

COUNTY OF SAN MATEO  
Departmental Correspondence

DATE January 24, 2001

TO Honorable Board of Supervisors  
FROM Brian Zampog, Director, Public Health and Environmental Protection  
SUBJECT Agreements with Children and Families First and Lucile Packard Foundation for Children's Health

RECOMMENDATION

- 1 Adopt a resolution authorizing the President of the Board to execute Agreements with the Children and Families First Commission of San Mateo County and the Lucile Packard Foundation for Children's Health for the Prenatal to Three Initiative and approving Amendment to the Salary Ordinance, and
- 2 Approve an Appropriation Transfer Request (ATR) in the amount of \$409,442, \$293,917 to Prenatal to Three, \$87,977 to Mental Health and \$27,548 to Public Health

Background

The evaluation of the Prenatal to Three Initiative (PTT) has revealed many positive outcomes, including the following

- San Mateo County mothers had a higher rate of breastfeeding (88%) than mothers in the comparison counties of Santa Clara and Solano (76% and 79%)
- PTT children had one more well baby visit on average than children seen before the program began
- PTT parents showed picture books to their infants 45% more than non-PTT families
- Women at high risk of mental health disorder who are enrolled in PTT received therapeutic services more often than such women in comparison counties
- More PTT children from families with mental health problems were identified as at risk and treated earlier in their lives for emotional and relationship disorders

The PTT program is increasingly cost efficient with the cost per PTT home visit reduced from \$164 in year one, to \$101 in year three Last year, PTT provided home-based services to 1,700 families with children in the prenatal to three Medi-Cal population Mental Health staff of PTT served approximately 240 of these families who had diagnosable mental health problems and their numbers continue to increase

Discussion

PTT has been awarded a two-year grant from Children and Families First as part of the first group of grants given by this new funding source for services to children aged zero to five years in San Mateo County. The goal of the grant is to widen efforts to provide public health nurse assessments to pregnant women and newborns on Medi-Cal, and to make specialized services available to families at risk due to social or mental health factors. PTT will achieve these goals through efforts of its collaborating teams and programs, and the addition of three, full-time, unclassified, Public Health Nurses for PTT, one full-time, unclassified, Psychiatric Social Worker II for Mental Health and one full-time Community Program Specialist II for Public Health. Through the grant, several hundred more Medi-Cal enrolled mothers and infants will receive preventive and early intervention services each year.

Specifically, the grant will allow the following objectives to be met

By December 2001
<ul style="list-style-type: none"><li>• at least 30 additional PTT clients will receive specialized mental health assessment, treatment and medications as appropriate</li></ul>
By December 2002
<ul style="list-style-type: none"><li>• 90% of families with Medi-Cal and PTT aged children will be offered home visits</li></ul>
<ul style="list-style-type: none"><li>• at least three psychiatrists will report competence in the assessment and treatment of pregnant, post-partum and lactating women</li></ul>
<ul style="list-style-type: none"><li>• 90% of families with Medi-Cal and prenatal-to-three aged children will place their babies on their backs or sides to sleep</li></ul>
<ul style="list-style-type: none"><li>• 90% of families with Medi-Cal will breastfeed their infants</li></ul>
<ul style="list-style-type: none"><li>• at least 25 African-American families with prenatal-to-three aged children in North County will receive BIH outreach and case management services</li></ul>

PTT has also been awarded a two-year grant from the Lucile Packard Foundation for Children's Health to plan and implement parent education classes that will focus on primary abuse and neglect prevention, for at-risk families on Medi-Cal who have children up to three years of age. PTT philosophy and design have supported the concept of a family strength-based program to promote optimal physical and emotional development of the child within the family unit. Since its inception in 1996, Pre-To-Three has offered home visits and drop-in parent support groups (Touchpoints) to pregnant women and families of young children on Medi-Cal in San Mateo County. Missing in the mix of home-based services are specific programs designed to provide parenting skill strengthening and support to those identified as having greater than usual problems in fulfilling their parenting roles and before child abuse and neglect occurs. This funding will enable PTT, along with community collaborators and parents, to develop a group parenting skills program designed to foster positive parent-child relationships. Implementation will include activities related

to (a) choosing and adapting a proven and effective curriculum, (b) staff training, (c) providing at least ten Family Strengthening Courses, and (d) evaluating the courses

Performance Measure	Goal
Parent participants will know age appropriate disciplinary behavior	90% participants
The curriculum will be the result of a collaborative process	15 community participants
Pre-to-Three staff will be trained in the curricula	2 staff members will receive training

Term and Fiscal Impact

The term of the Children and Families First grant is January 1, 2001 through December 31, 2002. The total grant award for this two-year period is \$994,107, of which \$263,594 will be used to pay for new salaries and benefits, contracts and services during FY 2000-01. In the FY 2001-02 and 2002-03 budgets, \$730,513 will be included from this grant to continue to pay for salaries and benefits, contracts and services related to the project. In all three affected fiscal years, the grant will be used to pay for the local match for services that will be billed to Medi-Cal. The grant also specifically pays for Mental Health services to the uninsured. Future funding for the classified Public Health position is anticipated to come from the State or from grants. The other positions are unclassified and will be eliminated if no additional funding can be identified after the grant period ends. There is no net county cost.

The term of Lucile Packard Foundation grant is from December 2000 to December 2002. The total grant award for this two-year period is \$250,000, \$30,323 for FY 2000-2001, \$169,677 for FY 2001-2002, and \$50,000 for FY 2002-2003. Funds will be used for existing project staff salaries and non-personnel items such as translation and interpreter services and incentives for program participants. There is no net county cost.

