

STANDARD AGREEMENT AMENDMENT

STD. 213A (Rev 06/03)

AGREEMENT NUMBER

24695

AMENDMENT NUMBER

1

REGISTRATION NUMBER

☐ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED _____ Pages

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

County of San Mateo

2. The term of this Agreement is:
- July 1, 2004 -Through- March 31, 2005**

3. The maximum amount of this Agreement is:
- \$ 267,098.00**

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

The term of this agreement is amended to read: July 1, 2004 through March 31, 2005.



Exhibit A-Scope of Work, Service Budget (801A) (2 pages, 2 Fiscal Years) and Service Budget Narrative, are hereby replaced in its entirety with the attached revised Exhibit A-Scope of Work, Service Budget (801A) (one page, one Fiscal Year) and Service Budget Narrative.

The maximum amount payable under this agreement is changed from \$489,322.00 to \$267,098.00.

This amendment is effective January 15, 2005.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) County of San Mateo		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 400 County Ctr., Redwood City 94063-1662, Billing:500 Quarry Rd, San Carlos, CA 94070		
STATE OF CALIFORNIA		
AGENCY NAME Department of Rehabilitation		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Beverly Netters, MRA, Manager Employee & Business Resources Branch		
ADDRESS 2000 Evergreen Street, Sacramento, CA 95815-3832		
		<input type="checkbox"/> Exempt Per _____

**EXHIBIT A
ISSP CONTRACT
COUNTY OF SAN MATEO
VOCATIONAL REHABILITATION SERVICES (VRS)
& DEPARTMENT OF REHABILITATION (DOR)**

**PLAN OF OPERATION
July 1, 2004 – March 31, 2005**

SCOPE OF WORK

I. Introduction

The California Department of Rehabilitation (DOR) has been awarded funds from the Social Security Administration (SSA) to develop and implement a five-year research and demonstration project. Its purpose is to develop an integrated service delivery system that increases employment and retention of employment of individuals with severe psychiatric disabilities who receive Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI). San Mateo County Human Services Agency was selected to implement the project with Vocational Rehabilitation Services (VRS), its county run employment services program, designated to be the demonstration site.

II. Services to Be Provided

This contract will provide State funding for two (2) Service Coordinators and two (2) Benefits Coordinators who will be County employees. This staff will provide the following services:

A. Service Coordination. The Service Coordinator will provide and/or arrange for the support services necessary for the individual to obtain and maintain employment. For each individual choosing to participate in this project, an Individual Self Sufficiency Plan (ISSP) will be developed. This is a written agreement between the individual and VRS that will outline what benefits the participant is receiving, and those elements identified as employment barriers. It will then indicate the services and supports that will be provided to address those

barriers. Assistance will be given to implement the ISSP and ongoing support services will be provided. This position also provides for data collection on a monthly and/or quarterly basis to collect information for the research design.

B. Benefits Coordinator. The Benefits Coordinator will provide complete and accurate information on the impact working will have on an individual's range of benefits. (e.g., SSI, SSDI, subsidized housing) The Benefits Coordinator will also facilitate the development of the individual's ISSP, and assist in the management of benefits and Social Security work incentives, advocate with SSA and coordinate services with treatment professionals, case management, DOR, or other service providers. This position also provides for data collection on a monthly and/or quarterly basis to collect information for the research design.

III. Methodology

A. Referrals. Program participants will be individuals with psychiatric disabilities who are recipients of SSI and/or SSDI. Referrals will come to the project through VRS. Before being enrolled in the ISSP Project, each potential referral will be provided information about the purpose of this project and the information that will be required of them as participants. They will be given the option of declining to participate. Each participant will sign an informed consent.

B. Service Delivery. It is possible that the services provided by the Benefits Coordinator and Service Coordinator may be available to an individual who is not currently a client of the DOR. However, if that individual is in need of services provided through the mental health cooperative program, those services may not be provided until that individual has been determined eligible for DOR services and has a level of Significance of Disability (LSOD) score that is being served under the Order of Selection.

C. Advisory Body. The San Mateo County B.E.S.T. Network (Building Employment Services Team), a collaborative of local rehabilitation agencies, will serve as the advisory board to the

Contractor. In addition to VRS, county mental health and DOR, members include mental health provider agencies, community colleges, county training programs, mental health consumers and family members.

D. One Stop Involvement. VRS is co-located and is a partner of Peninsula Works San Carlos, one of three sites comprising the San Mateo County One Stop Career Center network. Resources and services include: vocational rehabilitation services, job seeking skills classes, job placement, housing and family programs, aid payment resources, State Employment Development Department (EDD) job services, community college and adult education resources, and other core, intensive and training resources mandated by the Workforce Investment Act. All of these resources will be available to individuals participating in this demonstration project.

E. State Level Support. The following positions will provide oversight, support and evaluation to the demonstration project:

1. State Department of Rehabilitation Contract Administrator will work closely with the Contractor and be responsible for the implementation of the work plan. The Contract Manager will develop or coordinate the development of required reports to the State Coordination Committee and SSA.

2. A State Program Evaluator under contract with DOR will work with the sites on data collection and reporting processes. The Program Evaluator will analyze and develop quantitative reports.

IV. Objectives

At least one hundred (100) individuals per year will be served in this demonstration project. As a result of this project it is expected that there will be:

1. Increased employment of program participants.
2. Increased employment retention.

3. Increased earnings among the project participants.
4. Decreased payments from SSA.

V. Data Collection and Reporting Requirements

Under this agreement, the Contractor agrees to cooperate with the State DOR Contract Administrator of the project to develop appropriate eligibility requirements, data collection and reporting mechanisms, and means by which to measure the above four objectives.

