

AMENDMENT TO THE AGREEMENT WITH
YOUTH AND FAMILY ASSISTANCE

THIS AGREEMENT, entered into this _____ day of _____, 2002, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and YOUTH AND FAMILY ASSISTANCE (hereinafter called "Contractor"),

W I T N E S S E T H:

WHEREAS, on December 18, 2001, the parties hereto entered into an agreement (hereinafter referred to as the "Original Agreement") for the furnishing of certain services by Contractor to County as set forth in that Original Agreement; and

WHEREAS, it is now the mutual desire and intent of the parties hereto to amend and clarify that Original Agreement;

NOW, THEREFORE, IT IS HEREBY AGREED between the parties that the Original Agreement is amended as follows:

“2. Payments

A. Maximum Amount. In full consideration of Contractor's performance of the services described in Schedule A, the amount that County shall be obligated to pay for services rendered under this Agreement shall not exceed SIX HUNDRED NINE THOUSAND EIGHT HUNDRED FORTY-TWO DOLLARS (\$609,842) for the contract term.”

“SCHEDULE A

YOUTH AND FAMILY ASSISTANCE
2001-2004

I. PROGRAM SERVICES

In full consideration of the payments herein provided for, Contractor shall provide the services described below in a manner consistent with the terms and provisions of this Agreement.

A. Mental Health Services

1. Juvenile Hall and Camp Glenwood Substance Abuse Services (July 1, 2001 – January 6, 2002)

During the contract term, Contractor shall provide substance abuse assessment and intervention services at Juvenile Hall and Camp Glenwood. Intervention services include individualized group counseling, case management and patient outreach services. Up to sixty-two hours (62) or three thousand seven hundred twenty (3,720) units of service will be provided per week. Contract maximum the twenty-seven (27) weeks is two thousand two hundred and ninety-four (2,294) hours or one hundred thirty-seven thousand six hundred forty (137,640) minutes. One unit of service equals one minute of service.

a. Services shall be divided into three (3) components:

- 1) Camp Glenwood - nineteen (19) hours or one thousand one hundred forty (1,140) minutes of service per week. Contract maximum is five hundred thirteen (513) hours or thirty thousand seven hundred eighty (30,780) minutes.
- 2) Glenwood East and Therapeutic Detention - twenty-one and one half (21.5) hours or one thousand two hundred ninety (1,290) minutes of service per week. Contract maximum is five hundred eighty (580) hours and thirty (30) minutes or thirty-four thousand eight hundred and thirty (34,830) minutes.
- 3) Girls Unit - twenty-one and one half (21.5) hours or one thousand two hundred ninety (1,290) minutes of service per week. Contract maximum is five hundred eighty (580) hours and thirty (30) minutes or thirty-four thousand eight hundred and thirty (34,830) minutes.

b. Space shall be provided by Juvenile Probation Institution and the Hillcrest Mental Health Unit.

c. Services rendered shall be under the supervision of the Youth and Family Assistance Program Director assigned to the Substance Abuse Program.

d. Substance Abuse Program staff shall work collaboratively with the staff from Juvenile Probation, Juvenile Institution, Mental Health Services Division, and Alcohol and Drug Program, under the Human Services Agency.

e. Services shall be monitored by the Hillcrest Mental Health Unit Chief.

f. Contractor shall provide the Mental Health Services Division with monthly reports on client demographics and program activities.

2. Insights Program - Children's Receiving Home (July 1, 2001 – June 30, 2002)

Contractor shall provide substance abuse outpatient services to children and youth residing at the Receiving Home. These services shall be provided to Medi-Cal eligible beneficiaries, clients who are covered by the Healthy Families Program, and clients known to be indigent, for whom County has assumed responsibility.

- a. Services shall include individual and group services.
- b. Services do not require preauthorization.
- c. Contractor shall maintain individual client notes for each service provided and maintain group attendance records. Client notes and attendance records shall be given to the Child Welfare Team member for inclusion in County mental health chart.
- d. County Mental Health staff shall complete all (MIS) admission, face sheet, and discharge records on youth obtaining above services.
- e. Contractor shall only be reimbursed for actual units of service provided.

3. Insights Program - Children's Receiving Home (July 1, 2002 – June 30, 2004)

Contractor shall provide substance abuse outpatient services to children and youth residing at the Receiving Home. These services shall be provided to Medi-Cal eligible beneficiaries, clients who are covered by the Healthy Families Program, and clients known to be indigent, for whom County has assumed responsibility.

- a. Services shall only include individual and group services.
- b. Services do not require preauthorization.
- c. Contractor shall maintain individual client notes for each service provided and maintain group attendance records. Client notes and attendance records shall be given to the Child Welfare Team member for inclusion in County mental health chart.
- d. County Mental Health staff shall complete all (MIS) admission,

face sheet, and discharge records on youth obtaining above services.

- e. Services shall be monitored by the Child Welfare Mental Health Unit Chief.
- f. Contractor shall provide the Mental Health Services Division with monthly reports on client demographics and program activities.

4. Mental Health Services (Authorized by the Mental Health Plan (MHP) (July 1, 2001 – June 30, 2004)

San Mateo County MHP Community-Based Agency Provider Manual, Client Complaint/Grievance Procedure Manual, and Provider Complaint and Appeal Procedure are included by reference and incorporated herein.