**RECOMMENDED**



HEALTH SERVICES DEPARTMENT

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO

DEPARTMENT **Prenatal to Three** DATE **01-11-01**

**1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG	ACCOUNT		
From	PLEASE	SEE		
	ATTACHED		409,442	
To				
			409,442	

**Justification (Attach Memo if Necessary)**

This establishes the first year appropriations and revenues for children s health program, based on the agreements with Children and Families First and Lucile Packard Foundation.

*filed 1/16/01*

DEPARTMENT HEAD  
BY *Marguerite Taylor* DATE **1-16-01**

2.  Board Action Required       Four-Fifths Vote Required       Board Action Not Required

Remarks

COUNTY CONTROLLER  
BY \_\_\_\_\_ DATE \_\_\_\_\_

- 3  Approve as Requested       Approve as Revised       Disapprove

Remarks

COUNTY MANAGER  
BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY**

BOARD OF SUPERVISORS COUNTY OF SAN MATEO STATE OF CALIFORNIA

**RESOLUTION TRANSFERRING FUNDS**

RESOLUTION NO. \_\_\_\_\_

**RESOLVED** by the Board of Supervisors of the County of San Mateo that

**WHEREAS** the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request and

**WHEREAS** the County Controller has approved said Request as to accounting and available balances and the County Manager has recommended the transfer of funds as set forth hereinabove.

**NOW THEREFORE IT IS HEREBY ORDERED AND DETERMINED** that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: \_\_\_\_\_

Supervisors: \_\_\_\_\_

# APPROPRIATION TRANSFER REQUEST

PRENATAL TO THREE

## C O D E S

	FUND/ORG	ACCOUNT	AMOUNT	AMOUNT	DESCRIPTION
<b>FROM</b>	62810	2655	263 594		Other Grants - Unanticipated Revenue
	62810	2655	30 323		Other Grants - Unanticipated Revenue
Sub Total			293 917		
<b>TO</b>	62810	4111		120 101	Salaries
	62810	4311		40 041	Benefits
	62810	5191		475	Printing
	62810	5193		1 000	Supplies
	62810	5714		2 100	Travel
	62810	5721		1 300	Training
	62810	5199		7 750	Other Office Expenses
	62810	5827		1 125	Contract Health Services
	62810	5856		4 500	Contracts
	62810	5874		87 977	Inter Agency Transfer - Mental Hlt
	62810	5874		27 548	Inter Agency Transfer - Public Hlt
	Sub Total				293 917

PUBLIC HEALTH

## C O D E S

	FUND/ORG	ACCOUNT	AMOUNT	AMOUNT	DESCRIPTION
<b>FROM</b>	62600	8142	27 548		Intra Fund Account
<b>TO</b>	62600	4111		20 000	Salaries
	62600	4311		6 600	Benefits
	62600	5710		150	Printing
	62600	5199		798	Other Office Expenses
Sub total				27 548	

MENTAL HEALTH

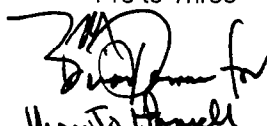
## C O D E S

	FUND/ORG	ACCOUNT	AMOUNT	AMOUNT	DESCRIPTION
<b>FROM</b>	61311	8142	87 977		Intra Fund Account
<b>TO</b>	61311	4111		31 250	Salaries
	61311	4311		10 313	Benefits
	61311	5710		44 567	Printing
	61311	5710		150	Other Office Expenses
	61311	5721		450	Training
	61311	5199		1 247	Other Office Expenses
Sub total				87 977	

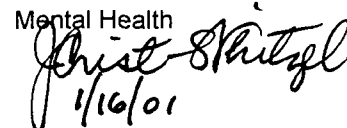
**GRAND TOTAL**

**409,442      409,442**

APPROVAL

Pre to Three  
  
 David Howell

Public Health  


Mental Health  
  
 Christ Stutzel  
 1/16/01

RESOLUTION NO \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA

\*\*\*\*\*

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENTS WITH  
THE CHILDREN AND FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY AND  
THE LUCILE PACKARD FOUNDATION FOR CHILDREN'S HEALTH  
FOR THE PRENATAL TO THREE INITIATIVE AND APPROVING  
AMENDMENT TO THE SALARY ORDINANCE

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of  
California, that,

WHEREAS, this county has a focus on the health of all children, and

WHEREAS, there has been presented to this Board of Supervisors for its consideration  
and acceptance an Agreement with Children and Families First Commission of San Mateo  
County, reference to which is hereby made for further particulars, whereby the County of San  
Mateo Prenatal to Three Initiative will expand its services to the Prenatal to Three Initiative  
clients, and

WHEREAS, there has been presented to this Board of Supervisors for its consideration  
and acceptance an Award Letter and Agreement with the David and Lucile Packard Foundation  
for Children's Health, reference to which is hereby made for further particulars, whereby the  
County of San Mateo Prenatal to Three Initiative will use it for the Pre-to-Three Parent  
Education Project, and

WHEREAS, this Board has been presented with the forms of these Agreements and has  
examined and approved them as to both form and content and desires to enter into the  
Agreements, and

WHEREAS, this Board desires to create the positions necessary to carry out this work,

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED

THAT 1) the President of this Board of Supervisors be and is hereby, authorized and directed to execute said Agreements with the Children and Families First and Lucile Packard Foundation for Children's Health for the County of San Mateo Prenatal to Three Initiative and 2) the amendment to the Salary Ordinance is approved, adding three full-time unclassified Public Health Nurses for Prenatal to Three, one full-time unclassified Psychiatric Social Worker II for Mental Health and one full-time Community Program Specialist II for Public Health

