or alien status requirement set forth in Federal statutes
9 and regulations. CONTRACTOR shall obtain, from all employees performing work
10 hereunder, all verification and other documentation of employment eligibility
11 status required by Federal or State statutes and regulations including, but
12 not limited to, the Immigration Reform and Control Act of 1986, Title 8 USC
13 Section 1324 et seq., as they currently exist and as they may be hereafter
14 amended. CONTRACTOR shall retain all such documentation for all covered
15 employees for the period prescribed by the law. CONTRACTOR shall indemnify,
16 defend with counsel approved in writing by COUNTY, and hold harmless, COUNTY,
17 its agents, officers, and employees from employer sanctions and any other
18 liability which may be assessed against CONTRACTOR or COUNTY or both in
19 connection with any alleged violation of any Federal or State statutes or
20 regulations pertaining to the eligibility for employment of any persons
21 performing work under this Agreement.

22 28. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS

23 28.1 In order to comply with child support enforcement requirements of
24 COUNTY, CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) days
25 of the award of this Agreement:

- 26 (a) in the case of an individual contractor, his/her name, date of
27 birth, Social Security number, and residence address;

1 (b) in the case of a contractor doing business in a form other than as
2 an individual, the name, date of birth, Social Security number,
3 and residence address of each individual who owns an interest of
4 ten percent (10%) or more in the contracting entity;

5 (c) a certification that CONTRACTOR has fully complied with all
6 applicable Federal and State reporting requirements regarding its
7 employees; and

8 (d) a certification that CONTRACTOR has fully complied with all
9 lawfully served Wage and Earnings Assignment Orders and Notices of
10 Assignment, and will continue to so comply.

11 28.2 The failure of CONTRACTOR to timely submit the data or
12 certifications required by subsections (a), (b), (c), or (d), or to comply
13 with all Federal and State employee reporting requirements for child support
14 enforcement or to comply with all lawfully served Wage and Earnings Assignment
15 Orders and Notices of Assignment shall constitute a material breach of this
16 Agreement, and failure to cure such breach within sixty (60) calendar days of
17 notice from COUNTY shall constitute grounds for termination of this Agreement.

18 28.3 It is expressly understood that this data will be transmitted to
19 governmental agencies charged with the establishment and enforcement of child
20 support orders, and for no other purpose.

21 29. CHILD AND DEPENDENT ADULT/ELDER ABUSE REPORTING

22 CONTRACTOR shall establish a procedure acceptable to ADMINISTRATOR to
23 ensure that all employees, volunteers, consultants, or agents performing
24 services under this Agreement report child abuse or neglect to one of the
25 agencies specified in Penal Code Section 11165.9 and dependent adult or elder
26 abuse as defined in Section 15610.07 of the WIC to one of the agencies
27 specified in WIC Section 15630. CONTRACTOR shall require such employee,
28 volunteer, consultant or agent to sign a statement acknowledging the child

1 abuse reporting requirements set forth in Sections 11166 and 11166.05 of the
2 Penal Code and the dependent adult and elder abuse reporting requirements as
3 set forth in Section 15630 of the WIC and will comply with the provisions of
4 these code sections as they now exist or as they may hereafter be amended.

5 30. NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

6 CONTRACTOR shall notify and provide to its employees, a fact sheet
7 regarding the Safely Surrendered Baby Law, its implementation in Orange
8 County, and where and how to safely surrender a baby. The fact sheet is
9 available on the Internet at www.babysafe.ca.gov for printing purposes. The
10 information shall be posted in all reception areas where clients are served.

11 31. CONFIDENTIALITY

12 31.1 CONTRACTOR agrees to maintain the confidentiality of its records
13 pursuant to WIC Sections 827 and 10850-10853, the CDSS MPP, Division 19-000,
14 and all other provisions of law, and regulations promulgated thereunder
15 relating to privacy and confidentiality, as each may now exist or be hereafter
16 amended.

17 31.2 All records and information concerning any and all persons
18 referred to CONTRACTOR by COUNTY or COUNTY's designee shall be considered and
19 kept confidential by CONTRACTOR, CONTRACTOR's staff, agents, employees and
20 volunteers. CONTRACTOR shall require all of its employees, agents,
21 subcontractors and volunteer staff who may provide services for CONTRACTOR
22 under this Agreement to sign an agreement with CONTRACTOR before commencing
23 the provision of any such services, to maintain the confidentiality of any and
24 all materials and information with which they may come into contact, or the
25 identities or any identifying characteristics or information with respect to
26 any and all participants referred to CONTRACTOR by COUNTY, except as may be
27 required to provide services under this Agreement or to those specified in
28 this Agreement as having the capacity to audit CONTRACTOR, and as to the

1 latter, only during such audit. CONTRACTOR shall comply with any audits
2 specified in Paragraph 25, provide reports and any other information required
3 by COUNTY in the administration of this Agreement, and as otherwise permitted
4 by law.

5 31.3 CONTRACTOR shall inform all of its employees, agents,
6 subcontractors, volunteers and partners of this provision and that any person
7 violating the provisions of said State law may be guilty of a crime.

8 31.4 CONTRACTOR agrees that any and all subcontracts entered into shall
9 be subject to the confidentiality requirements of this Agreement.

10 31.5 CONTRACTOR agrees to maintain the confidentiality of its records
11 with respect to Juvenile Court matters, in accordance with WIC Section 827,
12 all applicable statutes, caselaw, and Orange County Juvenile Court Policy
13 regarding Confidentiality, as it now exists or may hereafter be amended.

14 31.5.1 No access, disclosure or release of information regarding
15 a child who is the subject of Juvenile Court proceedings shall be permitted
16 except as authorized. If authorization is in doubt, no such information shall
17 be released without the written approval of a Judge of the Juvenile Court.

18 31.5.2 CONTRACTOR must receive prior written approval of the
19 Juvenile Court before allowing any child to be interviewed, photographed or
20 recorded by any publication or organization or to appear on any radio,
21 television or internet broadcast or make any other public appearance. Such
22 approval shall be requested through child's Social Worker.

23 31.5.3 Attorney Client Confidentiality Requirements: In the
24 event Contractor Partner Agency is a legal assistance provider, nothing in
25 this Agreement shall allow COUNTY or the State of California to engage in any
26 conduct that would impair the attorney-client relationship between CONTRACTOR
27 and its clients, as that relationship is customarily defined in the legal
28 community; and, in particular, nothing herein shall require CONTRACTOR to

1 reveal attorney-client privileged information, nor allow COUNTY or the State
2 to interfere with any other legal and ethical duties CONTRACTOR owes to its
3 clients. To the extent COUNTY, in fulfilling its contractual obligations
4 and/or its obligations under State or Federal law, finds it necessary to
5 examine documents or files prepared by CONTRACTOR in the course of its
6 confidential relationship with its clients, CONTRACTOR may delete information
7 which would identify clients from such documents or files before they are
8 examined by COUNTY.

9 32. COPYRIGHT ACCESS

10 The U.S. Department of Health and Human Services, the CDSS, and COUNTY
11 will have a royalty-free, nonexclusive and irrevocable license to publish,
12 translate, or use, now and hereafter, all material developed under this
13 Agreement including those covered by copyright.

14 33. WAIVER

15 No delay or omission by either party hereto to exercise any right or
16 power accruing upon any noncompliance or default by the other party with
17 respect to any of the terms of this Agreement shall impair any such right or
18 power or be construed to be a waiver thereof. A waiver by either of the
19 parties hereto of any of the covenants, conditions, or agreements to be
20 performed by the other shall not be construed to be a waiver of any succeeding
21 breach thereof or of any other covenant, condition or agreement herein
22 contained.

23 34. PETTY CASH

24 CONTRACTOR is authorized to establish a petty cash fund in an amount not
25 to exceed one thousand dollars (\$1,000).

26 35. PUBLICITY

27 35.1 Information and solicitations, prepared and released by
28 CONTRACTOR, concerning the services provided under this Agreement shall state

1 that the program, wholly or in part, is funded through COUNTY, State and
2 Federal government funds.

3 35.2 CONTRACTOR shall not disclose any details in connection with this
4 Agreement to any person or entity except as may be otherwise provided
5 hereunder or required by law. However, in recognizing CONTRACTOR's need to
6 identify its services and related clients to sustain itself, COUNTY shall not
7 inhibit CONTRACTOR from publishing its role under this Agreement within the
8 following conditions:

9 35.2.1 CONTRACTOR shall develop all publicity material in a
10 professional manner; and

11 35.2.2 During the term of this Agreement, CONTRACTOR shall not,
12 and shall not authorize another to, publish or disseminate any commercial
13 advertisements, press releases, feature articles, or other materials using the
14 name of COUNTY without the prior written consent of COUNTY. COUNTY shall not
15 unreasonably withhold written consent.

16 36. COUNTY RESPONSIBILITIES

17 ADMINISTRATOR will provide consultation and technical assistance, and
18 will monitor performance of CONTRACTOR in meeting the terms of this Agreement.

19 37. REFERRALS

20 37.1 CONTRACTOR shall provide services to individuals referred by
21 ADMINISTRATOR.

22 38. REPORTS

23 38.1 CONTRACTOR shall provide information deemed necessary by
24 ADMINISTRATOR to complete any State-required reports related to the services
25 provided under this Agreement.

26 38.2 CONTRACTOR shall maintain records and submit reports containing
27 such data and information regarding the performance of CONTRACTOR's services,
28 costs or other data relating to this Agreement, as may be requested by

1 ADMINISTRATOR, upon a form approved by ADMINISTRATOR. ADMINISTRATOR may
2 modify the provisions of this Paragraph upon written notice to CONTRACTOR.

3 39. ENERGY EFFICIENCY STANDARDS

4 As applicable, CONTRACTOR shall comply with the mandatory standards and
5 policies relating to energy efficiency in the State Energy Conservation Plan
6 (Title 24, CCR).

7 40. ENVIRONMENTAL PROTECTION STANDARDS

8 CONTRACTOR shall be in compliance with Section 306 of the Clean Air Act
9 [Title 42 USC Section 1857(h)], Section 508 of the Clean Water Act (Title 33
10 USC Section 1368), Executive Order 11738 and Environmental Protection Agency,
11 hereinafter referred to as "EPA," regulations (Title 40 CFR Part 15), as any
12 may now exist or be hereafter amended. Under these laws and regulations,
13 CONTRACTOR assures that:

14 40.1 No facility to be utilized in the performance of the proposed
15 grant has been listed on the EPA List of Violating Facilities;

16 40.2 It will notify COUNTY prior to award of the receipt of any
17 communication from the Director, Office of Federal Activities, U.S. EPA,
18 indicating that a facility to be utilized for the grant is under consideration
19 to be listed on the EPA List of Violating Facilities; and

20 40.3 It will notify COUNTY and EPA about any known violation of the
21 above laws and regulations.

22 41. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
23 FEDERAL TRANSACTIONS

24 CONTRACTOR shall be in compliance with Section 319 of Public Law 101-121
25 pursuant to Title 31 USC Section 1352 and the guidelines with respect to those
26 provisions set down by the OMB and published in the Federal Register dated
27 December 20, 1989, Volume 54, No. 243, pp. 52306-52332. Under these laws and
28 regulations, it is mutually understood that any contract which utilizes

1 Federal monies in excess of \$100,000 must contain and CONTRACTOR must certify
2 compliance utilizing a form provided by ADMINISTRATOR that cites the
3 following:

4 A. The definitions and prohibitions contained in the clause at
5 Federal Acquisition Regulation 52.203-12, Limitation on Payments to Influence
6 Certain Federal Transactions, included in this solicitation, are hereby
7 incorporated by reference in Paragraph (B) of this certification.

8 B. The offeror, by signing its offer, hereby certifies to the
9 best of his or her knowledge and belief as of December 23, 1989, that

10 1) No Federal appropriated funds have been paid or will
11 be paid to any person for influencing or attempting to influence an officer or
12 employee of any agency, a Member of Congress, an officer or employee of
13 Congress, or an employee of a Member of Congress on his or her behalf in
14 connection with the awarding of any Federal contract, the making of any
15 Federal grant, the making of any Federal loan, the entering into of any
16 cooperative agreement, and the extension, continuation, renewal, amendment or
17 modification of any Federal contract, grant, loan or cooperative agreement;

18 2) If any funds other than Federal appropriated funds
19 (including profit or fee received under a covered Federal transaction) have
20 been paid, or will be paid, to any person for influencing or attempting to
21 influence an officer or employee of any agency, a Member of Congress, an
22 officer or employee of Congress, or an employee of a Member of Congress on his
23 or her behalf in connection with this solicitation, the offeror shall complete
24 and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying
25 Activities, to the Contracting Officer; and

26 3) He or she will include the language of this
27 certification in all subcontract awards at any tier and require that all
28

1 recipients of subcontract awards in excess of \$100,000 shall certify and
2 disclose accordingly.

3 C. Submission of this certification and disclosure is a
4 prerequisite for making or entering into this Agreement imposed by Section
5 1352, Title 31, USC. Any person who makes an expenditure prohibited under
6 this provision or who fails to file or amend the disclosure form to be filed
7 or amended by this provision, shall be subject to a civil penalty of not less
8 than \$10,000, and not more than \$100,000, for each such failure.

9 42. POLITICAL ACTIVITY

10 CONTRACTOR agrees that the funds provided herein shall not be used to
11 promote, directly or indirectly, any political party, political candidate or
12 political activity, except as permitted by law.

13 43. TERMINATION PROVISIONS

14 43.1 ADMINISTRATOR may terminate this Agreement without penalty
15 immediately with cause or after thirty (30) days written notice without cause,
16 unless otherwise specified. Notice shall be deemed served on the date of
17 mailing. Cause shall be defined as any breach of contract, any
18 misrepresentation or fraud on the part of CONTRACTOR. Exercise by
19 ADMINISTRATOR of the right to terminate this Agreement shall relieve COUNTY of
20 all further obligations under this Agreement.

21 43.2 Upon termination, or notice thereof, CONTRACTOR agrees to
22 cooperate with ADMINISTRATOR in the orderly transfer of service
23 responsibilities, active case records, and pertinent documents.

24 43.3 The obligations of COUNTY under this Agreement are contingent upon
25 the availability of Federal and/or State funds, as applicable, for the
26 reimbursement of CONTRACTOR's expenditures, and inclusion of sufficient funds
27 for the services hereunder in the budget approved by the Orange County Board
28 of Supervisors each fiscal year this Agreement remains in effect or operation.

1 In the event that such funding is terminated or reduced, ADMINISTRATOR may
2 immediately terminate this Agreement, reduce COUNTY's maximum obligation, or
3 modify this Agreement, without penalty. The decision of ADMINISTRATOR will be
4 binding on CONTRACTOR. ADMINISTRATOR will provide CONTRACTOR with written
5 notification of such determination. CONTRACTOR shall immediately comply with
6 ADMINISTRATOR's decision.

7 43.4 If any provision of this Agreement or the application thereof is
8 held invalid, the remainder of this Agreement shall not be affected thereby.

9 44. GOVERNING LAW AND VENUE

10 This Agreement has been negotiated and executed in the State of
11 California and shall be governed by and construed under the laws of the State
12 of California. In the event of any legal action to enforce or interpret this
13 Agreement, the sole and exclusive venue shall be a court of competent
14 jurisdiction located in Orange County, California, and the parties hereto
15 agree to and do hereby submit to the jurisdiction of such court,
16 notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties
17 specifically agree to waive any and all rights to request that an action be
18 transferred for trial to another county.

19 45. SIGNATURE IN COUNTERPARTS

20 The parties agree that separate copies of this Agreement may be signed
21 by each of the parties, and this Agreement will have the same force and effect
22 as if the original had been signed by all the parties.

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WHEREFORE, the parties hereto have executed this Agreement in the County of Orange, California.

By: _____
MICHAEL VILLAIRE
CHIEF EXECUTIVE OFFICER
INSTITUTE FOR HEALTHCARE
ADVANCEMENT

By: _____
CHAIRMAN OF THE
BOARD OF SUPERVISORS
COUNTY OF ORANGE, CALIFORNIA

Dated: _____

Dated: _____

By: _____
MARK CHAVEZ
EXECUTIVE DIRECTOR

BOYS AND GIRLS CLUBS OF
LA HABRA

By: _____
~~CAROL WILLIAMS~~ GIGI TSONTOS
EXECUTIVE DIRECTOR
~~INTERVAL HOUSE~~ WOMEN'S
TRANSITIONAL LIVING CENTER, INC.

Dated: _____

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS AGREEMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD PER G.C. Sec. 25103, Reso 79-1535

ATTEST:

By: _____
ROBIN STIELER
Interim Clerk of the Board
County of Orange, California

By: _____
KENNETH W. BABCOCK
EXECUTIVE DIRECTOR
PUBLIC LAW CENTER

Dated: _____

Dated: _____

APPROVED AS TO FORM
COUNTY COUNSEL
COUNTY OF ORANGE, CALIFORNIA

By: _____
LORRAYNE LEIGH BELHUMEUR, PH.D.
CHIEF EXECUTIVE OFFICER
WESTERN YOUTH SERVICES

By: _____
DEPUTY

Dated: _____

Dated: _____

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EXHIBIT A
TO
AGREEMENT
BETWEEN
COUNTY OF ORANGE
AND
INSTITUTE FOR HEALTHCARE ADVANCEMENT
AND
BOYS AND GIRLS CLUBS OF LA HABRA
AND
~~INTERVAL HOUSE~~
WOMEN'S TRANSITIONAL LIVING CENTER, INC.
AND
PUBLIC LAW CENTER
AND
WESTERN YOUTH SERVICES
FOR THE PROVISION OF
SERVICES PROMOTING SAFE AND STABLE FAMILIES,
DIFFERENTIAL RESPONSE, AND FAMILY STABILIZATION

1. POPULATION TO BE SERVED

1.1 CONTRACTOR shall provide services Promoting Safe and Stable Families ~~specified below~~, to: birth, kinship, blended, adoptive, and foster families with children birth to eighteen (0-18) years who are at risk ~~for~~ and/or experiencing child abuse and/or neglect; ~~or have a history of abuse and/or maltreatment, or live~~ families living in poverty or economic hardships, domestic violence, unemployment, teen pregnancy, and unhealthy parenting; ~~or receive~~ families receiving child welfare services, including families in the

1 Family Reunification and/or adoption process; homeless families, unaccompanied
2 homeless youth, and those at risk of homelessness; non-minor dependents ages
3 eighteen through twenty-one (18-21), who are being served by child welfare or
4 probation agencies and who are under the jurisdiction of the Orange County
5 Juvenile Court; military families (active and veteran); and persons with
6 disabilities. ~~The population to be served as defined in this Paragraph that
7 reside in the city of La Habra, California, and surrounding communities within
8 Orange County.~~ The population to be served as defined in this paragraph shall
9 hereinafter be referred to as "PARTICIPANTS" or "FAMILIES."

10 1.2 CONTRACTOR shall provide Family Resource Center (FRC) services
11 primarily to those PARTICIPANTS residing in the city of La Habra and
12 surrounding communities.

13 1.3 CONTRACTOR shall provide Differential Response (DR) services to:
14 PARTICIPANT including birth, kinship, blended, adoptive, and foster families
15 with children birth to eighteen (0-18) years who are at risk for child abuse
16 and/or neglect and who have been identified by Social Services Agency (SSA)
17 Children and Family Services (CFS) Division as likely to make needed changes
18 to improve child safety.

19 1.4 CONTRACTOR shall provide Family Stabilization (FS) services to
20 PARTICIPANTS including California Work Opportunity and Responsibility to Kids
21 (CalWORKs) program recipients who are experiencing an identified situation
22 and/or crisis that is destabilizing the family and would interfere with the
23 adult clients' ability to participate in Welfare-to-Work (WTW) activities and
24 services.

25 1.5 CONTRACTOR shall provide DR and FS services to PARTICIPANTS
26 residing in the following cities: Anaheim, Buena Park, Fullerton, La Habra,
27 Placentia and surrounding unincorporated areas.

28 2. PSSF & CBCAP FUNDING REQUIREMENTS WORKLOAD STANDARDS

1 2.1 CONTRACTOR shall provide services/activities, as described in
2 Paragraph 5 below, to address one (1) or more of the seven (7) Promoting Safe
3 and Stable Families (PSSF) outcomes as specified in Subparagraph 2.2 below,
4 and addressing all four (4) of the PSSF service categories defined in
5 Subparagraphs 2.3.1 through 2.3.4, below.

