

**ORIGINAL**

**COUNTY OF MONTEREY**

AMENDMENT #2 to AGREEMENT # A-13574  
**Rebekah Children's Services**

**THIS AMENDMENT** is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and **Rebekah Children's Services** (hereinafter, "CONTRACTOR").

**WHEREAS**, the County and CONTRACTOR wish to amend the agreement for the provision of Wraparound Care Coordination Services to high need youth and families originally executed June 16, 2017 and amended on June 22, 2018 (hereinafter "Original Agreement") by **allowing for a temporary rate change from \$1,500 to \$1,800 per youth participant per month only for the period of July 1, 2019 through December 31, 2019, by adding \$340,000 for a revised contract total of \$1,700,000, and by extending the term of the agreement through December 31, 2019.**

**NOW THEREFORE**, the Parties agree:

1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AAA**, in conformity with the terms of this Agreement. The goods and/or services are generally described as follows: Provide the Care Coordination function of Wraparound Monterey County for foster youth and their families.

2. Section 2.0 PAYMENT PROVISIONS of the Original Agreement is amended to read as follows:

2.01 COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AAA**, subject to the limitations set forth in this Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$1,700,000.00**.

3. Section 3.0 TERM OF AGREEMENT of the Original Agreement is amended to read as follows:

3.01 The term of this agreement is from July 1, 2017, to **December 31, 2019**, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty (30) written notice, or with the cause immediately.

4. Section 4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS of the Original Agreement is amended to read as follows:

4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

<b>Exhibit AAA</b>	<b>Scope of Services/Payment Provisions</b>
Exhibit B	DSS Additional Provisions
<b>Exhibit CCC</b>	<b>Program Budget</b>
<b>Exhibit DD-1</b>	<b>Contract Invoice</b>
<b>Exhibit DD-2</b>	<b>Family Support Funds Invoice</b>
Exhibit E	Child Abuse Reporting Certification
Exhibit F	HIPAA Certification
Exhibit G	Lobbying Certification
<b>Exhibit HH</b>	<b>Audit Requirements</b>
<b>Exhibit H-1</b>	<b>Schedule of County Programs</b>
Exhibit I	Elder Abuse Reporting Certification

5. Sections 1.01, 1.03 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

**1.01 Monthly claims/invoices by CONTRACTOR:** Not later than the tenth (10<sup>th</sup>) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit DD-1 and Exhibit DD-2 and must include an invoice number.**

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement as set forth in the budget, attached hereto as **Exhibit CCC**. Only the costs listed in **Exhibit CCC** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibit AAA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AAA** unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.

6. Exhibits AA, CC, D-1, D-2, and H of the Original Agreement are rescinded, and replaced by Exhibits **AAA, CCC, DD-1, DD-2, and HH**. **Exhibit H-1 is incorporated into this Agreement.**

If there is any conflict or inconsistency between the provisions of the AGREEMENT, or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

**COUNTY OF MONTEREY:**

By: \_\_\_\_\_  
Henry Espinosa  
Acting Director, DSS

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

**Approved as to Form:**

AB  
Deputy County Counsel

Date: 5-10-19

**Approved as to Fiscal Provisions:**

[Signature]  
Auditor-Controller's Office

Date: 5-13-19

**CONTRACTOR:**

**Rebekah Children's Services**

By: [Signature]  
Christophe E. Rebboah, LMFT-CEO

Christophe E. Rebboah, CEO  
(Print Name & Title)

Date: 5/6/19

By: [Signature]  
(Secretary, CFO, Treasurer)

Edsa Dahl  
(Print Name and Title)

Date: 5-6-19

**MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES  
& REBEKAH CHILDREN’S SERVICES  
WRAPAROUND SERVICES**

*JULY 1, 2017 – DECEMBER 31, 2019*

Scope of Services/Payment Provisions

I. CONTACTS

1. Contract Administrators:

<i>County</i>	<i>Contractor</i>
Virginia R. Pierce, Management Analyst III DSS, Family & Children’s Services 1000 S. Main Street, Suite 205 Salinas, CA 93901 Tel: (831) 759-6768 FAX: (831) 755-4600 <a href="mailto:Piercevr@co.monterey.ca.us">Piercevr@co.monterey.ca.us</a>	Christophe E. Rebboah, LMFT Chief Executive Officer Rebekah Children’s Services 290 IOOF Avenue Gilroy, CA 95020 Tel: (408) 846-2106 FAX: (408) 846-2430  <a href="mailto:crebboah@rskids.org">crebboah@rskids.org</a>

