



**THIRD AMENDMENT TO THE AGREEMENT BETWEEN  
COUNTY OF SAN MATEO**

**AND**

**YOUTH AND FAMILY ENRICHMENT SERVICES (YFES)  
(FLAT RATE)**

**For**

**ALCOHOL AND DRUG PREVENTION SERVICES**

**For the period of**

**7/1/2003 to 12/31/2005**

Contact Person: Andrea, Rex  
Telephone number: (650) 802-6590

**THIRD AMENDMENT TO THE FLAT RATE AGREEMENT WITH  
YOUTH AND FAMILY ENRICHMENT SERVICES FOR ALCOHOL AND DRUG PREVENTION  
SERVICES**

This THIRD AMENDMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2005, by and between the COUNTY OF SAN MATEO (hereinafter called "County") and YOUTH AND FAMILY ENRICHMENT SERVICES (hereinafter called "Contractor");

WITNESSETH

**WHEREAS**, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

**WHEREAS**, effective July 1, 2003, the parties hereto entered into a flat rate Agreement # 066214, for the furnishing of alcohol and drug prevention services, as set forth in that Agreement ("Original Agreement"); and

**WHEREAS**, on March 19, 2004, the Original Agreement was modified by a First Amendment to cover administrative expenses through a CSAT funds/awarded grant, increasing the funding by \$16,527, for a total obligation of \$479,700.25; and

**WHEREAS**, on March 14, 2005, the Agreement was further modified by a Second Amendment to include additional assessments and referral services, increasing the funding by \$20,128.72, for a new total obligation of \$499,828.97 and

**WHEREAS**, it is now the mutual desire and intent of the parties hereto to further amend and clarify the Original Agreement.

**NOW, THEREFORE, the Agreement is hereby amended to read as follows:**

1. **The name of Contractor as written in the Agreement is revised to read Youth and Family Enrichment Services (YFES).**
2. **The end term date in the Agreement is hereby extended to reflect December 31, 2005.**
3. **Section 3.A., of the Agreement is amended to read as follows:**
  3. A. Payments
    - A. Maximum Amount

In full consideration of Contractor's performances of the services described in Exhibit A, the amount that the County shall be obligated to pay under this Agreement, shall not exceed FIVE HUNDRED AND THIRTY NINE HUNDRED EIGHT HUNDRED AND TWENTY EIGHT DOLLARS AND NINETY SEVEN CENTS (\$539,828.97).
4. **EXHIBIT A (Revision 2), is replaced in its entirety by the attached EXHIBIT A (Revision 3).**
5. **EXHIBIT B (Revision 2), is replaced in its entirety by the attached EXHIBIT B (Revision 3).**

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES that:**

All other terms and conditions of the Original Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have affixed their hands to this Third Amendment to the Agreement to provide alcohol and drug treatment services.

**COUNTY OF SAN MATEO**

By: \_\_\_\_\_  
Richard Gordon  
President, Board of Supervisors, San Mateo  
County

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

**Attest:**

\_\_\_\_\_  
Clerk of Said Board

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

**YOUTH AND FAMILY ENRICHMENT SERVICES**

\_\_\_\_\_  
Name, Title - Print

\_\_\_\_\_  
Signature

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

**EXHIBIT A (Revision 3)**

**Center for Substance Abuse Treatment (CSAT) Funded Alcohol and Drug Treatment Services  
YOUTH AND FAMILY ENRICHMENT SERVICES  
July 1, 2003 through December 31, 2005**

Contractor will provide services as specified below to individuals, hereinafter referred to as "program participants", who meet the criteria for dual diagnosis nonresidential treatment and aftercare services.

Contractor will provide the following dual diagnosis nonresidential treatment and aftercare services as a condition of participation in the San Mateo County Juvenile Drug Court Expansion Project.