6 2.2 PSSF Outcomes: Services must meet a minimum of one (1) of the
7 following PSSF outcomes ~~for each contracted service~~:

8 2.2.1 Children are, first and foremost, protected from abuse
9 and neglect.

10 2.2.2 Children are safely maintained in their own homes
11 whenever possible and appropriate.

12 2.2.3 Children have permanency and stability in their living
13 situations.

14 2.2.4 The continuity of family relationships and connections is
15 preserved for children.

16 2.2.5 Families have enhanced capacity to provide for their
17 children's needs.

18 2.2.6 Children receive appropriate services to meet educational
19 needs.

20 2.2.7 Children receive adequate services to meet physical and
21 mental health needs.

22 2.3 The four (4) PSSF service categories are as follows:

23 2.3.1 Family Preservation: Family Preservation (FP) services
24 typically are designed to help families alleviate crises that might lead to
25 out-of-home placement of children; maintain the safety of children in their
26 own homes; and assist families in obtaining services and other supports
27 necessary to address their multiple needs in a culturally responsive manner.
28 ~~FP services should comprise approximately twenty-five (25) percent of the~~

1 ~~budget for total services. Services must address a minimum of one (1) of the~~
2 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.2~~
3 ~~below).~~

4 2.3.2 Family Support: Family Support (FS) services are
5 primarily community-based preventive activities designed to alleviate stress
6 and promote parental competencies and behaviors that will increase the ability
7 of families to successfully nurture their children; enable families to use
8 other resources and opportunities available in the community; and create
9 supportive networks to enhance child-rearing abilities of parents and help
10 compensate for the increased social isolation and vulnerability of families.
11 ~~FS services should comprise approximately thirty-five (35) percent of the~~
12 ~~budget for total services. Services must address a minimum of one (1) of the~~
13 ~~PSSF outcomes for each contracted service (as specified in Subparagraph 2.2~~
14 ~~below).~~

15 2.3.3 Time-Limited Family Reunification: Time-Limited Family
16 Reunification (TLFR) are services and activities provided to a child who is
17 removed from the child's home and placed in a foster family home or a
18 childcare institution. These services are also for the parents or primary
19 caregiver for the child, in order to facilitate the reunification of the child
20 safely and appropriately during the court ordered family reunification period.
21 TLFR services include individual, group, and family counseling; inpatient,
22 residential, or outpatient substance abuse treatment services; mental health
23 services; assistance to address domestic violence; temporary childcare and
24 therapeutic services for families, including crisis nurseries; and
25 transportation to and from any of the above services. ~~TLFR services should~~
26 ~~comprise approximately twenty (20) percent of the budget for total services.~~
27 ~~Services must address a minimum of one (1) of the PSSF outcomes for each~~
28 ~~contracted service (as specified in Subparagraph 2.2 below).~~

1 2.3.4 Adoption Promotion and Support: Adoption Promotion and
2 Support (APS) services are designed to encourage more adoptions out of the
3 foster care system, when adoptions promote the best interest of children, and
4 include such activities as pre- and post-adoptive services designed to
5 expedite the adoption process and support adoptive families. ~~APS services~~
6 ~~should comprise approximately twenty (20) percent of the budget for total~~
7 ~~services. Services must address a minimum of one (1) of the PSSF outcomes for~~
8 ~~each contracted service (as specified in Subparagraph 2.2 below).~~

9 2.4 Unless specified otherwise, the services described below in
10 Subparagraphs 5.1 through 5.24 addresses each of the four (4) PSSF categories
11 described above in Subparagraphs 2.3.1 through 2.3.4.

12 2.5 Community-Based Child Abuse Prevention (CBCAP): Services shall
13 align with the California Department of Social Services Community-Based Child
14 Abuse Prevention (CBCAP) program which supports efforts to develop, operate,
15 expand, enhance, and coordinate initiatives, programs and activities to
16 prevent child abuse and neglect. In addition, CBCAP supports the coordination
17 of resources to better strengthen and support families as well as foster
18 understanding, appreciation and knowledge of diverse populations in order to
19 effectively prevent and treat child abuse and neglect.

20 2.6 ADMINISTRATOR may, in its sole discretion and upon written notice
21 to CONTRACTOR, modify: the terms or definitions, the particular type of
22 services/activities to be provided, the time-of-day and day-of-week
23 services/activities are to be provided, the location(s) where
24 services/activities shall be provided, the date(s) services/activities shall
25 begin and end, the service goal(s), measurement tools and outcome indicators,
26 and the number of participants to be provided services/activities as described
27 in Paragraph 5, below, without changing COUNTY'S maximum obligation as set
28 forth in this Agreement. ~~CONTRACTOR understands that such modification(s)~~

1 ~~shall promote community participation.~~ Any modification of
2 services/activities shall remain within the scope of defined PSSF service
3 categories and PSSF outcomes and shall promote community participation.
4 CONTRACTOR shall not institute any modification without prior, written
5 approval of ADMINISTRATOR.

6 2.7 CONTRACTOR and ADMINISTRATOR may mutually agree ~~in writing~~ to
7 modify workload standards as set forth in this Paragraph and as authorized by
8 COUNTY, without reducing the level of service to be provided by CONTRACTOR.
9 This agreement must be in writing.

10 3. HOURS OF OPERATION

11 3.1 CONTRACTOR shall provide services during hours that are responsive
12 to the needs of PARTICIPANT ~~the target population(s) as determined by~~
13 ~~ADMINISTRATOR.~~ At a minimum, CONTRACTOR shall provide services Monday through
14 Friday from ~~8~~ 9:00 a.m. to ~~5~~ 6:00 p.m., except COUNTY holidays as established
15 by the Orange County Board of Supervisors. Weekly hours shall include a
16 minimum of two (2) weeknights until 8:00 p.m. or one (1) weekend day for a
17 minimum of four (4) hours to meet community needs. CONTRACTOR may off-set
18 regular hours based on the FRC being open for services evenings and/or
19 weekends. For example, service hours on Tuesday and Thursday may be adjusted
20 to 11:00 a.m. to 8:00 p.m. FRC operating hours must be submitted to
21 ADMINISTRATOR for approval. Any changes to the regular schedule must be pre-
22 approved, in writing, by ADMINISTRATOR. FRC shall provide a phone messaging
23 system to record messages and post a sign with an emergency contact name and
24 telephone number for PARTICIPANTS who may call or visit the FRC after hours.

25 3.2 CONTRACTOR's holiday schedule shall not exceed COUNTY's holiday
26 schedule which is as follows: New Year's Day, Martin Luther King Day,
27 President Lincoln's Birthday, Presidents' Day, Memorial Day, Independence Day,
28 Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after

1 Thanksgiving, and Christmas Day. CONTRACTOR shall obtain prior written
2 approval from ADMINISTRATOR for any closure outside of COUNTY's holiday
3 schedule. Any unauthorized closure shall be deemed a material breach of this
4 Agreement, pursuant to Paragraph 18, and shall not be reimbursed. CONTRACTOR
5 is encouraged to provide contracted services on holidays, whenever possible.

6 4. FaCT GENERAL REQUIREMENTS

7 During the entire term of this Agreement, the FRC will:

8 4.1 Maintain a community facility that offers multiple programs
9 including, but not limited to the following core services: a case management
10 team, counseling, family support services, parenting education, domestic
11 violence prevention and treatment (Personal Empowerment Program), out-of-
12 school-time youth program, TLFR family fun activities, foster/adoptive parent
13 recruitment, and information and referral services in support of achieving
14 FaCT goals.

15 4.2 Operate as a collaborative that includes Contractor Partner
16 Agencies, which are FaCT-Funded and a minimum of two (2) Non-FaCT Funded
17 Partner Agency(ies) who are providing onsite services at the FRC.

18 4.3 Have each Non-FaCT Funded Partner Agency(ies) sign a memorandum of
19 understanding or agreement specifying their commitment to provide services
20 throughout the term of this Agreement.

21 4.4 Designate Institute for Health Advancement to function as both the
22 designated lead agency and the program management lead agency. The fiscal and
23 program management responsibilities shall include those referenced in
24 Paragraph 19 of this Agreement.

25 4.5 Provide bilingual staff responsible for direct services that are
26 language appropriate.

27 4.6 Provide services that are culturally responsive to the needs of
28 the community to be served.

1 4.7 Collaborate with ADMINISTRATOR and COUNTY'S FaCT Network
2 Administrative Services (FNAS) provider, by attending required meetings,
3 trainings, completing data entry into FaCT database system, and engaging with
4 the FaCT Network in activities related to the FaCT mission and vision.

5 4.8 Provide all services at the FRC. Services may also be offered in-
6 home, at schools, and other community locations as needed as mutually agreed
7 upon by CONTRACTOR and ADMINISTRATOR. Confidential space is required for all
8 Clinical Supervision, Family Support Services, Counseling and Case Management
9 Team services.

10 4.9 Collaborate with other Contractor Partner Agencies and Non-FaCT
11 Funded Partner Agency(ies) to ensure participants complete FaCT required
12 registration, consent, sign-in forms, satisfaction surveys, and/or complete
13 assessment tools referenced in Subparagraph 8.4 when receiving services
14 requiring an assessment.

15 4.10 Collaborate with COUNTY staff and COUNTY'S contracted DR and FS
16 services staff who provide services to SSA clients.

17 4.11 Collaborate with SSA DR Social Workers in engaging families in
18 services to improve child safety and provide DR services, described in
19 Subparagraphs 5.18 through 5.23, to clients residing in all cities within the
20 DR Service Rregion as referenced in Subparagraph 1.5. For the purpose of
21 expanding service accessibility to DR services for clients, and where
22 possible, the FRC will outstation DR staff at other FaCT FRCs or facilities
23 approved by ADMINISTRATOR.

24 4.11.1 DR services are appropriate when reported allegations
25 meet statutory definitions of abuse or neglect at low to moderate risk and an
26 initial assessment made by SSA's CFS Division determines that with targeted
27 services a family is likely to make needed changes to improve child safety.

28 4.11.2 The County's DR primary goal is to engage a greater

1 number of families in services within the community without bringing them into
2 the child welfare system and, at the same time, reduce the recurrence of child
3 abuse.

4 4.12 Collaborate with COUNTY's CalWORKs WTW FS Program workers to
5 increase client success in program participation and provide FS services,
6 described in Subparagraph 5.24 to clients residing in FS Service Region as
7 referenced above in Subparagraph 1.5. For the purpose of expanding service
8 accessibility to FS service for clients, and where possible, the FRC will
9 outstation FS staff at other FaCT FRCs or facilities approved by
10 ADMINISTRATOR.

11 4.12.1 FS is designed to ensure a basic level of stability
12 within a family prior to, or concurrently with, participation in WTW
13 activities. Regulations require that counties inform CalWORKs applicants and
14 recipients that short-term FS services are available to assist individuals and
15 their families who are experiencing a crisis or situation that destabilizes
16 the family and impairs the client's ability to meet WTW participation
17 requirements.

18 4.12.2 The goal of FS is to increase client success in the WTW
19 program through intensive case management and the assignment of participants
20 to additional barrier-removal services and activities.

21 5. SERVICES

22 Throughout this Exhibit, the Contractor Partner Agencies shall
23 hereinafter be referred to as: Institute for Healthcare Advancement (IHA),
24 Boys and Girls Clubs of La Habra (B&GCLH), WOMEN'S TRANSITIONAL LIVING CENTER,
25 INC. (WTLC), Public Law Center (PLC) and Western Youth Services (WYS).

26 5.1 Clinical Supervision (WYS):

27 5.1.1 WYS shall provide Clinical Supervision services
28 continuously throughout the term of this Agreement to ensure the quality of

1 counseling services provided at the FRC.

2 5.1.2 Clinical Supervision services shall include, but are not
3 limited to: individual and group clinical supervision for counselor(s) at the
4 FRC, recruitment and supervision of Master's level counseling interns, case
5 consultation, verification of laws of confidentiality, and ensuring that child
6 and elder/dependent adult abuse reporting requirements are followed.

7 5.1.3 Clinical Supervision services shall be provided for a
8 minimum of two (2) hours per week and shall be based on the CONTRACTOR's
9 counseling agency supervision requirements.

10 5.1.4 WYS shall provide qualified Licensed Clinical Supervisor
11 as specified in Subparagraph 14.6 of this Exhibit.

12 5.2 Individual Counseling Services (WYS):

13 5.2.1 The objectives of Counseling Services are as follows:

14 5.2.1.1 Increase the availability of counseling
15 services for appropriate non Medi-Cal clients, underinsured clients, and
16 clients experiencing barriers to accessing mental health services;

17 5.2.1.2 Increase participant's coping skills in
18 dealing with stress;

19 5.2.1.3 Increase access to social support systems;

20 5.2.1.4 Facilitate linkages to appropriate and needed
21 treatment programs (e.g., domestic violence, substance abuse, mental health,
22 etc.);

23 5.2.1.5 Reduce risk of violence in the home; and

24 5.2.1.6 Improve individual and family functioning.

25 ~~5.2.2 WYS shall provide Individual Counseling services to~~
26 ~~children ages birth to eighteen (0-18) years who are at risk of abuse or~~
27 ~~neglect, and/or their parents, foster parents (and their children), adoptive~~
28 ~~families (and their children), and/or caregivers (and their children).~~

1 ~~Individuals may include: those who are low-income; coming from intact~~
2 ~~families; individuals in the process of reunification; those who may be~~
3 ~~experiencing a crisis due to interpersonal conflicts, difficult parenting~~
4 ~~issues, challenging child needs, and/or traumatic loss (hereinafter referred~~
5 ~~to as "PARTICIPANTS" for purposes of Subparagraph 4.2.~~

6 5.2.3 WYS shall provide Crisis, Family, Group, and Individual
7 counseling services for a minimum of ~~twenty-five (25)~~ ~~seventy-four (74)~~
8 unduplicated PARTICIPANTS annually. Individual Counseling services shall
9 include, but are not be limited to: assess PARTICIPANT's needs, provide
10 emotional support, stabilize immediate crisis, develop goals for PARTICIPANTS,
11 ~~address independent living skills; self-control; parenting issues, cycle of~~
12 ~~abuse, victimization, enhance family dynamics, modify dysfunctional behaviors;~~
13 ~~incorporate appropriate family roles; develop time limited goals for the~~
14 ~~family and child in placement that are targeted to PARTICIPANTS' particular~~
15 ~~reunification plans if applicable; and make appropriate linkages to all needed~~
16 ~~treatment programs and social support systems. The Counselor and/or designee,~~
17 ~~as approved by ADMINISTRATOR, shall attend the FRC Comprehensive Case~~
18 ~~Management Team (CMT) meetings. Individual counseling services shall be~~
19 ~~provided in a culturally responsive manner in English and Spanish as needed by~~
20 ~~PARTICIPANT.~~

21 5.2.4 WYS shall provide Crisis, Family, Group, and Individual
22 counseling services continuously throughout the term of this Agreement by
23 appointment ~~Monday through Friday~~ during FRC operating hours. WYS may also
24 schedule evening hours at the request of PARTICIPANTS. ~~FRC shall provide a~~
25 ~~phone messaging system to record messages and post a sign with an emergency~~
26 ~~contact name and telephone number for PARTICIPANTS who may call or visit the~~
27 ~~FRC after hours.~~

28 5.2.5 WYS shall provide Crisis counseling to a minimum of six

1 (6) individuals for a minimum of one (1) session per PARTICIPANT and a maximum
2 of four (4) sessions. Each session shall be a minimum of fifty (50) minutes
3 in duration or as clinically indicated by the clinician and offered to
4 PARTICIPANTS one (1) to three (3) times weekly. Crisis counseling services
5 shall address single or recurrent problem(s) which is overwhelming or
6 traumatic to the PARTICIPANT. Crisis counseling services shall include, but
7 are not be limited to: providing psychoeducation, helping PARTICIPANTS gain a
8 better understanding of their problem(s), challenging PARTICIPANTS irrational
9 thoughts/beliefs about the crisis situation, and encouraging PARTICIPANTS to
10 use adaptive coping skills.

11 5.2.6 WYS shall provide Family counseling to a minimum of ten
12 (10) unduplicated PARTICIPANTS for a minimum of six (6) sessions ~~weeks~~ of
13 counseling and a maximum of twenty (20) sessions for each family PARTICIPANT.
14 Each session shall be a minimum of fifty (50) minutes in duration or as
15 clinically indicated by the clinician and offered to families on a weekly
16 basis. Family counseling shall focus on improving communication between
17 family members, learning new ways to manage anger and resolve problems, and
18 strengthening relationships between family members. Counseling sessions shall
19 be tailored to meet the needs of each individual family utilizing an evidence-
20 based treatment model such as Functional Family Therapy, trauma-focused
21 cognitive behavioral therapy (TF-CBT) or other evidence-based or evidence-
22 informed treatment models.

23 5.2.7 WYS shall shall provide Group counseling services to a
24 minimum of thirty (30) PARTICIPANTS. WYS shall provide eight (8) Group
25 counseling series on a weekly basis for a minimum of six (6) sessions each
26 series. Each Group counseling session shall be ninety (90) minutes in
27 duration. Group sessions shall focus on specific topics based on community
28 input and will utilize elements of TF-CBT including use of psychoeducation

1 (e.g., teaching relaxation skills, affect expression/regulation skills, and
2 cognitive coping skills) or other evidence-based or evidence-informed
3 modalities that apply to the community needs.

4 5.2.8 WYS shall shall provide Individual counseling services to
5 a minimum of twenty-eight (28) PARTICIPANTS. Individual counseling sessions
6 shall be: a minimum of ~~six (6)~~ four (4) sessions ~~weeks of counseling~~ and a
7 maximum of twenty (20) sessions for each PARTICIPANT. Each session shall be a
8 minimum of fifty (50) minutes in duration or as clinically indicated by the
9 clinician and offered to PARTICIPANTS on a weekly basis. Individual
10 counseling sessions shall ensure that PARTICIPANTS learn new skills to help
11 process thoughts and feelings related to traumatic life events; manage and
12 resolve distressing thoughts, feelings, and behaviors related to life events;
13 and enhance safety, growth, and parenting skills. WYS shall use a model based
14 on TF-CBT and/or other evidence-based or evidence-informed model to provide
15 counseling services.

16 5.2.9 ~~WYS shall provide Crisis, Individual, Family, and Group~~
17 ~~Counseling services in a private confidential office space at the FRC,~~
18 ~~schools, or other community locations, with advance written approval by~~
19 ~~ADMINISTRATOR, provided that these locations can accommodate the~~
20 ~~confidentiality of the service.~~

21 5.2.10 ~~WYS shall measure progress by ensuring PARTICIPANTS~~
22 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
23 ~~assessment tools.~~

24 5.2.11 ~~WYS's Individual Counseling services shall address the~~
25 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

26 5.2.12 WYS shall provide qualified, bilingual licensed/licensed-
27 eligible Counselor staff as specified in Subparagraph 14.8 of this Exhibit.

28 5.3 Family Counseling:

1 5.3.1 ~~WYS shall provide Family Counseling services to children~~
2 ~~ages birth to eighteen (0-18) years who are at risk of abuse or neglect,~~
3 ~~and/or their parents, foster parents (and their children), adoptive families~~
4 ~~(and their children), and/or caregivers (and their children). Families may~~
5 ~~include: those who are low-income; intact families; families in the process of~~
6 ~~reunification; families experiencing a crisis due to interpersonal conflicts,~~
7 ~~difficult parenting issues, challenging child needs, and/or traumatic loss~~
8 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.3).~~
9 ~~These families are not Medi-Cal eligible; and/or do not meet the Medi-Cal~~
10 ~~eligibility requirements for medical necessity.~~

11 5.3.2 ~~WYS shall provide Family Counseling services for a~~
12 ~~minimum of seven (7) unduplicated PARTICIPANTS. Family Counseling services~~
13 ~~shall include, but not be limited to: assess PARTICIPANT's needs; provide~~
14 ~~emotional support; stabilize immediate crisis; develop goals for PARTICIPANTS;~~
15 ~~address independent living skills; self-control; parenting issues; cycle of~~
16 ~~abuse; victimization; enhance family dynamics; modify dysfunctional behaviors;~~
17 ~~incorporate appropriate family roles; and develop time limited goals for the~~
18 ~~family and child in placement that are targeted to PARTICIPANTS' particular~~
19 ~~reunification plans, if applicable and make appropriate linkages to all needed~~
20 ~~treatment programs and social support systems. The Counselor and/or designee,~~
21 ~~as approved by ADMINISTRATOR, shall attend the FRC's Comprehensive Case~~
22 ~~Management Team meetings. Family Counseling services shall be provided in a~~
23 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

24 5.3.3 ~~WYS shall provide Family Counseling services during the~~
25 ~~term of this Agreement by appointment Monday through Friday during FRC~~
26 ~~operating hours. WYS may also schedule evening hours at the request of~~
27 ~~PARTICIPANTS. Family Counseling sessions shall be a minimum of fifty (50)~~
28 ~~minutes in duration, or as clinically indicated by the clinician, and offered~~

1 to PARTICIPANTS on a weekly basis. WYS shall offer a minimum of six (6) weeks
2 of counseling sessions and a maximum of twenty (20) sessions for each
3 PARTICIPANT. FRC shall provide a phone messaging system to record messages
4 and post a sign with an emergency contact name and telephone number for
5 PARTICIPANTS who may call or visit the FRC after hours.