Contractor shall provide dual-diagnosis outpatient services to children, youth and their families or caregivers under the MHP. Family treatment mental health services shall be provided to this population. These services shall be provided to Medi-Cal eligible beneficiaries, clients who are covered by the Healthy Families Program, and clients known to be indigent, for whom the MHP has assumed responsibility. Contractor's services shall be accessible countywide. The number of clients referred shall depend on service demand.

- a. All clients shall be authorized for service by the Mental Health Services Division's ACCESS Team. Separate authorizations shall be required for assessment and ongoing treatment services.
- b. After a clinical assessment is completed, Contractor shall notify the ACCESS Team within five (5) working days of completion of assessment with result of the assessment. If the results include a recommendation that Contractor provide further treatment, additional authorization must be obtained.
- c. Services shall be available in English, Spanish, and Cantonese and shall include the following:
 - 1) Assessment services.
 - 2) Treatment services.
 - a) Brief individual, family, and group therapy.
 - b) Collateral services, including contact with family and other significant service providers.

5. Juvenile Delinquency Diversion Spanish-Speaking Outreach Services
(July 1, 2001 – June 30, 2002)

For the contract term, July 1, 2001 through June 30, 2002, Contractor shall provide juvenile delinquency diversion Spanish-speaking outreach services to at-risk youth and their families in schools, their homes, and in the community. The program shall serve the Sheriff's office referred families who live in the unincorporated areas of the southern region of San Mateo County, including East Palo Alto and the coastside community from Half Moon Bay to Pescadero. Services shall be part of diversion program that includes county-operated family counseling/therapy diversion services. At least fifty (50) families shall receive the Spanish-speaking outreach services.

6. Services rendered shall be under the supervision of Mental Health Director, who may specify the kind, quality and amount of the services and criteria, other than those set forth herein, for determining the persons to be served.
7. Contractor shall maintain medical records required by the California Code of Regulations. Notwithstanding the foregoing, Contractor shall maintain beneficiary medical and/or clinical records for a period of seven (7) years, except that the records of persons under age eighteen (18) at the time of treatment shall be maintained: a) until one (1) year beyond the person's eighteenth (18th) birthday; or b) for a period of seven (7) years beyond the date of discharge, whichever is later.

B. Hospital and Clinics Services - Health Care for Homeless (HCH) Teens Services
(July 1, 2001 through October 31, 2002)

1. Health Care for the Homeless Program (HCH)

The HCH shall target runaway and homeless teens in San Mateo County, including those teens the HCH staff determines are at risk for becoming runaway or homeless. Teens shall be referred through HCH outreach or by self, friends, family, schools, or other community agencies. Contractor shall collaborate with County Health Services Agency and Hospitals and Clinics Division to provide integrated outreach, primary care, and case management services at Redwood City Youth Health Center (RCYHC) and other shelter/service sites including, but not limited to, Your House North, Your House South, Daly City Youth Health Center (DCYHC), and Daybreak. Services shall include the following:

For the contract term, July 1, 2001 through October 31, 2002, Contractor shall provide services to homeless/runaway youth as follows:

- a. Provide general, as well as gender and culturally competent face-to-face outreach and health education to six hundred

sixty-seven (667) homeless/runaway youth, including:

- 1) Drop-in services to five hundred (500) youth at Contractor's sites;
- 2) Culturally competent health education services to six hundred (600) Latino, African-American, and Asian-Pacific Islander youth; and
- 3) Specialized health information for five hundred (500) homeless/runaway teen women.

b. Provide case managed basic assistance and other referral services to five hundred (500) homeless/runaway youth at Contractor's sites, including:

- 1) development of individual service plans for five hundred (500) homeless/runaway youth;
- 2) advocacy and referral for five hundred (500) homeless/runaway youth to support services; and
- 3) services to two hundred fifty (250) homeless/runaway youth, including substance abuse counseling, mental health groups, tutoring and health education groups and counseling.

c. Provide comprehensive health assessments to four hundred thirty-six (436) homeless/runaway youth, including:

- 1) provide comprehensive, gender-specific, health assessments to two hundred fifty (250) teen women;
- 2) provide primary health care services to four hundred thirty-six (436) homeless/runaway youth that includes: illness and injury treatment, physical exams, testing and treatment of sexually transmitted diseases, tuberculosis, HIV, and other communicable diseases, and specialized care for teen women and their children; and
- 3) refer three hundred seventy-five (375) homeless/runaway youth to follow-up health care services provided through RCYHC, DCYHC, Fair Oaks Health Center, North County Health Center, Belle Haven Health Center, and other sites.

2. HCH Multi-Service Center Services

Work with County Health Services Agency staff and the HCH to provide services to homeless/runaway youth at the RCYHC.

- a. Operate the RCYHC, a teen multi-service center located in the Redwood City business district where homeless/runaway teens congregate. Provide health-related services and other services which meet the needs of this population.
- b. Provide streamlined intake, benefits, referral and follow-up procedures to avoid collecting duplicate information and minimize administrative procedures for youth before and while receiving services.
- c. Provide expanded, culturally-focused outreach emphasizing strategies to reach underserved, Latino, homeless/runaway youth.
- d. Provide drop-in services to homeless/runaway youth at the Multi-Service Center. Services shall include health information, healthy snacks, mail receipt, recreation, lockers, bilingual group counseling, and referrals to needed services.
- e. Provide group sessions at Contractor's Your House and Daybreak programs to explore a range of health issues and concerns and to get to know Multi-Service Center staff. Groups shall focus on health-related topics selected by youth.
- f. At intake, provide each teen with the Self Health Check which is reviewed by the HCH Public Health Nurse and arrange an appointment with the HCH Public Health Nurse when appropriate.

