



**AGREEMENT
BETWEEN
THE ORANGE COUNTY DEPARTMENT OF EDUCATION
AND
THE COUNTY OF ORANGE
FOR
DRUG, ALCOHOL AND MENTAL HEALTH SERVICES**

Contract No. MA-057-14011897

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Attachment A: County of Orange Child Support Enforcement Certification Requirements

Exhibit 1.0: Juvenile Court Administrative Orders of the Orange County Superior Court:

Administrative Order No. 12/003-903 – “Exchange of Information” dated March 29, 2012
Administrative Order No. A-100-2-2013 – “Juvenile Court Proceedings: Media and Public
Access; Confidentiality; Photography/Audio/Video Recording, dated January 21, 2014

Exhibit 2.0: Budget

CONTRACT

BETWEEN

THE COUNTY OF ORANGE

AND

THE ORANGE COUNTY DEPARTMENT OF EDUCATION

FOR THE PROVISION OF

DRUG, ALCOHOL AND MENTAL HEALTH SERVICES

This Agreement, (hereinafter referred to as "Contract"), entered into this _____ day of _____, 2017, that date is enumerated for the purposes of reference only, is by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as "County," acting through the Orange County Probation Department, hereinafter referred to as "Probation," and the Orange County Department of Education – Safe Schools and Support Services, hereinafter referred to as "Contractor." County and Contractor may be referred to individually as "Party" or collectively as "Parties."

RECITALS

WHEREAS, on January 28, 2014 Probation issued a Request for Proposals ("RFP") for the provision of Drug/Alcohol and Mental Health Counseling Services for the Youth Guidance Center ("YGC"), Joplin Youth Center ("Joplin"), Juvenile Hall, and the Youth Leadership Academy ("YLA"); and

WHEREAS, Contractor responded to the RFP and submitted a proposal that meets the requirements and specifications of the RFP for the provision of Drug & Alcohol/Mental Health Services for the YGC, Joplin, Juvenile Hall, and YLA ; and

WHEREAS, on June 17, 2014, County and Contractor entered into the Contract for a term commencing on July 1, 2014 and expiring on June 30, 2017, renewable for one additional two (2)-year period; and,

WHEREAS, on December 15, 2015, County and Contractor entered into Amendment #1 to said Contract, replacing Exhibit 2.0 entitled "Budget" with no change to the Contract amount, to allow Contractor to make staffing changes as necessary to fulfill requirements of the Contract; and,

WHEREAS, on February 28, 2017, County and Contractor entered into Amendment #2 to said Contract, to allow Contractor, under certain conditions and with Probation's prior approval, to adjust and allocate costs within budgeted categories within the maximum annual contract amount; and for billing purposes under this Contract, use the indirect cost rate calculated and approved annually by the California Department of Education for its local educational agencies; and,

WHEREAS, the Parties wish to renew the Contract for the two-year period of July 1, 2017 through June 30, 2019.

NOW, THEREFORE, the Parties mutually agree as follows:

I. GENERAL TERMS AND CONDITIONS

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for trial to another County.
- B. **Entire Contract:** This Contract and its Attachment and Exhibits which have been incorporated, when accepted by the Contractor either in writing or by the shipment of any article or other commencement of performance hereunder, contain the entire Contract between the Parties with respect to the matters herein and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental Contracts by any County employee or agent, including but not limited to installers of equipment, shall not be valid or binding on County unless accepted in writing by the County's Purchasing Agent or his designee, hereinafter "Purchasing Agent".
- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties; no oral understanding or agreement not incorporated herein shall be binding on either of the Parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by the Purchasing Agent in writing.
- D. This article is intentionally left blank.
- E. **Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or description, or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments, nor deprive it of the right to return goods already accepted, at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods, or services, have actually been received and accepted in writing by County.
- F. **Acceptance/Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County; and 2) payment shall be made in arrears after satisfactory acceptance.

- G. **Warranty:** Contractor expressly warrants that the goods/services covered by this Contract are 1) free of liens or encumbrances, 2) merchantable and good for the ordinary purposes for which they are used, and 3) fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon Contractor's part to indemnify, defend and hold County and its indemnitees as identified in paragraph "HH" below, and as more fully described in paragraph "HH," harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by County by reason of the failure of the goods/services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.
- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this Contract, Contractor shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this Contract. Contractor warrants that any software as modified through Services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. Contractor agrees that, in accordance with the more specific requirement contained in paragraph "HH" below, it shall indemnify, defend and hold County and County Indemnitees harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- I. **Assignment or Sub-contracting:** No performance of this Contract or any portion thereof may be subcontracted by Contractor without the express written consent of Probation. Any attempt by Contractor to subcontract any performance of the terms of this Contract without the express written consent of Probation shall be null and void and shall constitute a breach of the terms of this Contract. In the event of such a breach, this Contract may be terminated forthwith.
- In the event that Probation should consent to subcontracting, each and all of the provisions for this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or Probations of the respective Parties. Whenever the Contractor is authorized to subcontract, the terms of this Contract shall prevail over those of any such subcontract.
- In the event the Contractor is allowed to subcontract, the County shall look to the Contractor for the results of its sub-tier. The Contractor agrees to be responsible for all the subcontractor's acts and omissions to the same extent as if the subcontractors were employees of the Contractor. No subcontracts shall alter in any way any legal responsibility of the Contractor to the County.
- In the event that Probation should consent to subcontracting, the Contractor shall include in all subcontracts the following provision: "This Contract is a subcontract under the terms of a prime Contract with the County of Orange. All representations and warranties shall inure to the benefit of the County of Orange."
- J. **Non-Discrimination:** In the performance of this Contract, Contractor agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subcontractors to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. Contractor acknowledges that a violation of this

provision shall subject Contractor to all the penalties imposed for a violation of anti-discrimination law or regulation including but not limited to Section 1720 et seq. of the California Labor Code.

- K. **Termination:** In addition to any other remedies or rights it may have by law, County has the right to terminate this Contract without penalty immediately with cause or after thirty (30) days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of Contract, or any misrepresentation or fraud on the part of the Contractor. Exercise by County of its right to terminate the Contract shall relieve County of all further obligations.

The agency/department assigned Deputy Purchasing Agent shall terminate the Contract by delivering to the Contractor a written notice of termination specifying the extent of the termination and the effective date thereof. Upon termination of the Contract with Contractor, the County may begin negotiations with a third-party Contractor to provide goods and/or services as specified in this Contract.

Notwithstanding the County's right to terminate this Contract without penalty immediately if Contractor is in default of any of its obligations under this Contract, County may permit Contractor to cure a default by providing written notice to Contractor that Contractor is in default and is required to commence curing the default within ten (10) days after receipt of the written notice and have the default cured by a specified date. If Contractor has not commenced cure within ten (10) days after receipt of the written notice of default from County and cured such default within the time specified in the notice, the County shall immediately be entitled to either commence resolution in accordance with this paragraph or to terminate this Contract by giving written notice to take effect immediately. Default may include failure to carry out any of the requirements of this Contract, including, but not limited to not providing enough properly skilled workers or proper materials, persistently disregarding laws and or ordinances, not proceeding with the work as agreed to herein, or otherwise substantially violating any provision of this Contract. The right of either party to terminate this Contract hereunder shall not be affected in any way by its waiver of, or failure to, take action with respect to any previous default.

After receipt of a notice of termination and, except as directed by the assigned Deputy Purchasing Agent, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any amounts due under this clause:

- K.1 Stop work as specified in the notice of termination;
- K.2 Place no further subcontracts or orders for materials, services, or facilities, except as necessary to complete the continued portion of the Contract;
- K.3 Terminate all orders and subcontracts to the extent they relate to the work terminated;
- K.4 Settle all outstanding liabilities and termination settlement proposals arising from the termination of any subcontracts, the approval or ratification of which will be final for purposes of this clause;
- K.5 As directed by the assigned Deputy Purchasing Agent, transfer title and deliver to the County (a) fabricated or un-fabricated parts, work in process, completed work, supplies,

and other material produced or acquired for the work terminated, and (b) completed or partially completed plans, drawings, information, and other property that, if the Contract had been completed, would be required to be furnished to the County;

- K.6 Complete performance of the work not terminated; and
- K.7 Take any action that may be necessary or as the County may direct for the protection and preservation of the property related to this Contract that is in the possession of the Contractor and in which the County has or may acquire an interest and to mitigate any potential damages or requests for Contract adjustment or termination settlement to the maximum practical extent.

At the completion of the Contractor's termination efforts, the Contractor may submit to the assigned Deputy Purchasing Agent a list indicating quantity and quality of termination inventory not previously disposed of and request instructions for disposition of the residual termination inventory.

Termination – Orderly: After receipt of a termination notice from the County of Orange, the Contractor shall submit to the County a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than sixty (60) days from the effective date of the termination, unless one or more extensions in writing are granted by the County upon written request of the Contractor. Upon termination, County agrees to pay the Contractor for all services performed prior to termination which meet the requirements of the Contract, provided, however, that such compensation plus previously paid compensation shall not exceed the total compensation set forth in the Contract. Upon termination or other expiration of this Contract, each party shall promptly return to the other party all papers, materials, and other properties of the other held by each for purposes of execution of the Contract. In addition, each party will assist the other party in orderly termination of this Contract and the transfer of all assets, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.

Unless otherwise provided in this Contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of this Contract for three (3) years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this Contract. The Contractor shall make these records and documents available to the County, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the County, photographs, microphotographs, electronic storage, or other authentic reproductions may be maintained instead of original records and documents.

- L. **Consent to Breach Not Waiver:** No term or provision of this Contractor shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of

certain remedies in this Contract does not preclude resort by either Party to any other remedies provided by law.

- N. **Independent Contractor:** Contractor shall be considered an independent Contractor and neither Contractor, its employees, nor anyone working under Contractor shall be considered an agent or an employee of County. Neither Contractor, its employees, nor anyone working under Contractor, shall qualify for workers' compensation or other fringe benefits of any kind through County.
- O. **Performance:** Contractor shall perform all work under this Contract, taking necessary steps and precautions to perform the work to County's satisfaction. Contractor shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other goods/services furnished by the Contractor under this Contract. Contractor shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of County required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subcontractors.
- P. **Insurance:** Prior to the provision of services under this Contract, County and Contractor agree to purchase all required insurance or maintain a program of self-insurance at their own expense and to provide each other with Certificates of Insurance, including all endorsements required herein, necessary to satisfy that the insurance provisions of this Contract have been complied with and to keep such insurance coverage and the certificates therefore on deposit during the entire term of this Contract.

All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a 0 by the appropriate line of coverage.

This Contract may be terminated if either party fails to maintain insurance as required herein for the full term of this Contract.

Qualified Insurer

The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) or have a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category) as determined by the most current edition of the Best's Key Rating Guide/Property-Casualty/United States of ambest.com.

If the insurance carrier is not an admitted carrier in the state of California and does not have an A.M. Best rating of A-/VIII, the County's CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by Contractor and County shall provide the minimum limits and coverage as set forth below:

Coverage

Minimum Limits

Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Sexual Misconduct Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per occurrence or "claims made"

Required Coverage Forms

The 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.

The 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.

Required Endorsements

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

Contractor shall provide 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, and agents as Additional Insureds.

A primary non-contributing endorsement evidencing that Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

County shall provide Indemnified Party status to Contractor under County's Program of Self-Insurance.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

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

If the Professional Liability policy is a "claims made" policy, Contractor shall agree to maintain professional liability coverage for two (2) years following completion of Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a “separation of insureds” clause (standard in the ISO CG 0001 policy).