6 5.3.4 WYS shall provide Family Counseling services in a private
7 office space at the FRC, or other community locations, with advance written
8 approval by ADMINISTRATOR, provided location can accommodate the
9 confidentiality of the service.

10 5.3.5 WYS shall measure progress by ensuring PARTICIPANTS
11 complete a FaCT registration form, FaCT consent form, and FaCT approved
12 assessment tools.

13 5.3.6 WYS's Family Counseling services shall address the
14 following PSSF service categories: FP, FS, TLFR, and APS.

15 5.3.7 WYS shall provide qualified licensed/licensed eligible
16 Counselor Clinician/Intern staff as specified in Subparagraph 11.14 of this
17 Exhibit.

18 5.4 Group Counseling:

19 5.4.1 WYS shall provide Group Counseling services to children
20 ages birth to eighteen (0-18) years who are at risk of abuse or neglect,
21 and/or their parents, foster parents (and their children), and/or caregivers
22 (and their children). Individuals may include: those who are low income;
23 coming from intact families; individuals in the process of reunification;
24 those who may be experiencing a crisis due to interpersonal conflicts,
25 difficult parenting issues, challenging child needs, and/or traumatic loss
26 (hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.4).
27 These individuals are not Medi-Cal eligible; and/or do not meet the Medi-Cal
28 eligibility requirements for medical necessity.

1 5.4.2 ~~WYS shall provide Group Counseling services for a minimum~~
2 ~~of thirty seven (37) unduplicated PARTICIPANTS. Group Counseling services~~
3 ~~shall include, but not be limited to, the following: assess PARTICIPANT's~~
4 ~~needs; provide emotional support; stabilize immediate crisis; develop goals~~
5 ~~for PARTICIPANTS; address independent living skills; self-control; parenting~~
6 ~~issues; cycle of abuse; victimization; enhance family dynamics; modify~~
7 ~~dysfunctional behaviors; incorporate appropriate family roles; develop time~~
8 ~~limited goals for the family and child in placement that are targeted to~~
9 ~~PARTICIPANTS' particular reunification plans, if applicable; and make~~
10 ~~appropriate linkages to all needed treatment programs and social support~~
11 ~~systems. The Counselor and/or designee, as approved by ADMINISTRATOR, shall~~
12 ~~attend the FRC's Comprehensive Case Management Team meetings. Group~~
13 ~~Counseling services shall be provided in a culturally responsive manner in~~
14 ~~English and Spanish as needed by PARTICIPANTS.~~

15 5.4.3 ~~WYS shall provide Group Counseling services during the~~
16 ~~term of this Agreement Monday through Friday during FRC operating hours and on~~
17 ~~evenings as required by PARTICIPANTS, during the term of this Agreement. WYS~~
18 ~~shall provide a minimum of four (4) Group Counseling series at a minimum of~~
19 ~~ninety (90) minutes each session with a six (6) week session minimum per~~
20 ~~series for a total of twenty-four (24) weeks minimum Group Counseling~~
21 ~~services. Each Group Counseling session shall include a minimum of five (5)~~
22 ~~PARTICIPANTS per group session. FRC shall provide a phone messaging system to~~
23 ~~record messages and post a sign with an emergency contact name and telephone~~
24 ~~number for PARTICIPANTS who may call or visit the FRC after hours.~~

25 5.4.4 ~~WYS shall provide Group Counseling services in a private~~
26 ~~office space at the FRC, or other community locations, with advance written~~
27 ~~approval by ADMINISTRATOR, provided location can accommodate the~~
28 ~~confidentiality of the service.~~

1 5.4.5 ~~WYS shall measure progress by ensuring PARTICIPANTS~~
2 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
3 ~~assessment tools.~~

4 5.4.6 ~~WYS's Group Counseling services shall address the~~
5 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

6 5.4.7 ~~WYS shall provide qualified licensed/licensed eligible~~
7 ~~Counselor Clinician/Intern staff as specified in Subparagraph 11.14 of this~~
8 ~~Exhibit.~~

9 5.5 ~~Family Advocacy/Case Management Support Services (IHA):~~

10 5.5.1 ~~The objectives of FRC Family Support Services are as~~
11 ~~follows:~~

12 5.5.1.1 ~~Increase families' follow-through with~~
13 ~~service providers.~~

14 5.5.1.2 ~~Increase access to resources.~~

15 5.5.1.3 ~~Increase effective coordination of services~~
16 ~~among providers.~~

17 5.5.1.4 ~~Assist in accessing resources so families may~~
18 ~~achieve economic self-sufficiency.~~

19 5.5.2 ~~Institute for Healthcare Advancement (IHA) shall provide~~
20 ~~Family Advocacy/Case Management Support services to children ages birth to~~
21 ~~eighteen (0-18) years who are at risk of abuse or neglect, and/or their~~
22 ~~parents, foster parents (and their children), and/or caregivers (and their~~
23 ~~children), pre- and post-adoptive families. Families may include: those who~~
24 ~~are low income; unemployed; underemployed; intact families; homeless families;~~
25 ~~families in the process of reunification; families in the COUNTY adoption~~
26 ~~process; or those who may be experiencing a crisis due to interpersonal~~
27 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~
28 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~

1 ~~Subparagraph 5.5).~~ ↵.

2 5.5.3 IHA shall provide Family Advocacy/Case Management Support
3 Services for a minimum of one hundred ~~fifty~~ **eighty** (150**180**) unduplicated
4 FAMILIES annually. Family Advocacy/Case Management Support Services shall
5 ~~include, but not be limited to,~~ are those services employing a case manager
6 (e.g., Family Support Specialist) responsible for assessing the ~~following~~;
7 ~~assess the~~ strengths and meeting the multiple needs of a client and family;
8 arranging, coordinating, monitoring, evaluating, and advocating for multiple
9 services for families; and linking clients to resources and services and
10 opportunities. The Family Support Specialist shall also teach and empower
11 families to access community resources and strengthen problem solving skills.
12 ~~build on family strengths; case planning; follow up and monitor case to ensure~~
13 ~~achievement of individualized, negotiated family goals; assess if services~~
14 ~~meet family's needs; empower families; coordinate all provider services~~
15 ~~involved in family's care; refer to Comprehensive Case Management Team as~~
16 ~~appropriate; facilitate service access and coordination; and office and in-~~
17 ~~home visits. Family Advocacy/Case Management Support services shall be~~
18 ~~provided in a family friendly, culturally responsive manner in English and~~
19 ~~Spanish as needed by PARTICIPANT.~~

20 5.5.4 IHA shall provide Family Advocacy/Case Management Support
21 Services continuously throughout the term of this Agreement. ~~Monday through~~
22 ~~Friday~~ during FRC operating hours or on evenings as required by families. IHA
23 shall provide ~~short-term~~ Family Advocacy/Case Management Support Services for
24 a minimum of thirty (30) days ~~or long-term Family Advocacy/Case Management~~
25 ~~Support services for a minimum of sixty (60) days for each PARTICIPANT.~~

26 5.5.5 IHA shall primarily provide Family Advocacy/Case
27 ~~Management~~ Support Services in family's home, at the FRC, or at other
28 community locations as needed with advance written approval by ADMINISTRATOR.

1 5.5.6 ~~IHA shall measure progress by ensuring PARTICIPANTS~~
2 ~~complete a FaCT registration form, FaCT consent form, and FaCT approved~~
3 ~~assessment tools.~~

4 5.5.7 ~~IHA's Family Advocacy/Case Management Support services~~
5 ~~shall address the following PSSF service categories: FP, FS, TLFR, and APS.~~

6 5.5.8 IHA shall provide qualified, bilingual Family
7 Advocate/Individual Case Manager Support Specialist staff as specified in
8 Subparagraph 14.14 of this Exhibit.

9 5.6 Foster and Adoptive Parent Recruiter (IHA):

10 5.6.1 The objective of Foster and Adoptive Parent Recruitment
11 services is to increase foster/adoptive awareness to prospective caregivers.

12 5.6.2 IHA shall help promote, in collaboration with
13 ADMINISTRATOR, the need for foster and adoptive resources for children in need
14 of a permanent home. Promotional activities may include, but are not limited
15 to: displaying media or printed material at the FRC, promotion at community
16 events/workshops, and distribution of flyers and other marketing materials to
17 local community residents.

18 5.6.3 IHA shall distribute Foster and Adoptive Parent
19 Recruitment flyers to a minimum of two-thousand (2,000) unduplicated
20 PARTICIPANTS annually.

21 5.6.4 Foster and Adoptive Parent Recruitment services shall be
22 offered at a minimum of four (4) recruitment events annually and throughout
23 the term of this Agreement at the FRC's ongoing classes and workshops.

24 5.6.5 IHA's Foster and Adoptive Parent Recruitment Services
25 shall address only the following PSSF service category: APS.

26 5.6.6 IHA shall provide qualified Foster and Adoptive Parent
27 Recruiter (i.e., FRC Coordinator and Information and Referral Specialist) as
28 specified in Subparagraph 14.15 of this Exhibit.

1 5.7 ~~FRC Comprehensive Case Management Team~~ (WYS):

2 5.7.1 The objectives of FRC Case Management Team (FRC CMT)
3 services are as follows:

4 5.7.1.1 Increase collaboration among Contractor
5 Partner Agencies to effectively coordinate services.

6 5.7.1.2 Improve resource linkages.

7 5.7.1.3 Improve individual and family functioning.

8 5.7.1.4 Decrease duplication of services.

9 5.7.1.5 Build the capacity of communities and FRC to
10 address the needs of children and families.

11 5.7.2 ~~The Comprehensive Case Management Team~~ FRC CMT consists
12 of an integrated multidisciplinary team comprised of three (3) or more persons
13 trained and qualified to provide services. ~~The Comprehensive Case Management~~
14 ~~Team~~ FRC CMT is responsible for identifying the educational, health, or social
15 service needs of a child and child's family and for developing a plan to
16 address these multiple needs as identified in Welfare and Institutions Code
17 (WIC) section 18986.40. Participants of the FRC CMT shall include all
18 Contractor Partner Agencies and Non-FaCT Funded Partner Agency(ies)
19 representatives that would benefit the family. In addition to the
20 participation of the ~~FRC~~ Contractor Partner Agencies, local Miscellaneous
21 Order Number 534.3 specifies that multidisciplinary services team composition
22 include at least two (2) members from the following: Orange County Probation
23 Department, Orange County Health Care Agency, Orange County Department of
24 Education, Regional Center of Orange County, North Orange County Regional
25 Occupational Program, and Orange County Social Services Agency.

26 5.7.3 ~~WYS shall provide Comprehensive Case Management Team~~
27 ~~services to families with and/or caregivers of children ages birth to eighteen~~
28 ~~(0-18) years, who are at risk of abuse or neglect. These include low-income,~~

1 ~~intact families, foster families, and/or families in the process of~~
2 ~~reunification (hereinafter referred to as "PARTICIPANTS" for purposes of~~
3 ~~Subparagraph 4.1). →).~~

4 5.7.4 WYS, in coordination with collaborative Contractor
5 Partner Agencies, shall provide ~~Comprehensive Case Management Team~~ FRC CMT
6 services for a minimum of ~~ninety (90)~~ one hundred (100) unduplicated FAMILIES
7 annually. ~~Comprehensive Case Management Team~~ FRC CMT services include, but
8 are not limited to: identifying the educational, health, or social service
9 needs of a child and child's family; developing a plan to address these
10 multiple needs; weekly reviews; team assessment; arranging and coordinating
11 appropriate services; monitoring effectiveness of services; and evaluating the
12 outcome of services. ~~Comprehensive Case Management Team~~ FRC CMT services
13 shall include, but not be limited to, the following components:

14 5.7.4.1 Assessment: The ~~Family Resource Center (FRC)~~
15 ~~Coordinator and Comprehensive Case Management Team~~ FRC CMT Clinical
16 Supervisor, based on input from the CMT, shall complete an ~~comprehensive~~
17 ~~assessment of families' strengths and needs, treatment plan, follow-up, and~~
18 ~~community resources available to PARTICIPANT. The FRC Coordinator shall~~
19 ~~ensure the completion of a FaCT registration form, FaCT consent form, and~~
20 ~~referral form.~~

21 5.7.4.2 Individualized Treatment Plan: On the basis
22 of the assessment in 5.7.4.1, the ~~FRC Coordinator, and Comprehensive Case~~
23 ~~Management Team~~ FRC CMT shall develop an individualized treatment plan with
24 the PARTICIPANT that identifies priorities, desired outcomes, the strategies
25 and resources to be used in attaining the outcomes, follow up, and
26 termination.

27 5.7.4.3 Reassessment: The ~~FRC Coordinator and~~
28 ~~Comprehensive Case Management Team~~ FRC CMT Clinical Supervisor and CMT shall

1 reassess the PARTICIPANT's status, with input from collaborative Contractor
2 Partner Agencies, in a weekly clinical review of cases. Comprehensive Case
3 Management Team FRC CMT meetings shall provide weekly evaluations and
4 assessment for families.

5 5.7.4.4 Termination: The Comprehensive Case
6 Management Team FRC CMT Clinical Supervisor and CMT shall jointly terminate
7 the case from the CMT when the desired outcomes have been attained, the
8 PARTICIPANT is non-compliant, or the PARTICIPANT withdraws.

9 5.7.5 WYS and Contractor Partner Agencies shall provide
10 Comprehensive Case Management Team FRC CMT services Monday through Friday
11 during FRC operating hours during continuously throughout the term of this
12 Agreement. Comprehensive Case Management Team FRC CMT meetings shall be
13 scheduled a minimum of one (1) day per week for a minimum of one (1) hour in
14 duration. WYS' Case Management Team Facilitator/Program Coordinator CMT
15 Clinical Supervisor, or licensed designee, shall facilitate Comprehensive Case
16 Management Team FRC CMT meetings.

17 5.7.6 WYS shall provide Comprehensive Case Management Team
18 services at the FRC or other mutually agreed upon location, in an appropriate
19 private conference room.

20 5.7.7 WYS shall measure progress by ensuring PARTICIPANTS
21 complete a FaCT registration form and a FaCT consent form. Additionally, WYS
22 shall complete the FaCT standardized Case Management Team Tracking and
23 Outcomes Log complete the FRC CMT Tracking and Outcomes Log and the required
24 forms referenced in Subparagraph 4.8.

25 5.7.8 WYS's Comprehensive Case Management Team services shall
26 address the following PSSF service categories: FP, FS, TLFR, and APS.

27 5.7.9 WYS shall provide qualified Comprehensive Case Management
28 Team Facilitator/Program Coordinator FRC CMT Clinical Supervisor staff to

1 ~~facilitate Comprehensive Case Management Team meetings~~ as specified in
2 Subparagraph 14.17 of this Exhibit.

3 5.8 ~~Community Resource~~ Information and Referral Services (IHA):

4 5.8.1 The objective of Information and Referral Services is to
5 increase access to community resources for families in need.

6 5.8.2 ~~IHA shall provide Community Resource Services to the~~
7 ~~following: parents and/or caregivers and their children ages birth to eighteen~~
8 ~~(0-18) years who are at risk of abuse and/or neglect; low income or dealing~~
9 ~~with poverty issues (hereinafter referred to as "PARTICIPANTS" for purposes of~~
10 ~~Subparagraph 5.11).).~~

11 5.8.3 IHA shall provide ~~Community Resource~~ Information and
12 Referral Services for a minimum of ~~seven hundred fifty~~ ~~twelve hundred~~ (750
13 1,200) unduplicated PARTICIPANTS annually. ~~Community Resource~~ Services
14 include an assessment of need and referral services including, but not limited
15 to, the following: emergency housing, emergency food, family counseling and
16 treatment, childcare, substance abuse counseling and treatment, parenting
17 training education, utility assistance, health and mental health treatment,
18 education and job training, legal aid, and youth academic and recreation
19 services; ~~linkages to a wide range of community services; general family~~
20 ~~support; family advocacy; case management team; parenting services; treatment~~
21 ~~services; domestic violence; basic needs; and many other services based on~~
22 ~~client needs. The FRC shall be required to partner with other County and~~
23 ~~local community resource services providers. Community Resource Services~~
24 ~~shall be provided in a family friendly, culturally responsive manner in~~
25 ~~English and Spanish as needed by PARTICIPANT. Information and Referral~~
26 ~~Specialist shall collaborate with other community agencies by receiving and~~
27 ~~referring clients, which may include, but not limited to 2-1-1 Orange County,~~
28 ~~Help Me Grow, etc.~~

1 5.8.4 ~~IHA shall provide Community Resource Services Monday~~
2 ~~through Friday from 8:30 a.m. to 5:00 p.m. during the term of this Agreement.~~
3 ~~FRC shall provide a phone messaging system to record messages during all other~~
4 ~~times.~~ Information and Referral Specialist shall be stationed at the FRC
5 reception area as the first point of contact for walk-in and telephone/email
6 inquiries during FRC operating hours. Information and Referral Services shall
7 be offered during FRC operating hours.

8 5.8.5 ~~IHA shall provide Community Resource Services at FRC~~
9 ~~locations.~~

10 5.8.6 ~~IHA shall measure progress by completing FACT measurement~~
11 ~~tools.~~

12 5.8.7 ~~IHA's Community Resource Services shall address the~~
13 ~~following PSSF service categories: FP, FS, TLFR, and APS.~~

14 5.8.8 IHA shall provide qualified, ~~Community Resource Services~~
15 ~~bilingual~~ Information and Referral Specialist staff as specified in
16 Subparagraph 14.21 of this Exhibit.

17 5.9 Other: Legal Clinics (PLC):

18 5.9.1 The objective for Legal Clinics is to provide legal
19 services to FRC PARTICIPANTS.

20 5.9.2 ~~Public Law Center (PLC) shall provide Legal Clinic~~
21 ~~services to parents and/or caregivers with children ages birth to eighteen (0-~~
22 ~~18) years who require legal services to ensure the safety of their children~~
23 ~~and maintain consistency of relationships for children (hereinafter referred~~
24 ~~to as "PARTICIPANTS" for purposes of Subparagraph 5.12).).~~

25 5.9.3 PLC shall provide Legal Clinic services for a minimum of
26 one hundred eighteen (118) unduplicated PARTICIPANTS annually. Legal Clinic
27 services shall include, but not be limited to: legal advice, assistance,
28 counsel, intake and assessment, preparation and filing of legal documents such

1 as Violence Against Women Act (VAWA), housing rights, immigration law, legal
2 counseling; advocacy, and representation at court hearings. Legal Clinic
3 services shall be provided in a family friendly, culturally responsive manner
4 in English and Spanish as needed by PARTICIPANT.

5 5.9.4 PLC shall provide a minimum of sixteen (16) Legal
6 Clinics. Each clinic shall be a minimum of three (3) hours in duration and
7 shall be offered Monday through Friday from 8:30 a.m. to 5:00 p.m., and on
8 evenings as required by PARTICIPANTS, continuously throughout the term of this
9 Agreement during FRC operating hours at dates and times convenient for
10 PARTICIPANTS.

11 5.9.5 PLC shall provide Legal Clinic services at FRC locations
12 and/or at other community locations, to be approved in advance and in writing
13 by ADMINISTRATOR.

14 5.9.6 PLC shall measure progress by completing FaCT measurement
15 tools.

16 5.9.7 PLC's Legal Clinic services shall address the following
17 PSSF service categories: FP, FS, TLFR, and APS.

18 5.9.8 PLC shall provide qualified, bilingual Administrative
19 Assistant and Attorney staff as specified in Subparagraphs 14.3 and 14.4 of
20 this Exhibit.

21 5.10 Other: Legal Education Forums (PLC):

22 5.10.1 The objective for Legal Education Forums is to address
23 topics of concern (e.g., immigration, domestic violence, protection issues) to
24 FRC PARTICIPANTS. Topics of concern shall be assessed by conducting outreach
25 and education on these services as part of a comprehensive marketing plan
26 developed and implemented by FRC staff.