Contractor's services must be consistent with the State Alcohol and Drug Program (ADP) Certification Standards, and must meet the requirements outlined in the Juvenile Drug Court Expansion Project proposal dated June 18, 2002. Contractor will be fully compliant with CSAT's Treatment Improvement Protocol Tip 9: Assessment and Treatment of Patients with Co-existing Mental Illness and Alcohol and Other Drug Abuse. Contractor will possess and maintain the appropriate licensure and/or certification required to provide the services described below. Services will be provided to Program Participants who are detained at the San Mateo County Juvenile Hall and are residents of the County of San Mateo. All payments under this Agreement must directly support services specified in this Agreement.

I. **ASSESSMENT/REFERRAL SERVICES (EFFECTIVE JAN 1,2005 THROUGH SEPTEMBER 29,2005):**

Contractor will perform the following services for a minimum of eighteen (18) program participants entering the program:

- a) Provide a minimum of four (4) to six (6) hours of individual assessment/referral services for program participants entering the program.
- b) Provide total of 100 hours (18 clients x 5 staff available hours) for the 9 months period (10 staff available hours/month/client).
- c) Administer an Adolescent Addiction Severity Index (ASI) and GPRA.
- d) Develop an assessment summary report for referring party.
- e) Contact probation staff and participant's parents by phone to discuss eligibility for the program.
- f) Attend a minimum of one (1) team meeting per week to discuss the case consultation.
- g) If the client is adjudicated into the Program, develop a GIRLS Program summary report.

II. **PHASE I CENTER FOR SUBSTANCE ABUSE TREATMENT (CSAT) FUNDED DUAL DIAGNOSIS NONRESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES FOR PROGRAM PARTICIPANTS WHO ARE DETAINED AT THE SAN MATEO COUNTY JUVENILE HALL**

Contractor will provide dual diagnosis non-residential treatment services to multi-recidivist females, ages 13-18, who are detained at San Mateo County Juvenile Hall. Program participants will have significant substance abuse and mental health problems, multiple risk factors, are presenting with a current charge and are enrolled in the Juvenile Drug Court Expansion Project. The following units of service, and treatment service descriptions listed under Section I. A., and B. of this Exhibit pertain to treatment services provided to Program Participants who are detained at the San Mateo County Juvenile Hall, and receive services in a semi-secure setting.

A. **Phase I Nonresidential Units of Service:**

1. Admit to Contractor's dual diagnosis nonresidential treatment services to female Program Participants who meet the criteria as identified through the San Mateo County Juvenile Drug Court Expansion Project and are detained in the San Mateo County Juvenile Hall. **A minimum of ninety (90)** participants will be enrolled. The Program Participants will be in the intake/assessment phase of the comprehensive treatment continuum.

2. Contractor will provide a minimum of two thousand three hundred ninety two (2,392) staff available hours (SAH) dedicated to dual diagnosis non-residential treatment services, including face-to-face contacts, preparation time record keeping, case consultation and team collaboration.  
The majority of SAH will be spent providing direct services to clients.

B. Phase I Nonresidential Treatment Services:

Contractor's dual diagnosis nonresidential treatment services will be provided no less than three (3) hours per week per program participant. Program participants will be detained at the San Mateo County Juvenile Hall, but services will be provided in an unlocked location near juvenile hall. Intensive courses of treatment will be provided based upon the needs of the individual Program Participant. Contractor's basic treatment services shall include:

1. A minimum of one (1) individual counseling and one (1) group counseling session will be provided to Phase I Program Participants each week.
2. A minimum of one (1) family counseling session will be provided to Program Participants and their families during their participation in Phase I.
3. Contractor will provide a comprehensive assessment of each Program Participant's needs utilizing the following assessment tools, including, but not limited to the: Beck's Depression Inventory (BDI), Beck's Anxiety Inventory (BDI), Personality Youth Index (PYI), and the Rotter Incomplete Sentences Blank (RISB).
4. Contractor shall submit a thorough psychological report to the Drug Court Team within twenty-one (21) days of the Program Participant's enrollment.
5. Contractor will develop treatment goals with the Program Participant's involvement to include the identification of issues, goals, and possible interventions. Contractor will participate in-group treatment planning and will ensure that the participant, their family and relevant service providers are included in that process.
6. Contractor will develop and maintain a therapeutic alliance with community dual diagnosis day treatment providers and will provide linkage to their services to address the Program Participant's needs after their release from custody.
7. Contractor will be accessible to, and maintain communication with, all systems in the Juvenile Drug Court Expansion Project.
8. Contractor will refer Program Participants to additional mental health and substance abuse treatment as needed.
9. Contractor will attend pertinent case conferences and/or Juvenile Drug Court Expansion Project meetings for each Program Participant when requested. Contractor's representative will have specific knowledge of the Program Participant's progress and status in the program.