Contractor shall forward Insurance certificates to the agency/department address listed directly below:

Orange County Probation Department
Attn: Contracts Manager/Administrative & Fiscal Services Division
P.O. Box 10260
Santa Ana, CA 92711-0260

County shall forward Insurance certificates to the agency/department address listed directly below:

Orange County Superintendent of Schools
Attn: Coordinator/Contract Services
200 Kalmus Drive
Costa Mesa, CA 92628-9050

County expressly retains the right to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by the County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable certificates of insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit either party’s liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

- Q. **Bills and Liens:** Contractor shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. Contractor shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, Contractor shall promptly procure its release and, in accordance with the requirements of paragraph “HH” below, indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses related to or arising from or related thereto.
- R. **Changes:** Contractor shall make no changes in the work or perform any additional work without the County’s specific written approval.
- S. **Change of Ownership:** Contractor agrees that if there is a change or transfer in ownership of Contractor’s business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume Contractor’s duties and obligations contained in this Contract and complete them to the satisfaction of County.

- T. **Force Majeure:** Contractor shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided Contractor gives written notice of the cause of the delay to County within thirty-six (36) hours of the start of the delay and Contractor avails himself of any available remedies.
- U. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- V. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "HH" below, Contractor agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.
- W. This article is intentionally left blank.
- X. **Pricing:** The Contract price shall include full compensation for providing all required goods in accordance with required specifications, or services as specified herein or when applicable, in the scope of services attached to this Contract, and no additional compensation will be allowed therefore, unless otherwise provided for in this Contract.
- Y. This article is intentionally left blank.
- Z. **Terms and Conditions:** Contractor acknowledges that it has read and agrees to all terms and conditions included in this Contract.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- CC. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

- DD. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each Party shall bear its own attorney's fees, costs and expenses.
- EE. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing, or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Contract.
- FF. **Authority:** The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. **Employee Eligibility Verification:** The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by the law. The Contractor shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.
- HH. **Indemnification Provisions:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold harmless the County, its officers, elected and appointed officials, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees"), harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

County agrees to indemnify, defend, and hold Contractor its officers, employees, and agents (“Contractor’s Indemnitees”) harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, or other performance provided by County pursuant to this Contract. If judgment is entered against County and Contractor by a court of competent jurisdiction because of the concurrent active negligence of Contractor or Contractor’s Indemnitees, County and Contractor agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

- II. **Audits/Inspections:** OCDE agrees to permit the County’s Auditor-Controller or the Auditor-Controller’s authorized representative (including auditors from a private auditing firm hired by the County) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of OCDE for the purpose of auditing or inspecting any aspect of performance under this Contract. The inspection and/or audit will be confined to those matters connected with the performance of the Contract including, but not limited to, the costs of administering the Contract. The County will provide reasonable notice of such an audit or inspection.

The County reserves the right to audit and verify OCDE’s records before final payment is made.

OCDE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated under this Contract or by law. OCDE agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, OCDE agrees to include a similar right to the County to audit records and interview staff of any subcontractor related to performance of this contract.

Should OCDE cease to exist as a legal entity, OCDE’s records pertaining to this Contract shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the County’s project manager.

II. **ADDITIONAL TERMS AND CONDITIONS**

1. **Scope of Contract:** This Contract, together with Attachment A and Exhibits 1.0 and 2.0, attached hereto and incorporated herein by reference, specifies the terms and conditions by which the County will procure and receive services from Contractor. The Scope of Work is fully set forth in Section III of this Contract.
2. **Term of Contract:** The term of this Contract shall be for the two (2)-year period commencing on July 1, 2017 through June 30, 2019, and shall be subject to the termination provisions set forth in the following sections:

Section I, General Terms and Conditions:

Paragraph I – Assignment or Subcontracting
Paragraph K – Termination

Section II, Additional Terms and Conditions:

Paragraph 8.0 – Contingency of Funds
 Paragraph 9.0 – Child Support Enforcement Requirements
 Paragraph 10.0 – Contractor Bankruptcy/Insolvency
 Paragraph 15.0 – Conflict with Existing Law
 Paragraph 18.0 – Contractor Personnel- Drug-Free Workplace
 Paragraph 24.0 – Covenant against Contingent Fees

3. **Definitions:**

- 3.1 **Days:** As used herein, the term “Days” shall mean calendar days, not business or working days.
- 3.2 **Division Director:** As used herein, “Division Director” shall mean any County Institutional Division Director for the Youth Guidance Center (YGC), Joplin Youth Center (Joplin), Juvenile Hall, or Youth Leadership Academy (YLA).
- 3.3 **Hours:** As used herein, the term “hours” shall mean sequential 60-minute time frames.
- 3.4 **Institutional Facilities:** As used herein, "Institutional Facilities" shall mean the County’s juvenile detention and treatment facilities, presently YGC, Joplin, Juvenile Hall, and YLA.
- 3.5 **Service Delivery Team (“Team”):** As used herein, the term “Team” shall refer to the service delivery team for the Institutional Facilities. The Team shall include Probation Division Directors and correctional officers, representatives from other County agencies, and community-based providers. The Team will participate in all aspects of the services to be provided to wards residing in the Institutional Facilities, including assessment, case planning, direct service delivery, community transition planning, staff training and development, and program evaluation.
- 3.6 **Program:** As used herein, the use of the term “Program” shall mean the Drug and Alcohol and Mental Health Counseling Services to be provided under this Contract.
- 3.7 **Subcontractor:** As used herein, the use of the term “subcontractor” shall mean any person, entity, or organization to which the Contractor has delegated any of its obligations hereunder, with the prior written consent of County as provided in Paragraph 21.0 entitled “Subcontracting.”
- 3.8 **Youth:** As used herein, the term “youth” shall mean juveniles/non-minor persons under the jurisdiction of the juvenile court as a result of violating a law of the State of California.

- 4. **Compensation:** Contractor agrees to accept the specified compensation as set forth in Section IV of this Contract, entitled “Cost/Compensation for Contract Services,” for the actual services provided, as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder.

5. **Ownership of Documents:** The County has permanent ownership of all directly connected and derivative materials produced under this Contract by the Contractor. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become, and remain, the sole property of the County and may be used by the County as it may require without additional cost to the County. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the Contractor without the express written consent of the County.

6. **Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this Contract, are to be released by Contractor and/or anyone acting under the supervision of Contractor to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the County unless otherwise agreed to by both Parties.

7. **Conflict of Interest:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor's employees, agents, and relatives; sub-tier contractors; and third Parties associated with accomplishing work and services hereunder. The Contractor's efforts shall include, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County.

The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.

8. **Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon State budget approval; receipt of funds from, and/or obligation of funds by the State of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by the County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.

9. **Child Support Enforcement Requirements:** In order to comply with child support enforcement requirements of the County of Orange, within ten (10) days of notification of selection of award of Contract, but prior to official award of Contract, the selected Contractor hereby agrees to furnish assigned Deputy Purchasing Agent with the required Contractor data and certifications, in the form of Attachment A to this Contract, entitled "County of Orange Child Support Enforcement Certification Requirements," attached hereto and incorporated herein by reference. Child Support Enforcement Certification Requirements shall include the following information:

- 9.1 A certification that Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and

- 9.2 A certification that Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

Failure of Contractor to timely submit the data and/or certifications required above or to comply with all federal and state employee reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of this Contract. Failure to cure such breach within sixty (60) calendar days of notice from the County shall constitute grounds for termination of this Contract.

10. **Contractor Bankruptcy/Insolvency:** If the Contractor should be adjudged bankrupt or should have a general assignment for the benefit of its creditors or if a receiver should be appointed on account of the Contractor's insolvency, the County may terminate this Contract.
11. **Breach of Contract:** The failure of the Contractor to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event the County may take action as outlined in Section I – General Terms and Conditions, "Termination".
12. **Remedies Not Exclusive:** The remedies for breach set forth in this Contract are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this Contract does not preclude resort by either party to any other remedies provided by law.
13. **Interpretation of Contract:** In the event of a conflict or question involving the provisions of any part of this Contract, interpretation and clarification, as necessary, shall be determined by the County's assigned deputy purchasing agent. If discrepancies in Contract exist between the Contractor and the County's assigned deputy purchasing agent in interpreting the provision(s), final interpretation and clarification shall be determined by the County's Purchasing Agent or his/her designee.
14. **Disputes:**
- 14.1 The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor Project Manager and the Probation Project Manager, such matter shall be brought to the attention of the County's Purchasing Agent by way of the following process:
- 14.1.1 The Contractor shall submit to the agency/department assigned buyer a written demand for a final decision regarding the disposition of any dispute between the Parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
- 14.1.2 The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are

accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.

- 14.2 Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County's Purchasing Agent or his/her designee. If the County fails to render a decision within ninety (90) days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. The County's final decision shall be conclusive and binding regarding the dispute unless the Contractor commences action in a court of competent jurisdiction to contest such decision within ninety (90) days following the date of the County's final decision or one year following the accrual of the cause of action, whichever is later.

15. **Conflict with Existing Law:** The Contractor and the County agree that if any provision of this Contract is found to be illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Either party having knowledge of such term or provisions shall promptly inform the other of the presumed non-applicability of such provision. Should the offending provision go to the heart of the Contract, the Contract shall be terminated in a manner commensurate with interests of both Parties to the maximum extent reasonable.
16. **Errors and Omissions:** All reports, files and other documents prepared and submitted by Contractor shall be complete and shall be carefully checked by the professional(s) identified by Contractor as Project Manager and key personnel attached hereto, prior to submission to the County. Contractor agrees that County review is discretionary and Contractor shall not assume that the County will discover errors and/or omissions. If the County discovers any errors or omissions prior to approving Contractor's reports, files and other written documents, the reports, files or documents will be returned to Contractor for correction. Should the County or others discover errors or omissions in the reports, files or other written documents submitted by Contractor after County approval thereof, County approval of Contractor's reports, files or documents shall not be used as a defense by Contractor in any action between the County and Contractor, and the reports, files or documents will be returned to Contractor for correction.
17. **Contractor Work Hours and Safety Standards:** The Contractor shall ensure compliance with all safety and hourly requirements for employees in accordance with federal, state and County safety regulations and laws.
18. **Contractor Personnel- Drug-Free Workplace:** The Contractor hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor will:
- 18.1 Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying

actions to be taken against employees for violations, as required by Government Code Section 8355(a).

- 18.2 Establish a drug-free awareness program as required by Government Code Section 8355(b) to inform employees about all of the following:

18.2.1 The dangers of drug abuse in the workplace;

18.2.2 The organization's policy of maintaining a drug-free workplace;

18.2.3 Any available counseling, rehabilitation and employee assistance programs; and

18.2.4 Penalties that may be imposed upon employees for drug abuse violations.

- 18.3 Provide as required by Government Code Section 8355(c) that every employee who works under this Contract:

18.3.1 Will receive a copy of the company's drug-free policy statement; and

18.3.2 Will agree to abide by the terms of the company's statement as a condition of employment under this Contract.

- 18.4 Failure to comply with these requirements may result in suspension of payments under the Contract or termination of the Contract or both, and the Contractor may be ineligible for award of any future County contracts if the County determines that any of the following has occurred:

18.4.1 The Contractor has made false certification, or

18.4.2 The Contractor violates the certification by failing to carry out the requirements as noted above.

- 19. Equal Employment Opportunity:** The Contractor shall comply with U.S. Executive Order 11426 entitled, "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR, Part 60) and applicable state of California regulations as may now exist or be amended in the future. The Contractor shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, ancestry, religion, sex, marital status, political affiliation or physical or mental condition.