2. Administrative Oversight Team:

Virginia R. Pierce, Management Analyst III (same as above)	Jennifer Malone, PhD Director of Quality Improvement Rebekah Children’s Services 290 IOOF Avenue Gilroy, CA 95020 Tel: (408)846-2141 FAX: (408) 846-2430 <a href="mailto:jmalone@rskids.org">jmalone@rskids.org</a>
Melissa Mairose, Finance Manager II Monterey County DSS 1000 S. Main Street, Suite 306 Salinas, CA 93901 Tel: (831) 755-4433 FAX: (831) 755-8476 <a href="mailto:mairosema@co.monterey.ca.us">mairosema@co.monterey.ca.us</a>	Yadira Tena, MSW Director of Monterey County Services Rebekah Children’s Services 1260 S. Main St. Ste. 101 Salinas, CA 93901 Tel: (831) 287-3872 FAX: (831) 775-0349 <a href="mailto:ytena@rskids.org">ytena@rskids.org</a>

II. PURPOSE

The purpose of this Agreement is to provide the Care Coordination function for the Wraparound Monterey County Program. Wraparound Monterey County Care Coordination involves working with referred families to construct a Child and Family Team (CFT) composed of each family's individual network of support, including friends, colleagues, extended family members and formal service providers. The Wraparound Monterey County Care Coordination Team consists of a two-person team of hired staff to include a Facilitator and a Parent Partner. This team shares responsibility for working with families referred and found eligible through the Interagency Placement Committee. This Agreement solidifies the role and partnership of Monterey County Children's Behavioral Health and Monterey County Probation in this process and in the provision of Wraparound Monterey County. This Agreement outlines and specifies the roles and responsibilities of all contracted parties working within Wraparound Monterey County. This Agreement serves to specify the mechanism/procedures to be used for the tracking, claiming and reporting on the families served, the supports and interventions provided and the amount of funds requested for reimbursement. This Agreement also solidifies the requirement for the CONTRACTOR to create, publish and submit to Monterey County an annual outcome and trends report regarding Wraparound Monterey County in January of each contract year.

### III. BACKGROUND

When Wraparound first came into practice in California, SB 163 targeted Wraparound services and supports for children and families who currently reside in, are eligible for, or are at imminent risk of, out-of-home care at a rate classification level (RCL) of 10 or higher. Monterey County has been operating a collaborative Wraparound program since 2002. The program has been maintained through a collaborative consisting of Monterey County Department of Social Services, Monterey County Probation, Monterey County Behavioral Health and local community partners who contractually support and provide the care coordination, service provision and shared oversight of Wraparound Monterey County. In Wraparound Monterey County the practices emphasize a team driven, family centered and community driven program for individual families.

Through the years, counties have modified their target population and their Wraparound Service Plans. In response to the Katie A v. Bonta class action lawsuit, the California Department of Social Services and the Department of Health Care Services released the first draft of the Core Practice Model (CPM) guide. The CPM describes the practice standards and activities for a coordinated, comprehensive and individualized approach between child welfare and mental health systems. One way Monterey County is responding to this CPM is through building the Wraparound Monterey County program and partnership.

Along with serving youth who are exiting from group home care, or are at imminent risk of entering high-end, high-cost group home care, Monterey County is also putting emphasis on the provision of Wraparound to any youth ages 10 and older, any large sibling group working toward reunifying as a family, and any youth who is re-entering foster care. With the implementation of Continuum of Care Reform (CCR) in January 2017, Monterey County looks to expand the provision of Wraparound services to further and include an even greater population of families to support children to stay in the local community while receiving the services and supports needed. For the purposes of this Agreement the County agrees to provide up to two (2) Wraparound Flex slots to support these identified children who have not met the historical Wraparound Monterey County criteria.

Wraparound Monterey County works to provide an in-home alternative so that children do not have to sacrifice attachment and connection, and families are not forced to be separated from their loved ones in order to access intensive treatment. Additionally, since mental illness impacts the entire family, other family members may also be offered a range of supportive services and clinical interventions as needed via Wraparound and through discussion in the CFT Meeting. Wraparound Monterey County incorporates an ongoing goal to develop, maintain and grow as a System of Care. This allows for a coordinated



network of County and community-based services and supports that are organized to meet the challenges of children and youth with serious mental health needs and their families. Our System of Care approach where families, children and youth work in partnership with public and private organizations to ensure that services and supports are effective is served well through Wraparound Monterey County. As a team we place needed emphasis on the role of local parent partners in the success of Wraparound Monterey County. This Agreement outlines the roles, responsibilities and duties of the Care Coordination role in Wraparound Monterey County.

