

TULARE COUNTY AGREEMENT NO. \_\_\_\_\_

**COUNTY OF TULARE  
HEALTH & HUMAN SERVICES AGENCY  
SERVICES AGREEMENT**

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**THIS AGREEMENT** ("Agreement") is entered into as of \_\_\_\_\_ between the **COUNTY OF TULARE**, a political subdivision of the State of California ("COUNTY"), and **TULARE YOUTH SERVICE BUREAU, INC.** ("CONTRACTOR"). COUNTY and CONTRACTOR are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

- A.** COUNTY wishes to retain the services of CONTRACTOR for the purpose of providing mental health programs in Tulare County in conformance with the Welfare & Institutions Code, Division 5, Titles 9 and 22 of the California Code of Regulations, the Cost Reporting/Data Collection Manual of the State Department of Mental Health, and the Tulare County Mental Health Annual Plan; and
- B.** CONTRACTOR has the experience and qualifications to provide the services COUNTY requires pertaining to the County's Mental Health Program; and
- C.** CONTRACTOR is willing to enter into this Agreement with COUNTY upon the terms and conditions set forth herein.

**THE PARTIES AGREE AS FOLLOWS:**

- 1. TERM:** This Agreement becomes effective as of July 1, 2018, and expires at 11:59 PM on June 30, 2019, unless earlier terminated as provided below, or unless the Parties extend the term by a written amendment to this Agreement.
- 2. SERVICES:** See attached Exhibits A, A-1, A-2.
- 3. PAYMENT FOR SERVICES:** See attached Exhibits B, B-1a, B-1b.
- 4. INSURANCE:** Before approval of this Agreement by COUNTY, CONTRACTOR must file with the Clerk of the Board of Supervisors evidence of the required insurance as set forth in the attached Exhibit C.
- 5. GENERAL AGREEMENT TERMS AND CONDITIONS:** COUNTY'S "General Agreement Terms and Conditions" are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein. COUNTY'S "General Agreement Terms and Conditions" can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>
- 6. ADDITIONAL EXHIBITS:** CONTRACTOR shall comply with the terms and conditions of the Exhibits listed below and identified with a checked box, which are by this reference made a part of this Agreement. Complete Exhibits D, E, F, G, G-1, and H can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>

**COUNTY OF TULARE  
 HEALTH & HUMAN SERVICES AGENCY  
 SERVICES AGREEMENT**

<input checked="" type="checkbox"/>	<b>Exhibit D</b>	Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement
<input checked="" type="checkbox"/>	<b>Exhibit E</b>	Cultural Competence and Diversity
<input checked="" type="checkbox"/>	<b>Exhibit F</b>	Information Confidentiality and Security Requirements
<input checked="" type="checkbox"/>	<b>Exhibit G</b>	Contract Provider Disclosures <u>(Must be completed by Contractor and submitted to County prior to approval of agreement.)</u>
<input checked="" type="checkbox"/>	<b>Exhibit G1</b>	National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care
<input type="checkbox"/>	<b>Exhibit H</b>	Additional terms and conditions for federally-funded contracts
<input type="checkbox"/>	<b>Exhibit</b>	

**7. NOTICES:** (a) Except as may be otherwise required by law, any notice to be given must be written and must be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

**COUNTY:**

CONTRACT UNIT  
 TULARE COUNTY HEALTH & HUMAN SERVICES  
 AGENCY  
 5957 S. Mooney Boulevard  
 Visalia, CA 93277  
 Phone No.: 559-624-8000  
 Fax No.: 559-737-4059

**With a Copy to:**

COUNTY ADMINISTRATIVE OFFICER  
 2800 W. Burrel Ave.  
 Visalia, CA 93291  
 Phone No.: 559-636-5005  
 Fax No.: 559- 733-6318

**CONTRACTOR:**

TULARE YOUTH SERVICE BUREAU, INC.  
 327 South "K" Street  
 Tulare, CA 93274  
 Phone No.: 559-686-9772  
 Fax No.: 559-688-2043

(b) Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail will be deemed received on the fifth calendar day after the date of mailing. Either Party may change the above address by giving written notice under this section.

**8. AUTHORITY:** CONTRACTOR represents and warrants to COUNTY that the individual(s) signing this Agreement on its behalf are duly authorized and have legal capacity to sign this Agreement and bind CONTRACTOR to its terms. CONTRACTOR acknowledges that COUNTY has relied upon this representation and warranty in entering into this Agreement.