Regarding handicapped persons, the Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to provide equal opportunity to handicapped persons in employment or in advancement in employment or otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicaps in all employment practices such as the following: employment, upgrading, promotions, transfers, recruitments, advertising, layoffs, terminations, rate of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to comply with the provisions of Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, pertaining to prohibition of discrimination against qualified handicapped persons in all programs and/or activities as detailed in regulations signed by the Secretary of the Department

of Health and Human Services effective June 3, 1977, and found in the Federal Register, Volume 42, No. 68 dated May 4, 1977, as may now exist or be amended in the future.

20. **Americans with Disabilities Act (ADA):** Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22: California Government Code, Sections 11135, et seq; and other federal and state laws and executive orders prohibit discrimination. All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities.

21. **Subcontracting:** No performance of this contract or any portion thereof may be assigned or subcontracted by the contractor without the express written consent of the County. Any attempt by the contractor to assign or subcontract any performance of this contract without the express written consent of the County shall be invalid and shall constitute a breach of this contract.

In the event that the contractor is authorized by the County to subcontract, this contract shall prevail and the terms of the subcontract shall incorporate by reference and not conflict with the terms of this contract. In the manner in which the County expects to receive services, the County shall look to the contractor for performance and not deal directly with any subcontractor. All matters related to this contract shall be handled by the contractor with the County; the County will have no direct contact with the subcontractor in matters related to the performance of this contract. All work must meet the approval of the County of Orange.

22. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' Project Managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four (4) calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

TO:
Orange County Probation Department
1055 North Main Street, 5th Floor
P.O. Box 10260
Santa Ana, CA 92711
Attn: Chief Deputy Probation Officer
Juvenile Facilities Bureau

TO:
Orange County Department of Education
200 Kalmus Drive
P.O. Box 9050
Costa Mesa, CA 92628-9050
Attn: Contract Services Coordinator

23. **Contractor-Furnished Items:** Contractor shall furnish all personnel, supplies, tools, equipment, and any other incidentals necessary to perform all services required by this Contract.
24. **Covenant against Contingent Fees:** Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of

securing business. For breach or violation of this warranty, County shall have the right to terminate this Contract in accordance with the termination clause and, in its sole discretion, to deduct from the Contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee from Contractor.

25. **EDD Independent Contractor Reporting Requirements:** Effective January 1, 2001, the County is required to file federal Form 1099-Misc for services received from a ‘service provider’ to whom the County pays \$600 or more or with whom the County enters into a Contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term “service provider” is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as “an individual who is not an employee of the Service recipient for California purposes and who received compensation or executes a Contract for services performed for that Service recipient within or without the state.” The term is further defined by the California Employment Development Department to refer specifically to independent Contractors. An independent Contractor is defined as “an individual who is not an employee of the government entity for California purposes and who receives compensation or executes a Contract for services performed for that government entity either in or outside of California.”

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

Additional information on this reporting requirement can be found at the California Employment Development Department web site located at [http://www.edd.ca.gov/Payroll_Taxes/FAQ - California Independent Contractor Reporting.htm](http://www.edd.ca.gov/Payroll_Taxes/FAQ_-_California_Independent_Contractor_Reporting.htm).

To comply with the reporting requirements, County procedures for contracting with independent Contractors mandate that the following information be completed and forwarded to the Contracting agency/department immediately upon request:

- First name, middle initial and last name
- Social Security Number
- Address
- Start and expiration dates of Contract
- Amount of Contract

26. **Emergencies:** Any emergency situation affecting the welfare of program participants including, but not limited to escapes, riots, fires, floods and natural disasters, shall be immediately communicated between the Parties.

27. **Juvenile Record Information:** In addition to the general confidentiality provisions stated in Section I, Paragraph U (“Confidentiality”) herein, Contractor specifically agrees to comply with the following Juvenile Court Administrative Orders of the Orange County Superior Court, all attached hereto as Exhibit 1.0 and incorporated herein by reference: (a) Order No. 12/003-903 – “Exchange of Information” dated March 29, 2012; and (b) Order No. A-100-2-2013 – “Juvenile Court Proceedings: Media and Public Access; Confidentiality; Photography/Audio/Video Recording” dated January 21, 2014. Said Juvenile Court Administrative Orders govern the confidentiality of juvenile probation records.

The foregoing Juvenile Court Administrative Orders were adopted in accordance with applicable sections of the Welfare and Institutions Code, and all other applicable statutes, court orders and case law. No access, disclosure or release of information regarding a juvenile who is the subject of Juvenile Court Proceedings or any other juvenile record information as discussed in said Juvenile Court Administrative Orders, shall be permitted except as authorized. If authorization is in doubt, no such information shall be released without the prior approval and consent of the Judge of the Juvenile Court.

Juvenile Record Information is understood to include all records and data, which identify the subject of the information, and as respects any aspect of the administration of the Juvenile Court law of the State of California. Such information includes, but is not limited to the subject's offense history, social history, all information of a diagnostic or evaluative nature, and any other personal or confidential data which can be traced to the individual, whether generated by Contractor or not.

Contractor shall be responsible for safeguarding all information provided by Probation for use by Contractor.

- 28. Prison Rape Elimination Act (PREA):** Contractor agrees to comply with the national, state and local standards and requirements of Federal Public Law 108-79 dated September 4, 2003, also known as the Prison Rape Elimination Act of 2003 (PREA), and 28 CFR Part 115, as they are applicable on the date of enactment or as they may be subsequently amended, inclusive of all ensuing standards which may be forthcoming. These requirements include but are not limited to monitoring for compliance with the PREA, and reporting incidents of sexual misconduct between wards/non-minor dependents and/or staff to Probation.

III. SCOPE OF WORK

1.0 Service Overview

Contractor shall provide drug and alcohol and mental health counseling services at the four (4) Institutional Facilities including YGC, Joplin, Juvenile Hall, and YLA. Services and activities provided at each Institutional Facility will be individualized and scheduled to complement and not conflict with educational requirements, job training and/or placement goals, and any other Institutional programming requirements for participating youth. Contractor will use four primary approaches to achieve program goals, including: 1) Drug/Alcohol Assessment; 2) Drug/Alcohol Prevention; 3) Drug/Alcohol Treatment and Transition; and 4) Mental Health Assessment and Counseling Services.

- 1.1 Program Objectives:** Drug and alcohol abuse and mental health issues are significant problems for youth supervised by Probation, particularly for youth ages fifteen (15) and older. The goals of the Drug and Alcohol and Mental Health Counseling Services Program are:

- 1.1.1 To curtail youths' substance use and abuse (i.e., drugs and alcohol).
- 1.1.2 To provide mental health counseling services to address complex and difficult mental health issues, particularly for long-term commitment youth.
- 1.1.3 To assist with case planning and community transition for youth.

- 1.1.4 To participate in a team approach to provide alternatives which assist youth in making positive changes in their lifestyles that will have long-term benefits.
- 1.1.5 To achieve reduced rates of re-offending and incarceration among youth who participate in the Program.
- 1.1.6 To establish consistency and build relationships with youth and their families to keep them invested in the prescribed treatment plan.

2.0 Contractor Responsibilities

Contractor shall:

- 2.1 Provide services as specified in this Contract.
- 2.2 Provide services and activities at each of the four (4) Institutional Facilities Monday through Friday primarily during afternoons and evenings, and occasional weekends as determined by Division Directors, Assistant Division Directors (ADDs), or their authorized designees.
- 2.3 At least thirty (30) days prior to the start of the Contract, or as soon as possible thereafter, submit a list to the Probation Department Background Investigation Unit, P.O. Box 10260, Santa Ana, CA 92711 of persons who will be assigned to perform services under this Contract so that Probation can conduct background investigations of those assigned individuals as required by this Contract. While clearance may be denied for many reasons based on information obtained in a background investigation, an omission or false statement made by the individual, regardless of the nature or magnitude of the omission or false statement, may also be grounds for denying clearance.
- 2.4 Notify Probation Department Background Unit in writing within thirty (30) days of separation the name of any approved individual who leaves the Contractor's employment.
- 2.5 Provide or arrange the delivery of a wide range of drug and alcohol abuse and mental health counseling services based upon an individual case plan developed by the Team.
- 2.6 Be responsive to the needs of youth and their families and shall, as needed, provide services with bilingual, culturally competent staff.
- 2.7 Report to the Division Director of each Institutional Facility for consultations and the development and provision of counseling, classes and treatment services.
- 2.8 Collaborate with Probation staff and other resource personnel, as required, and participate in case conferences to establish appropriate individual treatment plans for the youth.
- 2.9 Coordinate counseling services and activities with the ADDs for each of the Institutional Facilities, or with their authorized designees.
- 2.10 Collaborate with Probation staff for the transition of youth into the community by providing links to appropriate outpatient service providers prior to release.
- 2.11 Ensure Contractor's staff is qualified and has all necessary licenses and permits required by the laws of the United States, the State of California, the County of Orange and all other appropriate governmental and regulatory agencies, to provide the services described in this Contract, and agree to maintain these licenses and permits in effect for the duration of this Contract. Further, Contractor ensures that its employees shall conduct themselves

in compliance with such laws and licensure requirements including, without limitation, compliance with laws applicable to sexual harassment and ethical behavior.

- 2.12 To the best of its ability and experience, will at all times loyally and conscientiously perform all of the duties and obligations, either express or implied, required by the terms of this Contract.
- 2.13 Be physically present at Probation's Institutional Facilities during those hours of service required by Probation.
- 2.14 Provide current, written job descriptions for all Contractor related positions, which shall include, at a minimum, the position, title, responsibilities, required minimum experience, education, and salary ranges.
- 2.15 Submit a list of persons employed by Contractor (i.e., paid and volunteer, full-time and part-time) who are to provide services and any changes thereto, by name, title, and other information on a monthly basis, or more often as may be required by Probation.
- 2.16 Establish and maintain necessary written policies and procedures for program operation and provide the County with a copy of such written policies and procedures.
 - 2.16.1 Instruct all staff assigned to this program about the above policies and procedures, and continuously supervise its operations to ensure compliance therewith.
- 2.17 In the event Contractor is unable to provide the service or activity as scheduled, Contractor is required to immediately notify the impacted Division Director in writing of the reason for the cancellation or delay, and secure a qualified substitute provider, if appropriate, who is approved by Probation, or arrange a make-up session.
- 2.18 Accept County Institutional Facilities in their pre-existing physical condition and make no demands for any improvements or alternations thereto.
- 2.19 Make available to the County, the State of California, or their authorized representatives, all books, documents, papers and records of Contractor, which any of them deem pertinent to this program for purposes of making an audit, evaluation, excerpts, or transcripts.
- 2.20 Allow any person authorized by Probation to inspect or otherwise evaluate the work performed or being performed on the premises where it is being performed.
- 2.21 Participate in any authorized County research conducted to evaluate the program. In particular, Contractor shall provide to Probation's research staff, or if applicable, to an independent contractor retained by County to evaluate the Program, the following information:
 - 2.21.1 Records of specific individuals to whom services are provided
 - 2.21.2 A general description of the type of services provided to each individual
 - 2.21.3 The frequency that program services were provided to the individual
 - 2.21.4 The service outcome for each individual, including exit circumstances and the manner in which services were completed
 - 2.21.5 Any forms and reporting procedures developed by Contractor in cooperation

with Probation's staff for the purpose of submitting research data

- 2.21.6 Any additional information that may later be identified by Probation and agreed upon by Contractor as needed for evaluation purposes. Contractor shall not unduly withhold from Probation information related to the services being provided under this Contract.
- 2.22 Continue providing services to minors during temporary or permanent closures of facilities, in accordance with Probation's instructions regarding such relocations.
 - 2.22.1 Contractor understands that during the term of this Contract, the delivery of services may be terminated at one or more of the Institutional Facilities. Contractor agrees to provide services at any replacement facility upon written request by Probation, with no increase to the Budget, provided there is no increase in the number of youth to receive services at the replacement facility.
- 2.23 Coordinate services with each youth's substance abuse therapist.
- 2.24 Participate in planning sessions, as required.
- 2.25 Provide in-service training to staff.
- 2.26 Service Delivery Requirements

Contractor shall develop, coordinate and provide services in four (4) major categories:

2.26.1 Drug/Alcohol Assessment

At all four (4) Institutional Facilities, Contractor shall:

- 2.26.1.1 Assess youth for drug/alcohol use and involvement (e.g., age of onset, frequency of use, substance(s) of choice, family drug/alcohol use patterns, treatment attempts, physical symptoms)
- 2.26.1.2 Review the substance abuse profile prepared by Probation staff at the time of the initial/most recent Juvenile Hall booking for all youth while in custody and coordinate with County substance abuse counselors assigned to the respective Institutional Facilities to determine the need for substance abuse intervention services.
- 2.26.1.3 In association with the Team, develop individualized treatment plans to meet specific needs identified during the assessment process conducted at each Institutional Facility. Share information relevant to case planning, prognosis and progress with Team members.
- 2.26.1.4 Assist youth with the development of a relapse prevention plan.