27 5.10.2 PLC shall provide Legal Education Forum services to
28 parents and/or caregivers with children ages birth to eighteen (0-18) years

1 ~~who require legal services to ensure the safety of their children and maintain~~
 2 ~~consistency of relationships for children (hereinafter referred to as~~
 3 ~~"PARTICIPANTS" for purposes of Subparagraph 5.13).).~~

4 5.10.3 PLC shall provide Legal Education Forum services for a
 5 minimum of one hundred ten (110) unduplicated PARTICIPANTS annually. Legal
 6 Education Forum services shall include, but not be limited to, group education
 7 on ~~important~~ legal topics such as the following: Violence Against Women Act
 8 applications, housing rights, immigration law, US court system, and how to
 9 effectively use the legal system for personal protection. ~~Legal Education~~
 10 ~~Forum services shall be provided in a family friendly, culturally responsive~~
 11 ~~manner in English and Spanish as needed by PARTICIPANT.~~

12 5.10.4 PLC shall provide a minimum of ~~two~~ **three** (2 **3**) Legal
 13 Education Forums annually. Each clinic shall be a minimum of two (2) hours in
 14 duration and shall be offered ~~Monday through Friday from 8:30 a.m. to 5:00~~
 15 ~~p.m.~~ **during FRC operating hours** and on evenings as required by PARTICIPANTS,
 16 throughout the term of this Agreement.

17 5.10.5 ~~PLC shall provide Legal Education Forum services at FRC~~
 18 ~~locations and/or at other community locations, to be approved in advance and~~
 19 ~~in writing by ADMINISTRATOR.~~

20 5.10.6 ~~PLC shall measure progress by completing FACT measurement~~
 21 ~~tools.~~

22 5.10.7 ~~PLC's Legal Education Forum services shall address the~~
 23 ~~following PSSF service categories: FP, FS, TLF, and APS.~~

24 5.10.8 PLC shall provide qualified, **bilingual** **Administrative**
 25 **Assistant** and Attorney ~~Paralegal~~ staff as specified in Subparagraphs 14.3 and
 26 14.4 of this Exhibit.

27 **5.11 Out-of-School-Time Youth Program (B&GCLH):**

28 **5.11.1 The objectives of Out-of-School Time (OST) Youth Program**

1 are as follows:

2 5.11.1.1 Increase social connection amongst peers.

3 5.11.1.2 Provide a safe place for school-aged
4 children.

5 5.11.1.3 Increase enrichment opportunities to enhance
6 academic achievement and healthy social behavior.

7 5.11.2 B&GCLH shall provide OST Youth Program Services employing
8 an evidence-based curriculum known as Skills, Mastery, and Resistance Training
9 (SMART) Moves Program for a minimum of seventy (70) unduplicated PARTICIPANTS
10 annually. SMART Moves Program services provides adolescents the tools needed
11 to resist activities that could negatively impact their education and
12 wellbeing using a team approach involving club staff, peer leaders, parents,
13 and community representatives. SMART Moves Program services shall include,
14 but not be limited to: discussion, role playing, practicing resistance and
15 refusal skills, assertiveness development, strengthening decision making
16 skills, analyzing media, peer influence, promoting abstinence from substance
17 abuse and sexual involvement through the practice of responsible behavior, and
18 providing refreshments and incentives (e.g., movie tickets, gift cards, etc.)
19 to encourage attendance and participation.

20 5.11.3 B&GCLH shall provide shall provide SMART Moves Program
21 services continuously throughout the term of this Agreement to children ages
22 twelve to eighteen (12-18) during each academic school year and during FRC
23 operating hours. B&GCLH shall provide a minimum of ten (10) one (1) hour
24 weekly classes per series for a minimum four (4) series during each academic
25 school year.

26 5.11.4 B&GCLH shall provide qualified OST Youth Program/Teen
27 Coordinator staff as specified in Subparagraph 14.22 of this Exhibit.

28 5.12 Parenting Education (WYS):

1 5.12.1 The objectives for Parent Education are as follows:

2 5.12.1.1 Increase social support.

3 5.12.1.2 Enhance coping skills.

4 5.12.1.3 Improve knowledge of child development.

5 5.12.1.4 Improve knowledge of appropriate and
6 effective discipline.

7 5.12.2 ~~WYS shall provide Parenting Education to parents, foster~~
8 ~~parents and/or caregivers of children ages birth to eighteen (0-18) years who~~
9 ~~are at risk of abuse or neglect. Parents may include: those who are low-~~
10 ~~income; coming from intact families; dealing with poverty issues, child abuse,~~
11 ~~domestic violence, teen parent, adoption, individuals in the process of~~
12 ~~reunification; those who may be experiencing a crisis due to interpersonal~~
13 ~~conflicts, difficult parenting issues, challenging child needs, and/or~~
14 ~~traumatic loss (hereinafter referred to as "PARTICIPANTS" for purposes of~~
15 ~~Subparagraph 5.6).).~~

16 5.12.3 ~~WYS shall provide Parenting Education services for a~~
17 ~~minimum of fifteen (15) unduplicated PARTICIPANTS. WYS shall utilize only an~~
18 ~~evidence-based or evidence-informed Parenting Education services curriculum~~
19 ~~(e.g., Systematic Training for Effective Parenting and Love and Logic).~~
20 ~~Elements of an effective parenting education program shall improve parenting~~
21 ~~skills and family functioning by teaching parents/caregivers about child~~
22 ~~development (e.g., developmental expectations), behavior management (e.g.,~~
23 ~~discipline techniques), and coping skills (e.g., communication and stress~~
24 ~~management). Parenting Education topics As applicable, parenting education~~
25 ~~emphasis shall include, but not be limited to, be placed on the prevention of~~
26 ~~recurrence of child abuse and/or shall the following address attachment,~~
27 ~~bonding, and traumatic loss issues. Other Parent Education topics may~~
28 ~~include: parent responsibilities, provide psychologically based behavior~~

1 principles, ~~stress~~ importance of appropriate discipline and support, self-
2 control, emotional regulation, difficulties inherent in co-parenting, child
3 development, open and honest communication, praise and acknowledgement,
4 disruptive cycles of inappropriate parenting, and healthy and supportive
5 parenting. ~~Parenting Education services shall be provided in a family~~
6 ~~friendly, culturally responsive manner in English and Spanish as needed by~~
7 ~~PARTICIPANT.~~

8 5.12.4 WYS shall provide Parenting Education services for a
9 minimum of ~~ten (10)~~ ~~sixty (60)~~ unduplicated PARTICIPANTS annually.

10 5.12.5 WYS shall provide a minimum of ~~one (1)~~ ~~six (6)~~ Parenting
11 Education series annually comprised of six (6) weekly classes with a maximum
12 of ~~ten (10)~~ PARTICIPANTS per class. Parenting Education services shall be
13 provided ~~continuously~~ during the term of this Agreement ~~from 8:30 a.m. to 5:00~~
14 ~~p.m., Monday through Friday,~~ at dates and times convenient for PARTICIPANTS.
15 ~~WYS shall offer Parenting Education services at additional times based on~~
16 ~~PARTICIPANT availability.~~

17 5.12.6 ~~WYS shall provide Parenting Education services at the FRC~~
18 ~~and/or at other community locations, to be approved in advance and in writing~~
19 ~~by ADMINISTRATOR.~~

20 5.12.7 ~~WYS shall measure progress by ensuring PARTICIPANTS~~
21 ~~complete a FaCT registration form and FaCT approved measurement tools~~ WYS
22 shall ensure completion of required paperwork when providing parenting
23 education to PARTICIPANTS receiving child welfare services, including, but not
24 limited to, verification of attendance, issuance of certificates of
25 completion, and verbal and/or written reports to COUNTY Social Workers.

26 5.12.8 ~~WYS's Parenting Education services shall address the~~
27 ~~following PSSF service categories: FP and FS.~~

28 5.12.9 WYS shall provide qualified, ~~bilingual~~ Parenting Educator

1 staff as specified in Subparagraph 14.23 of this Exhibit.

2 5.13 Parenting Education TLFR:

3 5.13.1 ~~WYS shall provide Parenting Education TLFR services to~~
4 ~~parents including caregivers of children ages birth to eighteen (0-18) years~~
5 ~~who are in the process of reunification. TLFR parents may include: those who~~
6 ~~are low income; dealing with poverty issues, domestic violence, teen parent,~~
7 ~~those who may be experiencing a crisis due to interpersonal conflicts,~~
8 ~~difficult parenting issues, challenging child needs, and/or traumatic loss~~
9 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.7).~~

10 5.13.2 ~~WYS shall provide Parenting Education TLFR services for a~~
11 ~~minimum of ten (10) unduplicated PARTICIPANTS. Parenting Education TLFR~~
12 ~~services shall emphasize prevention of recurrence of maltreatment. Parenting~~
13 ~~Education TLFR topics shall include, but not be limited to: address parent~~
14 ~~responsibilities; provide psychologically based behavior principles; stress~~
15 ~~importance of appropriate discipline and support; self-control; emotional~~
16 ~~regulation; attachment and bonding from birth throughout childhood; identify~~
17 ~~difficulties inherent in co-parenting; child development; open and honest~~
18 ~~communication; praise and acknowledgement; disruptive cycles of inappropriate~~
19 ~~parenting; and healthy and supportive parenting; monitor attendance and~~
20 ~~participation; written report to County social workers; completion of FaCT~~
21 ~~assessment tools; FaCT Assessment and Treatment Plan (A&TP), a County issued~~
22 ~~standard form; and required termination reports with the number of sessions~~
23 ~~PARTICIPANT attended. Parenting Education TLFR services shall be provided in~~
24 ~~a family friendly, culturally responsive manner in English and Spanish as~~
25 ~~needed by PARTICIPANT.~~

26 5.13.3 ~~WYS shall provide a minimum of one (1) Parenting~~
27 ~~Education TLFR series comprised of a minimum of four (4) weekly classes.~~
28 ~~Parenting Education TLFR services shall be offered during the term of this~~

1 ~~Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and~~
2 ~~times convenient for PARTICIPANTS. WYS shall offer Parenting Education TLF~~
3 ~~services at additional times based on PARTICIPANT availability.~~

4 5.13.4 ~~WYS shall provide Parenting Education TLF~~
5 ~~services at the FRC and/or at other community locations, to be approved in advance and in~~
6 ~~writing by ADMINISTRATOR.~~

7 5.13.5 ~~WYS shall measure progress by ensuring PARTICIPANTS~~
8 ~~complete a FaCT registration form and FaCT approved measurement tools.~~

9 5.13.6 ~~WYS's Parenting Education TLF~~
10 ~~services shall address the following PSSF service categories: TLF~~

11 5.13.7 ~~WYS shall provide qualified Parenting Educator staff as~~
12 ~~specified in Subparagraph 11.15 of this Exhibit.~~

13 5.14 Parenting Education Workshop(s) APS:

14 5.14.1 ~~WYS shall provide Parenting Education Workshop APS~~
15 ~~services to parents including caregivers of children ages birth to eighteen~~
16 ~~(0-18) years who are at risk for child abuse or neglect. Parents may include:~~
17 ~~those who are low income; dealing with poverty issues, domestic violence, teen~~
18 ~~parent, those who may be experiencing a crisis due to interpersonal conflicts,~~
19 ~~difficult parenting issues, challenging child needs, and/or traumatic loss~~
20 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 5.8).~~

21 5.14.2 ~~WYS shall provide Parenting Education Workshop APS~~
22 ~~services for a minimum of fifteen (15) unduplicated PARTICIPANTS. Parenting~~
23 ~~Education Workshop APS services shall address attachment, bonding, and~~
24 ~~traumatic loss issues. Parenting Education Workshop APS topics shall include,~~
25 ~~but not be limited to: address parent responsibilities; provide~~
26 ~~psychologically based behavior principles; stress importance of appropriate~~
27 ~~discipline and support; self-control; emotional regulation; attachment and~~
28 ~~bonding from birth throughout childhood; identify difficulties inherent in co-~~

~~parenting; child development; open and honest communication; praise and acknowledgement; disruptive cycles of inappropriate parenting; healthy and supportive parenting; and protect children who live in homes where domestic violence is present; Parenting Education Workshop APS services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

~~5.14.3 WYS shall provide a minimum of two (2) Parenting Education Workshop APS, each for a minimum of six (6) hours in duration during the term of this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday, at dates and times convenient for PARTICIPANTS. Parenting Education Workshop APS services shall be offered at additional times based on PARTICIPANT availability.~~

~~5.14.4 WYS shall provide Parenting Education Workshop APS series on a weekly basis for a minimum of two (2) hours in duration per session, at the FRC and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.~~

~~5.14.5 WYS shall measure progress by ensuring PARTICIPANTS complete a FaCT registration form and FaCT approved measurement tools.~~

~~5.14.6 WYS' Parenting Education Workshop APS services shall address the following PSSF service categories: APS.~~

~~5.14.7 WYS shall provide qualified Parenting Educator staff as specified in Subparagraph 11.15 of this Exhibit.~~

5.15 Personal Empowerment Program (Certified Domestic Violence Prevention and Treatment Education Program) - General and TLFR Participants (WTLC):

5.15.1 The objectives of Personal Empowerment Program (PEP) are as follows:

5.15.1.1 Increase victim's awareness of the threat of

1 domestic violence and its short/long term effects.

2 5.15.1.2 Develop or enhance safety plan for domestic
3 violence victims.

4 5.15.1.3 Increase victim's understanding of the
5 effects domestic violence has on children.

6 5.15.1.4 Increase victim's awareness on the various
7 types of abuse.

8 5.15.1.5 Promote safety and permanency in homes and
9 communities through prevention efforts aimed at child abuse and domestic
10 violence.

11 ~~5.15.2 Interval House (IH) shall provide Personal Empowerment
12 Program services to parents and/or caregiver of children ages birth to
13 eighteen (0-18) years who are at risk of abuse or neglect. Individuals may
14 include: those who are low income or dealing with poverty issues; child abuse,
15 domestic violence; individuals in the COUNTY adoption process; or those who
16 may be experiencing a crisis due to interpersonal conflicts, difficult
17 parenting issues, challenging child needs, and/or traumatic loss (hereinafter
18 referred to as "PARTICIPANTS" for purposes of Subparagraph 5.9). ↵.~~

19 ~~5.15.3 IH's Personal Empowerment Program services shall provide
20 a minimum of fifteen (15) unduplicated PARTICIPANTS. PEP series is comprised
21 services shall be a ten (10) week educational support program designed to help
22 battered victims break the cycle of domestic violence through education on the
23 dynamics of domestic violence, effects of violence on victims and their
24 children, and to help battered victims protect children who live in domestic
25 violence homes. Topics shall include, but not be limited to, safety planning,
26 boundaries, anger management, legal aspects of domestic violence, working
27 through denial, and maintaining healthy relationships. Services shall target
28 the general community as well as COUNTY's TLFR population. Personal~~

1 ~~Empowerment Program services shall be provided in a family friendly,~~
2 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

3 5.15.4 WTLC shall provide PEP services to a minimum of forty
4 (40) unduplicated FRC PARTICIPANTS annually.

5 5.15.5 WTLC shall provide ~~Personal Empowerment Program groups~~
6 ~~PEP services continuously~~ during the term of this Agreement. Each ~~group~~ class
7 shall be a minimum of two (2) hours in duration. ~~IH~~ WTLC shall provide PEP
8 services ~~from 8:30 a.m. to 5:00 p.m., Monday through Friday,~~ at dates and
9 times convenient for PARTICIPANTS. ~~IH shall offer Personal Empowerment~~
10 ~~Program services at additional times based on PARTICIPANT availability.~~

11 5.15.6 ~~IH shall provide Personal Empowerment Program services at~~
12 ~~the FRC and/or at other community locations, to be approved in advance and in~~
13 ~~writing by ADMINISTRATOR.~~

14 5.15.7 ~~IH shall measure progress by ensuring PARTICIPANTS~~
15 ~~complete FACT measurement tools~~ When providing PEP services to COUNTY's TLFR
16 population, WTLC shall also be required to include, but not be limited to,
17 verification of attendance, issuance of certificates of completion, and verbal
18 and/or written reports to COUNTY Social Workers.

19 5.15.8 ~~IH's Personal Empowerment Program services shall address~~
20 ~~the following PSSF service categories: FP, FS, and APS.~~

21 5.15.9 ~~IH~~ WTLC shall provide qualified, bilingual PEP Instructor
22 staff as specified in Subparagraph 14.24 of this Exhibit. During the entire
23 term of this agreement, PEP providers must be approved by the PEP Program
24 Collaborative of Orange County.

25 5.16 Time-Limited Family Reunification Family Fun Activities (IHA):

26 5.16.1 The objectives of TLFR Family Fun Activities are as
27 follows:

28 5.16.1.1 Increase parent-child bonding.

1 5.16.1.2 Provide a safe and enriching interactive
2 environment for TLFR families.

3 5.16.2 In addition to PARTICIPANTS referenced in Paragraph 1,
4 TLFR Family Fun Activities may also include children that are removed from
5 their home and placed in a foster family home or a childcare institution and
6 parents or primary caregiver of such a child, in order to facilitate the
7 reunification of the child, safely and appropriately.

8 5.16.3 IHA shall provide TLFR Family Fun Activities services for
9 a minimum of sixteen (16) unduplicated families annually. TLFR Family Fun
10 Activities shall include supervised and organized activities and events for
11 children of parents and/or caregivers in the reunification process.
12 Activities can include arts and cultural enrichment, education, and recreation
13 to promote healthy parent-child bonding, quality time, and communication. In
14 the event a parent is participating in monitored/supervised visitation while
15 simultaneously participating in a Family Fun Activity, the SSA approved
16 monitor or supervised visitation specialist must be present during the entire
17 length of the Family Fun Activity.

18 5.16.4 IHA shall provide a minimum of two (2) TLFR Family Fun
19 Activities (events) annually including, but not be limited to, the following:
20 Halloween Party, Holiday Adopt-a-Family, Spring Celebration, Movie Night, and
21 Family Bonding Day. Events shall occur during evening or weekend hours.

22 5.16.5 IHA's TLFR Family Fun Activities services shall address
23 only the following PSSF category: TLFR.

24 5.16.6 IHA shall provide qualified TLFR Family Fun Activities
25 Leader (e.g., FRC Coordinator and Information and Referral Specialist) staff
26 as referenced in Subparagraph 14.26 of this Exhibit.

27 5.17 SMART Moves Program:-

28 5.17.1 ~~Boys and Girls Clubs of La Habra (B&GCLH) shall provide~~

1 ~~Skills, Mastery, and Resistance Training (SMART) Moves Program services to~~
2 ~~low income and/or at risk children ages twelve through eighteen (12-18) years~~
3 ~~(hereinafter referred to as "PARTICIPANTS" for purposes of Subparagraph 4.14).~~

4 5.17.2 ~~B&GCLH shall provide SMART Moves Program services for a~~
5 ~~minimum of fifty (50) unduplicated PARTICIPANTS. SMART Moves Program services~~
6 ~~give adolescents the tools needed to resist activities that could negatively~~
7 ~~impact their education and wellbeing using a national Boys and Girls Clubs of~~
8 ~~America program using a team approach involving club staff, peer leaders,~~
9 ~~parents, and community representatives to strengthen decision making skills to~~
10 ~~resist drug and alcohol use and premature sexual activity. SMART Moves~~
11 ~~Program services shall include, but not be limited to, the following:~~
12 ~~discussion, role playing; practice resistance and refusal skills;~~
13 ~~assertiveness development; strengthen decision making skills; analyze media;~~
14 ~~peer influence; promote abstinence from substance abuse and sexual involvement~~
15 ~~through the practice of responsible behavior; and refreshments and incentives~~
16 ~~(i.e., movie passes, gift cards, etc.) to encourage attendance and~~
17 ~~participation. SMSRT Moves Program services shall be provided in a family~~
18 ~~friendly, culturally responsive manner in English and Spanish as needed by~~
19 ~~PARTICIPANT.~~

20 5.17.3 ~~B&GCLH shall provide SMART Moves Program services,~~
21 ~~consisting of six (6) weekly classes, one (1) hour in duration each, Monday~~
22 ~~through Friday from 8:30 a.m. to 5:00 p.m., and on evenings as required by~~
23 ~~PARTICIPANTS during the term of this Agreement.~~

24 5.17.4 ~~B&GCLH shall provide SMART Moves Program services at FRC~~
25 ~~locations and/or at other community locations, to be approved in advance and~~
26 ~~in writing by ADMINISTRATOR.~~

27 5.17.5 ~~B&GCLH shall measure progress by completing FaCT~~
28 ~~measurement tools.~~

1 5.17.6 ~~B&GCLH's SMART Program Moves services shall address the~~
2 ~~following PSSF service categories: FP, FS, TLF, and APS.~~

3 5.17.7 ~~B&GCLH shall provide qualified Teen Center Coordinator~~
4 ~~and Children Leader staff as specified in Subparagraphs 11.8 and 11.9 of this~~
5 ~~Exhibit.~~

6 5.18 DR Alcohol and Drug Counseling Service (IHA):

7 5.18.1 The objective of DR Alcohol and Drug Counseling Services
8 is to ensure resources are available when alcohol and/or drug abuse are
9 identified as impacting the safety of a child(ren) in the home and the
10 PARTICIPANT is willing to accept help with the problem.