**COUNTY OF TULARE  
HEALTH & HUMAN SERVICES AGENCY  
SERVICES AGREEMENT**

**9. COUNTERPARTS:** The Parties may sign this Agreement in counterparts, each of which is an original and all of which taken together form one single document.

**THE PARTIES,** having read and considered the above provisions, indicate their agreement by their authorized signatures below.

**TULARE YOUTH SERVICE BUREAU, INC.**

Date: 5/19/18

By [Signature]

Print Name DAVID LAPO

Title CHAIRMAN

Date: 5/10/2018

By [Signature]

Print Name BOB PENNINGTON

Title C.F.O.

[Pursuant to Corporations Code section 313, County policy requires that contracts with a Corporation be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a Limited Liability Company be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

**COUNTY OF TULARE**

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

By \_\_\_\_\_

Chairman, Board of Supervisors

ATTEST: MICHAEL C. SPATA  
County Administrative Officer/Clerk of the Board  
of Supervisors of the County of Tulare

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

Approved as to Form  
County Counsel

By [Signature] 5/21/18

Deputy  
Matter # 2018772

**EXHIBIT A**  
**Scope of Services**  
**Fiscal Year 2018-2019**

**Contractor: Tulare Youth Service Bureau**  
**Prevention and Early Intervention Program: Family Interaction Program**

**I. INTENT AND GOALS:**

**A. Systemwide Program Intent and Goals**

The goals of the Family Interaction Program are to:

1. Improve the quality of the parent/child relationship through the use of the Evidence-Based Practice of Parent-Child Interaction Therapy.
2. Promote positive bonding and interaction within the parent/child relationship.
3. Increase positive parenting and coping skills.
4. Provide outreach and services to unserved and underserved population groups (e.g., African American, Native American, Monolingual Spanish Speakers, Southeast Asians, LGBTQ) in a manner that is easily accessible, thorough, and culturally and linguistically competent.
5. Utilize Prevention and Early Intervention Program (PEI) funding to provide new services or enhance existing services. Funds may not be used to supplant existing services.

**II. SCOPE OF WORK AND DESCRIPTION OF SERVICES**

**A. Scope of Work:**

CONTRACTOR shall:

1. Provide a program that is evidenced-based and implemented through low-intensity, short-term sessions among children who are experiencing a broad range of emotional, behavioral, and family problems.
2. Utilize “any means necessary” methods to remove barriers to service access for remote, rural populations, to include transportation services as necessary.
3. Provide at-risk families (e.g., drug-exposed infants and their families) with the necessary prevention and early intervention mental health services that promote wellness and recovery.
4. Utilize existing collaborations and community resources to promote and leverage the resources of the PEI Family Interaction Program.

5. Ensure that input from program participants is used to direct the activities of the Family Interaction Program.

## B. Description of Services

### 1. Location and Hours of Service

CONTRACTOR shall:

a) Provide services primarily out of the Lindsay Healthy Start, Tulare Youth Service Bureau (Tulare), and Porterville Youth Services offices, which will provide the necessary space during normal hours of operation. Home-based Relationship Enhancement Therapy (RET) services will be provided to all families as appropriate, especially those residing in rural areas.

b) The Family Interaction Program hours of operation shall be 8:00 a.m. to 7:00 p.m. or later, as needed. In-home services shall also be provided between the hours of 8:00 a.m. and 7:00 p.m. Assigned staff will work flex schedules to meet the needs of the population served and will further flex schedules as needed to accommodate the needs of working parents and facilitate the incorporation of fathers into the treatment process.

### 2. Minimum Staffing Requirements

CONTRACTOR agrees to provide the level of staffing for the Family Interaction Program needed to meet the activities described in this Scope of Services and as detailed in the corresponding Exhibit B-2, Budget Narrative.

### 3. Evidence-Based Practices (EBP)

CONTRACTOR shall provide services based on evidence-based practices, to include Parent-Child Interaction Therapy (PCIT), Parent-Child Attunement Therapy (PCAT), and Relationship Enhancement Therapy (RET).

### 4. Access

CONTRACTOR shall provide services to the at-risk families in natural community settings that are easily accessible and in close proximity to individuals identified for services, such as Family Resource Centers (FRC), community health centers, or in the individual's home.

### 5. Outreach/Collaboration

a) CONTRACTOR shall provide outreach to community partners and community members to build awareness of the Family Interaction Program.

b) CONTRACTOR shall collaborate with other Prevention and Early Intervention Programs and the Tulare County Department of Health (i.e., Maternal, Child, and Adolescent Health [MCAH]) to promote awareness of the Family Interaction Program.