C. Business Administration Services - Youth Development Initiative (January 1, 2002 – June 30, 2003)

1. Youth Asset Development Teams

During each year of the contract, Contractor shall conduct at least forty (40) presentations to community groups to promote the Asset Development framework.

- a. Recruit, train, and provide technical assistance to at least twenty (20) youth who will conduct the presentations.

- b. The Search Institute 40 Developmental Assets framework will be utilized in promoting youth development in San Mateo County.
- c. Three (3) month follow up will be conducted with one hundred percent (100%) of the groups receiving presentations to offer assistance in moving the group from awareness to action in promoting youth development.
- d. Six (6) month follow up will be conducted with at least fifty percent 50% of the groups to offer additional assistance needed to move group from awareness to action in promoting youth development.

2. Youth Commission

During each year of the contract, Contractor shall provide youth members to the county commissions, boards and/or councils in San Mateo County.

- a. Recruit, train, and provide oversight for at least twenty (20) Youth Commission members to serve one-year terms on county commissions.
- b. Eight (8) of the San Mateo County commissions will be matched with a team of two to three (2-3) Youth Commissioners.
- c. At least fifty percent (50%) of the commissions, boards and/or councils will assign at least one (1) adult Commissioner to serve as a mentor to the Youth Commissioners.

3. Youth Development Advocate

Contractor shall hire and provide a qualified Youth Development Advocate who shall:

- a. support all youth development in San Mateo.
- b. provide staff support to the effort of the Peninsula Youth Development Movement as determined appropriate by PYDM and the Contractor. Staff support shall include setting meeting schedules, developing agenda, providing facilitation as needed, and any paper materials needed for meetings; and
- c. provide training and technical assistance to groups and communities wishing to implement youth development efforts as appropriate.

II. GOALS AND OBJECTIVES

Services rendered pursuant to this Agreement shall be performed in accordance with the following goals and objectives:

A. Mental Health Services

1. Mental Health Services to Juvenile Hall (2001-2002)

Goal 1: Contractor shall achieve low recidivism for youth who have abused substances.

Objective 1: At least eighty percent (80%) of those who participate in the substance abuse treatment program shall have no further law violation for six (6) months after completing the program.

Goal 2: Contractor shall help youth served achieve a sober lifestyle.

Objective 1: Sixty percent (60%) of those released to the community from Camp Glenwood shall enroll in a community-based juvenile recovery program.

Objective 2: Sixty percent (60%) of those who participate in substance abuse program shall report that they have reduced their use of substances by sixty percent (60%) at six (6) months after program completion.

Goal 3: Contractor shall develop a family-professional partnership.

Objective 1: Parents of fifty percent (50%) of the youth referred to community-based recovery programs shall participate in parent support group or family treatment services.

Objective 2: Ninety percent (90%) of available parents of youth served by Contractor and released from both Juvenile Hall and Camp Glenwood shall receive aftercare/case management support.

2. Insights Program – Children’s Receiving Home (2001-2004)

Goal 1: Contractor shall provide substance abuse services to youth in the Receiving home

Objective 1: Contractor will collect baseline data for 2001-02 of youth served in both individual and group modalities.

Objective 2: Contractor will increase the number of youth served in

fiscal years 2002-03 and 2003-04.

3. Mental Health Services (authorized by the MHP) [2001-2004]

Goal 1: Contractor shall help youth achieve a sober lifestyle.

Objective 1: At least fifty percent (50%) of clients who completed at least ten (10) sessions will report a reduction in substance use three (3) months after completing treatment.

Goal 2: All clients receiving at least three (3) treatment service shall be administered a client satisfaction survey provided by the MHP.

Objective 1: Eighty percent (80%) of clients served shall be satisfied with service as measured by client satisfaction survey administered by the MHP.

Goal 3: Contractor shall develop a family-professional partnership for all child and youth services.

Objective 1: In at least eighty percent (80%) of cases, parents or other caregivers shall be involved in developing and carrying out the intervention plan involving their children.

4. Juvenile Delinquency Diversion Spanish-Speaking Outreach (2001-2002)

Goal 1: To prevent further contact with juvenile justice system for first (1st) time youth offenders referred to diversion program.

Objective 1: Eighty-five percent (85%) of youth served will complete the program.

Objective 2: Upon exit from the program, one hundred percent (100%) of youth and families served will report being involved in developing their service plans.

Objective 3: Ninety percent (90%) of youth served will remain free of arrests for six (6) months following completion of the program.

B. Hospitals and Clinics (July 1, 2001-October 31, 2002)

1. Health Care for Homeless Teens Services

Goal 1: Contractor shall provide mental health and substance abuse services to youth in the Health Care for Homeless Teens program.

Objective 1: At least two hundred twenty-five (225) homeless youth shall participate in mental health and/or substance abuse programs.