III. PHASE II AND III CENTER FOR SUBSTANCE ABUSE TREATMENT (CSAT) FUNDED DUAL DIAGNOSIS NONRESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES AND AFTERCARE FOR FEMALE PROGRAM PARTICIPANTS WHO RESIDE IN THE COMMUNITY

Contractor will provide dual diagnosis nonresidential treatment services to multi-recidivist females ages 13-18, which reside in the community, have significant substance abuse and mental health problems, multiple risk factors, presented with a current charge and are enrolled in Juvenile Drug Court. The following units of service and treatment service descriptions listed under Section II. A. and B. of this Exhibit pertain to services provided to Program Participants who reside in the community and are not detained at the San Mateo County Juvenile Hall, and have completed services outlined in Section I above.

A. Phase II and III Units of Service:

1. Admit to Contractor's dual diagnosis nonresidential treatment services to female Program Participants who meet the criteria as identified through the San Mateo County Juvenile Drug Court Expansion Project and have completed services as outlined in Section I above. A minimum of sixty-eight (68) participants will be enrolled.
2. Contractor will provide a minimum of six thousand four hundred sixty nine (6,469) staff available hours dedicated to dual diagnosis nonresidential treatment and aftercare services, including face-to-face contacts, preparation time, record keeping, case consultation and team collaboration. The majority of SAH will be spent providing direct services to Program Participants.

B. Phase II Nonresidential Treatment Services:

Contractor's dual diagnosis nonresidential treatment services will be provided at least for at least nine (9) hours per week, for a minimum of three months per Program Participant. This is contingent upon the Program Participant's ability to maintain their behavior and progress in a group setting. If a client receives less than nine (9) hours of service per week, an individualized treatment plan documenting this change needs to be placed in the Program Participant's file. Probation and Mental Health representatives will be consulted and advised of this change. More intensive courses of treatment will be provided based upon the needs of the individual program participant. Contractor's basic Phase II Nonresidential Treatment Services shall include:

1. Individual counseling, group counseling, family counseling, and educational sessions as indicated by the program participant's case plan. A minimum of one individual counseling session and two group counseling sessions will be provided to program participants each week. Family counseling will be provided as indicated by the treatment plan.
2. Provide parent education and peer support groups.
3. Additional services can include peer support services, social and recreational activities, and cultural programming.
4. Educational curriculum that will include the following topics: Early recovery skills, body image, life skills, family relationships, traumatization/retraumatization, gender roles and sexual exploitation, problem solving, communication, peer relationships, and cultural pressures.

5. Contractor will coordinate and facilitate access to community services which will include: Job skills assessments and training, age appropriate twelve-step meetings, health care clinics and additional mental health support and recreational activities. These services will be coordinated and facilitated by a paraprofessional who is hired by the program. Further duties of the paraprofessional include frequent Program Participants contact to ensure the client is stabilized and participation in care planning and crisis intervention as needed.
6. Contractor will attend all pertinent case conferences and/or Juvenile Drug Court Expansion Project meetings for each Program Participant when requested. Contractor's representative will have specific knowledge of the Program Participant's progress and status in the program.

C. Phase III Nonresidential Treatment Services Aftercare

After a minimum of three (3) months participation in Phase II Dual Diagnosis Non-residential Treatment Services, Program Participants will enter a minimum of three (3) months of aftercare, which will include the following services:

1. A minimum of three (3) months services for each Program Participant including peer support, group services, and individual counseling sessions.
2. One weekly peer support group and individual counseling session for each Program Participant.
3. Contractor will attend all pertinent case conferences and/or Juvenile Drug Court Expansion project meetings for each Program Participant when requested. Contractor's representative will have specific knowledge of the Program Participant's progress and status in the program.