2.26.2 Drug/Alcohol Prevention Services

2.26.2.1 At all four (4) Institutional Facilities, Contractor shall:

- 2.26.2.1.1 Provide basic Substance Abuse Prevention Services to all youth in the target populations at each of the Institutional Facilities such as Drug and Alcohol Relapse

Prevention Counseling and individualized counseling services.

- 2.26.2.1.2 Provide basic drug, alcohol and HIV education and prevention information (i.e., identification of substance use, co-dependency issues, relapse prevention, and assertion training) to reduce youth's risk of continued or future substance abuse and disease exposure.
- 2.26.2.1.3 Provide a curriculum to instill awareness of the special dangers and unique impacts of drug and alcohol use during pregnancy, including neonatal complications, birth defects, etc.
- 2.26.2.1.4 Provide parenting support groups for teen youth, and parenting support groups for the parents of youth.
- 2.26.2.1.5 Provide an evidence-based, short-term (9 to 12 sessions) substance abuse prevention and intervention program for youth, to be offered during specialized group sessions, and will teach participants increased coping and self-control skills, in addition to other life skills.
- 2.26.2.2 Conduct specialized group sessions for youth which will include topics such as goal setting, cognitive restructuring, accountability, and behavior modification. Groups shall be entry/open exit to accommodate a highly transient population.
- 2.26.2.3 Conduct classes at YLA on a monthly basis, aimed at helping youth recognize and avoid high-risk situations, and to help them develop negotiation, delay, and refusal skills that can be applied to realistic life situations such as dating, relationships, pregnancy prevention, and sexually transmitted diseases.
- 2.26.2.4 Work in concert with staff at Joplin assigned to the "Face Everything And Recover" (FEAR) program, a short-term substance abuse program, in providing group sessions, additional curriculum, materials and activities, and individual case plans.
- 2.26.2.5 Maintain a portable resource library to assist wards and their families with community resource linkages.

2.26.3 Drug/Alcohol Treatment and Transition Services

2.26.3.1 At all four (4) Institutional Facilities, Contractor shall:

- 2.26.3.1.1 Provide or arrange for needed treatment and services for youth with identified special needs (e.g., self-medication, post-traumatic stress, dual-diagnosis issues and family issues underlying substance abuse).

- 2.26.3.1.2 Schedule and provide individual, family and group counseling using evidence-based therapeutic approaches proven effective in reducing recidivism and that best meets the needs of the targeted youth, such as the Adolescent Community Reinforcement Approach (A-CRA).
- 2.26.3.1.3 Link each youth, as appropriate, to follow-up community-based intervention programs in their own communities during and following completion of the youth's commitment to the Institutional Facility Program.
- 2.26.3.1.4 Perform the following functions:
- a) Identify community-based 12-step meetings located within youth's area of residence.
 - b) Coordinate and schedule a 12-step meeting for selected youth participants to attend once per week prior to release.
 - c) Debrief youth participants upon completion of 12-step meetings.
 - d) Provide a list for each youth of community-based 12-step meetings (preferably meetings appropriate for adolescents) within the youth's area of residence, prior to release from the Institutional Facility.
 - e) Work with each youth to secure a sobriety sponsor within the youth's area of residence.
 - f) Collaborate with County staff to facilitate the transition of youth participants back into their communities.
 - g) Provide referrals for counseling or 12-step meeting locations and times for youth after release from the Institutional Facility, or assist the assigned Deputy Probation Officer in providing this information.
- 2.26.3.1.5 Provide essential transition services beginning forty-five (45) days prior to release and between three-to-six months post-release, with prior consultation with, and consent by Probation, based upon individual need, as follows:
- a. Provide referrals to new, community-based counselors. Prior to their release, each youth shall receive a referral and successful connection to a community-based mental health counselor and a 12-step abstinence program in their community. Youth re-enrolled in an

Alternative, Charter and Correctional Education Schools and Services (ACCESS) school will be referred to Contractor's community-based Safe Schools Clinician, who will also ensure that all connections to community-based services, including an abstinence program, are successful. Youth who have graduated High School will continue to meet with Contractor's assigned counselor(s) for up to eight (8) weeks post-release to ensure the youth is successfully linked to a community-based mental health counselor and a 12-step abstinence program in their area.

- b. Assist with enrollment in an institution of higher learning and filing for financial aid.
- c. Assist with military enlistment, Job Corps or Conservation Corps employment.
- d. Provide referrals for community resources, employment, shelter, health insurance, and post-release substance abuse prevention services.

2.26.3.1.6 Provide parent outreach and training, including making phone calls and distributing flyers to notify parents of the support available to them, conducting home visits and making phone contact with parents to ensure they are linked with resources and feel supported, and provide resources and training for parents to prepare the home environment for the youth's return.

2.26.3.1.7 Provide case management for support services.

2.26.3.2 At YGC, Juvenile Hall and YLA Contractor shall refer youth in need of vocational training and pre-employment counseling services to Probation's contracted service provider.

2.26.4 Mental Health Assessment and Counseling Services

2.26.4.1 At all four (4) Institutional Facilities Contractor shall:

2.26.4.1.1 Conduct mental health evaluations and assessments of all youth using a variety of mental health industry-accepted tools to determine the level of therapy services needed for each youth, unless:

- a) The youth has had a mental health evaluation/assessment within the past six (6) months;
- b) The youth has less than forty-five (45) days remaining on their commitment upon arrival to the Institutional Facility; OR

- c) For any other reason as determined by the Division Director, ADD, or the authorized designee. However, at the request of the Division Director, ADD, or authorized designee, Contractor shall conduct a mental health evaluation/assessment for a youth, if they determine such a need at any time during the youth's commitment.

2.26.4.1.2 Consult with the Team on special issues or youths' needs.

2.26.4.2 At Juvenile Hall, Contractor shall:

2.26.4.2.1 Provide therapy for youth as needed and upon consent, with appropriate approvals.

2.26.4.2.2 Diagnose youth using the DSM IV Manual and make referrals for Axis I chronic and psychotic disorders in need of medication or hospitalization. Involve the Court Evaluation Guidance Unit (CEGU) psychiatrist in evaluating youth for psychiatric holds due to being a danger to self or others.

2.26.4.2.3 Prepare for each youth a written Individual Treatment Plan with measurable treatment goals, objectives, and treatment interventions.

2.26.4.2.4 Provide mental health counseling services to those youth identified as having special psychological needs, including assisting County staff with assessment and re-entry services. Services shall include other caseload amounts as mutually agreed upon between the Division Director and Contractor.

2.26.4.2.5 Provide crisis intervention counseling for youth in the Progressive Rehabilitation in a Diverse Environment (PRIDE) program, or youth awaiting transfer to YGC, YLA or Joplin, as needed.

2.26.4.2.6 Provide individual, family and group counseling using evidence-based therapeutic approaches proven effective in reducing recidivism, and provide aftercare support, as needed.

2.26.4.2.7 Conduct clinical groups, as needed. Facilitate specialized group counseling sessions (e.g., victims of sexual and physical abuse, incest, violent crime, grieving.)

2.26.4.2.8 Coordinate and monitor administration of psychotropic drugs with the CEGU psychiatrist.

2.27 Administrative Services

Contractor shall:

- 2.27.1 Coordinate with Probation's staff for on-site substance abuse/mental health classes and counseling services for youth.
- 2.27.2 Maintain individual case records for assessment, treatment and progress evaluation purposes, and case conferences with parents and Probation's staff.
- 2.27.3 Participate in monthly Site Supervisor meetings and bi-monthly Interagency Management Committee meetings.
- 2.27.4 Provide staff work schedules on a monthly basis to Division Directors, ADDs, or their authorized designees, for review, adjustment and approval, at least one (1) week prior to the start of the scheduled work month. Contractor shall notify the affected institution's Division Director, ADDs or authorized designees of any changes in staffing or work schedules immediately upon knowing of such changes.
- 2.27.5 Provide an ongoing flow of valid/reliable information about performance and program resources to program managers, Probation's staff, service providers and policy makers.
- 2.27.6 Submit monthly, or more often as may be required, to Division Directors, ADDs or their authorized designees, each Institutional Facility's assigned employees and interns, their scheduled activities, and clients receiving services.
- 2.27.7 Assist in the collection of data and preparation of evaluation and progress reports as required by Probation on a monthly, quarterly and/or annual basis.

2.27.8 Reporting Requirements

- 2.27.8.1 Contractor shall submit written reports to the Division Directors, on a monthly, quarterly and annual basis.
- 2.27.8.2 Prior to submission of all reports, Contractor shall orally discuss reports with the Division Directors
- 2.27.8.3 Reports shall provide information related to program performance, targeting of services, populations served, progress in the development of new community-based resource collaboratives, delivery of individual and group counseling sessions and transition services during the preceding month.
- 2.27.8.4 The format of written reports to be submitted by Contractor shall be specified by Probation staff.
- 2.27.8.5 Contractor shall submit monthly financial reports to the Division Directors detailing all expenditures related to services delivered

according to the terms of this Contract. All financial reports shall be formatted as designated by the County.

2.27.8.6 Prepare monthly interagency reports, as required by the Division Directors, ADDs, or their authorized designees.

2.28 Staffing and Qualifications

2.28.1 Contractor shall provide adequate and qualified staffing for the provision of services as required by this Contract to approximately two hundred and seventy-four (274) to three hundred and nineteen (319) youth, at any given time, at the four (4) Institutional Facilities, as follows:

YGC: Services for up to 125 youth

Joplin: Services for up to 64 youth

YLA: Services for up to 60 youth

Juvenile Hall: Services for up to 70 youth

2.28.2 Contractor shall provide adequate and qualified staffing for the provision of mental health services, or other such specialized counseling services as may be specified by Probation, for long-term commitment youth housed at Juvenile Hall.