Goal 2: Contractor shall provide health education to youth in the Healthcare for Homeless Teens program.

Objective 1: At least five hundred (500) homeless youth shall participate in health education programs.

C. Youth Development Initiative (January 1, 2002-June 30, 2003)

1. Youth Development Teams

Goal 1: Contractor shall improve the external and internal assets of Youth Development Team (YDT) members.

Objective 1: At least eighty-five percent (85%) of YDT members will report an improvement in the following external assets as a result of their participation in the program: community values youth, youth as resources, and adults as role models, as indicated by an exit interview at the end of the YDT's term.

Objective 2: At least eighty-five percent (85%) of the YDT members will report an improvement in the following internal assets as a result of their participation in the program: responsibility, sense of purpose and self esteem, as indicated by an exit interview at the end of the YDT's term.

Goal 2: Groups which receive YDT presentations will implement activities to promote youth development.

Objective 1: At least twenty-five percent (25%) of groups hosting YDT presentations will report an increase in activities that promote youth development principles six (6) months after the presentations.

2. Youth Commission

Goal 1: Contractor shall improve the external and internal assets on Youth Commission members.

Objective 1: At least eighty-five percent (85%) of YDT members will report an improvement in the following external assets as a result of their participation in the program: community values youth, youth as resources, and adults as role models, as indicated by an exit interview at the end of the Youth Commission term.

Objective 2: At least eighty-five percent (85%) of the YDT members will report an improvement in the following internal assets as a result of their participation in the program: responsibility, sense of purpose and self esteem, as indicated by an exit interview at the end of the Youth Commission term.

Goal 2: Adult Commissioners will become more aware of issues facing youth and use their gained knowledge in decision-making processes on issues that affect youth and families.

Objective 1: At least eighty-five percent (85%) of Adult Commissioners will report being more aware of issues facing youth at the end of the Youth Commission term as indicated by an exit survey completed at the end of the Youth Commission term

Objective 2: At least sixty-five percent (65%) of adult Commissioners will report using their gained awareness in decision-making processes regarding issues that affect youth and families, as indicated by surveys completed at the end of the Youth Commission term.

Goal 3: Participation in the program will encourage youth to continue their involvement in community service.

Objective 1: At least eighty percent (80%) of Youth Commission members will report being still active in community service one (1) year after the Youth Commission term as indicated by a follow up survey.

D. All Programs (2001-2004)

Goal 1: Contractor shall enhance programs' cultural competence.

Objective 1: Contractor shall document that staff from each program have completed two (2) cultural competency trainings which are designed to meet the needs of their specific programs.

III. GOVERNANCE AND OPERATIONAL REQUIREMENTS

A. Hospitals and Clinics

1. Homeless Teen and Health Care Services

Contractor shall hire and provide a qualified manager for the RCYHC who shall:

- a. assist in the development and monitoring of clinic safety and security policies, procedures, and practices in order to achieve a safe, efficient, productive, and cost-effective work environment;
 - b. work closely with clinic staff to provide the highest level of services to patients;
 - c. provide input and discuss operational issues with the Fair Oaks Clinic Manager;
 - d. review and revise clinic's goals in relation to grant requirements, community assessment tools such as census data, review of community resources, school data, and public health data;
 - e. coordinate staffing and scheduling of clinic staff; and
 - f. assist in the development of and monitor annual budget and ensure that expenditures remain within budgeted amounts.
2. Comply with all federal, state, and San Mateo County governmental agencies' regulations and requirements that are or become effective during the term of this Agreement.
 3. Maintain 501c(3) nonprofit status. Submit to County documentation indicating such status upon request of County.
 4. Develop and enforce written policies and procedures, to be maintained in an operations manual available to all staff and volunteers. The Health Care for the Homeless (HCH) Project Advisory Committee, which monitors HCH grant services, shall approve all policies and procedures before they are finalized. The HCH Project Advisory Committee shall ensure that HCH grant policies and procedures are consistent with County's policies and procedures and shall include the following:
 - a. a conflict of interest policy applicable to all of Contractor's program's employees, which includes, but is not limited to, financial conflict of interest;
 - b. program eligibility standards and policies and procedures for admission to and termination from the program;

- c. procedures for obtaining medical, psychiatric evaluation, and emergency services; policies for maintaining participant records shall be consistent with state and federal laws; surrender such records to County should Contractor's program cease operations;
- d. a statement of participants' rights and the grievance procedure utilized to respond to complaints; the statement and the grievance procedure must be available to program participants;
- e. a confidentiality policy that complies with all applicable laws, including the following:
 - 1) Federal Department of Health and Human Services, Public Health Service, 42 Code of Federal Regulations Part 2, entitled "Confidentiality of Alcohol and Drug Abuse Patient Records; Final Rule",
 - 2) California "Mandated Blood Testing and Confidentiality to Protect Public Health Act" of 1985 and all amendments, regarding AIDS/HIV issues, and
 - 3) Health and Safety Code Section 11812(c);
- f. a policy statement on smoking in program facilities and during program activities; and
- g. a policy statement on the use of medically-prescribed drugs for dually-diagnosed participants or participants who have other medical problems.

