

**AMENDMENT TO THE AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND THE  
WOMEN'S RECOVERY ASSOCIATION, TRACEY'S PLACE OF HOPE FOR  
ADOLESCENT GIRLS DIAGNOSED WITH MENTAL HEALTH AND SUBSTANCE  
ABUSE PROBLEMS**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **COUNTY OF SAN MATEO**, hereinafter called "County," and the **WOMEN'S RECOVERY ASSOCIATION, TRACEY'S PLACE OF HOPE** , hereinafter called "Contractor";

W I T N E S S E T H:

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;

WHEREAS, on June 16, 2006, the parties entered into an Agreement Number 74400-06-C292 for services to adolescent girls diagnosed with mental health and substance abuse problems; and

WHEREAS, the parties wish to amend the Agreement to add funds in the amount of \$150,000 for a new total obligation of \$205,000 for continuation of services at Tracey's Place of Hope.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. Section 3 - of the Agreement is amended to read as follows:

**Payments** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in revised Exhibit "AI" and Exhibit "G", County shall make payment to Contractor in the manner specified herein and in Exhibit "F". In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for services under this Agreement exceed **TWO HUNDRED FIVE THOUSAND DOLLARS, (\$205,000)**.

2. Section 17 - is added to the Agreement to read as follows:

Compliance with Contractor Employee Jury Service Ordinance

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

3. Original Exhibit A will be replaced with Revised Exhibit AI, (rev. 09/18/06).
4. Exhibits F and G will be added as new attachments.
5. **All other terms and conditions of the Agreement dated June 16, 2006, between the County and Contractor shall remain in full force and effect.**

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

COUNTY OF SAN MATEO

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

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

WOMEN'S RECOVERY ASSOCIATION  
Linda Carlson, Executive Director

\_\_\_\_\_  
Contractor's Signature

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

**WOMEN'S RECOVERY ASSOCIATION**  
**Tracey's Place of Hope**  
**May 1, 2006 through June 30, 2008**

**Program Description**

Tracey's Place of Hope is a long-term treatment facility for female youth ages 14-19 who have mental health and substance abuse issues. Youth who are 13 years of age may be accepted under certain conditions. The program provides transitional housing for youth who are waiting for a more permanent placement and for emancipating youth. This transitional housing will also allow the County to place youth in the county and keep them closer to family members and their community as well as to return youth from out-of-county placement to transition into Transitional Housing and Placement Program. Adolescents will receive the following services, but not limited to: physical and psychiatric treatment, alcohol and drug treatment, group and individual counseling, academic support, family visits, assistance with achieving life skills, and opportunity to participate in group and recreational activities. Tracey's will provide bi-lingual services in Spanish, and will provide culturally sensitive services to all residents. In addition, necessary arrangements are made for medical, dental and eye examinations and treatment.

The program is set-up to meet the needs of youth on a daily basis. Many of the youth to be served by the program may have dual diagnosis: youth who have serious mental health problems as well as substance abuse issues. They may have a history of learning disabilities, physical or sexual abuse, school problems, chronic runaway and emotional disturbance.

The program will adhere to a no reject, no eject philosophy. Tracey's will accept all female youth referred by Children and Family Services, Mental Health, Alcohol and Other Drug and Probation up to its capacity. Tracey's may not reject a referral from staff nor eject any resident unless there is agreement by both Tracey's and County staff to do so.

Tracey's staff will work closely with San Mateo County staff to coordinate services, complete needs assessment and service plans, and prepare the youth for reunification, next placement or emancipation. They will work closely with the Social Worker and Probation Officer in supporting the case plan.

The length of stay for each female youth will be based on her individual needs and situation.

## **Program Goals**

The goal of Tracey's is to provide a stable residential environment and treatment for dual diagnosis female youth.

First, Tracey's seeks to understand the multiple treatment needs of its population and their cultural context. It provides residents with immediate and long-term benefits. Among these benefits are food, shelter, clothing, medical services, social, recreational opportunities and other needed services. To heighten cultural sensitivity and awareness to a resident's multi-cultural needs, staff receives multi-cultural training and may also participate in similar opportunities scheduled in the local community.