D. Data Collection:

1. Contractor will administer the Government Performance and Results Act (GPRA) research tool at three (3) months, six (6) months, and twelve (12) months after intake when a Program Participant is enrolled in the treatment program. Program staff will enter GPRA data into the CSAT Web System no later than seven (7) days after the completion of the GPRA.
2. One hundred percent (100%) of the Program Participants will have the GPRA administered to them at three (3) months after initial GPRA administered by San Mateo County Alcohol and Other Drug Services staff. A minimum of eighty percent (80%) of Program Participants will receive follow up regarding the GPRA at six months (6) and twelve (12) months after enrollment in the program. GPRA data will be stored in a separate locked location and categorized in alphabetical order by program participant name and identification number (supplied at intake). Program staff will enter GPRA data into the CSAT Web System no later than seven (7) days after the completion of the GPRA.

**IV. PHASE II AND III CENTER FOR SUBSTANCE ABUSE TREATMENT (CSAT) FUNDED DUAL DIAGNOSIS NONRESIDENTIAL ALCOHOL AND DRUG TREATMENT SERVICES AND AFTERCARE FOR FEMALE PROGRAM PARTICIPANTS WHO RESIDE IN THE COMMUNITY (EFFECTIVE THROUGH 12/31/2005)**

**Contractor will provide dual diagnosis nonresidential treatment services to 18 multi-recidivist females ages 13-18, who reside in the community, have significant substance abuse and mental health problems, and are enrolled in Juvenile Drug Court. The following units of service and treatment service descriptions listed under Section IV of this Exhibit pertain to services provided to Program Participants who reside in the community and are not detained in Juvenile Hall.**

- 1. Contractor will provide a minimum of 6 hours of clinical services per week in Phase II, comprised of individual, group and family sessions. Contractor will conduct 8 weeks of multi family groups.**
- 2. Contractor will provide a minimum of 1 hr per week of individual and group counseling In Phase III, aftercare.**
- 3. Contractor will provide a minimum of 350 Hours of staff availability per month for the duration of the contract extension for total of 1,050 hours.**
- 4. Contractor will conduct GPRA follow-ups on all clients at 3, 6 and 12 months post intake.**



**EXHIBIT B (Revision 3)**  
**YOUTH AND FAMILY ENRICHMENT SERVICES**  
**July 1, 2003 through December 30, 2005**  
**Rates of Payment**

**I. CSAT FUNDED SAN MATEO COUNTY JUVENILE DRUG COURT EXPANSION PROJECT NONRESIDENTIAL TREATMENT AND AFTERCARE SERVICES, PAYMENTS**

In full consideration of the services provided by Contractor pursuant to this Agreement, and subject to the provisions County shall pay Contractor in the manner described below, unless otherwise specifically authorized by the Director of the Human Services Agency or her designee: County shall pay Contractor no more than the maximum Contract obligation of **FIVE HUNDRED THIRTY NINE THOUSAND EIGHT HUNDRED TWENTY EIGHT DOLLARS AND NINETY SEVEN CENTS (\$539,828.97)** over the term of this thirty (30) month Agreement. The funding for the project is as follows:

- a. July 1, 2003 through September 29, 2003, is a total of FORTY-THREE THOUSAND EIGHT HUNDRED FIFTY-EIGHT DOLLARS AND TWENTY-FIVE CENTS (\$43,858.25).
  1. The monthly rate of payments is a total of FOURTEEN THOUSAND SIX HUNDRED NINETEEN DOLLARS AND FORTY TWO CENTS (\$14,619.42) per month. The monthly rate of payment is determined by dividing funding into three (3) equal monthly payments (\$43,858.25 divided by 3 = \$14,619.42).
  