5. Conflict of Interest Requirements

- a. Comply with the California Corporations Code on Nonprofit Corporations.
- b. Do not permit any member of Contractor's governing board to have or acquire, directly or indirectly, any personal financial interest in the performance of this Agreement, as by providing goods or services for compensation, or otherwise, without having first disclosed the same to the governing board.
- c. Disclose to County in writing, within fourteen (14) days of the occurrence of any of the following circumstances:
 - 1) When any of the following persons or organizations performs for compensation any administrative or operational functions for Contractor with respect to the performance of this Agreement (including, but not limited to, fiscal accounting or bookkeeping functions):

- i. any member of Contractor's governing board;
 - ii. any person who is related by blood or marriage to a manager or a member of Contractor's governing board; or
 - iii. any organization in which any person who is related by blood or marriage to a manager or member of Contractor's governing board has a substantial personal financial interest.
 - 2) When Contractor enters into any agreement for the acquisition of goods or services for more consideration than would be paid for equivalent goods or services on the open market.
6. If the Health Services Administrator reasonably determines that any activity constitutes a conflict of interest which is detrimental to participants, program implementation, or program functioning, County may require Contractor to cease said activity.
7. If Contractor does not cooperate with any of the provisions of paragraphs one (1) through four (4) of this section, County may withhold payment subsequent to Contractor's non-cooperation. County will describe intention to withhold payment with justification in writing to Contractor.

IV. REPORTING REQUIREMENTS

A. Hospital and Clinics - Homeless Teen Health Care Services

1. Contractor shall submit the following reports to the County by the 10th day after the end of each month:
 - a. Contractor's monthly invoice for homeless services;
 - b. the monthly HCH Demographics FY 1999-00 and FY 2000-01 Report describing the demographics of new users;
 - c. the HCH monthly report on Grant Data Collection;
 - d. the HCH monthly report on User Characteristics;
 - e. the HCH monthly report on Current Services Provided; and
 - f. the HCH monthly report on Diagnosis and Conditions.

B. Youth Development Initiative

1. Contractor shall submit to County:
 - a. Contractor's monthly invoice for youth development initiative services;

- b. A monthly report of all activities conducted in relation to youth development in San Mateo County, describing groups served;
- c. An annual report at the end of the fiscal year with all evaluation survey results included.
- d. These reports must be submitted within ten (10) days after the end of each month.

SCHEDULE B

YOUTH AND FAMILY ASSISTANCE: 2001-2004

I. PAYMENTS

In full consideration of the services provided by Contractor and subject to the provisions of Paragraph 2A of this Agreement, County shall pay Contractor in the manner described below:

A. Mental Health Services (San Mateo County Org. #61100)

- 1. Juvenile Hall and Camp Glenwood Substance Abuse Services (July 1, 2001 – January 6, 2002)

Contractor shall receive a maximum amount of FORTY-FIVE THOUSAND FIVE HUNDRED AND NINETY-FOUR DOLLARS (\$45,594) for the Substance Abuse Program. Contractor shall be reimbursed the net cost of providing the herein described programs as outlined in Schedule A, Section I.A.1. County shall pay Contractor at a rate of FORTY-FIVE CENTS (\$.45) per minute for each unit of service provided.

- 2. Insights Program - Children's Receiving Home July 1, 2001 – June 30, 2002

Notwithstanding the method of payment set forth herein, in no event shall County pay or be obligated to pay Contractor more than the sum of ELEVEN THOUSAND FIVE HUNDRED DOLLARS (\$11,500).

- a. Treatment Services (non-MD)

Treatment services shall consist of face-to-face services with client. Services to be conducted by a licensed, waived, or registered mental health professional.

Individual Therapy (per session)	<u>2001-02</u> \$52.50
Group Therapy (per person, per session)	\$16.80

3. Insights Program - Children's Receiving Home July 1, 2002 – June 30, 2004

Notwithstanding the method of payment set forth herein, in no event shall County pay or be obligated to pay Contractor more than the sum of TWENTY-THREE THOUSAND DOLLARS (\$23,000).

a. Treatment Services (non-MD)

Treatment services shall consist of face-to-face services with client. Services to be conducted by a licensed, waived, or registered mental health professional.

	<u>2002-03</u>	<u>2003-04</u>
Individual Therapy (per session)	\$54.08	\$55.70
Group Therapy (per person, per session)	\$17.30	\$17.82

4. Mental Health Services (Authorized by the MHP) July 1, 2001 – June 30, 2004

Notwithstanding the method of payment set forth herein, in no event shall County pay or be obligated to pay Contractor more than the sum of SEVENTY-FIVE THOUSAND DOLLARS (\$75,000).

a. Assessment Services (non-MD)

An assessment shall consist of at least one (1) face-to-face visit conducted by a licensed, waived, or registered mental health professional.

b. Treatment Services (non-MD)

Treatment services shall consist of face-to-face services with client or collateral (except for authorized telephone consultation). Services to be conducted by a licensed, waived, or registered mental health professional.