Second, Tracey's enables young people who are placed in the program to assume increasing responsibility for mastering various behavioral tasks in order to acquire social and personal living skills. Childcare worker staff model appropriate behavior, provide consistent feedback to the residents regarding their daily interactions in a variety of environments e.g., home, school, community. Additionally, the program provides residents with activities intended to develop independent living skills. Activities may include resume writing, finding an apartment, seeking a compatible roommate, developing job interviewing skills, financial management, completing their age-appropriate education, obtaining their G.E.D. and visiting area businesses. Other community resources may be used, e.g., mentor programs, job placement services, and vocational training programs, as indicated in their Needs and Services Plan. Overall, these endeavors encourage residents to participate in their treatment program according to an achieved level of insight, education and capability.

Third, Tracey's collaborates with placement workers and their respective agencies to consistently evaluate and directly respond to the presenting and ongoing mental health and substance abuse treatment needs of youth. The assigned County Social Worker or Probation officer will develop an individualized Needs and Services Plan in cooperation with residents, their placement workers and parents, if available, and other individuals significant to the child's success.

The program manager coordinates clinical services, e.g., individual and group therapy and any clinical consultation, when indicated. This cooperative endeavor can reduce rates of recidivism and future placement failure among this treatment population.

Fourth, Tracey's seeks, whenever possible, to reunite residents with their families. In the assessment phase, careful consideration is given the resources required to address family issues. In this context, a family may participate in structured opportunities that can renew confidence to be reunited with their child. This goal is facilitated by a family partnering with the Contractor to support their child's efforts to improve his life within the treatment program and their participation in scheduled events, e.g., parenting classes, multi-family group counseling, and family counseling to accomplish this end.

### **Services To Be Provided by Contractor:**

Contractor will provide, to the satisfaction of the Director of Human Services Agency (HSA) or his designee, services as follows:

1. Provide shelter and personal care services to up to six (6) youth. Increase capacity to up to eight (8) beds starting in FY 2006-08. With eight (8) beds in FYs 2006-08, provide some flexibility for step down program.
2. Be responsible for the care, safety and supervision of the residents at all times.
3. Maintain a behavioral management program at a level to justify a State Rate Level 12.
4. Include County representation in the hiring of staff for key positions.
5. Adhere to no eject, no reject philosophy.
6. Accept referrals from Children and Family Services, Probation, Mental Health and Alcohol and Other Drug.
7. Accept only San Mateo County youth. If population falls below 70% of capacity, consult with County Program Manager/s before accepting out-of-county referrals.
8. Coordinate with Youth Services Center Girls Camp.
9. Coordinate with CFS, Probation, Mental Health and AOD for a fully integrated system of care.
10. Provide family and group counseling.
11. Attend Children and Youth System of Care (CYSOC) as needed, MDTs (Multi-Disciplinary Team) and TDM (Team Decision Making) meetings and other meetings as determined by County.
12. Provide a Program Manager to supervise child care staff, ensure compliance with Community care Licensing regulations and operate within budget agreed upon with the County.
13. Administer medications and ensure the continuity of medications to residents.
14. Ensure that each resident is enrolled in and attends school or participates in educational plan as approved by the Worker.
15. Work with County Mental Health regarding the Therapeutic Behavior (TBS) Program.
16. Provide transportation to medical, agency and school meetings.
17. Allow for family visitation when part of the treatment plan.
18. Communicate with case worker either by phone or in person regularly to discuss each youth's progress.

**EXHIBIT F**

**WOMEN'S RECOVERY ASSOCIATION  
Tracey's Place of Hope  
May 1, 2006 through June 30, 2008**

**Payment Schedule**

I. In full consideration of services rendered in accordance with the terms of this Agreement, the County shall pay the contractor in the following manner unless otherwise authorized by the Director of the Human Services Agency or his designee. County shall pay Contractor quarterly according to the following payment schedule listed below for services as described in revised Exhibit A1.