11 5.18.2 ~~IHA, through a subcontract with The Gary Center (TGC),~~
12 ~~shall provide DR Alcohol and Drug Counseling services to parents with children~~
13 ~~ages birth through eighteen (0-18) years who have been identified by~~
14 ~~ADMINISTRATOR and referred to CONTRACTOR as potential risks for child abuse~~
15 ~~and/or neglect (hereinafter referred to as "PARTICIPANTS" for purposes of~~
16 ~~Subparagraph 5.17). ↵.~~

17 5.18.3 IHA, through a subcontract with The Gary Center (TGC),
18 shall provide DR Alcohol and Drug Counseling services for a minimum of thirty
19 (30) unduplicated PARTICIPANTS annually. DR Alcohol and Drug Counseling
20 services is an all-inclusive program and ~~will~~ shall include, but is not
21 limited to, ~~the following:~~ DR Individual Alcohol and Drug Counseling; DR
22 Relapse Prevention Group Counseling and/or DR Group Alcohol and Drug
23 Education; ~~DR Alcohol and Drug Counseling services are provided to ensure~~
24 ~~resources are available when alcohol and drug abuse are identified as~~
25 ~~impacting the safety of a child in the home and the individual is willing to~~
26 ~~accept help with the problem. DR Alcohol and Drug Counseling services shall~~
27 ~~include, but not be limited to, the following:~~ comprehensive development of
28 needs based, individualized treatment plan; ~~individual and group alcohol and~~

1 ~~drug use counseling; and/or tools to maintain sobriety. DR Alcohol and Drug~~
2 ~~Counseling services shall be provided in a family friendly, culturally~~
3 ~~responsive manner in English and Spanish as needed by PARTICIPANT.~~

4 5.18.4 IHA, through a subcontract with TGC, shall provide a
5 minimum of ~~six (6) bi-weekly~~ ~~twelve (12)~~ Individual DR Alcohol and Drug
6 Counseling sessions fifty (50) minutes in duration each and ~~one (1) DR Relapse~~
7 ~~Prevention~~ ~~thirty-eight (38)~~ DR Alcohol and Drug Group counseling ~~sessions~~
8 ~~series, consisting of eight (8) weekly sessions,~~ ninety (90) minutes in
9 duration each. DR Alcohol and Drug Counseling services shall include a
10 minimum of six (6) random drug tests for each PARTICIPANT. ~~and consisting of~~
11 ~~a minimum of three (3) and maximum of twelve (12) individuals per group;~~
12 ~~and/or one (1) DR Group Alcohol and Drug Education series, consisting of~~
13 ~~sixteen (16) weekly sessions, ninety (90) minutes in duration each and~~
14 ~~consisting of a minimum of three (3) and maximum of twelve (12) individuals~~
15 ~~per group.~~ DR Alcohol and Drug Counseling services shall be offered
16 continuously ~~throughout Monday through Friday from 8:30 a.m. to 5:00 p.m. and~~
17 ~~on evenings as required by PARTICIPANTS, during the term of this Agreement~~
18 ~~during FRC operating hours or at dates and times convenient for PARTICIPANTS.~~

19 5.18.5 ~~IHA, through a subcontract with TGC, shall provide DR~~
20 ~~Alcohol and Drug Counseling services at FRC locations and/or at other~~
21 ~~community locations, to be approved in advance and in writing by~~
22 ~~ADMINISTRATOR.~~

23 5.18.6 ~~IHA, through a subcontract with TGC, shall measure~~
24 ~~progress by completing FaCT measurement tools.~~

25 5.18.7 ~~IHA's subcontracted DR Alcohol and Drug Counseling~~
26 ~~service shall address the following PSSF service categories: FP.~~

27 5.18.8 IHA, through a subcontract with TGC, shall provide
28 qualified Alcohol and Drug Counselor staff as specified in Subparagraph 14.9

1 of this Exhibit.

2 5.19 DR Case Management Team (WYS):

3 5.19.1 The objectives of DR CMT services are as follows:

4 5.19.1.1 Increase collaboration among Contractor
5 Partner Agencies on a weekly basis to effectively coordinate DR services.

6 5.19.1.2 Improve resource linkages for DR families.

7 5.19.1.3 Improve individual and family functioning for
8 DR families.

9 5.19.1.4 Decrease duplication of DR services.

10 5.19.2 The DR CMT, which can be combined with FRC CMT, consists
11 of an integrated multidisciplinary team comprised of three (3) or more persons
12 trained and knowledgeable in providing DR CMT services. The DR CMT is
13 responsible for identifying the educational, health, or social service needs
14 of a child, and child's family; and for developing a plan to address these
15 multiple needs as identified in WIC section 18986.40. Participants of the DR
16 CMT shall include all Contractor Partner Agencies and Non-FaCT Funded
17 Contractor Partner Agency(ies) representatives that would benefit the family.
18 In addition to the participation of the Contractor Partner Agencies, local
19 Miscellaneous Order Number 534.3 specifies that multidisciplinary services
20 team composition include at least two (2) members from the following: Orange
21 County Probation Department, Orange County Health Care Agency, Orange County
22 Department of Education, Regional Center of Orange County, North Orange County
23 Regional Occupational Program, and Orange County SSA.

24 5.19.3 WYS shall coordinate with Contractor Partner Agencies to
25 provide DR CMT services for families who have been referred for DR services by
26 SSA. Families referred were reported to SSA with allegations that meet
27 statutory definitions of child abuse or neglect at low to moderate risk and
28 have been assessed as likely to make needed changes to improve child safety if

1 provided targeted services.

2 5.19.4 WYS and Contractor Partner Agencies shall jointly provide
3 DR CMT services for a minimum of seventy-five (75) unduplicated FAMILIES
4 annually.

5 5.19.5 WYS and Contractor Partner Agencies shall jointly provide
6 DR CMT services continuously throughout the term of this Agreement. DR CMT
7 meetings shall be scheduled a minimum of one (1) day per week for a minimum of
8 one (1) hour in duration. If the DR CMT meeting is combined with the FRC CMT
9 meeting, the minimum combined duration of the meeting shall be no less than
10 two (2) hours. The DR CMT Clinical Supervisor shall facilitate DR CMT
11 meetings.

12 5.19.6 WYS shall complete the DR CMT Tracking and Outcomes Log
13 as well as the required forms referenced in Subparagraph 4.8

14 5.19.7 WYS shall provide qualified DR CMT Clinical Supervisor
15 staff, as specified in Subparagraph 14.11 of this Exhibit.

16 5.20 DR CMT Clinical Supervision (WYS):

17 5.20.1 The objective of DR CMT Clinical Supervision is to ensure
18 the quality of DR CMT services at the FRC.

19 5.20.2 WYS shall provide DR CMT Clinical Supervision services
20 which shall include, but are not limited to: oversight and clinical
21 supervision for DR CMT meetings at the FRC, case consultation, verification of
22 laws of confidentiality, and ensuring that child and elder/dependent adult
23 abuse reporting requirements are followed.

24 5.20.3 WYS shall provide qualified licensed DR CMT Clinical
25 Supervisor staff as specified in Subparagraph 14.11 of this Exhibit.

26 5.21 DR Family Advocacy Support Services (IHA):

27 5.21.1 The objectives of DR Family Support Services are as
28 follows:

1 5.21.1.1 Maintain children safely in the home.

2 5.21.1.2 Reduce entry into the child welfare system.

3 5.21.1.3 Support families in crisis.

4 5.21.1.4 Work with SSA DR Social Workers and families
5 in identifying resources which will protect children and preserve the family.

6 5.21.2 ~~IHA shall provide Differential Response (DR) Family~~
7 ~~Advocacy to the following: families with children ages birth through eighteen~~
8 ~~(0-18) years, who have been identified by ADMINISTRATOR and referred to~~
9 ~~CONTRACTOR as potential risks for child abuse and/or neglect (hereinafter~~
10 ~~referred to as "PARTICIPANTS" for purposes of Subparagraph 5.15).~~ IHA shall
11 provide DR Family Support Services to PARTICIPANTS referred by SSA.

12 5.21.3 IHA shall provide DR Family ~~Advocacy~~ Support Services for
13 a minimum of ~~ninety (90)~~ seventy-five (75) unduplicated PARTICIPANTS FAMILIES
14 annually. DR Family Support Services are those services employing a case
15 manager (e.g., Family Support Specialist) responsible for assessing the
16 strengths and meeting the multiple needs of a PARTICIPANT and family;
17 arranging, coordinating, monitoring, evaluating, and advocating for multiple
18 services for families. ~~Advocacy~~ Services shall focus on a family centered
19 approach to maintain children safely in the home, reduce entry into the child
20 welfare system, serve as a support to families while in crisis, assess safety
21 concerns and family's willingness to participate, team home visit,
22 comprehensive family assessment, develop and implement an individualized,
23 needs based, collaborative service plan, referrals to community resources as
24 appropriate, linkage to assistance with service receipt, ongoing support,
25 advocacy, case management, ongoing tracking, follow up with family, provide
26 assistance in accessing community resources, work with County social worker(s)
27 to ensure appropriateness of service plan in meeting goals while protecting
28 children, refer to ~~Comprehensive Case Management Team~~ DR CMT, facilitate

attendance, and include, at the family’s request, extended family, non-family, and community leaders such as pastors/religious leaders as a long term support for family. ~~DR Family Advocacy services shall be provided in a family friendly, culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

5.21.4 IHA shall provide DR Family Advocacy Support Services for a minimum of two (2) DR Family Advocacy contacts (face to face and non-face to face encounters) per family. DR Family Advocacy Support Services shall be provided Monday through Friday continuously throughout the term of this Agreement during FRC operating hours and on evenings as required by PARTICIPANTS. IHA shall provide DR Family Advocacy Support Services for a minimum of thirty (30) days for each PARTICIPANT per family.

5.21.5 IHA shall primarily provide DR Family Advocacy Support Services in family’s home, at FRC locations, and/or at other community locations, to be approved in advance and in writing by ADMINISTRATOR.

5.21.6 IHA shall measure progress by completing FaCT Registration form, FaCT consent form, and FaCT approved assessment tools.

5.21.7 IHA’s DR Family Advocacy Services shall address the following PSSF service categories: FP.

5.21.8 IHA shall provide qualified, bilingual DR Family Advocate Support Specialist staff as specified in Subparagraph 14.12 of this Exhibit.

5.22 DR In-Home Family Support (IHA):

5.22.1 The objectives of DR In-Home Family Support Services are as follows:

5.22.1.1 Address positive parenting skills, discipline, child development, and child health and safety.

5.22.1.2 Assess family needs, stabilize immediate crisis, increase coping skills and family cohesiveness, reduce exposure to

1 violence, and improve communication skills.

2 5.22.1.3 Coordinate resources and multiple service
3 providers to help prevent abuse and out-of-home placement.

4 ~~IHA shall provide DR In-Home Family Support services to the following:~~
5 ~~families with children ages birth through eighteen (0-18) years, who have been~~
6 ~~identified by ADMINISTRATOR and referred to CONTRACTOR as potential risks for~~
7 ~~child abuse and/or neglect (hereinafter referred to as "PARTICIPANTS" for~~
8 ~~purposes of Subparagraph 5.16). ↵.~~

9 5.22.2 IHA shall provide DR In-Home Family Support services for
10 a minimum of sixty (60) unduplicated PARTICIPANTS FAMILIES annually. DR In-
11 Home Family Support services shall address: positive parenting skills,
12 discipline, child development, child health and safety, assessment of family
13 needs, immediate crisis, increasing coping skills and family cohesiveness,
14 reducing exposure to violence, improving communication skills, parenting
15 education, assistance with receipt of identified needed services, effective
16 communication skills, crisis stabilization, Public Health nursing services as
17 appropriate, information on safe harbors and emergency self/child protection
18 as appropriate, and working with County Social Worker(s) to ensure
19 appropriateness of service plan in meeting goals while protecting children.
20 ~~Incentives will be offered to increase completion of service plan goals. DR~~
21 ~~In-Home Family Support services shall be provided in a family friendly,~~
22 ~~culturally responsive manner in English and Spanish as needed by PARTICIPANT.~~

23 5.22.3 IHA shall provide a minimum of four (4) weeks and maximum
24 of six (6) weeks of DR In-Home Family Support per family ~~with a minimum of~~
25 ~~three (3) DR In Home Family Support contacts (face to face and non face to~~
26 ~~face encounters) per family.~~ DR In-Home Family Support services shall be
27 provided ~~Monday through Friday~~ during FRC operating hours and on evenings as
28 required by PARTICIPANTS, during the term of this Agreement.

1 5.22.4 IHA shall primarily provide DR In-Home Family Support
2 Services in family's home, at the FRC, or at other community locations as
3 needed with advance written approval by ADMINISTRATOR.

4 5.22.5 ~~IHA shall measure progress by ensuring PARTICIPANTS
5 complete a FaCT registration form, FaCT consent form, and FaCT approved
6 assessment tools.~~

7 5.22.6 ~~IHA's DR In-Home Family Support services shall address
8 the following PSSF service categories: FP.~~

9 5.22.7 IHA shall provide qualified, bilingual DR In-Home Family
10 Specialist staff as specified in Subparagraph 14.13 of this Exhibit.

11 5.23 DR PEP TLFR (Certified Domestic Violence Prevention and Treatment
12 Education Program) (WTLC):

13 5.23.1 The objectives of DR PEP are as referenced in
14 Subparagraph 5.15.1.

15 5.23.2 ~~IH WTLC shall provide DR PEP TLFR services to
16 PARTICIPANTS receiving DR services at the FRC. parents and/or caregiver of
17 children ages birth to eighteen (0-18) years who are at risk of abuse or
18 neglect. TLFR individuals may include: those who are low income or dealing
19 with poverty issues; child abuse, domestic violence; individuals in the
20 process of reunification; individuals in the COUNTY adoption process; or those
21 who may be experiencing a crisis due to interpersonal conflicts, difficult
22 parenting issues, challenging child needs, and/or traumatic loss (hereinafter
23 referred to as "PARTICIPANTS" for purposes of Subparagraph 5.10).~~

24 5.23.3 ~~IH WTLC shall provide DR PEP TLFR services to a minimum
25 of five (5) twenty (20) unduplicated PARTICIPANTS annually. DR PEP services
26 shall meet the same criteria referenced in subparagraph 5.15.3. TLFR series is
27 comprised of a ten (10) week educational support program to help battered
28 victims break the cycle of domestic violence through the following: education~~

1 on the dynamics of domestic violence; effects of violence on victims and their
2 children; and to help battered victims protect children who live in domestic
3 violence homes. Personal Empowerment Program TLFR topics shall include, but
4 not be limited to, safety planning, boundaries, anger management, legal
5 aspects of domestic violence, work through denial, and maintain healthy
6 relationships. Additionally Personal Empowerment Program TLFR shall require
7 monitor client attendance and participation; and provide verbal and/or written
8 report to County social workers. Personal Empowerment Program TLFR services
9 shall be provided in a family friendly, culturally responsive manner in
10 English and Spanish as needed by PARTICIPANT.

11 5.23.4 IH WTLC shall provide DR PEP TLFR services during the
12 term of this Agreement from 8:30 a.m. to 5:00 p.m., Monday through Friday at
13 dates and times convenient for PARTICIPANTS. Personal Empowerment Program
14 TLFR services shall be offered at additional times based on PARTICIPANT
15 availability.

16 5.23.5 IH shall provide Personal Empowerment Program TLFR
17 services at the FRC and/or at other community locations, to be approved in
18 advance and in writing by ADMINISTRATOR.

19 5.23.6 IH shall measure progress by ensuring PARTICIPANTS
20 complete FACT measurement tools. When providing DR PEP services, IH shall also
21 be required to include, but not be limited to, verification of attendance,
22 issuance of certificates of completion, and verbal and/or written reports to
23 COUNTY Social Workers.

24 5.23.7 IH's PEP TLFR services shall address the following PSSE
25 service categories: TLFR FP.

26 5.23.8 IH WTLC shall provide qualified, bilingual PEP Instructor
27 staff as specified in Subparagraph 14.24 of this Exhibit. During the entire
28 term of this agreement, DR PEP providers must be approved by the PEP Program

1 Collaborative of Orange County.

2 5.24 FS Family Support Services (IHA):

3 5.24.1 IHA shall provide FS Family Support Services to the
4 following: individuals and their families who are participating in the
5 California Work Opportunity and Responsibility to Kids (CalWORKs) FS Program
6 and are experiencing a crisis or situation that destabilizes the family and
7 impairs the Welfare-to-Work (WTW) client's ability to meet WTW participation
8 requirements.

9 5.24.2 IHA shall provide FS Family Support Services for a
10 minimum of fifty (50) unduplicated FAMILIES annually. FS Family Support
11 Services shall focus on a family centered approach to address crisis issues
12 causing barriers to WTW participation activities; serve as a support to
13 families while in crisis; and provide assistance to PARTICIPANTS in accessing
14 community resources.

15 5.24.3 IHA shall provide FS Family Support Services continuously
16 throughout the term of this Agreement during FRC operating hours or at dates
17 and times convenient for PARTICIPANTS. IHA shall provide FS Services for a
18 minimum of thirty (30) days.

19 5.24.4 IHA shall provide Family Support Services in family's
20 home, at the FRC, or at other community locations with advance written
21 approval by ADMINISTRATOR.

22 5.24.5 IHA shall provide qualified, bilingual FS Family Support
23 Specialist staff as specified in Subparagraph 14.20 of this Exhibit.

24 6. ADDITIONAL CONTRACTOR RESPONSIBILITIES

25 6.1 In addition to providing the services described in Paragraph 5 of
26 this Exhibit A, CONTRACTOR agrees to:

27 6.1.1 WProvide ADMINISTRATOR a bi-annual detailed marketing
28 plan for each contracted service, and revise, if necessary, as requested by

1 ADMINISTRATOR:

2 6.1.2 Actively engage the community including local residents,
3 faith-based groups, businesses, public and private organizations, civic
4 groups, and others in the planning and implementation of services that promote
5 the well-being, safety, and permanency of children, families and communities.

6 ~~6.1.3 Demonstrate the ability, now and in the future, to~~
7 ~~integrate multiple public, private, and collaborative partner funding sources.~~
8 Develop and maintain a Governance Structure document outlining resource
9 sharing, accountability, decision-making strategies, and a conflict resolution
10 plan. The Governance Structure shall include, but not be limited to, the
11 addition and/or deletion of any Contractor Partner Agencies, change of
12 designated fiscal lead agent, ongoing community input and involvement,
13 principles of collaboration, and voting quorum (including what constitutes a
14 quorum).

15 ~~6.1.4 Ensure CONTRACTOR's FRC Coordinator shall participate in~~
16 ~~meetings, to be held not more than once per month, of all FaCT FRC Program~~
17 ~~Coordinators for the purpose of information sharing, joint problem solving,~~
18 ~~identification of Best Practices, development of common approaches to case~~
19 ~~management and intake, training, and other related matters. ADMINISTRATOR~~
20 ~~will provide CONTRACTOR with detailed information regarding meeting date(s)~~
21 ~~and location(s).~~ Develop a Community Engagement Advisory Committee (CEAC) that
22 shall meet a minimum of quarterly during the term of this Agreement. CEAC
23 shall develop and advance a community agenda to affect community level change.
24 The FRC will maintain a roster and a copy of minutes for all CEAC meetings.
25 The composition of CONTRACTOR's CEAC shall vary, depending on the specific
26 goals of, and the services to be provided by the FRC. CEAC shall consist of
27 community members such as parents, youths, teachers, school community
28 liaisons, businesses professionals, religious community leaders, law

1 enforcement, human and health service professionals, and city representatives.
2 On an annual basis, CEAC shall assess, survey, and identify community
3 strengths and needs to advocate for FRC services to meet community need on an
4 annual basis; develop parent and youth leadership; and engage business
5 community to provide tangible support and leadership. CEAC shall enlist broad
6 community support and advocacy for the FRC by fundraising for the FRC and
7 hosting events. A minimum of one thousand dollars (\$1,000) shall be allocated
8 to the CEAC within the FRC budget for the purposes of its members to use for
9 planning events, and other activities as deemed necessary by the CEAC
10 committee. IHA FRC shall provide a qualified Community Engagement Volunteer
11 Coordinator staff as specified in Subparagraph 14.7 of this Exhibit and
12 volunteer coordination to develop and support CEAC.