	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>
Assessment (per case)	\$111.30	\$114.64	\$118.08
Individual Therapy (per			

session)	\$52.50	\$54.08	\$55.70
Group Therapy (per person, per session)	\$16.80	\$17.30	\$17.82
Family Therapy (per hour; includes all members)	\$63.00	\$64.89	\$66.84
Clinical Consultation (telephone/15 minutes)	\$10.50	\$10.82	\$11.14

5. Juvenile Delinquency Diversion Spanish-Speaking Outreach Services (July 1,2001 – June 30, 2002)

Contractor shall be reimbursed the net cost of providing the herein described program as outlined in Schedule A, Section I.A.4. County shall pay Contractor at a rate of one-twelfth (1/12) of the total obligation per month for the term of this Agreement unless otherwise authorized by the Director. Thus Contractor shall receive THREE THOUSAND THREE HUNDRED FORTY DOLLARS (\$3,340) per month from July 1, 2001 through June 30, 2002, not to exceed a total of FORTY THOUSAND EIGHTY DOLLARS (\$40,080).

6. In any event, the maximum amount County shall be obligated to pay for services rendered under this section of this Agreement shall not exceed ONE HUNDRED NINETY-FIVE THOUSAND ONE HUNDRED SEVENTY-FOUR DOLLARS (\$195,174).
7. Payment by County to Contractor shall be monthly. Contractor shall bill County on or before the tenth (10th) working day each month for the preceding month. All claims shall clearly reflect the program and month for which claim is made.
8. In the event that funds provided under this Agreement are expended prior to the end of the contract period, Contractor shall provide ongoing services under the terms of this Agreement through the end of the contract period without further payment from County.
9. In the event this Agreement is terminated or becomes null and void prior to January 6, 2001 (Substance Abuse Program), June 30, 2002 (Insights and Juvenile Delinquency Programs), June 30, 2004 (Mental Health Services – Mental Health Plan), Contractor shall be paid on a prorated basis for only that portion of the contract term during which Contractor provided services pursuant to this Agreement. Such billing shall be subject to the approval of the Director.
10. Contractor shall submit to County a year-end cost report no later than ninety (90) days after the expiration date of this Agreement. This report shall be in accordance with the principles and format outlined in the Cost

Reporting/Data Collection (CR/DC) Manual. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report shall be submitted along with the cost report.

11. If the annual Cost Report provided to County shows that total payments to Contractor exceed the total actual costs for all of the services rendered by Contractor to eligible patients during the reporting period, a single payment in the amount of the contract savings shall be made to County by Contractor, unless otherwise authorized by the Director of Health Services or her designee. By mutual agreement of County and Contractor, contract savings or "rollover" may be retained by Contractor and expended the following year, provided that these funds are expended for mental health services approved by County.
12. Where discrepancies between costs and charges are found on the Cost Report to County, a single payment shall be made to County by Contractor when the total charges exceed the total actual costs for all of the services rendered to eligible patients during the reporting period. Likewise, a single payment shall be made to Contractor by County when the total actual costs exceed the total charges made for all of the services rendered to eligible patients during the reporting period and shall not exceed the total amount in paragraph 5 above.
13. In the event Contractor claims or receives payment from County for a service, reimbursement for which is later disallowed by County or the State of California or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or, at its option, County may offset the amount disallowed from any payment due or become due to the Contractor under this Agreement or any other agreement.
14. Contractor shall submit to County the Cultural Composition of Contractor's staff in the third (3rd) quarter of the contract year.
15. It is projected that Contractor shall generate the following level of federal share Medi-Cal reimbursement: SEVENTY-FIVE THOUSAND NINE HUNDRED DOLLARS (\$75,900).

B. Hospital and Clinics Services – Homeless Teen Health Care (San Mateo County Org. #66312) (July 1, 2001 – October 31, 2002)

In consideration of the services described in Schedule A, Homeless Teen Health Care Services, County shall pay Contractor monthly payments upon Contractor's timely submission of satisfactorily completed documents, as follows: monthly reports of direct services provided in the previous month and monthly bills in accordance with County billing format.

1. County may withhold all or part of Contractor's total monthly payment if

Contractor repeatedly does not submit on time any of the following satisfactorily completed documents, as directed by County. This applies regardless of the Agreement period from which their data come or to which their data refer. County shall inform Contractor in writing when County intends to withhold payments to Contractor when County determines that the quality or quantity of work performed/submitted is unacceptable.

- a. Contractor's quarterly invoice for homeless services;
 - b. the monthly HCH Demographics FY 2001-02 and FY 2002-03 Report describing the demographics of new users;
2. When County plans not to renew an agreement in the following fiscal year or when County plans to terminate this Agreement early, County may withhold all or part of Contractor's final payment until:
 - a. Contractor satisfactorily submits all reports required by this Agreement and until County has reviewed all of said reports, including the final Cost Report; and
 - b. federal, state, or county government completes any audit that has been commissioned or is underway and submits the audit report, and county has reviewed said audit report.
 3. Services provided in excess of the maximum financial obligation of County shall be solely at Contractor's risk and financial responsibility.
 4. Total obligations pursuant to Homeless Teen Health Care services described in Schedule A are payable in sixteen (16) equal monthly installments of NINE THOUSAND THREE HUNDRED FORTY-EIGHT DOLLARS (\$9,348) for the period July 1, 2001 through October 31, 2002, and shall not exceed ONE HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED SIXTY-EIGHT DOLLARS (\$149,568).
 5. For mental health services to homeless clients, County shall pay for the percentage of time that Contractor's counselors engage in homeless encounters. For administrative services, County shall pay for the percentage of mental health homeless encounters and percentage of medical homeless encounters. Homeless encounters shall be paid for by HCH grant monies. These encounter numbers shall be included in the invoice submitted monthly to County.
 6. Spring 2002, the Health Care for the Homeless Program will be issuing a Request for Proposal (RFP) for health care services. The results of the RFP process may impact the funding allocated to Youth and Family Assistance beginning November 1, 2002 through June 30, 2003.