- c) CONTRACTOR shall participate with Mental Health Awareness Month (MHAM) events to promote awareness of the Family Interaction Program.
- d) CONTRACTOR shall participate at Tulare County Fair Mental Health Outreach booth to promote awareness of the Family Interaction Program.

## 6. Training

- a) CONTRACTOR shall ensure that personnel funded under this program have resources and access to professional and other training, as needed, and specifically in regard to the evidence-based practices to be utilized in this program.
- b) CONTRACTOR shall hold quarterly meetings with community partners, Porterville Youth Services, FRCs, and MCAH/DEI (i.e., Drug-exposed Information Program) staff to review progress, obstacles, needs, and program improvement activities.
- c) As needed, CONTRACTOR shall provide training to community partners to build awareness of the Family Interaction Program.

## 7. Information Referral Process

- a) CONTRACTOR shall work with the Tulare County Mental Health Branch (COUNTY), MCAH Program and the Drug-Exposed Infant Program to develop a comprehensive referral process.
- b) CONTRACTOR shall work with Lindsay Healthy Start, Woodlake and Earlimart FRC's, Porterville Youth Services and other community-based programs to develop a comprehensive referral process.
- c) Referrals and assessments that do not meet the requirements for the Family Interaction Program shall be linked to alternative programs in the community.

## 8. Recordkeeping

CONTRACTOR shall develop a database and an evaluation plan to log and conduct process/outcome evaluation.

CONTRACTOR shall provide reports to COUNTY based on its evaluation plan, as required for monitoring, and for State reporting requirements.

## 9. IT System

All tasks requiring IT linkage and interface shall run through HIPAA-compliant, firewall-protected network provided by the CONTRACTOR. Included shall be payroll,

Internet access, e-mail, financial transactions, and data collection.

#### 10. Service Area

CONTRACTOR shall serve the communities of Tulare, Lindsay, and Porterville and their surrounding areas in Tulare County, with special efforts to reach rural and unserved/underserved areas.

### III. OUTCOME AND EVALUATION

#### A. Number of Individuals/Families to be Served

By the end of FY 18/19, CONTRACTOR shall serve a minimum of 130 unduplicated individuals or 70 unduplicated families.

#### B. Program Evaluation

##### 1. Objectives to be addressed:

##### a) Process Objectives

- Administrative objectives:
  - On a quarterly basis, meet with community partners, FRCs, and MCAH/DEI staff to review progress, obstacles, needs, and program improvement activities.
  - On a quarterly basis, conduct a community mental health education to promote program awareness.
  - In 3 months after contract starts, develop a mutual relationship with the Tulare County Health MCAH programs.
- Programmatic objectives:
  - In 6 months after contract starts, at least 65 unduplicated individuals or 35 unduplicated families will be served.

##### b) Outcomes Objectives

- Programmatic objectives- By the end of FY 18/19, at least:
  - 60% of program participants will achieve mastery in parenting skills.
  - 50% of program participants will successfully complete the program.
  - 70% of parents in the program will show a decrease in the parent stress index score.
  - 70% of parents in the program will show an increase in positive parenting skills (e.g., positive communication).
  - 50% of children in the program will show a decrease in problem behavior.

##### c) Impact Objectives (CONTRACTOR shall collaborate with COUNTY to measure Impact objectives)

- Programmatic objectives- In 3 months after the contract ends:

- There will be an increase in community knowledge regarding early intervention services in rural and isolated communities.
  - There will be a decrease in disparities in the access to mental health early intervention services.
  - There will be a decrease in community stigma related to accessing mental health services.
2. CONTRACTOR shall collect all demographic and service count data, participant data, and process/progress data, and provide quarterly demographic and narrative reports to COUNTY.
  3. Annual Report
    - a) CONTRACTOR will record the following outcome information for each individual enrolled in the FIP program in a single electronic file, and submit this data to the PEI Coordinator as requested: gender, date of birth, program start date, program end date, program completion status, mastery status, Eyberg scores (pre, mid and post), and PSI scores (pre, mid and post).
    - b) CONTRACTOR will analyze outcome data in accordance with methods outlined in the established evaluation plan and generate a summary report of findings.
    - c) CONTRACTOR will provide the COUNTY with a copy of the summary report within 60 days of the close of each contract year per MHSA PEI requirements.
    - d) PEI Coordinator will have access to this data and will review data and reports generated by CONTRACTOR.
  4. CONTRACTOR shall develop a system for using process and outcome data to improve the quality of services, identify service system gaps, and make recommendations for bridging those gaps.