**IV. TARGET POPULATION**

The target population for this Agreement is eligible Monterey County children. “Eligible child” means any of the following:

1. A child who has been adjudicated as either a dependent or ward of the juvenile court pursuant to Welfare & Institutions Code Section 300 or 602, and who would be placed in a group home licensed by the State at a RCL of 10 or higher; or
2. A child who has been adjudicated as either a dependent or ward of the juvenile court pursuant to Welfare & Institutions Code Section 300 or 602, and is currently placed in a group home licensed by the State at a RCL of 10 or higher and is identified as appropriate to transition into family home care; or
3. A child who would be voluntarily placed in out-of-home RCL 10 or higher group care pursuant to Section 7572.5 of the Government Code; or
4. Any child who is a dependent of the court who is a) age ten and older; b) is a member of a large sibling group working toward reunification; or c) is a re-entry child, are also focus populations for the receipt of Wraparound Monterey County; or
5. Not more than four (4) children and families who do not meet the above criteria yet are seen to be in need of Wraparound Services on a case-by-case basis as agreed upon by Monterey County Department of Social Services (DSS), Community Behavioral Health (CBH), Probation and the CONTRACTOR. Services to these children will be identified as Wraparound Flex children.

**V. CONTRACTOR RESPONSIBILITIES:**

- 1) CONTRACTOR agrees to partner with the COUNTY on the implementation of Child and Family Teams (CFT) for all open dependency cases and act as the CFT facilitator in lieu of the Family Team Meeting (FTM) should this be determined appropriate.
- 2) CONTRACTOR agrees to be available to receive referrals during regular business hours and must be prepared to initiate the first phone call within three (3) hours of receiving the referral.
- 3) CONTRACTOR agrees to input the Wraparound referrals into the designated system within 24 hours of receiving the information.
- 4) CONTRACTOR agrees to send a representative to the Probation and DSS Interagency Placement Committees, or other identified Continuum of Care (CCR) collaborative committees as requested by the COUNTY.
- 5) CONTRACTOR will provide an identified facilitator or management staff position to attend the monthly Administrative Reviews at DSS.
- 6) CONTRACTOR agrees to complete face-to-face contact with the family within 72 hours to 1 week of receiving the referral.
- 7) CONTRACTOR must employ a no reject acceptance policy for every family approved by the Interagency Placement Committee (IPC) to receive Wraparound who resides within the boundaries of Monterey County.
- 8) CONTRACTOR agrees to notify the DSS designee, via agreed upon means, if timelines are not able to be maintained, including the reason why and strategies to successfully engage the family.

- 9) CONTRACTOR will engage the family in a minimum of one (1) face-to-face meeting alone before development of a Plan of Care is completed. Additional contact may include phone or face-to-face contact with other potential team members.
- 10) CONTRACTOR will perform all enrollment activities to include completing required paperwork, providing necessary information to the family about the process while team preparation activities include gathering various perspectives on why the family was referred for receipt of Wraparound Services.
- 11) CONTRACTOR agrees that the Parent Partner may have more frequent meetings to just provide peer-to-peer support for the family throughout the formal Wraparound process.
- 12) CONTRACTOR agrees to explain Wraparound Monterey County, including reviewing formalized publications and webinars, with families.
- 13) CONTRACTOR agrees to assess for immediate safety needs and arrange or provide time-limited safety/stabilization response until the Plan of Care is completed.
- 14) CONTRACTOR agrees to identify at least one other person (outside of the Care Coordination team) to be part of the CFT within the first 30 days and document this with Efforts to Outcomes (ETO) or another identified case management system.
- 15) CONTRACTOR agrees to complete a Plan of Care for each family participating in Wraparound Monterey County within the first 30 days of enrollment and perform ongoing updates specific to domains as needed on a not less than 90-day interval based on enrollment date. The Plan of Care will be completed electronically and signed by the families and the County Case Manager during the CFT meeting.
- 16) CONTRACTOR will obtain necessary releases and allow other members of the Care Coordination team to contact potential team members (including natural supports and possible permanent connections) to seek their opinions and concerns.
- 17) CONTRACTOR agrees to complete strengths lists sorted by domain along with the family and the initial Plan of Care within 30 days of the determined enrollment date.
- 18) CONTRACTOR agrees to provide all of the necessary technology needed by staff to complete their job scopes in an efficient, responsible and user friendly manner.
- 19) CONTRACTOR agrees that in order for any meeting with the family to be considered a CFT meeting, the family, the Care Coordination Team and at least one other person must be in attendance.
- 20) CONTRACTOR agrees to maintain ongoing contact with the designee from the referring agency for the family.
- 21) CONTRACTOR agrees to schedule a CFT meeting on a regular basis, at a minimum of once every 30 days, to ensure continuation of services for the approval.
- 22) CONTRACTOR agrees to schedule a CFT at the convenience of the family and case carrying professional and will inform the identified Wraparound Leadership member within each county agency, if the case carrying professional within their agency does not make a minimum of one CFT per month.
- 23) CONTRACTOR agrees to check in with the family at the end of every CFT to determine how the family feels things are going and ways to improve their experiences in Wraparound for the next CFT.
- 24) CONTRACTOR agrees to check in with the family at least weekly to determine progress on the Plan of Care and document this within ETO or the identified case management system.