7. Invoices for HCH Program services shall be submitted as follows:

Health Services Agency
Hospitals and Clinics Division
222 West 39th Avenue
San Mateo, California 94403
Attn: Molly Kennedy, HCH Coordinator

- C. Business Administration Services - Youth Asset Development (San Mateo County Org. # 55134) (January 1, 2002 – June 30, 2003)

Contractor shall receive a maximum of ONE HUNDRED FIVE THOUSAND ONE HUNDRED DOLLARS (\$105,100) for Youth Development Initiatives activities for services provided January 1, 2002 – June 30, 2002. Contractor shall receive a maximum of ONE HUNDRED SIXTY THOUSAND DOLLARS (\$160,000) for Youth Development Initiatives activities provided July 1, 2002 – June 30, 2003. Invoices shall be monthly, for actual expenses incurred, based on the budgets incorporated in Attachment III. Contractor will be reimbursed for net cost of providing the herein described programs as outlined in Schedule A, Section I.C.

- D. County may withhold all or part of Contractor's total payment if the Director of Health Services or her designee reasonably determines that Contractor has not satisfactorily performed the services described in Schedule A.

1. County shall give thirty (30) days prior written notice to Contractor of County's intent to withhold payment.
2. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately upon County's written notice with justification to Contractor.

- E. The maximum amount that County shall be obligated to pay for all services provided under this Agreement shall not exceed the amount stated in Paragraph 2.A. on page 2 of this Agreement. Furthermore, of the total contract obligation, County shall not pay or be obligated to pay more than SIX HUNDRED NINE THOUSAND EIGHT HUNDRED FORTY-TWO DOLLARS (\$609,842).

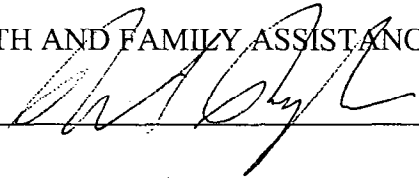
NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES that the Agreement with Youth and Family Assistance be amended accordingly.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hand on the day and year first above written.

COUNTY OF SAN MATEO

YOUTH AND FAMILY ASSISTANCE

By: _____
Jerry Hill, President
Board of Supervisors, San Mateo County

By:  _____

Date: _____

Date: Nov-1-2002 _____

ATTEST:

By: _____
Clerk of Said Board

COUNTY OF SAN MATEO
HEALTH SERVICES ADMINISTRATION

MEMORANDUM

DATE: November 5, 2002

TO: Priscilla Morse, Risk Management/Insurance Division
FROM: Caryl Fairfull, Mental Health Services/PONY #MLH 322

CONTRACTOR: Youth and Family Assistance

DO THEY TRAVEL: Yes

PERCENT OF TRAVEL TIME:

NUMBER OF EMPLOYEES: Yes

DUTIES (SPECIFIC):

COVERAGE:

Comprehensive General Liability:	\$1,000,000
Motor Vehicle Liability:	\$1,000,000
Professional Liability:	\$1,000,000
Worker's Compensation:	\$Yes

APPROVE *U* WAIVE _____ MODIFY _____

REMARKS/COMMENTS:

Priscilla Morse
SIGNATURE

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health Services
 SUBJECT: Youth and Family Assistance
 FILE NAME: SVSMCHSAIC/HEALTH CONTRACTS/
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Debbie Jones
 CONTRACT ADMINISTRATOR: Cathy Fairfull

1. Review by Division Director
 Comments: To DT 10/1/02 ok
To JK 9/25/02
To LF - 10/1/02

 Initials-Date

2. Review by Division Fiscal Officer
 Comments: To JW 10/15/02

 Initials-Date

3. Review by Risk Management
 Comments: _____
Phm 11/5/02
 Initials-Date

4. Review by County Counsel
 Comments: To FF 10/15/02

 Initials-Date

Other: John Beiers 10/17/02
 4. Copies of agreement and resolution made by
 division

 Initials-Date

5. Review by Health Services Administration Analyst
 Comments: _____
 Initials-Date

6. Review by Health Services Administration
 Deputy Director
 Comments: _____
 Initials-Date

7. ATR Approval by Finance Director

 Initials-Date

8. Review and Signature by Margaret Taylor
 Comments: _____
 Initials-Date

Date Received by Health Services Administration: _____
 Date sent to County Manager: _____

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health Services
 SUBJECT: Youth and Family Assistance
 FILE NAME: SVSMCHSATC/HEALTH CONTRACTS/
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Debbie Tolles
 CONTRACT ADMINISTRATOR: Cory Fairfull