13 6.1.5 ~~Ensure appropriate CONTRACTOR staff shall participate in~~
14 ~~all required trainings identified by ADMINISTRATOR, including, but not limited~~
15 ~~to, management information system, FRC Program Coordinator's role in the FRC,~~
16 ~~and other FRC responsibilities and activities. ADMINISTRATOR will provide~~
17 ~~CONTRACTOR with detailed information regarding meeting date(s) and~~
18 ~~location(s).~~ Follow procedures provided by Administrator for reporting any
19 special incidents that occur during CONTRACTOR's performance of duties under
20 this Agreement, involving CONTRACTOR's staff, PARTICIPANTS, and/or property.

21 6.2 B&GCLH shall provide a minimum of four hundred sixteen (416) hours
22 annually to child care services at the FRC to children of parents attending
23 FRC programs during FRC operating hours, continuously throughout the term of
24 this Agreement, at dates and times convenient for PARTICIPANTS. Allowable
25 costs include direct childcare services and purchases of cleaning supplies,
26 snacks directly related to childcare services, activities, age appropriate
27 toys, crafts, and games. Childcare services shall be reimbursed based on
28 actual hours worked. B&GCLH shall provide qualified Childcare Worker staff as

1 specified in Subparagraph 14.5 of this Exhibit.

2 6.3 CONTRACTOR shall use Emergency Assistance Funds to meet the basic
3 needs of a minimum of twenty (20) PARTICIPANTS annually in support of services
4 as described herein. Allowable costs include emergency food, emergency
5 clothing, diapers, medicine, bus tickets to access services, safety items,
6 one-time rent payment assistance, and one-time utility payment assistance.
7 Other allowable costs are to be approved in advance and in writing by
8 ADMINISTRATOR. All purchases from Emergency Assistance Funds in excess of one
9 hundred (\$100) dollars per PARTICIPANT must be requested in advance and in
10 writing for approval by ADMINISTRATOR. CONTRACTOR shall research available
11 community resource options prior to approving expenditures.

12 7. FACILITIES

13 7.1 La Habra FRC is located at:

14 301 W. Las Lomas Drive

15 La Habra, CA 90631

16 7.2 Administrative services under this Agreement shall be provided at
17 La Habra FRC and:

18 Institute for Healthcare Advancement

19 501 S. Idaho Street, Suite 300

20 La Habra, CA 90631

21 Attn: ~~Helen Acevez, FRC Coordinator~~

22 CONTRACTOR and ADMINISTRATOR may mutually agree in writing as to the
23 facility(ies) and location(s) where services shall be provided without
24 changing the COUNTY's maximum obligation, referenced in Subparagraph 20.1.

25 8. DATA ENTRY AND DATA SUBMISSION REQUIREMENTS

26 8.1 CONTRACTOR shall electronically track the type and amount of
27 services provided to each PARTICIPANT by Contractor Partner Agencies and a
28 minimum of two (2) required Non-FaCT Funded Partner Agency(ies). The FRC

1 Designated Lead Agency shall maintain data that includes the types and amounts
2 of services provided to each PARTICIPANT, assessment data, key demographic
3 items including, but not limited to: family identifier, family member
4 identifier, ethnicity, date of birth, sex, referral reason(s), services
5 recommended, services provided, date service delivery begins, date service
6 delivery ends, status indicators [e.g., previous abuse reports, existing
7 health problems], and primary language spoken as determined by ADMINISTRATOR.

8 8.2 FaCT utilizes a model developed by the Center for the Study of
9 Social Policy called "Strengthening Families" to frame outcomes and evaluation
10 data. This model, which has been identified as preventing child abuse and
11 neglect identifies the following five (5) protective factors.

12 8.2.1 Provide concrete support in times of need,

13 8.2.2 Increase parental resilience,

14 8.2.3 Increase knowledge of parenting and child development,

15 8.2.4 Support the social and emotional competence of children,

16 and

17 8.2.5 Build parents' social connections.

18 Services provided at the FRC fall under one or more of the protective
19 factors. FaCT core services have their own measurement tool that shall be
20 administered and used to collect data and entered into the FaCT database. The
21 current FaCT database system is a Web-based client management system, managed
22 by FaCT and its administrative contractor, which provides contractual and
23 outcome based reporting for each FRC. FRCs shall work closely with
24 ADMINISTRATOR to maximize utility and adhere to confidentiality within the
25 data system. FaCT shall provide technical assistance and training to the FRCs
26 to ensure strong data collection and outcome reporting.

27 8.3 FRC direct services staff (e.g., Information and Resource
28 Specialist, Family Support Specialist, etc.) shall be responsible for entering

client service and outcome data for FaCT funded and a minimum of two (2) required non-FaCT funded services into the FaCT data system. These include, but are not limited to, the following:

8.3.1 FRC CMT Clinical Supervisor shall administer, collect, and enter the FRC CMT tracking and assessment tool;

8.3.2 Family Support Specialist shall administer, collect, and enter the Family Development Matrix Tool(s);

8.3.3 Parenting Educator shall administer, collect, and enter the Parenting Education Survey;

8.3.4 OST Leader shall administer, collect, and enter FaCT Measurement tools; and,

8.3.5 Direct service staff shall enter specific data collection information and complete standardized assessment forms, FaCT Registration Form, attendance sheets, and other documents required by ADMINISTRATOR.

8.4 In addition to the FaCT Registration form and/or FaCT Large Group Tracking form, the following assessment tool(s) required for each core service includes:

Core Service	Required Assessment Tool(s)
FRC & DR CMT	FRC & DR CMT Tracking & Outcomes Log
Information & Referral Services	Information & Referral Tracking Log
Family Support Services	Family Development Matrix
Counseling Services	Protective Factors Counseling Survey
Parenting Education	Protective Factors Parenting Survey
Personal Empowerment Program	PEP Pre/Post Test
Out-of-School Time Youth Program	To be determined (TBD)
TLFR Family Fun Activities	TBD
Foster & Adoptive Parent Recruitment	Large Group Tracking Log

8.5 The FRC Coordinator is responsible for ensuring data integrity and accurate data collection. FRC Coordinator shall also ensure that the data is entered correctly into the FaCT data system and within timelines required by ADMINISTRATOR. Contractor Partner Agencies are responsible for their own

1 staff data collection, ensuring data integrity, and accurate submission to the
2 FRC Coordinator.

3 8.6 FRCs can administer COUNTY-approved measurement tools (e.g.,
4 tracking logs, pre/post-tests, satisfaction surveys, etc.) to collect data on
5 other services. ADMINISTRATOR shall provide CONTRACTOR a minimum of ten (10)
6 business day notice in the event a measurement tool is changed.

7 8.7 The COUNTY measurement tools, referenced in Subparagraph 8.4 are
8 subject to change based on program and evaluation needs as defined by
9 ADMINISTRATOR.

10 9. REPORTS

11 CONTRACTOR shall prepare and submit written reports in a format approved
12 in writing by ADMINISTRATOR ~~FACT Program Coordinator~~ including, but not
13 limited to, the following information: Written reports include the Quarterly
14 Assessment Report and the Monthly Service Grid.

15 9.1 Monthly Service Grid Reports shall be submitted to ADMINISTRATOR
16 by the twentieth (20th) day of each month for the preceding month of services.
17 In the event the twentieth (20th) calendar day falls on a weekend or COUNTY
18 holiday as specified in Subparagraph 3.2 of this Exhibit, CONTRACTOR shall
19 submit the Monthly Service Grid the next business day.

20 9.2 ~~Family identifier;~~

21 9.3 ~~Family member identifier;~~

22 9.4 ~~Ethnicity;~~

23 9.5 ~~Date of birth;~~

24 9.6 ~~Sex;~~

25 9.7 ~~Referral reason(s);~~

26 9.8 ~~Services recommended;~~

27 9.9 ~~Services provided;~~

28 9.10 ~~Date services delivery begins;~~

1 9.11 ~~Date service delivery ends;~~

2 9.12 ~~Status indicators (e.g., previous abuse reports, existing health~~
3 ~~problems, etc.);~~

4 9.13 ~~Primary language spoken;~~

5 9.14 ~~PSSF service outcomes as identified in Paragraph 2 of this~~
6 ~~Exhibit; and,~~

7 9.15 ~~PSSF service category as identified in Paragraph 2 of this~~
8 ~~Exhibit.~~

9 9.16 ~~Reports shall be prepared in a format approved in writing by~~
10 ~~ADMINISTRATOR and shall be transmitted to the FaCT Program Coordinator and~~
11 ~~Social Services Agency (SSA) Contract Administrator by the twentieth (20th)~~
12 ~~day of each month for the preceding month of services.~~

13 9.17 ~~CONTRACTOR shall complete registration forms and attendance sheets~~
14 ~~for every service delivered to participant(s) unless specifically exempted by~~
15 ~~ADMINISTRATOR.~~

16 9.18 CONTRACTOR shall complete the FaCT standardized Marketing Outreach
17 Log and CEAC Data Form, and shall submit to ADMINISTRATOR quarterly, ten (10)
18 calendar days following the end of each quarter.

19 9.19 CONTRACTOR shall provide information deemed necessary by
20 ADMINISTRATOR to complete any state-required reports related to the services
21 provided under this Agreement.

22 10. UTILIZATION REVIEW

23 10.1 CONTRACTOR and ADMINISTRATOR shall meet upon ADMINISTRATOR's
24 request at CONTRACTOR's facility identified in Paragraph 7 of this Exhibit A
25 to review and evaluate a random selection of PARTICIPANT case records. The
26 review shall include, but is not limited to, an evaluation of the necessity,
27 appropriateness, and length of services provided. PARTICIPANT cases to be
28 reviewed shall be randomly selected by COUNTY.

1 10.2 In the event CONTRACTOR and ADMINISTRATOR are unable to resolve
2 differences of opinion regarding the necessity, appropriateness, and length of
3 services provided, the dispute shall be submitted to COUNTY's Director of
4 Children and Family Services for final resolution.

5 11. SUSTAINABILITY

6 11.1 CONTRACTOR agrees to demonstrate, ~~now and in the future~~ throughout
7 the term of this Agreement, the ability to integrate multiple public, private,
8 and collaborative partner funding sources.

9 11.2 CONTRACTOR must provide measureable goals that demonstrate
10 resource leveraging and in-kind partnerships and/or grants based on service
11 gaps and identified needs, specific to the community.

12 11.3 CONTRACTOR agrees to work with ADMINISTRATOR ~~and/or FaCT~~ in order
13 to pursue long-term sustainability of CONTRACTOR's FaCT collaborative
14 programs. This includes, but is not limited to, participation in the
15 following:

16 11.3.1 Assessment of long-term need for and reasonableness of
17 FaCT collaborative programs;

18 11.3.2 Training programs developed by or for FaCT;

19 11.3.3 Outreach activities initiated by FaCT staff or FaCT
20 committees, as mutually agreed by CONTRACTOR and ADMINISTRATOR;

21 11.3.4 Research of other public/private funding sources and
22 opportunities;

23 11.3.5 Pursuit of linkages with other partners, as appropriate;
24 and,

25 11.3.6 Development of marketing and community education
26 materials as mutually agreed upon by CONTRACTOR and ADMINISTRATOR.

27 11.4 CONTRACTOR agrees to cooperate in these efforts, as well as
28 independently pursue opportunities to improve sustainability of their

1 collaborative program. Independent activities may include activities
2 identified above as well as grant writing and engaging in collaborative
3 agreements with other integrated service initiatives.

4 11.5 ~~CONTRACTOR shall inform ADMINISTRATOR of its activities to sustain~~
5 ~~CONTRACTOR's FaCT collaborative program by including written progress reports~~
6 ~~in FaCT measurement tools reports.~~

7 12. MEETINGS AND TRAININGS:

8 12.1 CONTRACTOR shall ensure the FRC Coordinator participates in
9 meetings of all FaCT FRC Coordinators for the purpose of information sharing,
10 joint problem solving, identification of Best Practices, development of common
11 approaches to case management and intake, training, and other related matters.
12 Meetings will occur a minimum of one per month. ADMINISTRATOR will provide
13 CONTRACTOR with detailed information regarding meeting date(s) and
14 location(s).

15 12.2 CONTRACTOR shall ensure appropriate CONTRACTOR staff participates
16 in all required trainings and/or meetings as identified by ADMINISTRATOR.
17 ADMINISTRATOR will provide CONTRACTOR with detailed information regarding
18 training/meeting date(s) and location(s).

19 12.3 Trainings eligible for reimbursement through this Agreement must
20 be approved in advance, in writing, by ADMINISTRATOR.

21 12.4 At the request of ADMINISTRATOR, CONTRACTOR shall attend trainings
22 presented or sponsored by COUNTY.

23 13. BUDGET

24 13.1 For each of the five (5) COUNTY fiscal years (July 1 through June
25 30) included during the term of this Agreement, the maximum annual budget for
26 services provided pursuant to Exhibit A of this Agreement shall not exceed
27 \$538,540.

28 13.2 ADMINISTRATOR and CONTRACTOR may agree, subject to advance written

1 notice, to add, delete, modify, line item and/or amounts, and/or the number
2 and type of FTE positions, specified in the annual budget included in
3 Subparagraph 13.9, without reducing the level of services to be provided or
4 exceeding COUNTY's maximum obligation stated in Subparagraph 20.1 of this
5 Agreement. Further, in accordance with Subparagraph 20.1 of his Agreement, in
6 the event ADMINISTRATOR reduces the maximum obligation as stated in
7 Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree in writing
8 to proportionately reduce the service goals as set forth in this Exhibit.

9 13.3 For the purpose of meeting specific program needs, CONTRACTOR may
10 request to reallocate funds between budgeted line items by utilizing a Budget
11 Modification Request form provided by ADMINISTRATOR, which shall include a
12 justification narrative specifying the purpose of the request, the amount of
13 said funds to be reallocated, and the sustaining annual impact as applicable
14 to the current and subsequent fiscal years. CONTRACTOR shall obtain advance
15 written approval from ADMINISTRATOR for any Budget Modification Request prior
16 to implementation. Failure to obtain advance written notice approval for any
17 proposed Budget Modification Request may result in disallowance of
18 reimbursement for those costs.

19 13.4 In the event the budget shown in Subparagraph 13.9 is modified,
20 the modified budget shall remain in effect for the remainder of the contract
21 term, unless superseded by subsequent budget modification(s) that have been
22 approved in writing by ADMINISTRATOR. For example, if Budget Modification #1
23 is approved on March 15, 2016, the modified budget will remain in effect until
24 Budget Modification #2 is requested and approved in writing. The annual
25 budget beginning on July 1st of each fiscal year shall be identical to the
26 most recently modified annual budget. Under no circumstances shall funds
27 unspent in one fiscal year carry over to another fiscal year.

28 13.5 It is anticipated multiple budget modifications will occur during

1 the term of this Agreement. When appropriate, CONTRACTOR will delay
2 submitting a Budget Modification Request until multiple changes can be
3 incorporated into a single Budget Modification Request versus submitting
4 several Budget Modification Requests that include a single line item change.

5 13.6 For purposes of this Agreement, Direct Services Expense is defined
6 as a non-administrative expense required to provide goods or services for the
7 direct benefit of PARTICIPANTS. Examples include, but are not limited to:
8 parent education handbooks, chore charts, art materials, water and snacks for
9 PARTICIPANT consumption, incentives for clients to attend events, etc.

10 13.7 For purposes of this Agreement, Program Expense is defined as an
11 administrative expense required for overall service delivery rather than an
12 expense benefitting an individual PARTICIPANT. Examples include, but are not
13 limited to: marketing materials, display boards, educational DVDs and video
14 equipment to broadcast, parent education curriculums, educational
15 books/reference material to be used by CONTRACTOR's staff, furniture,
16 volunteer staff recognition events, etc. Program Expense is administrative in
17 nature.

18 13.8 Budget Modification Requests will be considered for approval when
19 such requests are to reallocate funds within a similar category such as
20 reallocating unused funds from a direct service salary position to a new
21 direct participant service (i.e., Life Skills Workshop) or reallocating unused
22 Office Supply funds to increase an Insurance line item. Funds may not shift
23 from a direct service line item to an administrative line item.

24 13.8.1 Consideration for an exception to the provision described
25 in Subparagraph 13.7 will be considered on a case-by-case basis and shall be
26 approved at the sole discretion of COUNTY.

27 13.9 In the event ADMINISTRATOR reduces the maximum obligation as
28 stated in Subparagraph 20.1, CONTRACTOR and ADMINISTRATOR may mutually agree

in writing to proportionately reduce the service goals as set forth in this Exhibit.

13.10 To ensure a meaningful collaboration among Contractor Partner Agencies and decision-making, no single CONTRACTOR shall have more than fifty-one percent (51%) of the total collaborative FRC budget. Exception to the fifty-one percent (51%) maximum may include:

13.10.1 The CONTRACTOR is a governmental and/or public agency, and/or a single partner is providing more than fifty-one percent (51%) of the total collaborative services.

13.10.2 Any CONTRACTOR receiving more than fifty-one percent (51%) of the total FRC collaborative budget must provide a proportional share of the total FRC collaborative services.