**V. ADDITIONAL EXPECTATIONS**

1. CONTRACTOR and any partners or subcontractor(s) will be expected to share information, materials, and findings with COUNTY and all agencies identified by COUNTY. No work developed under the contract may be considered proprietary or may be sold for additional profit.
2. CONTRACTOR may be expected to participate in regular meetings of MHSA grantees in order to disseminate information on project outcomes and to ensure that all contractor(s) can leverage each other's work and experience.
3. CONTRACTOR may be expected to attend programmatic trainings facilitated by Tulare County Department of Mental Health.
4. Additional monitoring and reporting may be required to address any emergent issues.



## EXHIBIT A-1

### TULARE COUNTY MENTAL HEALTH PLAN, QUALITY MANAGEMENT STANDARDS

The Tulare County Alcohol, Drug and Mental Health Services Department is Tulare County's Medi-Cal Mental Health Plan (MHP) and has established standards for all organizational, individual, and group providers furnishing Specialty Mental Health Services. CONTRACTOR shall adhere to all current MHP policies and procedures (P&P's) in addition to the following standards. In the event of conflicting requirements, current P&P's will supersede the below standards. P&P's may be updated from time to time, and when an update occurs COUNTY shall notify CONTRACTOR and provide the revised P&P's. Copies of all current P&P's are available by contacting the Tulare County Mental Health Managed Care/QI division at (559) 624-8000.

#### 1. Assessment

- A. Initial Assessment: Contractor shall complete an initial assessment to establish medical necessity for all consumers requesting specialty mental health services within fourteen (14) days for adults, and twenty-one (21) calendar days for minors from the consumer's initial visit. The Assessment must be completed in the format designated by the MHP and must be completed and signed by a Licensed Practitioner of the Healing Arts (LPHA) and the consumer and/or guardian, if appropriate.
- B. Assessment Update: As clinically indicated, with best practice being at least annually, a re-assessment of key indicators of the client's condition will be performed and documented within the chart, particularly, reassessment will gather information the required to determine if the clinical symptoms, behaviors, and impairments necessary to support medical necessity for Specialty Mental Health Services are present or not.

#### 2. Plan of Care

- A. Consumer Wellness Plan (CWP): The plan of care shall be completed by the Contractor within thirty (30) days from the first date of current admission, and updated thereafter at twelve (12) – month intervals, based on the "Open Episode" date.
- B. Frequency: The CWP shall be completed by the 30th day in all cases in which services will exceed 30 days. At minimum, the CWP must be updated annually, within 30 days prior to the anniversary date of the previous CWP.
- C. Content of CWPs:
  - 1. Specific, observable or quantifiable goals and objectives.
  - 2. Proposed type(s) of intervention to address the functional impairments or reasonable risk of significant deterioration in current functioning as identified in the Assessment. Interventions should include description of both the particular service and the specific intervention actions pertaining to the service.
  - 3. Proposed duration and frequency of intervention(s).
  - 4. Documentation of the consumer's participation in and agreement with the plan. This includes consumer signature on the plan and/or reference to consumer's participation and agreement in progress notes.
- D. Signature (or electronic equivalent) by a LPHA (the LPHA must be a physician for Medicare or MED-Only consumers) and the consumer. Consumer plans shall be consistent with the diagnoses and the focus of intervention will be consistent with the consumer plan goals.