**ORDINANCE NO. \_\_\_\_\_**  
**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,**  
**STATE OF CALIFORNIA**

\* \* \* \* \*

AN ORDINANCE AMENDING FISCAL YEAR 2000-2001  
SALARY ORDINANCE ADOPTED AUGUST 8, 2000

The Board of Supervisors of the County of San Mateo, State of California, ordains as follows

**SECTION 1.** Part 12 of the Ordinance 03987 is amended as indicated

ORGANIZATION 61000 MENTAL HEALTH SERVICES

- 1 Item B112S, Mental Health Case Worker series - unclassified, is increased by 1 position for a new total of 1 position

ORGANIZATION 62000 PUBLIC HEALTH SERVICES

- 1 Item G226S, Community Program Specialist series, is increased by 1 position for a new total of 7 positions

ORGANIZATION 62800 PRENATAL TO THREE PROGRAM

- 1 Item B100, Public Health Nurse - unclassified, is increased by 3 positions for a new total of 3 positions

**SECTION 2.** This action is effective thirty days following adoption



**AGREEMENT BETWEEN  
THE CHILDREN & FAMILIES FIRST COMMISSION OF SAN MATEO COUNTY  
AND  
SAN MATEO COUNTY HEALTH SERVICES AGENCY, DIVISION OF PUBLIC HEALTH  
(Prenatal to Three Initiative)**

**THIS AGREEMENT** is entered into this 1<sup>st</sup> day of January 2001 by and between the Children & Families First Commission hereinafter called Commission and San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) hereinafter called Contractor

**W I T N E S S E T H :**

**WHEREAS**, pursuant to Government Code Section 31000 Commission may contract with independent contractors for the furnishing of such services to or for the Commission and

**WHEREAS**, the Exhibit A Project Services and Exhibit B Payments are attached hereto and incorporated by reference herein

**WHEREFORE**, the Commission and Contractor agree as follows

**1 Services to be Performed**

In consideration of the payments hereinafter set forth in Exhibit B attached hereto and incorporated by reference herein Contractor under the general direction of the Executive Director of the Commission or his/her authorized representative with respect to the product or result of Contractor's services shall perform services as described in Exhibit A attached hereto and incorporated by reference herein Contractor shall ensure compliance with all state federal and local laws or rules applicable to performance of the work required under this contract which includes increasing access of Prenatal to Three Initiative services to 400 additional families as well as enhancing mental health services to Prenatal to Three Initiative clients

Exhibits A and B and their attachments reflect the scope of work and budget for the entire term of the contract January 01 2001 to December 31 2002 It is understood and agreed that Contractor will submit an updated scope of work and budget for the succeeding year by December 1 2001 and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second year It is anticipated that the budget will be amended with written approval of the Executive Director upon review of the prior year's progress reports

**2 Contract Term**

The term of this Agreement shall be from January 1 2001 to December 31 2002 This Agreement is subject to the termination provisions noted in paragraph 8 and subject further to the agreement provided for in paragraphs 3 C and 12 that there are reports due followed by final payment and evaluation required which occur after December 31 2002 Contractor further agrees that the requirements of this Agreement pertaining to release of records in paragraph 9, and retention of records in paragraph 10 shall survive the termination of this Agreement

**3 Payments**

A. **Maximum Amount.** In full consideration of Contractor's performance of the services described in Exhibit A, the amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed NINE HUNDRED NINETY FOUR THOUSAND, ONE HUNDRED SEVEN DOLLARS (\$994,107) for the term as follows Year 1 - \$500,000 (January–December 2001) Year 2 - \$494,107 (January–December 2002)

B. **Rate of Payment.** The rate of payment shall be as specified in Exhibit B. Each payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director, on behalf of the Commission

- C **Time Limit for Submitting.** Contractor shall submit semi-annual progress reports within 30 days of completion of the 6<sup>th</sup> and 12<sup>th</sup> month of each funded year under this Agreement for services to the Commission for payment in accordance with the provisions of Exhibit B. The first report therefore shall be due seven months from execution of this Agreement. Guidelines for progress reports will be provided by the Commission staff and shall include a descriptive narrative tracking of the approved timeline and workplan and a detailed financial accounting of all grant funds spent in comparison with the approved budget. Any substantial changes to the approved workplan and/or timeline must be approved by the Commission. Guidelines for such changes will be provided by the Commission staff.
- D **Availability of Funds.** Payment for all services provided pursuant to this Agreement is contingent upon the availability of funds under Proposition 10. In the event such funds are not provided or not available to the San Mateo County Children & Families First Commission, the Commission shall not be liable for any payment whatsoever, including but not limited to payments that are based on Commission funds. The Commission may terminate the agreement for unavailability of State funds. In this event, the Commission shall through its Executive Director inform Contractor of such unavailability as soon as it is known, and to the extent legally possible pay all outstanding amounts due.
- E **Supplantation.** Funds pursuant to this Agreement are provided pursuant to Proposition 10 and are intended to supplement, expand upon, and enhance activities funded from existing sources. Contractor shall not use funds under this Agreement to supplant existing resources or services.

4 **Relationship of Parties**

It is expressly understood that this is an agreement between two (2) independent contractors and that no agency, employee, partnership, joint venture, or other relationship is established by this Agreement. The intent by both the Commission and Contractor is to create an independent contractor relationship. Contractor expressly acknowledges and accepts his/her tax status as, and the tax consequences of, an independent contractor.