13.11 The annual budget for services provided pursuant to Exhibit A of this Agreement is set forth as follows:

~~The budget for services provided pursuant to Exhibit A of this Agreement shall twelve (12) months and is set forth as follows:~~

~~BUDGET FOR PERIOD OF JULY 1, 2014 THROUGH JUNE 30, 2015:~~

~~LINE ITEMS:~~

LINE ITEMS:	FTE⁽¹⁾	Maximum Hourly Rate⁽²⁾	Annual Budget
SALARIES:			
Institute for Healthcare Advancement (IHA):			
FRC Coordinator (Services 4.1)	1.0	\$21.63	\$ 44,990
Family Advocate/Individual Case Manager (Service 4.5)	1.0	16.88	35,110
Community Resource Services Specialist (Service 4.11)	1.0	14.85	30,888
FRC Manager (Admin.)	0.16	33.65	11,210
— SUBTOTAL IHA SALARIES:			\$122,198
Boys and Girls Clubs of La Habra (B&GCLH):			
Children Leader (Service 4.14)	0.18	\$ 9.25	\$ 3,463
Teen Center Coordinator (Service 4.14)	0.20	13.27	5,520
— SUBTOTAL B&GCLH SALARIES:			\$ 8,983
B&GCLH Benefits (19.25%)⁽³⁾			1,729

1	———— SUBTOTAL B&GCLH SALARIES AND BENEFITS:			\$ 10,712
2	<u>Interval House (IH):</u>			
3	Personal Empowerment Program Instructor (Services 4.9 – 4.10)	0.20	\$20.75	\$ 8,632
4	———— SUBTOTAL IH SALARIES:			\$ 8,632
5	IH Benefits (20%)⁽³⁾			1,726
6	———— SUBTOTAL IH SALARIES AND BENEFITS:			\$ 10,358
7	<u>Public Law Center (PLC):</u>			
8	Staff Attorney (Services 4.12 and 4.13)	0.1233	\$28.37	\$ 7,276
9	Paralegal (Services 4.12 and 4.13)	0.20	14.00	5,824
10	———— SUBTOTAL PLC SALARIES:			\$ 13,100
11	<u>Western Youth Services (WYS):</u>			
12	Comprehensive Case Management Team Facilitator/ Program Coordinator (Service 4.1)	0.1075	\$30.42	\$ 6,802
13	Bilingual Counselor/Parenting Educator (Services 4.2 – 4.4, 4.6 – 4.8)	0.60	24.76	30,900
14	Program Director (Admin.)	0.025	42.36	2,203
15	———— SUBTOTAL WYS SALARIES:			\$ 39,905
16	WYS Benefits (21%)⁽³⁾			8,380
17	———— SUBTOTAL WYS SALARIES AND BENEFITS:			\$ 48,285
18	———— SUBTOTAL ALL SALARIES AND BENEFITS:			\$204,653
19	<u>SERVICES AND SUPPLIES:</u>			
20	IHA — Office Expenses			\$ 1,500
21	IHA — Program Expenses			2,000
22	IHA — Mileage^(4 & 5)			1,334
23	B&GCLH — Program Expenses			408
24	IH — Program Expenses			1,285
25	IH — Client Database Maintenance			2,185
26	WYS — Program Expenses			297
27	WYS — Office Expenses			105
28	WYS — Mileage^(4 & 5)			127
29	———— SUBTOTAL SERVICES AND SUPPLIES:			\$ 9,241
30	<u>OPERATING EXPENSES:</u>			
31	IHA — Telecommunication/Telephone/Cell Phone/Wireless Internet Cards Expense			\$ 2,800

1	IHA — Staff Training and Conference Expense			500
2	WYS — Insurance			225
3	WYS — Audit			226
4	WYS — Staff Training			100
5	WYS — Indirect Cost ⁽⁶⁾			<u>2,255</u>
6	———— SUBTOTAL OPERATING EXPENSES:			\$ 6,106
7	———— SUBTOTAL ALL SALARIES, BENEFITS, SERVICES, SUPPLIES, AND OPERATING EXPENSES:			\$220,000
8	<u>DIFFERENTIAL RESPONSE (DR) PROGRAM:</u>			
9	<u>IHA DR SALARIES:</u>			
10	DR In-Home Family Specialist (Service 4.16)	1.0	\$20.19	\$ 41,995
11	DR Family Advocate (Service 4.15)	1.0	-16.83	35,006
12	DR FRC Manager (Admin.)	0.1085	33.65	<u>7,593</u>
13	———— SUBTOTAL IHA DR SALARIES:			\$ 84,594
14	IHA DR Benefits (20.861%)			<u>17,647</u>
15	———— SUBTOTAL IHA DR SALARIES AND BENEFITS:			\$102,241
16	<u>DR SUBCONTRACTORS/CONSULTANTS — The Gary Center (TGC):</u>			
17	IHA — TGC Alcohol and Drug Counselor (Service 4.17)	0.10	\$19.00	\$ <u>3,952</u>
18	———— SUBTOTAL DR SUBCONTRACTORS/CONSULTANTS SALARIES			3,952
19	IHA — TGC Benefits (11.42%)			<u>451</u>
20	———— SUBTOTAL DR SUBCONTRACTORS/CONSULTANTS SALARIES AND BENEFITS			\$ 4,403
21	<u>DR SERVICES AND SUPPLIES:</u>			
22	IHA — DR Program Expense			\$ 1,000
23	IHA — DR Office Expense			500
24	IHA — TGC DR Program Expense			198
25	IHA — TGC DR Office Expense			<u>398</u>
26	———— SUBTOTAL DR SERVICE AND SERVICES:			\$ 2,096
27	<u>DR OPERATING EXPENSES:</u>			
28	IHA — DR Mileage ^(4 & 5)			\$ 1,500
	IHA — DR Telecommunication/Telephone/Cell Phone Expense			2,800

1	IHA — DR Staff Training and Conference Expense	<u>500</u>
2	———— SUBTOTAL DR OPERATING EXPENSES:	\$ 4,800
3	———— SUBTOTAL DR PROGRAM SALARIES, BENEFITS, SUBCONTRACTORS/	\$113,540
4	CONSULTANTS, SERVICES, SUPPLIES, AND OPERATING EXPENSES:	
5	———— COUNTY MAXIMUM OBLIGATION:	\$333,540

	FTE ⁽¹⁾	Hourly Maximum Rate ⁽²⁾	Budget
<u>SALARIES</u>			
<u>Insitute for Health Care Advancement (IHA)</u>			
9	0.50	\$13.00	\$13,520
10	1.00	\$19.38	40,318
11	1.00	\$38.26	79,581
12	1.00	\$16.56	<u>34,440</u>
			SUBTOTAL IHA SALARIES: \$167,858
			IHA Benefits (19.71%) ⁽³⁾ <u>30,424</u>
			SUBTOTAL IHA SALARIES AND BENEFITS: \$198,282
<u>Boy & Girls Club of La Habra (BGCLH)</u>			
15	0.20	\$10.00	\$4,160
16	0.20	\$14.91	<u>6,202</u>
			SUBTOTAL BGCLH SALARIES: \$10,362
			BGLH Benefits (17.65%) ⁽³⁾ <u>1,829</u>
			SUBTOTAL BGCLH SALARIES AND BENEFITS: \$12,191
<u>Interval House (IH) WOMEN'S TRANSITIONAL LIVING CENTER, INC. (WTLC)</u>			
21	0.20	\$16.00	<u>\$5,824</u>
			SUBTOTAL IH WTLC SALARIES: \$5,824
			IH WTLC Benefits (21 %) ⁽³⁾ <u>1920</u>
			SUBTOTAL IH WTLC SALARIES AND BENEFITS: \$11,072
<u>Public Law Center (PLC)</u>			
25	0.10	\$18.25	\$3,793
26	0.20	\$23.56	<u>9,399</u>
			SUBTOTAL PLC SALARIES: \$13,195
			PLC Benefits (8.65%) ⁽³⁾ <u>1,141</u>
			SUBTOTAL PLC SALARIES AND BENEFITS: \$14,336
<u>Western Youth Services (WYS)</u>			

ATTACHMENT W

1	Clinical Supervisor	0.05	\$34.85	\$3,624
2	CMT Clinical Supervisor	0.10	\$34.85	7,248
3	Counselor	0.50	\$26.44	27,497
4	Parent Educator	0.0375	\$26.44	2,062
5	Program Director	0.0125	\$45.64	<u>1,187</u>
6	SUBTOTAL WYS SALARIES:			\$1,187
7	WYS Benefits (21%) ⁽³⁾			<u>8,740</u>
8	SUBTOTAL WYS SALARIES AND BENEFITS:			\$9,927
9	<u>PARTICIPANT RELATED SERVICES AND EXPENSE</u>			
10	IHA CEAC			\$1,000
11	IHA Direct Service Expense			900
12	BGLH Direct Service Expense			502
13	IH Direct Service Expense			571
14	WYS Direct Service Expense			<u>150</u>
15	SUBTOTAL PARTICIPANT RELATED SERVICES AND EXPENSES			\$3,123
16	<u>ADMINISTRATIVE SERVICES AND SUPPLIES</u>			
17	SERVICES			
18	IHA Consultant Services			\$2,185
19	PLC Independent Audit			150
20	WYS Independent Audit			180
21	SUPPLIES			
22	IHA Office Supplies			\$1,000
23	IHA Program Expense			100
24	WYS Office Supplies			<u>150</u>
25	SUBTOTAL ADMINISTRATIVE SERVICES AND SUPPLIES:			\$3,765
26	<u>OPERATING EXPENSES</u>			
27	IHA Mileage			\$500
28	IHA Staff Training			250
29	IHA Telephone/Internet			500
30	PLC Mileage			325
31	PLC Utilities			240
32	WYS Insurance			225
33	WYS Mileage			300
34	WYS Staff Training			<u>150</u>
35	SUBTOTAL OPERATING EXPENSES			\$2,490
36	INDIRECT COSTS			
37	WYS Indirect Cost			<u>\$4,379</u>

1	SUBTOTAL INDIRECT COSTS			\$4,379
2	SUBTOTAL ALL SALARIES, BENEFITS, SERVICES,			
3	SUPPLIES, OPERATING EXPENSES AND INDIRECT COSTS			\$259,564
4	<u>DIFFERENTIAL RESPONSE (DR) PROGRAM:</u>			
5	<u>DR SALARIES</u>			
6	IHA DR Family Specialist	1.00	\$21.85	\$45,453
7	IHA DR Family Support Specialist	1.00	\$18.75	39,007
8	WYS DR CMT Clinical Supervisor	0.05	\$34.85	<u>3,624</u>
9	SUBTOTAL DR SALARIES			\$88,084
10	IHA DR Benefits (19.71%) ⁽³⁾			16,649
11	WYS DR Benefits (21%) ⁽³⁾			<u>761</u>
12	SUBTOTAL DR SALARIES AND BENEFITS			\$105,494
13	<u>DR Participant Related Services and Expense</u>			
14	IHA DR Alcohol and Drug Subcontractor			\$4,403
15	IHA DR Direct Service Expense			900
16	IHA DR Emergency Assistance			1,000
17	IHA DR Personal Empowerment Program Subcontractor			<u>6,000</u>
18	SUBTOTAL DR PARTICIPANTS RELATED SERVICES AND EXPENSE			\$12,303
19	<u>DR ADMINISTRATIVE SERVICES AND SUPPLIES</u>			
20	IHA DR Office Supplies			\$500
21	IHA DR Program Expense			100
22	WYS DR Office Supplies			<u>200</u>
23	SUBTOTAL DR ADMINISTRATIVE SERVICES AND SUPPLIES:			\$800
24	<u>DR OPERATING EXPENSES</u>			
25	IHA DR Mileage			\$1,500
26	IHA DR Staff Training			500
27	IHA DR Telephone/Internet			2,800
28	WYS DR Insurance			100
29	WYS DR Mileage			240
30	WYS DR Staff Training			<u>100</u>
31	SUBTOTAL DR OPERATING EXPENSES			\$5,240
32	DR INDIRECT COSTS			
33	IHA DR Indirect Costs			<u>\$1,163</u>
34	SUBTOTAL DR INDIRECT COSTS			\$1,163

1 services under the terms of this Agreement. This percentage is based upon a
2 40-hour work week. For salaried employees, FTE is defined as the amount of
3 time (stated as a percentage) the position will be paid for under the terms of
4 this Agreement, regardless of the number of hours actually worked.

5 ⁽²⁾ Maximum hourly rate which will be permitted during the term of this
6 Agreement; employees may be paid at less than maximum rate.

7 ⁽³⁾ Employee Benefits may include contributions to 401k or retirement
8 plans; health insurance; dental insurance; life, vision insurance; long-
9 term/short-term disability insurance; life and disability insurance; payroll
10 taxes such as FICA, Federal Unemployment Tax, State Unemployment Tax, and
11 Worker's Compensation Tax, based on the currently prevailing rates, and
12 vacation/sick time accrual as specified in footnotes four (4) and/or five (5)
13 below. IHA's overall benefit rate shall not exceed (19.71)% of actual salary
14 expense claimed. BGCLH's overall benefit rate shall not exceed (17.65)% of
15 actual salary expense claimed. ~~IH~~ WTLC's overall benefit rate shall not
16 exceed (21)% of actual salary expense claimed. PLC's overall benefit rate
17 shall not exceed (8.65)% of actual salary expense claimed. WYS' overall
18 benefit rate shall not exceed twenty-one percent (21)% of actual salary
19 expense claimed.

20 ⁽⁴⁾ The Salary and Benefit Worksheet submitted as part of the monthly
21 invoice packet will include an amount contributed to CONTRACTOR's liability
22 account established specifically for the purpose of funding vacation/sick time
23 accrual payouts. Actual vacation/sick time expenditures will be paid from the
24 aforementioned liability account and will not be claimed through this
25 Agreement.

26 ⁽⁵⁾ An actual expenditure for a vacation/sick time accrual payment, paid
27 to an employee upon separation in accordance with CONTRACTOR's established
28 policy, will be included as an itemized amount on the Salary and Benefit

Worksheet submitted as part of CONTRACTOR's monthly invoice packet. The amount eligible for reimbursement shall be limited to the amount of vacation/sick time earned by the employee during the COUNTY fiscal year in which the claim is made, minus any vacation/sick time the employee used during the same fiscal year. For example, if an employee separates on February 15, 2016, the vacation/sick time accrual amount eligible for reimbursement through the Agreement shall be based upon the period of July 1, 2015 through February 15, 2016 only

⁽⁶⁾ Administrative costs are defined as those costs not solely related to direct services to clients, supervision, and program costs (e.g., executive director oversight, technology services, accounting, payroll, etc.) and shall be held to no more than fifteen percent (15%) of total gross program costs.

⁽⁷⁾ Mileage is limited to the amount allowed by Internal Revenue Service.

~~⁽⁵⁾ Travel costs will be in accordance with Title 41 CFR Chapter 301, Federal Travel Regulation; Maximum Per Diem Rates; Final Rules. Travel must be approved by ADMINISTRATOR in advance. CONTRACTOR shall be reimbursed for actual expenses of lodging up to the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances. CONTRACTOR shall be reimbursed for per diem rate paid to employees for meals and incidental expenses incurred during travel up to the maximum allowed in Title 41 CFR Chapter 301, Travel Allowances.~~

~~⁽⁶⁾ WYS's indirect costs include professional dues, subscriptions, business license fees, utilities, copy lease, recruitment, training, IT maintenance, office supplies, and allocated administrative overhead expenses.~~

14. STAFF

14.1 Recruitment Practices:

14.1.1 CONTRACTOR shall use a formal recruitment plan, which complies with Federal and State employment and labor regulations. CONTRACTOR shall hire staff with the education, language skills, and experience necessary

1 to appropriately perform all functions as described in this Agreement.

2 14.1.2 The number of direct service bilingual staff shall meet
3 the needs of the community to be served.

4 14.1.3 CONTRACTOR may be required to submit employer's bilingual
5 certification criteria and/or test results.

6 14.2 CONTRACTOR shall specify the FTE percentage for each service for
7 staff that provides more than one service. The combined FTE for any
8 individual staff may not exceed a 1.0 maximum.

9 CONTRACTOR shall provide the following described staff positions:

10 ~~IHA shall provide the following described staff positions:-~~

11 14.3 Administrative Assistant (PLC):

12 14.3.1 Duties: Staff Legal Clinics, conduct intake on cases,
13 assist attorneys in providing legal services, and coordinate efforts of
14 volunteers providing legal services.

15 14.3.2 Qualifications: Possess a valid California driver's
16 license and good driving record, and own transportation and drivers insurance.
17 Proficiency in English and bilingual in Spanish is required.

18 14.4 Attorney (PLC):

19 14.4.1 Duties: ~~Address family law matters; responsible for FRC~~
20 ~~legal clinic staff; provide legal counsel, advice, and brief services; serve~~
21 ~~as a point of intake for more extended services on more complicated matters;~~
22 ~~and attending required meetings~~ Staff Legal Clinics, conduct intake on cases,
23 provide legal services to FRC PARTICIPANTS, coordinate efforts of volunteers
24 providing legal services, and supervise PLC Administrative Assistant staff.

25 14.4.2 Qualifications: Eligible to practice law in California
26 and member in good standing with the State Bar of California. ~~or eligible to~~
27 ~~practice law in California under the State Bar of California rules for Out-~~
28 ~~of-State Registered Legal Services Attorney Program; two (2) years legal~~

1 ~~experience required; excellent interpersonal skills, organizational, research,~~
2 ~~analytical, and communication skills; desire to work extensively with clients;~~
3 ~~sensitivity to people in crisis; prior experience working with low income~~
4 ~~clients preferred; commitment to working with volunteer lawyers and law~~
5 ~~students; computer literacy in MS Word; ability to learn other software~~
6 ~~applications; must have own transportation; Possess a valid California~~
7 ~~driver's license and good driving record. Proficiency in English and~~
8 ~~bilingual in Spanish is required.~~

9 14.5 Children Leader Childcare Worker (B&GCLH):

10 14.5.1 Duties: Provide child care activities at the FRC to
11 children of PARTICIPANTS attending FRC services, including childcare for DR
12 and FS services if applicable, communicate with FRC Coordinator and agency
13 supervisor, ~~collect data for the FRC and B&GCLH; and maintain~~ attend all
14 required meetings and trainings, and complete required documentation ~~and/or~~
15 reports.

16 14.5.2 Qualifications: College student with high school diploma
17 or equivalent and ~~GED required; B&GCLH~~ one (1) year of childcare experience,
18 including working with infants, ability to deal with stressful situations, and
19 be creative and energetic. Proficiency in English is required and bilingual
20 in English/Spanish, based on community language need, is preferred.

21 14.6 Clinical Supervisor (WYS):

22 14.6.1 Duties: Provide individual and group supervision as
23 applicable, clinical supervision for counseling services, case consultation to
24 FRC staff as needed, monitor cases, be available for crisis and clinical
25 consultation as needed, review documents for clinical content, verify the laws
26 of confidentiality, and ensure that child and elder/dependent adult abuse
27 reporting are followed-up on every case consult. Ensure accuracy of paperwork
28 and data entered into the FaCT database and attend all required meetings and

1 trainings.

2 14.6.2 Qualifications: Licensed Clinical Social Worker (LCSW),
3 Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist and a
4 minimum of two (2) years of clinical supervision experience. Proficiency in
5 English is required.

6 14.7 Community Engagement Volunteer Coordinator (IHA):

7 14.7.1 Duties: Assist in advocacy for the expansion of the FRC
8 CEAC, programs, and activities focusing on issues that affects the health,
9 well-being, and public safety of residents in the FRC community. Oversee
10 community organizing, volunteer recruitment and training, problem solving, and
11 developing and implementing an outreach plan. Support the efforts of local
12 programs to explore donation and service opportunities for the FRC, develop
13 and promote FRC volunteer project activities, develop and maintain regular
14 contact with community organizations, coordinate and communicate with FRC
15 Coordinator, attend all required meetings and trainings, administer FaCT-
16 approved measurement tools, and enter results into the FaCT database.

17 14.7.2 Qualifications: Bachelor's degree in human services or
18 related field from an accredited university; two (2) years of experience
19 working with at-risk families and the community, including one (1) year
20 supervisory experience; knowledge of public and private social services
21 agencies, community resources, including Federal and State programs; capable
22 of relating well to individuals from diverse backgrounds, cultures, varied
23 income, and education levels; and computer competency. Proficiency in English
24 is required, and bilingual, based on community language need, is preferred.

25 14.8 Bilingual Counselor Clinician/Intern (WYS):

26 14.8.1 Duties: Provide counseling services including
27 assessment, treatment planning, termination, and documentation. Administer
28 FaCT approved pre/post measurement tools and enter results into the FaCT

1 Database Provide individual, family, group, and crisis counseling services for
2 children, parents, and/or caregivers who are experiencing a crisis due to
3 interpersonal conflicts, family crisis, difficult parenting issues,
4 challenging child needs, and/or traumatic loss; provide emotional support;
5 stabilize immediate crisis; develop goals for the family; maintain records;
6 prepare reports; collect and input data into FaCT database; and attend all
7 required meetings and trainings.

8 14.8.2 Qualifications: Licensed clinician, or under the
9 supervision of a licensed clinician or a qualified mental health professional
10 under clinical supervision including MFT Intern, Academy of Certified Social
11 Workers with addition of Masters in Social Work Intern or MFT Trainee enrolled
12 in an accredited graduate program under clinical supervision. Proficiency in
13 English and bilingual, based on community language need, is required

14 14.9 Community Education Supervisor (WTLC):

15 14.9.1 Duties: Oversee the PEP/Community Education Program for
16 WTLC, work with staff to ensure quality and quantity requirements are met,
17 report any issues to WTLC Director and fill in for direct services staff when
18 needed.

19 14.9.2 Qualifications: Minimum of four (4) years of supervisory
20 experience, completion of mandated forty (40) hour domestic violence training,
21 completion of Child Abuse and Reporting training and completion of PEP
22 training. Proficiency in English, and bilingual, based on community language
23 need, is required.

24 14.10 DR Alcohol And Drug Counselor (TGC):

25 14.10.1 Duties: Provide DR Alcohol and Drug Counseling services,
26 telephone assessment for new referrals, crisis intervention as needed,
27 substance abuse intakes, individual sessions; group services that meet
28 California State Alcohol and Drug Program Office standards; complete all

1 required documents, work with court mandated programs as applicable, submit
2 PARTICIPANT files for review, collect data for FRC, and other duties as
3 assigned.

4 14.10.2 Qualifications: Possess a valid State of California
5 Substance Abuse Treatment Certificate and a minimum of two (2) years of
6 experienced in working with children and families with alcohol and drug
7 issues; ~~team player; and flexibility to meet the changing needs of the~~
8 ~~position; excellent verbal and written communication skills; and ability to~~
9 ~~work in a multicultural environment.~~ Proficiency in English is required and
10 bilingual in Spanish preferred is required.