- E. Contractor will offer a copy of the consumer plan to the consumer and will document such on the consumer plan.
- 3. Progress Notes and Billing Records. Services must meet the following criteria, as specified in the MHP's Agreement with the California Department of Health Care Services.
  - A. All service entries will include the date and time the services were provided.
  - B. The consumer record will contain timely documentation of care. Services delivered will be recorded in the consumer record as expeditiously as possible, but no later than the timeliness time frame delineated by Tulare County Mental Health policy and procedure
  - C. Contractor will document consumer encounters, and relevant aspects of consumer care, including relevant clinical decisions and interventions, in the consumer record.
  - D. All entries will include the exact number of minutes of service provided and the type of service, the reason for the service, the corresponding consumer plan goal, the clinical intervention provided, the signature of the person providing the service (or electronic equivalent); the person's professional degree, licensure or job title; and the relevant identification number.
  - E. The record will be legible.
  - F. The consumer record will document referrals to community resources and other agencies, when appropriate.
  - G. The consumer record will document follow-up care or, as appropriate, a discharge summary.
  - H. Timeliness/Frequency of Progress Notes
    - 1. Shall be prepared for every Service Contact including:
      - a) Mental Health Services (Assessment, Plan Development, Collateral, Individual/Group/Family Therapy, Individual/Group/Family Rehabilitation);
      - b) Medication Support Services;
      - c) Crisis Intervention;
      - d) Case Management/Targeted Case Management (billable or non-billable).
    - 2. Shall be daily for:
      - a) Crisis Residential;
      - b) Crisis Stabilization (1x/23hr);
      - c) Day Treatment Intensive.
    - 3. Shall be weekly for:
      - a) Day Treatment Intensive for Clinical Summary;
      - b) Day Rehabilitation;
      - c) Adult Residential.
    - 4. On each shift for other services such as Acute Psychiatric Inpatient.
- 4. Additional Requirements
  - A. Contractor shall display the Medi-Cal Guide to Mental Health Services Brochures in English and Spanish, or alternate format in their offices. In addition, Contractors shall post grievance and appeal process notices in a visible location in their waiting rooms along with copies of English and Spanish grievance and appeal forms with MHP self-addressed envelopes to be used to send

- grievances or appeals to the Problem Resolution Coordinator and the Quality Improvement/Managed Care Department.
- B. Contractor shall be knowledgeable of and adhere to MHP policies on Beneficiary Rights as outlined in the Guide to Mental Health Services.
  - C. Contractor shall ensure that direct service staff, attend cultural competency trainings as offered by the County.
  - D. Contractor shall establish a process by which Spanish speaking staff that provide direct services in Spanish or interpretive services are tested for proficiency in speaking, reading, and writing Spanish language.
  - E. Contractor shall provide timely access to care and service delivery in the following areas as required by the State MHP standards:
    - 1. Where applicable, 24 hours per day, 7 days per week access to “urgent” services (within 24 hours) and “emergency” services (same day);
    - 2. Access to routine appointments (1st appointment within 10 business days. When not feasible, Contractor shall give the beneficiary the option to re-contact the Access team and request another provider who may be able to serve the beneficiary within the 10 business day standard).
    - 3. The MHP Quality Assurance/Utilization Management team of Tulare County monitors clinical documentation and timeliness of service delivery.
  - F. Contractor shall not create, support or otherwise sanction any policies or procedures that discriminate against Medi-Cal beneficiaries. Contractor shall offer hours of operation that are no less than the hours of operation offered to commercial beneficiaries or, in the alternative, Contractor shall offer hours of operation that are comparable to those hours offered to Medicaid fee-for-service consumers, if the provider serves only Medicaid beneficiaries.
  - G. If the State, CMS, or the HHS Inspector General (Office of Inspector General) determines that there is a reasonable possibility of fraud or similar risk, the State, CMS, or the HHS Inspector General may inspect, evaluate and audit the subcontractor at any time.
  - H. The right to audit will exist through 10 years from the final date of the contract period or from the date of completion of any audit, whichever is later. Notwithstanding Paragraph 29, Order of Precedence, of the General Terms and Conditions (GTC) relevant to this agreement, the 10-year records retention period shall apply to all MHP agreements. This requirement supersedes the 5-year retention period in Paragraph 9 in the GTC.

Reference: Service and Documentation Standards of the State of California, Department of Health Care Services.

## **EXHIBIT A-2**

### **TRANSLATION SERVICES**

CONTRACTOR agrees to provide translation services such as, but not limited to, interpreting and sign language to consumers for the provision of services under this Agreement at CONTRACTOR'S sole cost.

Services provided may include:

- AT&T Language Line
- American Sign Language Translation Services, including TTY/TDD California Relay Services
- Orchid Interpreting
- Other interpreting services as deemed necessary to provide the consumer with linguistically and culturally appropriate services

CONTRACTOR will not be allowed to use COUNTY'S language and translation services' providers' accounts. Separate accounts will need to be arranged at CONTRACTOR'S discretion.

If COUNTY at any given time receives charges for CONTRACTOR'S language and translation services, CONTRACTOR will receive an invoice for such charge(s).