5 **Non-Discrimination**

Contractor shall comply with the non-discrimination requirements described below:

A **Section 504 of the Rehabilitation Act of 1973**

- 1) Pursuant to Section 504 (Public Law 93-112), the Contractor agrees that no otherwise qualified disabled individual shall solely by reason of a disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract.
- 2) Compliance of Section 504 of the Rehabilitation Act of 1973, as amended, requires that all benefits, aids, and services are made available to disabled persons on an equivalent basis with those received by non-disabled persons. Contractor shall agree to be in compliance with Section 504 requirements by developing a plan for compliance to be submitted to the Section 504 Coordinator, Department of Health Services, as soon as possible but not later than by the end of the current Fiscal Year.

B **Non-Discrimination - General.** No person shall, on the grounds of age (over 40), ancestry, creed, color, disability, marital status, medical conditions, national origin, political or religious affiliation, race, sex, sexual orientation, or any non-job-related criteria, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.

C **Non-Discrimination - Employment.** Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations for all employees under this Agreement. Contractor's equal employment opportunity policies shall be made available to the Commission upon request.

6 **Child Abuse Prevention and Reporting.**

Contractor agrees to ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code Section 11165.9. This responsibility shall include:

- A A requirement that all employees consultants or agents performing services under this contract who are required by Penal Code Section 11166(a) to report child abuse or neglect sign a statement that he or she knows of the reporting requirement and will comply with it . . .
- B Establishing procedures to ensure reporting even when employees consultants or agents who are not required to report child abuse under Penal Code 11166(a) gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect
- C Contractor agrees that its employees subcontractors assignees volunteers and any other persons who provide services under this contract and who will have supervisory or disciplinary power over a minor or any person under his or her care (Penal 11105.3) will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom Contractor's employees subcontractors assignees or volunteers have contact All fingerprinting services will be at County's sole discretion and Contractor's sole expense

7 **Assignments and Subcontracts**

- A Without the written consent of the Executive Director of the Commission or his/her designee this Agreement is not assignable in whole or in part. Any assignment by Contractor without the written consent of the Executive Director of the Commission or his/her designee violates this Agreement and shall automatically terminate this Agreement.
- B All assignees subcontractors or consultants approved in writing by the Executive Director of the Commission or his/her designee shall be subject to the same terms and conditions applicable to Contractor under this Agreement and Contractor shall be liable for the assignee's subcontractor's or consultant's acts and/or omissions

8 **Termination of Agreement**

The Executive Director, on behalf of the Commission may at any time from execution of Agreement terminate this Agreement in whole or in part, for the convenience of the Commission by giving written notice specifying the effective date and scope of such termination. Termination shall be effective on a date not less than thirty days from notice. In the event of termination all finished or unfinished documents data studies maps photographs reports and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the Commission and shall be promptly delivered to the Commission. In the event of termination Contractor shall be paid for all work satisfactorily performed until termination except where the contracting department determines the quality or quantity of the work performed is unacceptable. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the Agreement.

9 **Release of Records**

All data produced compiled, and obtained in connection with the performance of this contract shall not be disclosed without notification to the Commission staff. All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as a public record and shall not be shared with a third party without notifying the Commission staff.

10 **Records**

- A Contractor agrees to provide to the Commission, to any Federal or State department having monitoring or reviewing authority, to Commission's authorized representatives and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine and audit all records and documents necessary to determine compliance with relevant Federal, State, and local statutes rules and regulations and this Agreement and to evaluate the quality appropriateness and timeliness of services performed.
- B Contractor shall maintain and preserve all records relating to this Agreement in its possession of any third party performing work related to this Agreement for a period of three (3) years from the termination date of this Agreement, or until audit findings are resolved whichever is greater

C All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of the Commission. All data produced, compiled, and obtained in connection with the performance of this contract shall not be disclosed without the prior consent of the Commission.

**11 Compliance with Applicable Laws**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County and Municipal laws, ordinances, regulations, including but not limited to appropriate licensure, certification, regulations, confidentiality requirements and applicable quality assurance regulations.

**12 Monitoring/Evaluation**

Contractor shall track achievement of program objectives and the process and outcome measures for this project as they are described in the Scope of Work attached hereto as Attachment A and included herein as if fully set forth, or as revised in collaboration with the Commission's Evaluator and approved in writing by the Executive Director on behalf of the Commission during the term of this contract. Contractor shall participate in a countywide evaluation of the effectiveness of Proposition 10 efforts, whether it occurs during the term of this contract or after.

**13 Alteration of Agreement**

This Agreement is entire and contains all the terms and conditions agreed upon by the parties. No alteration or variation shall be valid unless made in writing and signed by the parties hereto, or as permitted by the terms of this Agreement, and no oral understanding or agreement shall be binding on the parties hereto.

**14 Interpretation and Enforcement**

A. Any notice, request, demand or other communication required or permitted hereunder shall be deemed to be properly given when deposited in the United States mail, postage prepaid, addressed:

- 1) In the case of Commission to:  
Kris Perry, Executive Director  
Children and Families First Commission  
400 South El Camino, Suite 1500  
San Mateo, CA 94402-1708  
Telephone: (650) 348-2898
- 2) In the case of Contractor to:  
Mary Hansell, BSN, Dr. PH - Director  
San Mateo County Health Services Agency  
225 W. 37<sup>th</sup> Avenue  
San Mateo, CA 94403  
Telephone: (650) 573-2316

**B. Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation and performance of this Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands:

**COUNTY OF SAN MATEO**

**CHILDREN & FAMILIES FIRST COMMISSION**

\_\_\_\_\_  
*President, Board of Supervisors*

\_\_\_\_\_  
*Chair, Children & Families First Commission*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Budget Unit*

## EXHIBIT A

### PROJECT SERVICES

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) entered into on January 1 2001 Contractor shall provide the following service as described in Attachment A attached hereto and incorporated by reference herein over the term of this contract from January 01 2001 to December 31 2002