2.28.3 Contractor agrees to provide at least 11.3 full-time equivalent (FTE) positions of various classifications as provided in Section 2.28.4 below, to be assigned to the Institutional Facilities as follows:

	Juvenile Hall	YLA2	PRIDE (YLA1)	YGC	Joplin	Total FTE
Paid Positions						
Program Manager	.05 In-Kind	.02 In-Kind	.03 In-Kind	.05 In-Kind	.05 In-Kind	.2 FTE
Program Coordinator	.1	.05	.05	.25	.2	.65 FTE
Admin Subtotal						.85 FTE
LCSW	.05	.5	.3	.5		1.35 FTE
Clinician	.2		.8			1.0 FTE
CADC					1.0	1.0 FTE
Subtotal of Paid	.4 FTE	.57 FTE	1.18 FTE	.80 FTE	1.25 FTE	3.35 FTE
MSW Interns / MFT Trainees	.4	1.3	1.6	1.6	.4	5.3 FTE
BSW Interns		.2	.2	.4		.8 FTE

CADC Intern					1.0	1.0 FTE
Subtotal	.4 FTE	1.5 FTE	1.8 FTE	2.0 FTE	1.4 FTE	7.1 FTE
Total Coverage	(.80 FTE)	(2.07 FTE)	(2.98 FTE)	(2.8 FTE)	(2.65 FTE)	(11.3 FTE)

2.28.4 Contractor shall provide the following positions:

2.28.4.1 Program Manager: Contractor shall provide a Program Manager for a minimum of 0.2 FTE to serve as a program administrator providing administrative support to the Program Coordinator for all Institutional Facilities, as in-kind non-reimbursable contribution. Responsibilities of the Program Manager shall include but not be limited to:

- Directly supervise and support the Program Coordinator
- Increase the number of community partners working with Probation youth and Probation facilities
- Conduct staff development trainings related to youth development and behavior
- Serve as primary contact for Probation when Program Coordinator is not available

2.28.4.2 Program Coordinator: Contractor shall provide a Program Coordinator for a minimum of 0.65 FTE, consisting of the following:

2.28.4.2.1 0.1 FTE at Juvenile Hall

2.28.4.2.2 0.05 FTE for the Progressive Rehabilitation in a Diverse Environment (PRIDE) program at YLA Unit 1 (YLA1)

2.28.4.2.3 0.05 FTE for YLA Unit 2 (YLA2)

2.28.4.2.4 0.25 FTE for YGC

2.28.4.2.5 0.2 FTE for Joplin

The Program Coordinator shall perform all administrative duties and oversee the progress of services provided under this Contract. The Program Coordinator shall have extensive experience in coordinating multi-tier substance abuse and mental health counseling programs in an institutional setting, and have strong collaboration, administrative leadership and communication skills. Responsibilities of the Program Coordinator shall include but not be limited to:

- Manage the day-to-day coordination of Contract services
- Participate in the Service Delivery Team meetings
- Serve as the point of contact with Probation

2.28.4.3 Licensed Clinical Social Worker (LCSW): Contractor shall provide a LCSW for a minimum of 1.35 FTE, consisting of the following:

2.28.4.3.1 0.05 FTE at Juvenile Hall

2.28.4.3.2 0.5 FTE at YLA2

2.28.4.3.3 0.3 FTE at PRIDE YLA1

2.28.4.3.4 0.5 FTE at YGC

The LCSW shall provide direct service to youth and clinical supervision for Masters of Social Work (MSW) Interns. The LCSW shall possess a valid license to practice as a Clinical Social Worker. Responsibilities of the LCSW shall include but not be limited to:

- Conduct assessments of youth
- Facilitate individual, family and group counseling sessions
- Utilize the Diagnostic and Statistical Manual of Mental Disorders 5 (DSM 5)
- Maintain required documentation for youth
- Prepare youth for transition back into the community
- Link youth to community resources
- Provide staff, parents and youth with information on chemical dependency
- Provide follow-up care
- Supervise the Substance Abuse Clinician and MSW Interns
- Carry a caseload of approximately 30-35 youth for mental health assessments, individual therapy, and group mental health counseling at YGC and Juvenile Hall.

2.28.4.4 Clinician: Contractor shall provide a Clinician for a minimum of 1.0 FTE, consisting of the following:

2.28.4.4.1 0.2 FTE at Juvenile Hall

2.28.4.4.1 0.8 FTE at PRIDE YLA1.

The Clinician shall: have completed a graduate program resulting in a Masters degree in Social Work, Counseling, Psychology or related field; possess at least two (2) years of relevant experience; have completed an internship or have previous employment history with ACCESS youth; and be license-eligible. Responsibilities of the Substance Abuse Clinicians shall include but not be limited to:

- Conduct assessments of youth
- Facilitate individual, family and group counseling sessions
- Utilize the DSM 5
- Maintain required documentation for youth
- Prepare youth for transition back into the community
- Link youth to community resources
- Provide follow-up care
- Serve as preceptor to BSW Interns
- Carry a caseload of approximately 30-35 youth for assessments, individual therapy, and group mental health counseling at YLA; 10-15 youth for individual and group mental health counseling at

Joplin; and 15-20 youth for individual and group mental health counseling at Juvenile Hall.

2.28.4.5 Certified Alcohol and Drug Counselor (CADC): Contractor shall provide a CADC for a minimum of 1.0 FTE at Joplin to provide individual, group, and family substance abuse counseling. The CADC should possess at least two (2) years of full-time supervised employment as an alcoholism counselor or drug counselor, or at least 4,000 hours of supervised counseling experience. Responsibilities of the CADC shall include but not be limited to:

- Assist with day-to-day site coordination
- Provide substance abuse related services and transition support
- Lead substance abuse education services for parents and youth
- Complete required documentation such as attendance logs, behavior reports, surveys, etc.
- Carry a caseload of approximately 30-35 youth for individual substance abuse sessions, group counseling, individual FEAR sessions, and FEAR substance abuse groups at Joplin; and 8-10 youth for substance abuse assessments, individual substance abuse sessions, and substance abuse groups at Juvenile Hall

2.28.4.6 Master of Social Work (MSW) Interns/Marriage & Family Therapist Trainees: Contractor shall provide MSW Interns/Marriage & Family Therapist Trainees for a minimum of 5.3 FTE, consisting of the following:

2.28.4.6.1 0.4 FTE at Juvenile Hall

2.28.4.6.2 1.3 FTE at YLA2

2.28.4.6.3 1.6 FTE at PRIDE YLA1

2.28.4.6.4 1.6 FTE at YGC

2.28.4.6.5 0.4 FTE at Joplin

MSW Interns shall be currently enrolled in a Masters in Social Work, Counseling, Psychology or related field degree program, possess at least three (3) years of relevant experience, and have knowledge of theory and techniques of individual, family, and group dynamics. Responsibilities of the MSW Interns shall included but not be limited to:

- Conduct mental health assessments, individual therapy, substance abuse counseling, and group counseling
- Facilitate individual, family, and group counseling sessions
- Maintain required documentation for youth
- Provide follow-up counseling services after a youth is released
- Refer youth to their community-based clinician
- Provide additional coverage at Institutional Facilities as necessary
- Provide services under the supervision of a LCSW

- Work an average of 20 hours per week without pay or benefits
- Carry a caseload of approximately 15 youth at Joplin, 8-12 youth at Juvenile Hall, 8-12 youth at YGC, 8-12 youth at YLA, and 8-12 youth at Juvenile Hall

2.28.4.7 Bachelors of Social Work (BSW) Interns: Contractor shall provide a BSW Intern for a minimum of 0.8 FTE, consisting of the following:

2.28.4.7.1 0.2 FTE at YLA2

2.28.4.7.2 0.2 FTE at PRIDE YLA1

2.28.4.7.3 0.4 FTE at YGC.

BSW Interns shall be currently enrolled in a Bachelor's of Social Work program and possess at least one (1) year of relevant experience. Responsibilities of a BSW Intern shall include but not be limited to:

- Provide case management and transition support services
- Assist youth with applying for financial aid and filling out job applications
- Provide linkages to educational resources such as enrollment in higher education, Extended Opportunity Program and Services (EOPS), trade schools, Regional Occupational Program (ROP) classes, military enlistment, and Conservation Corps employment
- Meet with potential employers to advocate on the youth's behalf and ensure that employment is stable
- Assist with parent outreach (phone calls, home visits, etc.)
- Provide services under the supervision of a Substance Abuse Clinician
- Work an average of 16 hours per week without pay or benefits
- Carry a caseload of approximately 8-10 youth at Juvenile Hall and 8-10 youth at YLA

2.28.4.8 Certified Alcohol and Drug Counselor (CADC) Intern: Contractor shall provide a CADC Intern(s) for a minimum of 1.0 FTE at Joplin. CADCs shall: be currently enrolled in a supervised practicum through a recognized school; have successfully passed the written CADC examination; have at least 315 hours of approved education; and have at least 255 hours of field practicum. Responsibilities of CADCs shall include but not be limited to:

- Conduct assessments
- Facilitate individual and group counseling sessions focused on substance abuse
- Provide follow-up counseling services for youth as needed after their release
- Refer youth to their community-based counselor
- Provide services under the supervision of the CADC

- Work an average of 20 hours per week without pay or benefits
- Carry a caseload of approximately 10-15 youth at Joplin and 8-10 youth at Juvenile Hall

3.0 **County's Responsibilities**

The County shall:

- 3.1 Have final authority and responsibility for decisions affecting youth offender selection, retention, off-site activities, work scheduled, discipline, and other matters designated by the Probation, verbally or in writing.
- 3.2 Conduct a background investigation on each individual identified as assigned to perform services under this Contract in accordance with Sections III.2.3 and 2.4 above. The background investigation may include, but shall not be limited to an interview, fingerprinting, completion of a personal history statement and pre-investigative questionnaire, verification of education and prior employment history, and a criminal record check with the Department of Justice. The Department of Justice will notify Probation of any subsequent arrest and/or conviction of any individual approved to perform services under this Contract.

All Contractor personnel assigned under this Contract are required to receive prior background clearance from Probation **before** providing any services. A representative from Probation's Background Unit will notify Contractor as to whether or not each individual has passed background. If an individual is denied clearance, neither the County nor Probation will provide a reason for the denial to the Contractor or individual.
- 3.3 ADDs, or their authorized designees, shall be responsible for scheduling all services, classes and training for assigned youth, and will utilize Contractor and others with specialized expertise to develop the programming needed at their respective Institutional Facility.
- 3.4 Provide facility on-site space and utilities for Contractor based on the minimum space needs identified by Contractor as part of this Contract. Contractor shall have no possessory interest in any space made available by County for the purpose of providing the services specified in this Contract.
- 3.5 Review and amend, as needed, Contractor's work schedule, which shall be submitted on a monthly basis to each Division Director, ADD, or their authorized designee one (1) week prior to the start of the scheduled work month.
- 3.6 For purposes of County-authorized research conducted to evaluate the program, as set forth in Section 2.21 herein, County shall comply with the confidentiality requirements of Section I, Paragraph U ("Confidentiality") and Section II Paragraph 27 ("Juvenile Record Information") of this Contract by:
 - 3.7.1 Keeping confidential any information provided by Contractor to Probation's research staff, or if applicable, to an independent contractor retained by County, for the sole purpose of evaluating the program. Such information shall not be shared with any other program staff except in aggregate or statistical form; and
 - 3.7.2 Destroying, upon completion of program evaluation, all records with individual identifiers, with the exception of any records that must be retained to meet audit requirements. Such records shall be retained in a secure area.

- 3.7 Have final authority and responsibility for decisions affecting services required under this Contract.
- 3.8 Assume no financial liability for the operations of Contractor in providing the contracted services, including payments in excess of the maximum Contract amount specified in Section IV herein.