**Exhibit B**  
**Compensation**  
**Fiscal Year 2018/2019**

**1. REIMBURSEMENT**

- a. COUNTY agrees to compensate CONTRACTOR for allowed cost incurred as detailed in **Exhibit A**, subject to any maximums and annual cost report reconciliation.
- b. The maximum contract amount shall not exceed ONE HUNDRED THIRTY SIX THOUSAND, EIGHT HUNDRED EIGHTY FOUR DOLLARS (\$136,884.00), and shall consist of County, State, and Federal funds. Notwithstanding any other provision of this Agreement, in no event shall COUNTY pay CONTRACTOR more than this Maximum Contract Amount for CONTRACTOR's performance hereunder without a properly executed amendment.
- c. If the CONTRACTOR is going to exceed the Maximum contract amount due to additional expenses or services, it is the responsibility of the CONTRACTOR to request the amendment and provide all supporting documentation that substantiates the increase. No amendments can be requested after April 1, 2019.
- d. The amount noted above is set forth in the budget, attached hereto as Exhibit B-1 & B-2 and incorporated herein by reference. The budget as may be adjusted by CONTRACTOR between line-items in amounts not to exceed ten percent (10%) without COUNTY approval. Adjustments made by CONTRACTOR between line-items exceeding ten percent (10%) must be approved by the Tulare County Director of Mental Health.
- e. CONTRACTOR shall use funds provided by COUNTY exclusively for the purposes of performing the services described in **Exhibit A**.
- f. CONTRACTOR shall permit authorized COUNTY, State and/or Federal agency (ies), through any authorized representative, the right to inspect or otherwise evaluate the work performed hereunder including subcontract support activities and the premises, which it is being performed. The CONTRACTOR shall provide all reasonable assistance for the safety and convenience of the authorized representative in the performance of their duties. All inspections and evaluations shall be made in a manner that will not unduly delay the work.
- g. In the event the state or federal government denies any or all claims submitted by COUNTY on behalf of the CONTRACTOR, COUNTY will not be responsible for any payment obligation and, accordingly, CONTRACTOR shall not seek payment from COUNTY and shall indemnify and hold harmless COUNTY from any and all liabilities for payment of any or all denied claims, including those claims that were submitted outside the period of time specified in this Agreement.

**2. INVOICING**

- a. CONTRACTOR shall submit monthly invoices to the Mental Health Services Act Fiscal Analyst at [ARoss@tularehhsa.org](mailto:ARoss@tularehhsa.org), no later than fifteen (15) days after the end of the month in which those expenditures were incurred. The invoice must be supported by a system generated report that validates services indicated on the invoice.
- b. Invoices shall be in the format approved by the Tulare County Health & Human Services Agency. All payments made under this Agreement shall be made within thirty (30) days of submission of all required documentation and in accordance with the COUNTY'S payment cycle.

- c. 12 month billing limit: Unless otherwise determined by State or Federal regulations (e.g. medi-medi cross-over) all original (or initial) claims for eligible individual persons under this Agreement must be received by COUNTY within twelve (12) months from the month of service to avoid denial for late billing.

**3. COST REPORT:**

- a. Within sixty (60) days after the close of the fiscal year covered by this Agreement, CONTRACTOR shall provide COUNTY with an accurate and complete Annual Cost Report with a statement of expenses and revenue for the prior fiscal year. The Annual Cost Report shall be prepared by CONTRACTOR in accordance with all applicable Federal, State, and County requirements and generally accepted accounting principles. CONTRACTOR shall allocate direct and indirect costs to and between programs, cost centers, services, and funding sources in accordance with such requirements and consistent with prudent business practice. All revenues received by CONTRACTOR from COUNTY, for any purpose, shall be reported in its Annual Cost Report, and shall be used to offset gross cost. CONTRACTOR shall maintain source documentation to support the claimed costs, revenues, and allocations, which shall be available at any time to Designee upon reasonable notice.
- b. The Cost Report shall be the final financial and statistical report submitted by CONTRACTOR to COUNTY, and shall serve as the basis for final settlement to CONTRACTOR. CONTRACTOR shall document that costs are reasonable, allowable, and directly or indirectly related to the services to be provided hereunder.

**4. RECONCILIATION AND SETTLEMENT:**

- a. COUNTY will reconcile the Annual Cost Report and settlement based on the lower of cost or County Maximum Allowance (CMA). Upon initiation and instruction by the State, COUNTY will perform the Short-Doyle/Medi-Cal Reconciliation with CONTRACTOR.
- b. COUNTY will perform settlement upon receipt of State Reconciliation Settlement to the COUNTY. Such reconciliation and settlement will be subject to the terms and conditions of this Agreement and any other applicable State and/or federal statutes, regulations, policies, procedures and/or other requirements pertaining to cost reporting and settlements for Title XIX Short-Doyle/Medi-Cal.