Attachment A reflects the scope of work for the entire term of the contract January 01 2001 to December 31 2002 It is understood and agreed that Contractor will submit an updated scope of work for the succeeding year by December 1 2001 and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second year It is anticipated that the scope of work will be amended with written approval of the Executive Director upon review of the prior year's progress reports

Contractor will use service delivery improvement and systems change strategies to

- 1 Increase access to Prenatal to Three Initiative services by.
  - Providing four hundred (400) additional families with home visits
  
- 2 Enhancing mental health and social services to Prenatal to Three Initiative clients by
  - Expanding capacity by offering thirty (30) new families home based mental health services
  - Conducting outreach and case management for at least twenty-five (25) African American families in the northern cities of San Mateo County North County'
  - Providing social support and empowerment classes to twenty (20) African-American women and
  - Providing training to at least fifteen (15) mental health professionals in treatment of pregnant and post-partum women and assess and treat Prenatal to Three clients by the contracted psychiatrist

**EXHIBIT B**

**PAYMENTS**

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) entered onto on January 1 2001 the Commission shall pay as described in Attachment B attached hereto and incorporated by reference herein to San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) for services rendered over the term of this contract from January 01 2001 to December 31 2002

Attachment B reflects the budget for the entire term of the contract January 01 2001 to December 31 2002 It is understood and agreed that Contractor will submit an updated budget the succeeding year by December 1 2001 and receive written approval from the Executive Director on behalf of the Commission prior to commencing the second year It is anticipated that the budget will be amended with written approval of the Executive Director, upon review of the progress reports It is also understood that contractor may earn money from funds received under this contract Any monies earned from investments or otherwise shall be expended on services provided under this contract Provision for expenditure of this money shall be included in the budgets for year two

- 1 The Commission shall pay Contractor based on a 50/40/10 formula whereby 50% of the Maximum Amount of the annual award shall be released to the Contractor upon approval and execution of the contract After a review of the Contractor's Semi-Annual Progress Report 40% of the Maximum Amount of the annual award shall be released The remaining 10% shall be released after a review of the Contractor's Annual Progress Report (see schedule below)

Guidelines for the progress reports will be provided by the Commission staff and shall include a descriptive narrative, tracking of the approved timeline and work plan (scope of work) and a detailed financial accounting of all grant funds spent in comparison with the approved budget

- 2 Payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director on behalf of the Children & Families First Commission
- 3 The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed \$994,107 for the contract term, January 1 2001 – December 31 2002.
- 4 Payment is contingent upon satisfactory performance appropriate grant management and timely reporting
- 5 Contractor shall expend funds received in accordance with the budget as described in Attachment B attached hereto and incorporated by reference herein or as approved later by the Executive Director on behalf of the Commission

**San Mateo County Health Services Agency, Division of Public Health (Prenatal to Three Initiative)**

Year 1	Year 2
<b>Maximum Amount:</b> <b>\$500,000</b>	<b>Maximum Amount:</b> <b>\$494,107</b>
<b>Year 1</b>	<b>Year 2</b>
50% - \$250,000	50% - \$247,054
40% - \$200,000	40% - \$197,643
10% - \$ 50,000	10% - \$ 49,410

**EXHIBIT B**

**PAYMENTS**

Pursuant to the Agreement for Services between The Children & Families First Commission of San Mateo County and San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) entered onto on January 1 2001 the Commission shall pay as described in Attachment B attached hereto and incorporated by reference herein to San Mateo County Health Services Agency Division of Public Health (Prenatal to Three Initiative) for services rendered over the term of this contract from January 01 2001 to December 31, 2002

Attachment B reflects the budget for the entire term of the contract January 01 2001 to December 31, 2002 It is understood and agreed that Contractor will submit an updated budget the succeeding year by December 1 2001 and receive written approval from the Executive Director, on behalf of the Commission prior to commencing the second year It is anticipated that the budget will be amended with written approval of the Executive Director upon review of the progress reports It is also understood that contractor may earn money from funds received under this contract Any monies earned from investments or otherwise shall be expended on services provided under this contract Provision for expenditure of this money shall be included in the budgets for year two

- 1 The Commission shall pay Contractor based on a 50/40/10 formula whereby 50% of the Maximum Amount of the annual award shall be released to the Contractor upon approval and execution of the contract After a review of the Contractor s Semi-Annual Progress Report 40% of the Maximum Amount of the annual award shall be released The remaining 10% shall be released after a review of the Contractor s Annual Progress Report (see schedule below)

Guidelines for the progress reports will be provided by the Commission staff and shall include a descriptive narrative tracking of the approved timeline and work plan (scope of work) and a detailed financial accounting of all grant funds spent in comparison with the approved budget

- 2 Payment shall be conditioned on the performance of the services described in Exhibit A to the full satisfaction of the Executive Director on behalf of the Children & Families First Commission
- 3 The amount that the Commission shall be obligated to pay for services rendered under this Agreement shall not exceed \$994 107 for the contract term January 1 2001 – December 31, 2002
- 4 Payment is contingent upon satisfactory performance appropriate grant management and timely reporting
- 5 Contractor shall expend funds received in accordance with the budget as described in Attachment B attached hereto and incorporated by reference herein or as approved later by the Executive Director on behalf of the Commission

**San Mateo County Health Services Agency, Division of Public Health (Prenatal to Three Initiative)**

Year 1	Year 2
<b>Maximum Amount:</b> <b>\$500,000</b>	<b>Maximum Amount:</b> <b>\$494,107</b>
<b>Year 1</b>	<b>Year 2</b>
50% - \$250,000	50% - \$247,054
40% - \$200,000	40% - \$197,643
10% - \$ 50,000	10% - \$ 49 410