11 14.11 DR CMT Clinical Supervisor (WYS):

12 14.11.1 Duties: Facilitate case management team group process,
13 ensure thorough assessment and linkages for families to resources, and ensure
14 team and/or staff members follow up on all mandated reporting requirements.
15 Responsibilities include, but are not limited to:

16 14.11.1.1 Verify and track attendance of required DR
17 CMT members;

18 14.11.1.2 Ensure PARTICIPANT confidentiality/release
19 forms are signed by PARTICIPANT and DR CMT members;

20 14.11.1.3 Review the laws of confidentiality and child,
21 elder/dependent adult abuse reporting on an annual basis and ensure compliance
22 for each case presented;

23 14.11.1.4 Ensure all DR CMT cases conferenced are
24 multiple needs cases (i.e., not just information and referral);

25 14.11.1.5 Facilitate weekly review of DR CMT cases,
26 including a thorough assessment of needs, treatment plan, and termination;

27 14.11.1.6 Provide and coordinate ongoing cross-training
28 to DR CMT on clinical training needs;

1 14.11.1.7 Ensure families are invited to the DR CMT
2 meetings;

3 14.11.1.8 Maintain a binder of weekly case logs and
4 registration forms for each case conferenced at DR CMT;

5 14.11.1.9 Complete standardized DR CMT assessment
6 tools, ensuring COUNTY required DR CMT data is accurately entered into FaCT
7 database; and

8 14.11.1.10 Actively engage new collaborative partners
9 and/or other COUNTY agency representatives to conference cases that would
10 benefit families.

11 14.11.2 Qualifications: LCSW, MFT, or Licensed Clinical
12 Psychologist. A minimum of one (1) year of group/meeting facilitation
13 experience is preferred. Proficiency in English is required.

14 14.12 DR Family Advocate Support Specialist (IHA):

15 14.12.1 Duties: Provide DR Family ~~Advocacy~~ Support Services:
16 ~~contact and/or engage families referred by COUNTY within ten (10) calendar~~
17 ~~days of referral; gain family commitment to accept/receive FRC's DR services;~~
18 ~~conduct a comprehensive assessment~~ assess family's needs; ~~develop a service~~
19 ~~plan to address critical stressors impacting family's ability to provide a~~
20 ~~nurturing environment for their children; provide one-on-one support with~~
21 ~~PARTICIPANT's consent; assist families in crisis to access resources to meet~~
22 ~~needs; provide referrals, advocacy, and case management to families in the~~
23 ~~home. FRC and/or other locations; participate in DR CMT Comprehensive Case~~
24 ~~Management Team~~ meetings; assist families with completion of paperwork or
25 forms; coordinate information for PARTICIPANT referrals; ensure families are
26 able to access services; and service plan goals are attained; follow up with
27 families as needed; perform home, school, and other community site visits as
28 needed; work closely with FRC Contractor Partner Agencies and SSA Social

Workers: coordinate with other service providers providing services to families; compile, prepare, and submit data and reports as required by County; maintain records; collect and input data into FaCT database; and attend all required meetings and trainings.

14.12.2 Qualifications: Bachelor's degree in ~~social work~~, human services or related field from an accredited university, knowledge of child welfare system, and ~~one (1)~~ two (2) years of ~~community~~ experience working directly with ~~children and~~ families in crisis and the community is preferred ~~desire to work with at risk population; excellent verbal and written communication skills.~~ Proficiency in English is required and bilingual, ~~English/Spanish~~ based on community language need, is required.

14.13 DR In-Home Family Specialist (IHA):

14.13.1 Duties: Provide DR In-Home Family Support Services, individualized, need based services in the family's home; parent education and support; resource brokering; coordinate with multiple service providers to prevent abuse and out of home placement; provide DR crisis intervention including assessment and stabilization of immediate crisis and resource linkage, ~~assistance with service receipt; child development information; building of effective communication and coping skills; mentor; refer to public health nursing services; facilitate care coordination with multiple service providers involved throughout case management process; refer to Comprehensive Case Management Team service;~~ prepare and submit data and reports as required by ADMINISTRATOR; collect and input data into FaCT database; and attend all required meetings and trainings.

14.13.2 Qualifications: ~~Master's degree in social work or related field from an accredited university is preferred;~~ Bachelor's degree (Master's degree preferred) in social work or related field from an accredited university; knowledge of child welfare system; two (2) years of experience

1 working directly with ~~at risk~~ children and families; possess excellent verbal
2 and written communication skills; and ability to work in a multicultural
3 environment ~~and a valid California "Class C" driver's license is required.~~
4 Proficiency in English is required and bilingual, based on community language
5 need, is preferred required.

6 14.14 Family Advocate/Individual Case Manager Support Specialist (IHA):

7 14.14.1 Duties: Assess needs and assist families ~~in crisis~~ to
8 access resources to meet those needs, including court ordered families to
9 facilitate family reunification; case planning; ~~coordinate information for~~
10 ~~PARTICIPANT referrals; follow up on PARTICIPANT's progress; help alleviate~~
11 ~~barriers to accessing services;~~ compile and maintain records; prepare reports;
12 present cases at CMT meetings; complete FaCT-approved assessment tools; data
13 entry into FaCT-approved database; and attend all required meetings and
14 trainings.

15 14.14.2 Qualifications: ~~Bachelor's degree in human services or~~
16 ~~related field from an accredited university; knowledge of the child welfare~~
17 ~~system, and two (2) years of experience working directly with families in~~
18 ~~crisis and the community is preferred. A minimum of three (3) years of~~
19 ~~experience may substitute for the required Bachelor's degree and two (2) years~~
20 ~~of experience. Bilingual in English/Spanish and proficiency in English is~~
21 ~~required~~ A minimum of five (5) years of experience working directly with
22 families in crisis and the community and knowledge of the child welfare
23 system. Bachelor's degree in human services is preferred. Proficiency in
24 English and bilingual, based on community language need, is required.

25 14.15 Foster and Adoptive Parent Recruiter (IHA):

26 14.15.1 Duties: Responsible for promoting, at community
27 events/workshops and other local community events in collaboration with
28 ADMINISTRATOR, the need for foster and adoptive resources for children in need

1 of a permanent home.

2 14.16 Qualifications: High school diploma or equivalent, one (1) year
3 of experience working directly with families in crisis and community,
4 knowledge of local resources, excellent customer service skills, and computer
5 competency. Proficiency in English and bilingual, based on community language
6 need, is required.

7 14.17 Comprehensive Case Management Team Facilitator/Program Coordinator
8 FRC CMT Clinical Supervisor (WYS):

9 14.17.1 Duties: ~~Legally responsible for ensuring the team and/or~~
10 ~~staff members follow up on all mandated reporting requirements; check~~
11 ~~attendance of required Comprehensive Case Management Team; ensure~~
12 ~~confidentiality and/or release forms are signed and maintained; possess a~~
13 ~~thorough understanding of the laws of confidentiality, child, elder, and~~
14 ~~dependent adult abuse reporting; facilitate weekly Comprehensive Case~~
15 ~~Management Team cases including a thorough assessment of needs, treatment~~
16 ~~plan, follow up plan, and termination; document and maintain case management~~
17 ~~team records; collect and input data into the FaCT database; and attend all~~
18 ~~required meetings and trainings~~ Facilitate case management team group process,
19 ensure thorough assessment and linkages for families to resources, and ensure
20 team and/or staff members follow up on all mandated reporting requirements.
21 Responsibilities include, but are not limited to:

22 14.17.1.1 Verify and track attendance of required FRC
23 CMT members;

24 14.17.1.2 Ensure PARTICIPANT confidentiality/release
25 forms are signed by PARTICIPANT and FRC CMT members;

26 14.17.1.3 Review the laws of confidentiality and child,
27 elder/dependent adult abuse reporting on an annual basis and ensure compliance
28 for each case presented;

1 14.17.1.4 Ensure all FRC CMT cases conferenced are
2 multiple needs cases (i.e., not just information and referral);

3 14.17.1.5 Facilitate weekly review of FRC CMT cases,
4 including a thorough assessment of needs, treatment plan, and termination;

5 14.17.1.6 Provide and coordinate ongoing cross-training
6 to FRC CMT on clinical training needs;

7 14.17.1.7 Ensure families are invited to the FRC CMT
8 meetings;

9 14.17.1.8 Maintain a binder of weekly case logs and
10 registration forms for each case conferenced at FRC CMT;

11 14.17.1.9 Complete standardized FRC CMT assessment
12 tools, ensuring COUNTY required FRC CMT data is accurately entered into FaCT
13 database; and

14 14.17.1.10 Actively engage new collaborative partners
15 and/or other COUNTY agency representatives to conference cases that would
16 benefit families.

17 14.17.2 Qualifications: ~~Licensed or license-eligible (registered~~
18 ~~with the Board of Behavioral Science [BBS] and assigned an intern number or an~~
19 ~~Associate Clinical Social Worker [ACSW] number) clinician such as a Licensed~~
20 ~~Clinical Social Worker LCSW, MFT, or Licensed Clinical Psychologist. A minimum~~
21 ~~of one (1) year of group/meeting facilitation experience is preferred.~~
22 ~~Bilingual in English/Spanish is preferred and Proficiency in English is~~
23 ~~required.~~

24 14.18 FRC Coordinator (IHA):

25 14.18.1 Duties: Perform a variety of administrative functions
26 including; coordinate service providers; supervise FRC staff; oversee day-to-
27 day FRC operations; compile statistical and financial data for various
28 reports; facilitate CEAC community involvement; coordinate governance and

1 policy procedure development; coordinate staff training opportunities; prepare
 2 and monitor program budget; market FRC services within the community; initiate
 3 outreach to new partners and service providers; respond to public inquires on
 4 FRC services, procedures, operations, and regulations; facilitate FRC
 5 Contractor Partner Agencies and staff meetings and ensure completion of
 6 meeting minutes; complete all required documentation; attend all required FaCT
 7 meetings and trainings; collaborate with the COUNTY in promoting
 8 Foster/Adoptive Parent Recruitment Services at community events/workshops and
 9 other local community events the need for foster and adoptive resources for
 10 children in need of a permanent home; and perform related duties as assigned.

11 14.18.2 Qualifications: Bachelor's degree (Master's degree
 12 preferred) in social work, sociology, psychology, or related field from an
 13 accredited university and two (2) years of experience working with at-risk
 14 families and the community; knowledge of the child welfare system; capable of
 15 relating well to individuals from diverse backgrounds, cultures, varied
 16 income, and education levels; supervisory experience in management; ability to
 17 work successfully in a collaborative environment; attention to detail; and
 18 computer competency. ~~A minimum of four (4) years of experience working with~~
 19 ~~at-risk families and the community may substitute for the required Bachelor's~~
 20 ~~degree and two (2) years of experience.~~ Proficiency in English is required
 21 and bilingual, based on community language need, is preferred.

22 14.19 FRC Manager/DR FRC Manager:

23 14.19.1 Duties: ~~Oversee entire FRC operation including DR;~~
 24 ~~supervise lead (i.e., FRC Coordinator) position; direct grant projects; ensure~~
 25 ~~completion of grant deliverables within specified timeframes and budget(s);~~
 26 ~~ensure contractual milestones and requirements are met; develop annual~~
 27 ~~budget(s); responsible for staff recruitment, training, professional~~
 28 ~~development, and support; identify appropriate grant opportunities; develop~~

1 ~~program concepts for collaborative development.~~

2 14.19.2 Qualifications: ~~Master's degree in social work or~~
 3 ~~related field from an accredited university is preferred; Bachelor's degree in~~
 4 ~~social services or other behavioral science field from an accredited~~
 5 ~~university; sufficient experience demonstrating competence in required skills;~~
 6 ~~five (5) years supervision, program management, contract and budget~~
 7 ~~experience; grant writing experience; knowledge of the child welfare system;~~
 8 ~~experience working with at risk population; working knowledge of Spanish; and~~
 9 ~~proficiency in English is required.~~

10 14.20 FS Family Support Specialist (IHA):

11 14.20.1 Duties: Provide FS Family Support Services; assess
 12 PARTICIPANT's needs; provide one-on-one support; assist families in crisis to
 13 access resources to meet needs; attend and participate in CMT meetings; assist
 14 PARTICIPANTS with the completion of necessary paperwork or forms; coordinate
 15 information for PARTICIPANTS referrals; ensure PARTICIPANTS are able to access
 16 services; follow up with PARTICIPANTS, as needed; perform home, school, or
 17 other community site visits, as needed; work closely with Contractor Partner
 18 Agencies and SSA Social Workers; coordinate with other service providers
 19 providing services to PARTICIPANTS; compile, prepare, and submit data and
 20 reports as required by COUNTY; maintain records; and attend all required
 21 meetings and trainings.

22 14.20.2 Qualifications: Bachelor's degree in human services or
 23 related field from an accredited university, knowledge of the child welfare
 24 system, and two (2) years of experience working directly with families in
 25 crisis and the community is preferred. Proficiency in English is required and
 26 bilingual, based on community language need, is required.

27 14.21 Community Resource Services Information and Referral Specialist
 28 (IHA):

1 14.21.1 Duties: Responsible for responding to walk-in, call-in,
2 and referred families seeking community resources. Provide community resource
3 information assistance to PARTICIPANTS; provide linkage to service providers;
4 perform outreach to community businesses and schools; research information
5 regarding community services; collect and input required program and client
6 data; promote FRC program services; assist in evaluation of PARTICIPANT needs;
7 represent FRC at community events; client education; promote program services;
8 assist with client needs and access to services; client advocacy; document
9 services and activities in client and program records; track services
10 rendered; maintain required documentation; collect and input data into FaCT
11 database. Assess PARTICIPANT's immediate needs and make referrals to
12 appropriate resources. Administer FaCT-approved measurement tool and enter
13 results into the FaCT database. Collaborate with COUNTY and FRC Coordinator
14 in promoting at community events/workshops and other local community events
15 and in collaboration with COUNTY, the need for foster and adoptive resources
16 for children in need of a permanent home.

17 14.21.2 Qualifications: High school diploma or equivalent
18 (bachelor's degree in human services or related field preferred), GED;
19 Bachelor's degree in social services or other behavioral science field is
20 preferred; one (1) year of experience working directly with families in
21 crisis, knowledge of child welfare system; knowledge and understanding of
22 services provided at the FRC; ability to relate well to individuals from
23 diverse backgrounds, cultures, varied income levels, and educational levels;
24 and desire to work with at risk population of local resources, excellent
25 customer service skills, and computer competency. Proficiency in English and
26 bilingual, in English/Spanish based on community language need, is required.

27 14.22 OST Leader (B&GCLH):

28 14.22.1 Duties: Provide supervision and Out-of-School-Time

1 activities to children and youth based on community need, monitor attendance,
2 and ensure the health and safety of the children is maintained at all times.
3 Coordinate and communicate with FRC Coordinator, attend all required meetings,
4 administer FaCT-approved measurement tools, and enter results into the FaCT-
5 approved database.

6 14.22.2 Qualifications: High school diploma or equivalent,
7 twelve (12) units of child development or related course work, and one (1)
8 year of experience working with children is required. Proficiency in English
9 is required, and bilingual, based on community language need, is preferred.

10 14.23 Parenting Educator (WYS):

11 14.23.1 Duties: ~~Improve~~ Teach parenting education classes,
12 ~~skills and family functioning by teaching parent/caregivers about child~~
13 ~~development (e.g., developmental expectations); behavior management (e.g.,~~
14 ~~discipline techniques); coping skills (e.g., communication and stress~~
15 ~~management); prevention of recurrence of maltreatment; attachment; bonding;~~
16 ~~traumatic loss issues; monitor attendance and participation; provide written~~
17 ~~report(s); complete~~ administer FaCT-approved pre/post measurement assessment
18 tools, compile and maintain records; collect and input and enter the results
19 into FaCT database; and attend all required meetings and trainings.

20 14.23.2 Qualifications: Possess twelve (12) units of college
21 education in child development, psychology, sociology, social work, or a
22 related field; one (1) year of experience working in the human services field;
23 and trained and/or certified to provide the CONTRACTOR's chosen evidence-based
24 or evidence-informed curriculum ~~one (1) year of experience working with public~~
25 ~~speaking or teaching or two (2) years experience working in the human services~~
26 ~~field, certificate of completion in child development or parenting curriculum,~~
27 ~~and one (1) year experience with public speaking or teaching. Proficiency in~~
28 English and bilingual, based on community need, is required.

1 14.24 PEP Instructor (IH-WTLC):

2 14.24.1 Duties: Provide and instruct Personal Empowerment Program
3 (PEP) services, administer FaCT-approved pre/post measurement tools, and enter
4 results into the FaCT database. ~~Provide Personal Empowerment Program~~
5 ~~educational support to victims to break the cycle of domestic violence by~~
6 ~~increasing knowledge of the dynamics of domestic violence; effect of violence~~
7 ~~on victims and their children; help battered victims protect children who live~~
8 ~~in violent homes; increase family functioning by teaching coping skills;~~
9 ~~prevention recurrence of maltreatment; provide emotional support; stabilize~~
10 ~~immediate crisis; develop goals for the families; monitor attendance and~~
11 ~~participation; provide written report(s); compile and maintain records;~~
12 ~~collect and input data into FaCT database; and attend all required meetings~~
13 ~~and trainings.~~

14 14.24.2 Qualifications: Possess a minimum of ~~two~~ three (2 3)
15 years of experience working with domestic violence families, forty (40) hours
16 of Domestic Violence Prevention training, eight (8) hours of Child Abuse
17 Prevention and Reporting Training, and completion of Personal Empowerment
18 Program Training. A valid Domestic Violence Advocate Certificate is required.
19 Proficiency in English and bilingual, based on community language need, is
20 required.

21 14.25 Program Director (WYS):

22 14.25.1 Duties: ~~Provide leadership in FaCT program; ensure goals~~
23 ~~are achieved; objectives are met; and policies and procedures are established~~
24 ~~in accordance with contractual requirements; administer mental health~~
25 ~~services; provide clinical supervision; and provide direction and leadership~~
26 ~~to staff~~ Responsible for overseeing all WYS services contracted with FaCT,
27 supervising WYS FaCT-contracted staff, completing required reports and
28 documentation, and attending all required meetings.

1 14.25.2 Qualifications: Licensed ~~clinician~~ ~~LCSW, MFT,~~ or
2 Psychologist and a minimum of two (2) years post licensure experience.
3 Maintain current California licensure and abide by Board of Behavioral
4 Sciences and/or Board of Psychology ethical standards; experience in
5 administration of mental health services; strong preference for administering
6 multidisciplinary mental health services; ability to provide competent and
7 clear direction and leadership; experience in working with allied
8 professionals including COUNTY and FRC staff; and an extensive working
9 knowledge of clinical standards of child abuse reporting and program
10 development. Proficiency in English is required.

11 14.26 TLFR Family Fun Activities Leader (IHA):

12 14.26.1 Duties: Provide supervision and TLFR Family Fun
13 Activities to children and youth in the reunification process, monitor
14 attendance, and ensure the health and safety of the children is maintained at
15 all times. Coordinate events with FRC Coordinator, attend all required
16 meetings, administer FaCT-approved measurement tools, and enter results into
17 the FaCT-approved database.

18 14.26.2 Qualifications: A minimum of twelve (12) units of
19 college education in child development, education, psychology, sociology,
20 social work, health, recreation, business, or related field; one (1) year of
21 experience working with families and/or children; and one (1) year of
22 experience facilitating groups and/or workshops. Proficiency in English is
23 required and bilingual, based on community language need, is preferred.

24 14.27 Paralegal:

25 14.27.1 Duties: ~~Address family law matters under the supervision~~
26 ~~of staff attorney; staff legal FRC clinics; provide intake assessment,~~
27 ~~counsel, and brief services; refer to volunteer lawyers in PLC's pro bono~~
28 ~~network; assist with outreach and education; maintaining required~~

1 ~~documentation; and attending required meetings and trainings.~~

2 14.27.2 Qualifications: ~~Bachelor's degree from an accredited~~
3 ~~university is preferred; computer proficiency required; experience assisting~~
4 ~~attorneys in family law, immigration, guardianship, and other relevant areas~~
5 ~~preferred; must have own transportation; a valid California driver's license;~~
6 ~~and good driving record. Bilingual English/Spanish is preferred and~~
7 ~~proficiency in English is required.~~

8 14.28 Teen Center Coordinator:

9 14.28.1 Duties: ~~Provide and conduct SMART Moves prevention~~
10 ~~workshops for teens; collect data for the FRC and B&GCLH; and maintain~~
11 ~~required documentation and reports.~~

12 Qualifications: ~~Bachelor's degree preferred; high school diploma or GED~~
13 ~~required; trained instructor; four (4) years experience working at B&GCLH;~~
14 ~~Bilingual English/Spanish is preferred and proficiency in English is required.~~

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