1. Review by Division Director
 Comments: TD DT 10/1/02 OK
TD JK 9/26/02
TD LR - 10/8/02

 Initials-Date

2. Review by Division Fiscal Officer
 Comments: TD JW 10/3/02

 Initials-Date

3. Review by Risk Management
 Comments: _____

 Initials-Date

4. Review by County Counsel
 Comments: TD PF 10/1/02

 Initials-Date

4. Copies of agreement and resolution made by division

 Initials-Date

5. Review by Health Services Administration Analyst
 Comments: _____

 Initials-Date

6. Review by Health Services Administration Deputy Director
 Comments: _____

 Initials-Date

7. ATR Approval by Finance Director

 Initials-Date

8. Review and Signature by Margaret Taylor
 Comments: _____

 Initials-Date

Date Received by Health Services Administration: _____

Date sent to County Manager: _____

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health Services
 SUBJECT: Youth and Family Assistance
 FILE NAME: SVSMCHSAIC/HEALTH CONTRACTS/
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Debbie Torres
 CONTRACT ADMINISTRATOR: Cathy Scifullo

1. Review by Division Director
 Comments: To DT 10/1/02 OK
To JK 9/26/02
To LR - 10/8/02

 Initials-Date
2. Review by Division Fiscal Officer
 Comments: To JW 10/3/02

 Initials-Date
3. Review by Risk Management
 Comments: _____

 Initials-Date
4. Review by County Counsel
 Comments: To FF 10/6/02

 Initials-Date
4. Copies of agreement and resolution made by division

 Initials-Date
5. Review by Health Services Administration Analyst
 Comments: _____

 Initials-Date
6. Review by Health Services Administration Deputy Director
 Comments: _____

 Initials-Date
7. ATR Approval by Finance Director

 Initials-Date
8. Review and Signature by Margaret Taylor
 Comments: _____

 Initials-Date

Date Received by Health Services Administration: _____

Date sent to County Manager: _____

BOARD AGENDA ROUTING SLIP

DIVISION: Mental Health Services
 SUBJECT: Youth and Family Assistance
 FILE NAME: SVSMCHSAIC/HEALTH CONTRACTS/
 CONTENT SERVICES NUMBER: _____
 PROGRAM MANAGER: Debbie Towes
 CONTRACT ADMINISTRATOR: Caryn Gairfull

1. Review by Division Director
 Comments: To DT 10/1/02 ok
To JX 9/26/02
To LR - 10/8/02

 Initials-Date

2. Review by Division Fiscal Officer
 Comments: To JW 10/3/02

 Initials-Date 10/4/02

3. Review by Risk Management
 Comments: _____

 Initials-Date

4. Review by County Counsel
 Comments: To PF 10/1/02

 Initials-Date 10/9/02

4. Copies of agreement and resolution made by
 division Other: John Beiers 10/17/02

 Initials-Date

5. Review by Health Services Administration Analyst
 Comments: _____

 Initials-Date

6. Review by Health Services Administration
 Deputy Director
 Comments: _____

 Initials-Date

7. ATR Approval by Finance Director

 Initials-Date

8. Review and Signature by Margaret Taylor
 Comments: _____

 Initials-Date

Date Received by Health Services Administration: _____

Date sent to County Manager: _____

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID J5
YOUTH-5
DATE (MM/DD) 07/31

PRODUCER
(MP) Heffernan Insurance Brkrs
855 Oak Grove Avenue, #100
Menlo Park CA 94025-4455
Phone: 650-328-1400 Fax: 650-853-3881

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED
Youth & Family Assistance
609 Price Avenue, #205
Redwood City CA 94063

INSURER A: General Ins Co of America
INSURER B: First Natl ins. Co. of Amer.
INSURER C: Phoenix Assurance Co. of NY
INSURER D: Safco Surplus Lines Ins. Co.
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	CP7757378H	07/01/02	07/01/03	EACH OCCURRENCE \$ 100000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC				FIRE DAMAGE (Any one fire) \$ 200000 MED EXP (Any one person) \$ 10000 PERSONAL & ADV INJURY \$ 100000 GENERAL AGGREGATE \$ 200000 PRODUCTS - COM/OP AGG \$ 200000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	BA7757378C	07/01/02	07/01/03	COMBINED SINGLE LIMIT (Ea accident) \$ 100000
					BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
					PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	ECF108305	07/01/02	07/01/03	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$ 100000
					E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 100000
D	OTHER Prof Liability	LP7757378H	07/01/02	07/01/03	Per Occur 10000 Aggregate 20000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Certificate Holder is named as Additional Insured as respects to services provided by the Named Insured. *10 Day Notice of Cancellation for non-payment of premium.

*Verified
OK
8/2/03*

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER: A

CANCELLATION

County of San Mateo
Attn: Mary Vozrkes
Mental Health Division
225 37th Avenue
San Mateo, CA 94403

verified
COUNT 00

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 DAYS NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

[Signature]

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Youth and Family Assistance
Contact Person: Cheryl Zando
Address: 609 Price Avenue, Suite 205
Redwood City, CA 94063
Phone Number: 650-366-8401 Fax Number: 650-366-8455

II Employees

Does the Contractor have any employees? [X] Yes ___ No
Does the Contractor provide benefits to spouses of employees? [X] Yes ___ No

If the answer to one or both of the above is no, please skip to Section IV.

III Equal Benefits Compliance (Check one)

- [X] Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
[] Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
[] No, the Contractor does not comply.
[] The Contractor is under a collective bargaining agreement which began on (date) and expires on (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 30th day of November, 2001 at Redwood City, CA (City) (State)

Cheryl Zando Signature

Cheryl E. Zando Name (Please Print)

Executive Director Title

94-3094966 Contractor Tax Identification Number