**CHILDREN & FAMILIES FIRST  
SCOPE OF WORK**

AGENCY NAME: Prenatal-To-Three Initiative

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators
<p>1. Increase the percentage of families on Medi-Cal offered home visits from 79% to 90%</p>	<p>a. Hire 3 PINs to expand capacity to do outreach. b. Conduct Outreach to unserved families c. Assure registration in PFT of all families currently served by BHH and A11P d. Schedule home visits e. Examine performance data</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> Quarters 2<sup>nd</sup> - 8<sup>th</sup> Quarter 2<sup>nd</sup> - 8<sup>th</sup> Quarters</p>	<p>200 families in Year 1 200 families in Year 2</p>	<p>Number of PINs serving PFT clients Number of families registered in PFT</p>	<p>Increase to 90 percent, the families on Medi-Cal who are offered home visits by end of Year 1. Maintain percentage in Year 2</p>
<p>2. Increase the number of psychiatrists competent in the treatment of pregnant and post partum women</p>	<p>a. Hire a 2 FTE Consultant Psychiatrist to train mental health professionals to assess and treat pregnant and post partum women b. Consultant Psychiatrist will treat women c. Begin providing initial assessment</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> Quarters 3<sup>rd</sup> Quarter 4<sup>th</sup> Quarter</p>	<p>15 clients in Year 1 15 clients in Year 2</p>	<p>Number of training sessions Post training interviews with practitioners who receive training</p>	<p>Increase in number of psychiatrists that report competence in treatment of pregnant and post partum women</p>
<p>3. Provide home based mental health services to 30 additional Pre To Three clients</p>	<p>a. Hire Psychiatric SW to provide home based mental health services b. Identify clients in need of specialized services c. PSW provides home based therapy</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> Quarter 2<sup>nd</sup> - 8<sup>th</sup> Quarters 2<sup>nd</sup> - 8<sup>th</sup> Quarters</p>	<p>20 clients in Year 1 10 additional clients in Year 2; some clients identified in Year 1 will be case managed in Year 2 as well</p>	<p>Number of clients served by PSW</p>	<p>Increase the number of clients assessed and treated by Psychiatric Social Worker</p>

*Prenatal to Three Initiative*

*Children & Families First Application August 4, 2000*



A

**CHILDREN & FAMILIES FIRST  
SCOPE OF WORK**

Program Objectives <i>(from Narrative)</i>	Major Activities <i>(list for each objective)</i>	Activities Timeline <i>(beginning date end date)</i>	Unduplicated Clients Served	Process Measures	Outcome Indicators
<p>4. Within one year of receiving home based MH services, increase the % of children demonstrating appropriate development</p>	<p>a Provide home based mental health services from PSW b Assess development of children served by PTI mental health team</p>	<p>2nd – 8<sup>th</sup> Quarters</p>	<p>20 children in Year 1 10 additional children in Year 2</p>	<p>Number of children with families receiving home based MH services who are assessed for development</p>	<p>Increase the percentage of children who demonstrate appropriate development within one year of family beginning MH services.</p>
<p>5 Increase by 10 percent the Medi Cal families that place their babies on their backs or sides to sleep</p>	<p>a Train providers to present information to Medi Cal families during visits and groups b Distribute multilingual written materials to Medi Cal families c Teach families about SIDS prevention during home visits and groups d Analyze data in parental survey regarding sleeping position</p>	<p>1<sup>st</sup> and 2<sup>nd</sup> Quarter  2<sup>nd</sup> – 8<sup>th</sup> Quarter  2<sup>nd</sup> – 8<sup>th</sup> Quarters</p>	<p>200 families in Year 1 200 families in Year 2</p>	<p>Number of presentations to families  Number of home visits</p>	<p>Increase by 10 percent the parents on Medi Cal who place baby on back or side to sleep according to report in parental survey.</p>

CHILDREN & FAMILIES FIRST  
SCOPE OF WORK

AGENCY NAME: Prenatal To Three Initiative

Program Objectives (from Narrative)	Major Activities (list for each objective)	Activities Timeline (beginning date end date)	Unduplicated Clients Served	Process Measures	Outcome Indicators
6. Increase breastfeeding among Medi-Cal delivered babies to 90%	a. Counsel pregnant Medi-Cal women and their families about the benefits of breastfeeding b. Provide support to women experiencing problems breast feeding c. Analyse data in prenatal survey on breastfeeding	1 <sup>st</sup> – 8 <sup>th</sup> Quarters  1 <sup>st</sup> – 8 <sup>th</sup> Quarters	150 families in Year 1 150 families in Year 2	Number of pregnant and lactating women visited	Increase to 90 percent the families on Medi-Cal who give breast milk to babies by end of Year 1 Maintain percentage in Year 2
7. Provide outreach and case management to 25 African American families in North County annually	a. Hire outreach worker b. Outreach worker works with providers and community based agencies to identify potential families c. Conduct outreach to these families d. Enroll and serve families	1 <sup>st</sup> and 2 <sup>nd</sup> Quarters 2 <sup>nd</sup> – 8 <sup>th</sup> Quarters  2 <sup>nd</sup> – 8 <sup>th</sup> Quarters	25 families in Year 1, some to continue in second year, with some additions after attrition	New staff hired. Number of agencies contacted  Number of families contacted and enrolled from program data.	Increase number of families served by Black Infant Health.
8. Increase the self esteem of 20 African American women through attendance of social support and empowerment classes	a. Develop social support and empowerment class in North Co. b. Identify potential participants c. Conduct outreach to these women d. Do pre and post tests	2 <sup>nd</sup> Quarter  2 <sup>nd</sup> Quarter 2 <sup>nd</sup> – 8 <sup>th</sup> Quarters 2 <sup>nd</sup> – 8 <sup>th</sup> Quarters	10 women in Year 1 10 women in Year 2	Class attendance records Pre and post test scores on self esteem	Increase average self esteem scores of African American women through attendance at social support and empowerment classes

*Prenatal to Three Initiative*

*Children & Families First Application August 4, 2000*

**BUDGET REQUEST FORM**  
**Year 1 (Jan 2001 - Dec 2001)**

Complete this form to show the budget for the entire project. If there are subcontractor or collaborative agency budget involved please complete an additional form for each and identify the subcontractor.