IV. COST/COMPENSATION FOR CONTRACT SERVICES

A. Payment/Compensation:

During the renewal term of this Contract, County shall pay Contractor in arrears for services rendered under this Contract as follows:

1. For the period July 1, 2017 through June 30, 2018:
 - a. County shall compensate Contractor in arrears for services rendered in an amount not to exceed five hundred and thirty-two, three hundred and thirty-seven dollars (\$532,337), and in accordance with Exhibit 2.0 – “Budget”, attached hereto and incorporated herein by reference.
2. For the period July 1, 2018 through June 30, 2019:
 - a. County shall compensate Contractor in arrears for services rendered in an amount not to exceed five hundred and forty-two, eight hundred and twenty-six dollars (\$542,826), and in accordance with Exhibit 2.0 – “Budget”, attached hereto and incorporated herein by reference.
3. The Chief Probation Officer or designee may exercise a contingency contract cost increase of 10% of the maximum amount for the first year of the Contract, for the entire term of the Contract, and make line item budget transfers and corresponding changes thereto. As approved by the County’s Board of Supervisors on June 17, 2014, the annual contract amount for the initial term of July 1, 2014 through June 30, 2017 is \$522,055. This contingency provision would be exercised in the event there is an increase in the need for services within the scope of work of the Contract.
4. Allowable Costs: The maximum amount allowable for each of the cost categories consisting of the totals for personnel salaries, employee benefits, and other budget items may be adjusted or reallocated, and cost categories added or deleted, provided that: (a) the overall program goals are not changed; (b) the expenditures are reasonable, appropriate and necessary to achieve program objectives; and (c) the maximum total annual amount is not increased. Such cost adjustments shall only be made upon prior written request by Contractor and approved by Probation.
5. Indirect Charges: The United States Department of Education authorizes the California Department of Education (CDE) to establish indirect cost rates for California’s local educational agencies. Contractor’s indirect costs are general management costs consisting of

administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing and centralized data processing. The CDE annually calculates, approves, and publishes the indirect cost rate that local educational agencies, such as Contractor, should use as the basis for budgeting and claiming indirect cost reimbursements under contracts. The approved listing of indirect cost rates also indicates in what fiscal year the rates are to be used.

Under this Contract, Contractor shall apply the indirect cost rate approved and published by the CDE to claim actual program expenditures. During the term of the Contract, if any adjustments are made necessary by the use of an indirect cost rate that is inconsistent with this provision, Contractor shall submit a separate claim for Probation's prior approval, to include any approved adjustment with any succeeding billing or invoice, as necessary.

B. Payment/Invoicing Instructions:

1. Billing statements and invoices are to be provided monthly to Probation for the previous month's services rendered by Contractor.
2. Contractor shall send invoices to:

Orange County Probation Department
1055 N. Main St., 5th Floor
P.O. Box 10260
Santa Ana, CA 92711
Attention: Administrative & Fiscal Division, Contracts and Purchasing Services
3. Contractor shall send invoices with the following information:
 - Contractor's name and address
 - Contractor's remittance address, if different from the address above
 - County Contract number
 - Contractor's federal taxpayer identification number
 - Date(s) Contractor provided service
 - Rate and/or specific description of services provided
 - Total amount of invoice
4. Payment will be net forty-five (45) days in arrears after receipt of an invoice. The responsibility for providing an acceptable invoice to the County for payment rests with the Contractor. Incomplete or incorrect invoices are not acceptable and will be returned to the Contractor for correction.
5. As a condition of payment, the County may require that the Contractor furnish documentation such as detailed itemizations and receipts as may be required by the County's Auditor-Controller.
6. Payments made by the County shall not preclude the right of the County from thereafter disputing any services invoiced or billed under this Contract and shall not be construed as acceptance of any part of the services.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed in the County of Orange, State of California.

ORANGE COUNTY DEPARTMENT OF EDUCATION

By: 

Title: Assistant Superintendent

Dated: June 7, 2017

By: _____

Title: _____

Dated: _____

COUNTY OF ORANGE

By: _____
Steven J. Sentman
Chief Probation Officer

Dated: _____

APPROVED AS TO FORM:
COUNTY COUNSEL
ORANGE COUNTY, CALIFORNIA

By: 
Senior Deputy County Counsel

Dated: 6/8/2017

If a corporation, this document must be signed by two corporate officers. The first signature must be by either the Chairman of the Board, President, or any Vice President. The second signature must be by either the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer.

ATTACHMENT A
County of Orange Child Support Enforcement
Certification Requirements

- A. In the case of an individual Contractor, his/her name, date of birth, Social Security number, and residence address:

Name: _____
D.O.B: _____
Social Security No: _____
Residence Address: _____

- B. In the case of a Contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten percent (10%) or more in the Contracting entity:

Name: _____
D.O.B: _____
Social Security No: _____
Residence Address: _____

Name: _____
D.O.B: _____
Social Security No: _____
Residence Address: _____

(Additional sheets may be used if necessary)

- C. A certification that the Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- D. A certification that the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

"I certify that _____ is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of Contract _____ with the County of Orange. I understand that failure to comply shall constitute a material breach of the Contract and that failure to cure such breach within ten (10) calendar days of notice from the County shall constitute grounds for termination of the Contract.

Authorized Signature

Name

Title

EXHIBIT 1.0

JUVENILE COURT ADMINISTRATIVE ORDERS
OF THE ORANGE COUNTY SUPERIOR COURT:

Order No. 12/003-903 – “Exchange of Information” dated March 29, 2012
Administrative Order: A-100-2-2013 – “Juvenile Court Proceedings: Media and Public
Access; Confidentiality; Photography/Audio/Video Recording, dated January 21, 2014

Superior Court of the State of California
County of Orange



Chambers of
Douglas J. Hatchimonji
Presiding Judge of Juvenile Court

Juvenile Court
341 THE CITY DRIVE
P.O. BOX 14169
ORANGE, CA 92613-1569
PHONE (714) 995-7000
FAX (714) 995-7628
657-622-5502

Juvenile Court Administrative Order No. 12/003-903

Exchange of Information

Juvenile case file information received by an authorized recipient shall be safeguarded from unauthorized access or disclosure and shall not be further released to any person or agency not authorized to receive such information by statute, court order, or other lawful process. No person or entity may copy or inspect confidential psychological, medical or educational information absent an order from the Presiding Judge of the Juvenile Court.

The disclosure of juvenile case files, the exchange of information between and among agencies concerned with court matters effecting children, the presence of persons at Juvenile Court proceedings and media coverage of Juvenile Court matters shall be governed by Welfare and Institutions Code Section 827, California Rules of Court 5.552, Local Rules under Section 903 and this Administrative Order.

A. INFORMATION REGARDING JUVENILE CASE FILES MAY BE OBTAINED AND DISSEMINATED UNDER THE FOLLOWING CIRCUMSTANCES:

1. Information Sharing

The Orange County Juvenile Court authorizes the exchange of information concerning current and former wards and dependents amongst all private or public agencies providing case planning, eligibility, and/or services delivered. This authorization includes, but is not limited to, the Orange County Probation Department, the Orange County Social Services Agency, the Orange County Health Care Agency, the Orange County Department of Education, the Regional Center of Orange County, and local schools. This authorization is contingent upon a need for information as it pertains to the conduct of official activities only.

If a doubt has been declared as to a minor's competency pursuant to WIC 709, this order applies upon filing of the petition.

2. Victims

Pursuant to Sections 730.6 and 730.7 of the Welfare and Institutions Code and Section 1214 of the Penal Code, the victim(s) is entitled to obtain all information allowed by law to pursue collection of restitution as if it were a money judgment. Upon authorization of the victim, the Orange County Probation Department is authorized to provide the victim(s) with a recorded abstract of judgment in order to enforce any restitution order pursuant to Penal Code 1214(b).

3. Discoverable Documents

On Dependency matters only, in order to promote the efficient exchange of discoverable documents, the Social Service Agency may attach police reports, medical records, and other documents to reports filed with the Court and such attached documents shall be deemed reproduced in full within the body of the report itself, for the purposes of determining the admissibility of the information contained in such documents, within the meaning of Welfare and Institutions Code, section 355, and *In re Malinda S.* (1990) 51 Cal.3d 368. All parties retain all rights to object to the admissibility of all or a portion of the information contained in such documents, only to the extent that a party could object had the information been reproduced in the body of the report itself. With respect to any attachments to reports, Social Service Agency shall ensure compliance with all applicable statutes, rules or regulations regarding the confidentiality of such records and/or the information contained therein, including, but not limited to: pursuant to Penal Code, sections 293, 11167, 11167.5, and the Health Insurance Portability Act (HIPAA). Upon request by any party or on its own motion, a juvenile court judicial officer may order that all or a portion of any attachments to reports be sealed, placed in a confidential envelope; or any information contained within any attachments be redacted; or dissemination of any attachments or information contained therein be restricted, pursuant to Welfare and Institutions Code, section 827.

4. Social Security Benefits

The Probation Department and the Social Services Agency may release juvenile case file information to the Social Security Administration for purposes of securing benefits for wards or dependents.

5. Law Enforcement Agencies

As to Delinquency matters only, information may be furnished by any law enforcement agency to any law enforcement agency, including the sharing of information by one law enforcement agency with another and the maintenance of the Sheriff's Central Juvenile Index. When the disposition of a minor taken into custody is available, it shall be included with any information disclosed. Information may include crime reports, arrest reports, fingerprints, and photographs. Information may be furnished to the United States Department of Defense, Investigative Service.

a. California Department of Justice

Information may be furnished to the State of California Department of Justice; however, the Department of Justice shall not knowingly transmit to any person or agency any information

relating to an arrest or taking into custody of a minor at the time of the arrest or taking into custody, unless that information also includes the result disposition. This section shall not be construed to prohibit the Department of Justice from transmitting fingerprints, photographs, or physical description and identification data of a minor to a law enforcement agency for the purpose of obtaining identification of the minor or from requesting the history of the minor from the agency.

b. Federal Bureau of Investigation

Information may be supplied to the Federal Bureau of Investigation provided that a disposition has been made and the minor has been declared a ward of the Juvenile Court pursuant to Welfare and Institutions Code 602 for a violation which might be punishable as a felony if committed by an adult.

c. Gang Membership

All school districts, police departments, the Orange County Probation Department, and the Orange County District Attorney, may release information to each other regarding any minor when any person employed by such a department, office or school district, who is requesting information, indicates he or she has a reasonable belief that the minor is a gang member or at significant risk of becoming a gang member. The parental notification requirements of Section 49077 of the Education Code are not applicable to oral or written communications made pursuant to this order, if there is a reasonable possibility that notification would thwart the purpose for which the information is exchanged.

d. Penal Code Section 186.22

Juvenile Court records of a ward or former ward may be made available to the District Attorney for purposes of prosecuting violations of the Street Terrorism Enforcement and Prevention Act, Section 186.22 of the Penal Code.

e. Penal Code Section 667

Juvenile Court records of a ward or former ward may be made available to the District Attorney for purposes of prosecuting repeat offenders under the "three strikes" law, Section 667 of the Penal Code.

6. Military Recruiters

Information may be furnished to military recruiters upon presentation of the minor's written consent.

7. Child Death Review Team

Information including but not limited to autopsy reports, criminal records, mental health records, physical health records, drug or alcohol information and reports, child abuse reports, and dependency case information may be shared with and amongst members of the Orange County

Child Death Review Team. Team members must be advised on confidentiality guideline and sign a confidentiality statement.

8. Foreign Consulates

The Court authorizes the release and exchange of information concerning minors of foreign nationality who are wards or dependents of the Juvenile Court, are subject of a petition to declare the minor a ward or are the subject of an application for such petition, to the Consulate of the appropriate Government for the purpose of:

- a. Establishing the minor's true name, date of birth, and legal residence,
- b. To contact the minor's parents.
- c. To assist the deputy probation officer or social worker in the preparation of a social study and provide any criminal record the minor may have in his/her native country,
- d. To ascertain the financial status of the minor and family as it applied to the ability to pay restitution and legal expenses,
- e. To conduct necessary interviews to expedite the process of the immediate return of the minor to his/her native country in those cases where no further legal proceedings are deemed necessary either by screening of the Orange County Probation Department or rejection of the pending petition by the Orange County District Attorney.