- b. September 30, 2003 through February 28, 2004, is a total of EIGHTY FOUR THOUSAND ONE HUNDRED THIRTY SIX AND SIXTY EIGHT CENTS (\$84,136.68).
  1. The monthly rate of payment is a total of SIXTEEN THOUSAND EIGHT HUNDRED TWENTY SEVEN DOLLARS AND THIRTY THREE CENTS (\$16,827.33) per month. The monthly rate of payment is determined by dividing funding into five (5) equal monthly payments (\$84,136.68 divided by 5 = \$16,827.33).
  
- c. March 1, 2004 through June 30, 2004, is a total of SEVENTY SIX THOUSAND SEVEN HUNDRED FIFTY THREE AND THIRTY TWO CENTS (\$76,753.32).
  1. The monthly rate of payment is a total of NINETEEN THOUSAND ONE HUNDRED EIGHTY EIGHT AND THIRTY THREE CENTS (\$19,188.33) per month. The monthly rate of payment is determined by dividing funding into four (4) equal monthly payments (\$76,753.32 divided by 4 = \$19,188.33).
  
- d. July 1, 2004 though September 29, 2004, is a total of FIFTY SEVEN THOUSAND FIVE HUNDRED SIXTY FIVE DOLLARS (\$57,565).
  1. The monthly rate of payment is a total of NINETEEN THOUSAND ONE HUNDRED EIGHTY EIGHT AND THIRTY THREE CENTS (\$19,188.33) per

month. The monthly rate of payment is determined by dividing funding into three (3) equal monthly payments (\$57,565 divided by 3 = \$19,188.33).

- e. September 30, 2004 through June 30, 2005, is a total of ONE HUNDRED SEVENTY SIX THOUSAND FOUR HUNDRED FIFTY NINE DOLLARS AND THIRTY SEVEN CENTS (\$176,459.37).
  - 1. For the period of September 30, 2004 through June 30, 2005 County shall pay the contractor total of EIGHTEEN THOUSAND ONE HUNDRED FIFTEEN DOLLARS AND FIFTY-EIGHT CENTS (\$18,115.58) per month for non-residential treatment and aftercare services. The monthly rate of payment is determined by dividing funding into nine (9) equal monthly payments (\$163,040.25 divided by 9 = \$18,115.58).
  - 2. For the period of January 1, 2005 through June 30, 2005 County shall pay the contractor total of THIRTEEN THOUSAND FOUR HUNDRED NINETEEN DOLLARS AND TWELVE CENTS (\$13,419.12) for assessment/referral services for program participants. The monthly rate of payment is determined by dividing funding into nine (6) equal monthly payments (\$13,419.12 divided by 6 = \$2,236.52).
- f. July 1, 2005 through September 29, 2005 is a total of SIXTY ONE THOUSAND FIFTY SIX DOLLARS AND THIRTY FIVE CENTS (\$61,056.35).
  - 1. For the period of July 1, 2005 through September 29, 2005 County shall pay the contractor a total of EIGHTEEN THOUSAND ONE HUNDRED FIFTEEN DOLLARS AND FIFTY-EIGHT CENTS (\$18,115.58) per month for non-residential treatment and aftercare services. The monthly rate of payment is determined by dividing funding into three (3) equal monthly payments (\$54,346.75 divided by 3 = \$18,115.58).
  - 2. For the period of July 1, 2005 through September 29, 2005 County shall pay the contractor a total of SIX THOUSAND SEVEN HUNDRED NINE DOLLARS AND SIXTY CENTS (\$6,709.60) for assessment/referral services for program participants. The monthly rate of payment is determined by dividing funding into nine (3) equal monthly payments (\$6,709.60 divided by 3 = \$2,236.52).
- g. September 30, 2005 through December 31, 2005, is a total of FORTY THOUSAND DOLLARS (\$40,000).**
  - 1. For the period of September 30, 2005 through December 31, 2005, County shall pay the contractor a total of THIRTEEN THOUSAND THREE HUNDRED AND THIRTY THREE DOLLARS AND THIRTY THREE CENTS (\$13,333.33) per month for non-residential treatment and aftercare services. The monthly rate of payment is determined by dividing funding into three (3) equal monthly payments (\$40,000 divided by 3 = \$13,333.33)**