**5. REPAYMENT OR REIMBURSEMENT TO STATE OR OTHERS:**

- a. CONTRACTOR agrees that any repayment or reimbursement that must be made by COUNTY to the State of California or others as a result of an audit or conduct by CONTRACTOR, its agents, officers or employees of the programs or services provided under this Agreement shall be paid by CONTRACTOR, out of its own funds, within thirty (30) days after the parties are notified that repayment or reimbursement is due. For purposes of this provision, it is agreed that offsets made by the state are included within the phrase "repayment or reimbursement."
- b. It is understood that if the State Department of Health Care Services disallows Medi-Cal claims, CONTRACTOR shall reimburse COUNTY for any and all State and Federal Medi-Cal funds for those disallowed claims, regardless of the fiscal year of the disallowance within sixty (60) days of the State disallowing claims.

Exhibit B-1a

Budget

Fiscal Year 2018/2019

Contractor: Tulare Youth Service Bureau

Prevention and Early Intervention Program: Family Interaction Program

Expenditures						
	FTE's	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual (Total)
<b>PERSONNEL (STAFF)</b>						
Administrative Staff (by job class)						
Clinical staff (by job class)						
Therapist III	1	19,295	19,295	19,295	19,295	77,180
Support staff (by job class)						
Benefits (percentage) 30%		5,789	5,789	5,789	5,789	23,154
<b>TOTAL PERSONNEL (STAFF)</b>		<b>25,084</b>	<b>25,084</b>	<b>25,084</b>	<b>25,084</b>	<b>100,334</b>
<b>OPERATING EXPENSES</b>						
Staff Supports (direct services)						
Mileage (staff vehicle use)						
Vehicles (lease/owned)						
Vehicle Gas & Maintenance						
Vehicle insurance						
Cell phones & plan fees						
Program Supplies						
<b>General Office Expense</b>						
Office / Rent						
Utilities / Maintenance						
Computers & software support		875	875	875	875	3,500
Copier, fax, printer & printing expenses						
Postage						
Phone / Comm. (land lines)						
Office/Admin supplies-furniture		750	750	750	750	3,000
Program supplies		1,750	1,750	1,750	1,750	7,000
<b>TOTAL OPERATING EXPENSES</b>		<b>3,375</b>	<b>3,375</b>	<b>3,375</b>	<b>3,375</b>	<b>13,500</b>
<b>OTHER OPERATING EXPENSES</b>						
<b>Outreach &amp; Engagement</b>						
Food, clothing, supplies						
<b>Training &amp; Conferences</b>						
Course Expense / Fees		1,250	1,250	1,250	1,250	5,000
Travel Expenses		750	750	750	750	3,000
<b>Program Oversight and Evaluation</b>						
Audit expense						
Corporate Allocation						
Evaluation expense						
<b>Indirect Expense (percent of Personnel) 15%</b>		<b>3,763</b>	<b>3,763</b>	<b>3,763</b>	<b>3,763</b>	<b>15,050</b>
<b>Total Other Operating Expenses</b>		<b>5,763</b>	<b>5,763</b>	<b>5,763</b>	<b>5,763</b>	<b>23,050</b>
<b>Total Expenses</b>		<b>34,221</b>	<b>34,221</b>	<b>34,221</b>	<b>34,221</b>	<b>136,884</b>

**Exhibit B-1b**  
**FY 2018/2019 Budget Narrative**

**Contractor: Tulare Youth Service Bureau, Inc.**  
**Prevention and Early Intervention Program: Family Interaction Program (FIP)**

**PERSONNEL EXPENSES (STAFF)**

**Classifications: Therapist III- Salaries (Total \$77,180)**

1.0 of a full time equivalent (FTE) of PCIT/PCAT Therapist: The therapist(s) for the PCIT/PCAT program is classified as a "Therapist III". The Therapist will provide assessment/evaluation and treatment interventions to children and families who meet the criteria for participation in the PCIT/PCAT program. He/she will also provide training to partner agencies and key community stakeholders, parent groups, early childhood educators and caregivers at the Family Resource Centers, preschools, and day care settings as well as other outreach and engagement tasks to promote the program and to benefit the communities of the proposed service area and target population. Parenting classes utilizing the principals of PCIT/PCAT will promote the generalizing of the principals into various settings beyond the child's home. Personnel time has increased slightly due to an increase in the number of referrals.