The Contractor will develop procedures to identify and verify social security numbers for all project participants. All data provided to the State DOR Contract Administrator and/or Project Evaluator will include these validated participant social security numbers.

The Contractor further agrees to develop procedures to record and verify the beginning and ending dates of project participation and will record these two events on all data files submitted to the State DOR Contract Administrator and/or Project Evaluator.

The Contractor will collect all data elements as required by SSA. This data will be collected for all program participants. Employment status data will be updated monthly. Project updates will be collected quarterly. Data will be submitted to Virginia Commonwealth University (VCU) as required. VCU has been designated as the nationwide project evaluator by SSA. Demographic information on new participant enrollees will be sent to DOR for tracking and research match design purposes.

For purposes of tracking cost and benefit outcomes of the project, the Contractor will collect and track any necessary participant information as identified by the State DOR Contract Administrator relating to any waivers that may be approved by SSA and offered to project participants.

Upon prior written SSA request and State DOR Contract Administrator approval, the Contractor will represent the ISSP Project at annual State Partnership Initiative Meetings and Topical Conferences.

Contractor will also present project findings, lessons learned and recommendations throughout the state to county and state administrators.

VI. Contract Administrator/Contractor Program Coordinator

Department of Rehabilitation
Warren Hayes, Contract
Administrator
2000 Evergreen Street
Sacramento, CA 95815
(916) 263-8986

County of San Mateo
Human Service Agency
Vocational Rehabilitation
Services
Robert Manchia, Manager
550 Quarry Road
San Carlos, CA 94070
(650) 802-6491

STATE OF CALIFORNIA
SERVICE INVOICE
DR 801A (REV. 02/98)

Original

DEPARTMENT OF REHABILITATION
Amendment

Revision

County of San Mateo
Human Services Agency
550 Quarry Road
San Carlos, CA 94070

Line No.	Position Title/% of Time Expense & Description	Contract Number:	Federal ID Number:	Page of Pages	
		Budget Period 7/1/04-6/30/05	Effective Date: 1/15/05	Effective Date:	
		Amount Budgeted	Budget Change	Budget Change	TOTAL BUDGET
1	ISSP SERVICE COORDINATOR - 2 FTE	160,802.00	-45,621.00		115,181.00
2	ISSP BENEFITS COORDINATOR - 2 FTE	187,427.00	-57,246.00		130,181.00
3	Travel	16,429.00	4,107.00		20,536.00
	Training		1,200.00		1,200.00
	TOTALS	364,658.00	-97,560.00		267,098.00

Indirect costs are allowable costs incurred by an organization which support the activities of contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with Office of Management and Budget (OMB) circulars. The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs incurred and paid by the organization. The allocation of indirect costs cannot be based on an arbitrary fixed rate.

BUDGET NARRATIVE

1. ISSP Service Coordinator – 1 FTE at 40 hours per week, including salary and benefits (see duty statement and program narrative).
2. ISSP Benefits Coordinator – 1 FTE at 40 hours per week, including salary and benefits (see duty statement and program narrative).
3. Travel – Includes airfare, parking, lodging, per diem, and mileage at prevailing state rates to travel to required coordinating committee meetings, presentations and consultations to requesting programs, and representation of California's ISSP Project at such SSA grant financed meetings as the annual Statewide partnership Initiative and Topical Conferences.
4. Training – Reimburse for contract required training room rental costs for dissemination of project outcomes, findings and lessons learned to public mental health and vocational rehabilitation administrators.

DUTY STATEMENTS

Job Description: ISSP Service Coordinator

Title: Individual Self Sufficiency Project (ISSP) Service Coordinator

Basic Function: Participates in the development and Implementation of the Individual Self-Sufficiency Plan; provides and/or arranges to be provided support services necessary for individuals with severe psychiatric disabilities to maintain employment.

Reports to: Local Site Director

Qualities sought: Ability to communicate well orally and in writing;
ability to work well with others in a team
environment.

Examples of Duties:

1. Conducts service needs assessment with individual participants.
2. Facilitates the development of the Individual Self Sufficiency Plan.
3. Coordinates individual service and support teams.
4. Reviews and revises ISSP with the individual as needed.
5. Assists individual with reporting wage information.
6. Refers to or provides advocacy services as needed.
7. Develops local resource networks.
8. Coordinates inter and intra agency services as needed.
9. Completes and transmits monthly projection data.
10. Maintains individual participant time logs for units of service.
11. Develops and facilitates a local Interagency Task Force.
12. Reviews progress on local work plans with the local coordinating council.

Title: Individual Self Sufficiency Project (ISSP) Benefits Coordinator.

Basic Function: Provides benefits/financial planning assistance to individuals served in DR/MH cooperatives;
facilitates the development of the Individual Self Sufficiency Plan.

Reports to: Local Site Director

Qualities sought: Ability to communicate well orally and in writing;
ability to work well with others in a team
environment.

Examples of Duties:

1. Evaluates current levels of benefits as well as basic, monthly living costs.

2. Develops the benefits section of the Individual Self Sufficiency Plan.
3. Conducts group and individual orientations regarding benefit programs.
4. Provides ongoing training and technical assistance on benefits to individuals.
5. Assists individuals in accessing public benefits programs as needed.
6. Makes available information and helps implement SSA work incentive programs which facilitate return to work and maintenance of employment.
7. Reviews and assesses changing individual employment needs as they are related to impact on benefits.
8. Establishes an earnings and reporting system for incentive income with the local SSA field office.
9. Provides ongoing cross-training to all local stakeholders on benefits and their effects on employment.
10. Participate in ongoing training and technical assistance with the Benefits Consultant.
11. Maintain communication with the local SSA field office and attend project meetings.