A. Operational Costs:

FY 2006-07

November 30, 2006	\$6,902
December 31, 2006	\$6,902
March 31, 2007	\$6,902
June 30, 2007	<u>\$6,904</u>

SUBTOTAL \$27,610

B. Salaries and Benefits: County shall pay Contractor for actual salaries and benefits associated with services as described in revised Exhibit A1. Costs will not exceed ONE HUNDRED TWENTY TWO THOUSAND THREE HUNDRED NINETY (\$122,390) for FY 2006-07. Contractor must provide detailed invoice with actual salaries and benefits for each staff.

C. Payment for services shall not exceed ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) for FY 2006-07. In no event shall the total exceed TWO HUNDRED FIVE THOUSAND DOLLARS (\$205,000) for the term of this Agreement.

D. Funding for FY 2007-08, if available, will be negotiated and reflected as an Amendment to the Agreement.

II. Invoices shall be sent to: Marissa Saludes, County of San Mateo, Human Services Agency, 400 Harbor Blvd., Bldg. B, Belmont, CA 94002. Payments shall be made within 30 days upon receipt of Contractor's invoice.

- III. All payments under this Agreement must directly support services specified in Exhibit A1 to this Agreement.
- IV. County may withhold all or part of Contractor's total payment if the Director of Human Services or his designee reasonably determines that Contractor has not satisfactorily performed the services described in Exhibit A1 of this Agreement.
- V. County will give thirty (30) days prior written notice to Contractor of County's intent to withhold payment.
- VI. If County reasonably determines that circumstances warrant immediate action, County may withhold payment immediately, without the thirty (30) day waiting period, upon County's written notice with justification to Contractor.
- VII. When County plans not to renew an Agreement in the following fiscal year or if the County plans to terminate this Agreement early, County may withhold all or part of Contractor's final payment until:
  - (i) Contractor satisfactorily submits all reports required by this Agreement and until County has reviewed all of these reports.
  - (ii). 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.



**WOMEN'S RECOVERY ASSOCIATION  
Tracey's Place of Hope  
May 1, 2006 through June 30, 2008**

**Program Monitoring**

1. The program will be monitored on a monthly basis by the Human Services Agency Manager. Program integrity will be monitored by:
  - Reviews of individual Needs and Services Plans and any modifications to same for all residents;
  - Case reviews of any resident who is hospitalized for psychiatric reasons, sent to Juvenile Hall, or is discharged on an unplanned basis;
  - Reviews of individual Runaway Plans as developed, AWOLS and interventions, if any;
  - Reviews of any deviations from Discharge/Transfer Policy;
  - Reviews of instances of use of emergency restraints;
  - Review of unusual Incident reports; and
  - Review of any Resident Complaint Forms.
2. Fiscal reviews will be held on a quarterly basis and will consider:
  - Capacity issues; and
  - Any budget issues
3. Contractor will prepare and submit to County's Human Services Program Manager an annual report of actual budget costs. This report will be submitted within 90 days after the end of each fiscal year.
4. Provide a monthly report that includes actual occupancy rate, monthly and YTD expenses and monthly and YTD claims. Reporting format will be finalized in conjunction with the County.
5. Contractor agrees to the following outcomes:
  - Maintain an occupancy rate of at least 85%; 100% of those clients will be San Mateo County referrals.
  - 60% of clients will complete at least six months of treatment or graduate (if their recommended stay is less than six months). Of those clients (who remain in treatment for at least six months), 65% will successfully complete the program.
  - 90% of clients who complete six months or more of treatment will demonstrate improved school performance, as evidenced by consistent

attendance, improved grades, or demonstrated progress towards a diploma.

6. Contractor will submit a six-month report and year-end narrative report to:

Marissa Saludes  
County of San Mateo, Human Services Agency  
400 Harbor Blvd., Bldg. B  
Belmont, CA 94002.

The six month report is due on January 31, 2007 and the year-end report is due on June 31, 2007.