B. JUVENILE CASE FILES MAY BE INSPECTED BUT NOT COPIED WITHOUT A COURT ORDER BY:

1. A member of the child's multidisciplinary teams, person or agency providing treatment or supervision of the child;
2. A court-appointed investigator who is actively participating in a guardianship case involving a child pursuant to the Probate Code, and acting within the scope of his/her duties in that case;
3. A local child support agency for the purposes of establishing paternity and establishing and enforcing child support orders;
4. An Indian child's tribe, if the tribe has intervened in the child's case;
5. A Court Appointed Special Advocate, or CASA Administrative Personnel

C. JUVENILE CASE FILES MAY BE INSPECTED AND COPIED BY:

1. The district attorney, a city attorney, or a city prosecutor authorized to prosecute criminal or juvenile cases under the law;
2. The child who is the subject of the proceeding;

3. The child's parent(s);
4. The child's guardian(s);
5. An attorney for a party, including any trial court or appellate attorney representing a party in the juvenile proceeding or related appellate proceeding;
6. A judge, referee, other hearing officer, probation officer, and law enforcement officer who is actively participating in criminal or juvenile proceedings involving the child;
7. The county counsel, city attorney, or any other attorney representing the petitioning agency in a dependency action;
8. Member of a child protective agency as defined in Penal Code §11165.9;
9. The California Department of Social Services in order to carry out its duty to oversee and monitor county child welfare agencies, children in foster care or receiving foster-care assistance, and out-of-state placements;
10. The Juvenile Justice Commission;
11. A judge, commissioner or other hearing officer assigned to a family law or probate case with issues concerning custody or visitation, or both, involving the minor, if actively participating in the family law or probate case;
12. A court appointed investigator, evaluator or person conducting a court-connected child custody evaluation, investigation or assessment pursuant to Section 3111 or 3118 of the Family Code or Part 2 (commencing with Section 1500) of Division 4 of the Probate Code, if actively participating in the family law or probate case;
13. Counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor in the family law case to inspect or copy the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the counsel for the minor, if actively participating in the family law case.

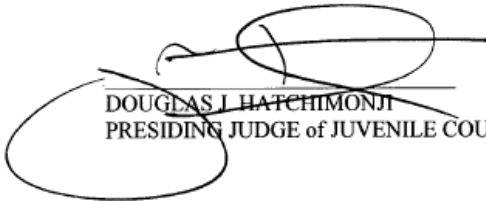
D. PROCEDURE FOR THE INSPECTION OF THE JUVENILE COURT FILES:

1. To inspect and/or copy Juvenile Court files, individuals and agencies authorized under sections II and III, above, must file a Declaration in Support of Request to Inspect and/or Copy Juvenile Court Records without Court Order (form L-0673). The declaration may be filed in the Juvenile Court.
2. Persons not authorized under sections I-III above, must obtain the Juvenile Court's authorization to inspect and/or copy Juvenile records via an 827 Petition to inspect and/or copy juvenile case files. The Petition must be filed on approved Judicial Council Forms (JV 569 –

574). The Petitioner must be specific as to the items requested and reasons for the request, as provided by California Rule of Court 5.552 (c) (1) & (2), as to the items requested and the reasons for the request. The Petition shall be filed at the Juvenile Court.

This Juvenile Court Administrative Order is to remain in effect until otherwise ordered by the Presiding Judge of Juvenile Court.

Dated this 29th day of March, 2012:



DOUGLAS J. HATCHIMONJI
PRESIDING JUDGE of JUVENILE COURT



Chambers of
MARIA D. HERNANDEZ
PRESIDING JUDGE OF JUVENILE COURT

Superior Court of California County of Orange

1341 THE CITY DRIVE
ORANGE, CA 92868
PHONE: (657) 622-5502

Orange County Juvenile Court Administrative Order: A-100-2-2013 Juvenile Court Proceedings: Media and Public Access; Confidentiality; Photography/Audio/Video Recording.

A. Applicability of Order:

1. This administrative order shall supplement Welfare and Institutions Code, Sections 346, 676, 676.5, and California Rules of Court, Rule 5.530, regarding the admittance of persons, agencies and organizations to juvenile court proceedings. (All statutory references shall be to the Welfare and Institutions Code, and all references to rules shall be to the California Rules of Court, unless otherwise noted.) To the extent that this order conflicts with Sections 346, 676, 676.5, or Rule 5.530, the statute or rule shall control.
2. This administrative order shall supplement California Rules of Court, Rule 1.150, and Orange County Superior Court, Local Rules 180 and 906, regarding media coverage of courtroom proceedings, and shall be applicable only as to the proceedings of the Orange County Juvenile Court. To the extent that this order conflicts with Rule 1.150 (as constrained by Sections 346 and 676, or Rule 5.530), or Local Rule 180, the rules shall control.
3. This administrative order shall supplement Section 827(a)(4), and Orange County Superior Court, Local Rule 903.3, regarding the non-dissemination of information relating to the content of the juvenile case file or proceedings, and shall apply to all persons who are permitted access to juvenile court proceedings. To the extent that this order conflicts with Section 827, or Local Rule 903.3, the statute or rule shall control.
4. This administrative order supersedes all prior Juvenile Court administrative orders addressing public and/or media access, including administrative orders number 11/010-903 and 11/009-906, the Juvenile Court Exchange of Information and Media Policy, signed September 23, 2010, and all such orders are rescinded. All prior miscellaneous orders authorizing access to specifically identified persons or organizations remain in full force and effect, unless expressly rescinded by the Presiding Judge of Juvenile Court.

B. Admission to Juvenile Court proceedings:

1. Except as otherwise addressed herein, the persons entitled to be present at Juvenile Court proceedings are those persons described in Sections 676 and 676.5, and Rule

5.530. No other person shall be admitted into a Juvenile Court proceeding, except upon express authorization of a judicial officer of the Juvenile Court, pursuant to this order.

2. All assigned judicial officers of the Juvenile Court shall have the discretion to admit into their assigned courtroom, only, any person who may be admitted, pursuant to Sections 346 and 676, and Rule 5.530. No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to admit such persons to any other courtroom other than the judicial officer's own courtroom.
3. Members of the "media", as defined in Rule 1.150, shall be admitted to Juvenile Court proceedings to the same extent and under the same limitations as members of the public are admitted, pursuant to Section 676(a), for the crimes listed in subdivisions (1) through (28). Members of the media shall be subject to all orders of the Court issued pursuant to subdivisions (b), (c), (d) and (e), of Section 676.
 - a) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the authority to authorize the admission of members of the media to any Juvenile Court proceeding, except pursuant to Section 676(a).
 - b) No Juvenile Court judicial officer, except the Presiding Judge of Juvenile Court, shall have the discretion to authorize "media coverage", as defined in Rule 1.150 (regarding photographing, recording or broadcasting), as to any Juvenile Court proceeding, including public proceedings pursuant to Section 676(a).
 - c) Authorization for media coverage, by the Presiding Judge of Juvenile Court, shall be made pursuant to Rule 1.150, Local Rule 180, and this administrative order.
4. All persons with a direct and legitimate interest in the particular case or the work of the court desiring admission to Juvenile Court proceedings (except those admitted into a specific courtroom by the assigned judicial officer), including persons conducting research, students, public or private agencies and organizations, and members of the news media, shall seek authorization from the Presiding Judge of Juvenile Court, by contacting Juvenile Court Administration.
 - a) In the exercise of its sound discretion in determining whether to authorize admission, the Presiding Judge of Juvenile Court considers and balances many competing factors, including:
 - The stated reason or purpose for seeking access;
 - The agency or organization with whom the person seeking access is associated with, if any, and the function, purpose, mission and goals of the agency or organization;
 - Whether the person is seeking information of a general nature about the Court or the juvenile justice system, or information regarding a particular case, minor, family or party to a matter;
 - The age of the minor[s] and the alleged facts and circumstances of the case or cases to which the requesting person is seeking admission;
 - The privacy and confidentiality rights of the children and caretakers before the court and the highly sensitive nature of the child and family issues involved in the cases before the Juvenile Court;
 - The stated concerns or objections of any party to the matters pending before the Court as to the admission of the requesting person;
 - The best interests of all minors with matters pending with the Court;

- The feasibility of orders and measures to prevent or mitigate any negative impact to the child;
 - The beneficial societal values promoted by public access. (See: *San Bernardino County v. Superior Court* (1991) 232 Cal.App.3d 188, 210 – 203.)
- b) Persons seeking admission to Juvenile Court proceedings may submit a request in writing that addresses the factors listed in subparagraph (a).
5. Except for persons associated with a party to a particular case whose presence was requested by the parent, guardian or minor, all persons admitted into Juvenile Court proceedings, because they have been determined to have a direct and legitimate interest in the particular case or the work of the court, before attending a proceeding, shall be required to report to Juvenile Court Administration to sign an acknowledgement of the provisions of this administrative order.
- C. Prohibition against publication or dissemination of information regarding Juvenile Court proceedings:**
1. Pursuant to Sections 300.2 and 827(a)(4), Local Rule 903.3 is reiterated, to wit: with the exception of cases involving offenses listed in Section 676, any member of the public admitted into a Juvenile Court proceeding shall not publish or disseminate any information regarding any matter heard by the Juvenile Court, including but not limited to: the identity of any party, attorney, probation officer, social worker, witness, therapist; the allegation made in the petition[s]; the facts and circumstances of the matter; the orders and findings by the Court, unless permitted by statute, rule or court order.
- a) The terms "publish or disseminate" means: revealing information to any person, by any means, including through television, radio, newspapers, magazines, email, the Internet, or any form of social media, such as Facebook, Twitter, YouTube, Instagram, blogs, or any other form of personal communication.
2. News media, researchers, students or academic institutions may publish or disseminate of information regarding Juvenile Court proceedings only to the extent authorized and limited by an express order by the Presiding Judge of Juvenile Court.
- D. Use of cellular telephones, recording or photographing Juvenile Court proceedings:**
1. Use of cellular phones in a Juvenile Court courtroom by all persons is prohibited. Use of cellular phones includes: making or receiving phone calls, making or replying to text messages, accessing for any purpose the Internet, including posting messages on Facebook, Twitter or Instagram, or playing games.
- a) Persons may utilize cellular phones in the public hallways of the courthouse, so long as such use does not disrupt the operation and business of the Court.
- b) Orange County Sheriff's Department personnel are authorized to admonish or remove from the courtroom any person using a cellular device in a courtroom or disrupting the operation and business of the Court, immediately seize the cellular device, and/or remove the person from the courthouse.
2. The Court finds that use of cellular telephones in the courtroom by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court

staff is necessary for the efficient operation and conduct of Court proceedings. Therefore, such persons are authorized to use such devices in the courtroom, so long as such use is related to Court proceedings and operations, the proceedings and operations of the business of such person's agencies and firms, or other business related matters.

- a) Use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff may not disrupt the proceedings before the Court.
 - b) All judicial officers of the Juvenile Court may make orders further limiting or prohibiting the use of cellular devices by attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff in the judicial officer's assigned courtroom.
3. No person (including attorneys of record for parties to Juvenile Court proceedings, social workers, probation officers and court staff) may take photographs or make audio and/or video recordings of any Juvenile Court proceedings.
 - a) Juvenile Court adoption proceedings may be photographed and/or recorded, solely for the personal use of the family. All judicial officers of the Juvenile Court may make orders further limiting or prohibiting such recording in the judicial officer's assigned courtroom.
 4. Photography, audio or video recording, by any means, by members of the public and the media is prohibited in any part of the Lamoreaux Justice Center, including the lobby areas, hallways, stairs, elevators, conference rooms or areas, unless expressly authorized by the Presiding Judge of Juvenile Court.