Agency Name Pre-To-ThreeAmount of Request. \$500,000Budget period Jan 2001 - Dec 2001

Check the appropriate box:

 Planning Grant Implementation Grant

\*\* List in this column all other agency funds available to support the project excluding the amount being requested from the Commission. Place an NS next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	# FTEs			
A. Senior Public Health Nurse	\$75,000	0.5	\$0	\$37,500	\$37,500
B. Public Health Nurse	\$71,000	6.0	\$213,000	\$213,000	\$426,000
C. MH - Psych Social Worker	\$62,500	1.0	\$62,500	\$0	\$62,500
D. BIH - Case Manager	\$40,000	1.0	\$40,000	\$12,000	\$52,000
			\$315,500		\$0
Subtotal Personnel					\$0
Benefits @ 33 %			\$104,115		\$104,115
<b>Subtotal - Personnel</b>			<b>\$419,615</b>	<b>\$262,500</b>	<b>\$682,115</b>

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A. Rent and Utilities		\$0.00	\$10,000.00	\$10,000.00
B. Office Supplies and Materials		\$0.00	\$1,500.00	\$1,500.00
C. Telephone/Communications		\$0.00	\$6,000.00	\$6,000.00
D. Postage/Mailing		\$0.00	\$0.00	\$0.00
E. Printing/Copying		\$0.00	\$1,000.00	\$1,000.00
F. Equipment Lease		\$0.00	\$0.00	\$0.00
G. Travel		\$1,497.00	\$2,400.00	\$3,897.00
H. Training/Conference		\$300.00	\$3,000.00	\$3,300.00
I. Consultants		\$66,000.00	\$0.00	\$66,000.00
J. Subcontractors		\$0.00	\$0.00	\$0.00
K. Other (please specify)		\$0.00	\$0.00	\$0.00
<b>Subtotal - Operating Expenses</b>		<b>\$67,797.00</b>	<b>\$23,900.00</b>	<b>\$91,697.00</b>

III. CAPITAL EXPENDITURES	Amount Requested	Leveraged Amount Available **	Total Program Budget
Itemize and describe items requested Competitive bids may be requested by the Commission prior to contract This section can be left blank if no capital requests are being made			
A			
B			
C			
D			
E			
Subtotal - Capital Expenditures			

	Amount Requested	Leveraged Amount Available **	Total Program Budget
IV. INDIRECT COSTS @ 3 % of Personnel costs	12,588	0	12 588
V. TOTAL PROGRAM COSTS (total of sections I - IV)	500,000	286,400	786,400

VI IN KIND SUPPORT Please identify any in-kind support that is available to this project (examples. volunteer hours, donated office space or equipment) if volunteer hours are listed please indicate the role(s) of volunteers in the project.

In Kind Support: Total In-Kind Support is \$190 450 (22.3% of total project costs) and consists of the following

Five percent (5%) of the Pre-to-Three Director's Salary  
 Five percent (5%) of the BIH's Executive Director's Salary  
 A 1 0 PTE Community Worker to assist with outreach  
 A 1 0 FTE Medical Office Specialist  
 Office Space at Radio Central PTT's East Palo Alto and North County Regional Offices and BIH  
 Office supplies and materials  
 Training Costs  
 Ten percent of Pre-To-Three's Evaluator's Fee  
 PTT's share of the update of County's Health Information System to register and track participants

## ATTACHMENT

## BUDGET REQUEST FORM

(Jan 2002 - Dec 2002)

Complete this form to show the budget for the entire project. If there are subcontractor or collaborative agency budget involved please complete an additional form for each and identify the subcontractor.

Agency Name: Pre-To-Three

Amount of Request: \$494,107

Budget period: Jan 2002 - Dec 2002

Check the appropriate box:

Planning Grant

Implementation Grant

\*\* List in this column all other agency funds available to support the project excluding the amount being requested from the Commission. Place an NS next to any amounts that are not yet secured.

I. PERSONNEL			Amount Requested	Leveraged Amount Available**	Total Program Budget
Position Title	Salary Range	= FTEs			
A. Senior Public Health Nurse	\$75,000	0.5	\$0	\$37,500	\$37,500
B. Public Health Nurse	\$71,000	6.0	\$213,000	\$213,000	\$426,000
C. MH - Psych Social Worker	\$62,500	1.0	\$62,500	\$0	\$62,500
D. BIH - Case Manager	\$40,000	1.0	\$40,000	\$12,000	\$52,000
			\$315,500		\$0
Subtotal Personnel					\$0
Benefits @ 33 %			\$104,115		\$104,115
Subtotal - Personnel			\$419,615	\$262,500	\$682,115