- Annual (12 month) salary: \$77,180
- Employee's project-related salary expense:  $\$77,180 \times 1.0 \text{ FTE} = \underline{\$77,180}$

**Payroll Taxes and Benefits:**

Personnel Expenditures - Benefits - (Total \$23,154.00)

- Benefit percentage calculation:
  - FY 2014/2015 YTD benefits \$1,149,189/ FY 2014/2015 YTD salaries \$3,766,232 = 0.3051 rounded to 30%.
  - FY 2016/2017 salaries (1.0FTE) =  $\$77,180.00 \times 30\% = \underline{\$23,154}$

**TOTAL PERSONNEL EXPENSES: Salaries (Total \$77,180) + Benefits (Total \$23,154)**  
**= \$100,334**

**OPERATING EXPENSES**

**General Office Expense: (Total \$13,500)**

- **Computer, software, and supplies: \$3,500**
  - Use of PCIT/PCAT requires extensive computerized data collection and feedback to caregiver as treatment progresses. Use of copyrighted materials and computer programs is ongoing.



**Exhibit B-1b**  
**FY 2018/2019 Budget Narrative**

**Contractor: Tulare Youth Service Bureau, Inc.**  
**Prevention and Early Intervention Program: Family Interaction Program (FIP)**

Ongoing maintenance and/or replacement of specialized equipment is required.

- **Office/Administrative Supplies: \$3,000**
  - Furniture \$2,000
  - Paper, binders, file folders, pens, display and white boards for FIP sites \$1,000
  
- **Program Supplies: \$7,000**
  - Token Economies/Incentives \$4000
    - Children and families have shown to respond more positively to treatment when small incentives for participation are awarded, such as snacks, informational/parenting books and pamphlets, therapeutic toys, and games. In prior years this effort demonstrated increase in compliance with homework assignments while reducing "no-show" rate.
  - Therapeutic Toys/activities/storage \$1,911
    - Parent-Child interactive toys and games to support in-home/off-site component of program
    - Storage containers for travel
  - Audio Earphones/batteries \$1,089

**TOTAL OPERATING EXPENSES (\$13,500)**

**OTHER OPERATING EXPENSES**

Training & Conferences: (Total \$8,000)

- Course Expense/Fees: \$5,000
- Travel Expenses: \$3,000
  
- Therapist(s) involved in the PEI- Family Interaction Program require intensive ongoing training via UC Davis CAARE Center. With clinical staff needs expanding due to an increased number of referrals into the program, and staff turnover, ongoing comprehensive training is required.

Program Oversight and Evaluation: (Total \$15,050)

**Exhibit B-1b  
FY 2018/2019 Budget Narrative**

**Contractor: Tulare Youth Service Bureau, Inc.  
Prevention and Early Intervention Program: Family Interaction Program (FIP)**

- Indirect Expense @ 15% of salaries & benefits - (Total \$15,050.00)

**TOTAL OTHER OPERATING EXPENSES (\$23,050)**

**TOTAL Family Interaction Program EXPENSES (\$136,884)**

## EXHIBIT C

### PROFESSIONAL SERVICES CONTRACTS INSURANCE REQUIREMENTS

CONTRACTOR shall provide and maintain insurance for the duration of this Agreement against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, his agents, representatives, employees and subcontractors, if applicable.

#### A. Minimum Scope & Limits of Insurance

1. Coverage at least as broad as Commercial General Liability, insurance Services Office Commercial General Liability coverage occurrence form GC 00 01, with limits no less than \$1,000,000 per occurrence including products and completed operations, property damage, bodily injury and personal & advertising injury. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability of \$1,000,000 per occurrence including any auto or, if the CONTRACTOR has no owned autos, hired and non-owned auto coverage. If an annual aggregate applies it must be no less than \$2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. Professional Liability (Errors and Omissions) insurance appropriate to the CONTRACTOR's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

#### B. Specific Provisions of the Certificate

1. If the required insurance is written on a claims made form, the retroactive date must be before the date of the contract or the beginning of the contract work and must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
2. CONTRACTOR must submit endorsements to the General Liability reflecting the following provisions:
  - a. *The COUNTY, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of work or operations performed by or on behalf of the CONTRACTOR including material, parts, or equipment furnished in connection with such work or operations.*
  - b. *For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.*
  - c. *CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of CONTRACTOR may acquire against the county by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.*