E. Media admission and coverage of Juvenile Court proceedings:

1. **Requests for admission of media:** Other than members of the media admitted pursuant to Section 676(a), all requests by members of the media to be admitted to Juvenile Court proceedings shall be directed to the Presiding Judge of Juvenile Court.
 - a) Members of the media seeking admission to Juvenile Court proceedings may make such requests in writing, addressing the factors the Court considers and balances concerning the admission of persons with a direct and legitimate interest in a particular case or the work of the Court.
2. **Requests for "media coverage":** All requests for "media coverage" (for photographing, recording or broadcasting) of any Juvenile Court proceeding, including proceedings under Section 676(a), shall be made in compliance with Rule 1.150, Local Rule 180 and this administrative order, and by submitting to the Presiding Judge of Juvenile Court Judicial Council forms MC-500 and MC-510.
 - a) Forms MC-500 and MC-510 shall be filed at Juvenile Court Administration (Lamoreaux Justice Center, second floor), in person or by facsimile (622-657-8384). Requests for media coverage of a matter set for a morning hearing shall be filed by 4:00 p.m. of the prior business day, and requests coverage of an afternoon hearing shall be filed by 10:00 a.m. the day of the hearing. Failure to timely file a request may result in the denial of coverage for that reason.

- b) Upon receipt of a request for media coverage, Juvenile Court Administration shall immediately deliver the request to the Presiding Judge of Juvenile Court and to the Court Public Information Office.
 - c) The clerk must promptly notify the parties that a request has been filed.
- 3. Limitations on coverage:** Unless expressly authorized by order of the Presiding Judge of Juvenile Court, in addition to the limitations on coverage set forth in Local Rule 180, the following limitations shall apply to authorized media coverage at the Juvenile Court:
- a) Photography or video recording of minor shall be restricted to the back of the individual, from the shoulders and below. The face, profile and back of the head of the minor, or any member of the minor's family, shall not be recorded.
 - b) Photography or audio or video recording in a courtroom when the Court is not in session and formally on the record is prohibited.
 - c) Photography or audio or video recording of the minor and/or the family that is the subject of a Juvenile Court proceeding in the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center is prohibited.
 - d) When authorized, photography or audio or video recording of any person, whether within the interior or at the exterior of the Lamoreaux Justice Center, must be restricted so as to preclude any recording of persons in the background and not part of the authorized recording.
- 4. Pooling media coverage:** Media coverage inside of a Juvenile Court courtroom shall be limited to one still camera and one video camera. Therefore, media organizations and agencies shall make arrangements for the pooling of photographic and video recording resources.
- a) Members of media organizations and agencies permitted to photograph and/or make video recordings of proceedings shall share any photographs or video with other media organizations or agencies.
- 5. Media identification:** All members of the media must prominently display identification identifying the person as a member of the media, while inside or at the plaza area, sidewalks, streets and parking lots immediately adjacent to the Lamoreaux Justice Center.
- 6. Check-in:** Upon arrival at the Juvenile Court, all members of the media shall inform the Juvenile Court receptionist (located on the second floor) of their presence, and the purpose for their presence, including the name of the case or minor that they seek to cover.
- a) In addition to checking in with Juvenile Court reception, upon arrival at the Lamoreaux Justice Center, all members of the media with cameras or other audio or video recording equipment shall advise officers of the Orange County Sheriff's Department, and shall obey their instructions regarding the movement, staging and use of such equipment.
 - b) Members of the media must arrive at the Juvenile Court in sufficient time so as not to delay the calling of a matter, including time to set-up any cameras or recording equipment. The Court will not delay calling a matter to wait for the arrival of members of the media or for the set-up of equipment, regardless of an order granting media admission and/or coverage.

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County of Orange

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- c) When a member of the media checks-in, the Juvenile Court receptionist shall immediately advise the courtroom clerk where the matter is calendared and the Presiding Judge of Juvenile Court.

7. **Admission into the courtroom:** When authorized by order of the assigned judicial officer or the Presiding Judge of Juvenile Court, when advised of the presence of the media, courtroom staff, including Sheriff's personnel, shall facilitate the admission of the media into the courtroom for the matter they are authorized to cover.

- a) Courtroom staff, including Sheriff's personnel, shall admit members of the media into the courtroom in sufficient time for equipment set-up so as not to delay the calling of the matter.

F. Minors in juvenile institutions:

1. The term "juvenile institution" means: any jail, lock-up, juvenile hall, secure and non-secure detention facilities used to house juveniles; any juvenile day centers, ranches and camps; any emergency shelter home, group home, or foster home; operated by or on behalf of the Orange County Probation Department and/or Orange County Social Services Agency.
2. Except as expressly authorized by the Presiding Judge of Juvenile Court, interviews by the media of any juvenile housed in or attending a juvenile institution is prohibited.
3. Except as expressly authorized by the Presiding Judge of Juvenile Court, photography, audio or video recording, by any means, by members of the public and the media of any juvenile housed in or attending a juvenile institution is prohibited.

SO ORDERED.

Date: 1/21/14

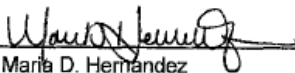

Maria D. Hernandez
Presiding Judge of Juvenile Court

EXHIBIT 2.0 - BUDGET

Year 4 (FY 17/18)						
Budget Categories	Juvenile Hall	YLA2	Pride (YLA1)	YGC	Joplin	Total
PERSONNEL						
Program Coordinator: <i>The Program Coordinator will perform administrative duties and oversight for SMARRT services offered at all four facilities. Responsibilities include the overall management of day-to-day SMARRT services; administrative supervision of all SMARRT Team Members; oversight of program implementation and successful operation; building and sustaining of collaborative partnerships; and serving as the point of contact with the Probation Department.</i>	10,726	5,363	5,363	26,816	21,452	69,720
Licensed Clinical Social Worker (LCSW): <i>Responsibilities include conducting assessments; individual, family, and group counseling sessions; utilizing the Diagnostic and Statistical Manual of Mental Disorders 5 (DSM 5); maintaining required documentation for each student; abiding by confidentiality procedures; preparing students for transition back to the community and post-graduation; linking students to community resources and vocational needs; providing staff, parents, and students with information on chemical dependency; making referrals; providing follow-up care; providing supervision for the two Substance Abuse Clinicians and eight MSW Interns; facilitating group supervision; and communicating with the SMARRT Team, Probation staff, teachers, administrators and community partners.</i>	1,877	45,084	35,664	45,084	0	127,709

Clinician: <i>Responsibilities</i> include conducting assessments; individual, family, and group counseling sessions; utilizing the DSM 5; maintaining required documentation for each student; abiding by confidentiality procedures; preparing youth for transition back to the community and post-graduation; linking youth to community resources and vocational needs; providing staff, parents, and youth with information on chemical dependency; making referrals; providing follow-up care; serving as preceptor for BSW Interns; and communicating with the SMARRT Counselors , Probation staff, teachers, administrators and community partners.	19,756	0	79,024	0	0	98,780
Certified Alcohol and Drug Counselor (CADC): <i>Responsibilities</i> include assisting day-to-day site coordination and planning of drug/alcohol related interventions, transition services; provide individual, group, and family substance abuse counseling; leading activities for parents and probation youth; communicating with the SMARRT Team , Probation staff, teachers, administrators and community partners.	0	0	0	0	57,133	57,133
Total Personal/Salaries	32,359	50,447	120,051	71,900	78,585	353,342
Personnel Benefits Public Employees Retirement System, Medicare Contribution, Public Agencies Retirement System, Medical Insurance, Dental Insurance, Vision Insurance, State Unemployment Insurance, Workers Compensation Insurance, Public Employees Retirement Reduction, Life Insurance and Long term Disability Insurance.	11,369	17,685	42,949	25,264	29,053	126,320
Total Personal & Benefits	43,728	68,132	163,000	97,164	107,638	479,662

OTHER BUDGET ITEMS						
General Supplies	862	900	861	900	900	4,423
Cell Phones	0	0	0	0	0	0
Mileage	300	300	300	300	300	1,500
Three Laptops	0	0	0	0	0	0
Cell Phone service	250	250	500	500	500	2,000
Total Operating Expenses	1,412	1,700	1,411	1,700	1,700	7,923
SUBTOTAL	45,140	69,832	164,411	98,864	109,338	487,585
Indirect Charges (9.33%) based on S&EB	4,080	6,357	15,208	9,065	10,042	44,752
TOTAL BUDGET	49,220	76,189	179,619	107,929	119,380	532,337

Year 5 (FY 18/19)						
Budget Categories	Juvenile Hall	YLA2	Pride (YLA1)	YGC	Joplin	Total
PERSONNEL						
Program Coordinator: <i>The Program Coordinator will perform administrative duties and oversight for SMARTT services offered at all four facilities. Responsibilities include the overall management of day-to-day SMARTT services; administrative supervision of all SMARTT Team Members; oversight of program implementation and successful operation; building and sustaining of collaborative partnerships; and serving as the point of contact with the Probation Department.</i>	10,941	5,470	5,470	27,352	21,881	71,114
Licensed Clinical Social Worker (LCSW): <i>Responsibilities include conducting assessments; individual, family, and group counseling sessions; utilizing the Diagnostic and Statistical Manual of Mental Disorders 5 (DSM 5); maintaining required documentation for each student; abiding by confidentiality procedures; preparing students for transition back to the community and post-graduation; linking students to community resources and vocational needs; providing staff, parents, and students with information on chemical dependency; making referrals; providing follow-up care; providing supervision for the</i>	1,915	45,985	36,378	45,985	0	130,263

two Substance Abuse Clinicians and eight MSW Interns; facilitating group supervision; and communicating with the SMARRT Team , Probation staff, teachers, administrators and community partners.						
Clinician: Responsibilities include conducting assessments; individual, family, and group counseling sessions; utilizing the DSM 5; maintaining required documentation for each student; abiding by confidentiality procedures; preparing youth for transition back to the community and post-graduation; linking youth to community resources and vocational needs; providing staff, parents, and youth with information on chemical dependency; making referrals; providing follow-up care; serving as preceptor for BSW Interns; and communicating with the SMARRT Counselors , Probation staff, teachers, administrators and community partners.	20,151	0	80,604	0	0	100,755
Certified Alcohol and Drug Counselor (CADC): Responsibilities include assisting day-to-day site coordination and planning of drug/alcohol related interventions, transition services; provide individual, group, and family substance abuse counseling; leading activities for parents and probation youth; communicating with the SMARRT Team , Probation staff, teachers, administrators and community partners.					58,276	58,276

Total Personal/Salaries	33,007	51,455	122,452	73,337	80,157	360,408
Personnel Benefits Public Employees Retirement System, Medicare Contribution, Public Agencies Retirement System, Medical Insurance, Dental Insurance, Vision Insurance, State Unemployment Insurance, Workers Compensation Insurance, Public Employees Retirement Reduction, Life Insurance and Long term Disability Insurance.	11,568	17,995	43,702	25,707	29,563	128,535
Total Personal & Benefits	44,575	69,450	166,154	99,044	109,720	488,943
OTHER BUDGET ITEMS						
General Supplies	862	900	861	900	900	4,423
Cell Phones	0	0	0	0	0	0
Mileage	300	300	300	300	300	1,500
Three Laptops	0	0	0	0	0	0
Cell Phone service	250	500	250	500	500	2,000
Total Operating Expenses	1,412	1,700	1,411	1,700	1,700	7,923
SUBTOTAL	45,987	71,150	167,565	100,744	111,420	496,866
Indirect Charges (9.4%) based on S&EB	4,190	6,528	15,618	9,310	10,314	45,960
TOTAL BUDGET	50,177	77,678	183,183	110,054	121,734	542,826