II. OPERATING EXPENSES		Amount Requested	Leverage Amount Available **	Total Program Budget
A. Rent and Utilities		\$0.00	\$10,000.00	\$10,000.00
B. Office Supplies and Materials		\$0.00	\$1,500.00	\$1,500.00
C. Telephone/Communications		\$0.00	\$6,000.00	\$6,000.00
D. Postage/Mailing		\$0.00	\$0.00	\$0.00
E. Printing/Copying		\$0.00	\$1,000.00	\$1,000.00
F. Equipment Lease		\$0.00	\$0.00	\$0.00
G. Travel		\$1,604.00	\$2,400.00	\$4,004.00
H. Training/Conference		\$300.00	\$3,000.00	\$3,300.00
I. Consultants		\$60,000.00	\$0.00	\$60,000.00
J. Subcontractors		\$0.00	\$0.00	\$0.00
K. Other (please specify)		\$0.00	\$0.00	\$0.00
Subtotal - Operating Expenses		\$61,904.00	\$23,900.00	\$85,804.00

III. CAPITAL EXPENDITURES	Amount Requested	Leveraged Amount Available **	Total Program Budget
Itemize and describe items requested. Competitive bids may be requested by the Commission prior to contract. This section can be left blank if no capital requests are being made.			
A			
B			
C			
D			
E			
Subtotal - Capital Expenditures			

	Amount Requested	Leveraged Amount Available **	Total Program Budget
IV. INDIRECT COSTS @ 3% of Personnel costs	12,588	0	12,588
V. TOTAL PROGRAM COSTS (total of sections I - IV)	494,107	286,400	780,507

VI. IN KIND SUPPORT Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

In Kind Support: Total In-Kind Support is \$190,000 (22.3% of total project costs) and consists of the following:

- Five percent (5%) of the Pre-to-Three Director's Salary
- Five percent (5%) of the BIH's Executive Director's Salary
- A 1.0 PTE Community Worker to assist with outreach
- A 1.0 FTE Medical Office Specialist
- Office Space at Radio Center PTT's East Palo Alto and North County Regional Offices and BIH
- Office supplies and materials
- Training Costs
- Ten percent of Pre-To-Three's Evaluator's Fee
- PTT's share of the update of County's Health Information System to register and track participants

**Lucile Packard Foundation for Children's Health**  
**Community Grantmaking**  
**Grant Terms & Conditions**

The following terms apply to your organization's use of the Foundation's grant

- 1 Use of Grant Funds Under United States law, Foundation grant funds and income earned thereon, may be expended only for charitable, religious, scientific, literary or educational purposes. This grant is made only for the purposes stated in this letter and in your original proposal, and it is understood that these grant funds will be used for such purposes substantially in accordance with the approved budget. It is also understood that no substantial variances, including the timing of expenditures, will be made from the approved budget without the Foundation's prior approval in writing.
- 2 Use of Income The Foundation encourages, whenever feasible, the deposit of grant funds in an interest-bearing account. Any interest earned is to be used in direct furtherance of the purposes of the grant. Any grant funds, and any income earned thereon, not expended or committed for the purposes of the approved grant will be returned to the Foundation.
- 3 No Lobbying Foundation grant funds may not be used by your organization to carry on propaganda, or otherwise to attempt to influence any legislation, within the meaning of sections 4945(d) (1) and (2) of the Internal Revenue Code of 1986 and the Treasury Regulations thereunder.
- 4 Required Reports Written reports, signed by the appropriate officer of your organization, are to be furnished to the Foundation, addressed to the Grants Administrator. The Foundation should receive the organization's interim reports no later than December 14, 2001. Final reports are due no later than February 14, 2003. If these dates fall on a weekend or holiday, the due date becomes the next business day. Specific instructions including content and format requirements, will be mailed to you on March 14, 2001.
- 5 Monitoring and Evaluation The Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit from Foundation trustees or other personnel to observe your organization's program, discuss the program with your organization's personnel, and review financial and other records and materials connected with the activities financed by this grant.
6. Communications Communication is essential to an organization's achieving its mission. The Foundation will publicize its grants to various audiences with the goals of increasing awareness of the work of grantees in the community and encouraging others to apply. In addition to listing grantees on the Foundation Web site with links to other sites, the Foundation may wish to issue a news release.

**Lucile Packard Foundation for Children's Health  
Community Grantmaking  
Grant Terms & Conditions – page 2**

Accordingly, the Foundation encourages you to communicate the grant and how it will help you achieve your mission to your various audiences, including the media. However, please send the Foundation drafts of any communication materials that mention the grant so that we can ensure information about us is accurate. You should do so by contacting the Communications Department at (650) 498-2647 or email [Info@lpfch.org](mailto:Info@lpfch.org) if you have any questions or need assistance. In any publication referring to or resulting from this project/program, appropriate acknowledgement of the Foundation's support would be appreciated and should be made as follows: *Funded by a grant from Lucile Packard Foundation for Children's Health Palo Alto California*. Please send the Foundation copies of all materials you produce that mention the Foundation grant.

- 7 Tax Status It is also understood that, by countersigning this letter, the San Mateo County Health Services Agency - Prenatal to Three Initiative confirms that it has been determined by the Internal Revenue Service to be an organization described in section 501(c)(3) of the Internal Revenue Code of 1986, that it is not a private foundation as described in section 509(a) of the Code, and that this determination has not been revoked or modified and continues in full force and effect. If the determination is revoked or modified, please notify the Foundation immediately. No payment hereunder shall be required to be made at any time after your organization ceases to be an organization described in section 501(c)(3) that is not a private foundation.

**ACCEPTED AND AGREED:**

Signature: \_\_\_\_\_

Title President, Board of Supervisors

Organization San Mateo County Health Services Agency  
225 37th Avenue, San Mateo, CA 94403

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

ATTEST: \_\_\_\_\_ Clerk of Said Board: \_\_\_\_\_

**PAYMENT RECEIVED:**

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: Fiscal Officer, San Mateo County Health Services Agency -  
Public Health Division

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