- 25) CONTRACTOR agrees to maintain and prioritize peer-to-peer support to the parent through the team identifying level of need for support.
- 26) CONTRACTOR agrees to take the lead on introduction of the idea of completion, seeking feedback from the entire team about areas of accomplishment, and any concerns team members may have about the ending date for Wraparound
- 27) CONTRACTOR agrees to notify the designated COUNTY representative if it appears a family will need to continue with Wraparound Monterey County past a twelve-month period. This notification shall occur 30 days before the 12-month benchmark and will be done through a mutually agreed upon manner.
- 28) CONTRACTOR agrees to initiate, encourage and rehearse with the families the use of their safety plan and other plans identified in the transition plan through pre-discharge role play.
- 29) CONTRACTOR agrees to actively participate in the Wraparound Monterey County Leadership Team.
- 30) CONTRACTOR agrees to work with the COUNTY and its partners in capacity building, fiscal partnerships and program design modifications as they arise to best meet the needs of the identified and eligible youth of Monterey County.
- 31) CONTRACTOR agrees to develop and maintain up-to-date solid internal social marketing tools. Marketing materials will include, but are not limited to, tri-fold materials, family partner role brochure and Wraparound Monterey County branding.
- 32) CONTRACTOR will meet with the identified CBH, DSS and Probation Program Managers at the discretion of the COUNTY managers.
- 33) CONTRACTOR will take the lead and partner with other community entities on the provision of regular trainings pertaining to Wraparound skill building.
- 34) CONTRACTOR agrees to provide a twice per year Wraparound Fidelity Index (WFI) report. The COUNTY agrees to provide financial resources needed to complete the Wraparound Fidelity Index.
- 35) CONTRACTOR will provide a 30% Quality Assurance/Quality Control position to support the Efforts to Outcome and Avatar data systems.
- 36) In partnership with Department of Social Services, and Monterey County Children's Behavioral Health the CONTRACTOR agrees to provide one (1) dedicated Wraparound /Care Coordinator Program Manager in the constellation of the program design, one full-time Wraparound Director and one part-time Chief Clinical Officer, providing ongoing oversight, training, support and guidance to local Wraparound Monterey County staff.
- 37) CONTRACTOR agrees to maintain a Wraparound Care Coordination caseload that averages 12 families at any one time.
- 38) CONTRACTOR will interface regularly with the Wraparound Administrative Service Agency (WASA), identified county case managers and Provider Network coordinators to assure that families have access to timely, tailored and individualized services that fit their needs.
- 39) CONTRACTOR will formalize a Grievance procedure among all members of the Wraparound Leadership Team, beginning with the WASA.
- 40) CONTRACTOR agrees to provide staff that is competent and capable of performing the following tasks and functions while employed within Wraparound Monterey County:
- 41) CONTRACTOR agrees to the following duties and roles specific to each CONTRACTOR Wraparound Monterey County position.



- 42) The Wraparound Facilitator is responsible for initial stabilization and crisis response for families until they are able to interface with the Provider Network and a formalized signed crisis response is set in place.
- 43) The Wraparound Facilitator agrees to facilitate groups of individuals including families and service providers to formulate a creative, strength based and integrated community plan that is future oriented and customized to meet the unique needs of the family.
- 44) The Wraparound Facilitator will engage a family through the use of technology, charting and other facilitator tools to consistently review and promote a family's vision and goals, always being ready to redesign and change as the family moves through the Wraparound process.
- 45) The Wraparound Facilitator will be well trained in identifying a family's needs in common language and create a creative plan to address these needs.
- 46) The Wraparound Parent Partner agrees to work with the family to assure that the CFT membership understands their perspective.
- 47) The Wraparound Parent Partner agrees to manage the Wraparound Facilitation process in the event of turnover, vacation, illness or other Leave of Absence of the Facilitator.
- 48) The Wraparound Parent Partner agrees to work collaboratively in a County/community partnership toward successful outcomes in Wraparound Monterey County.
- 49) The Wraparound Parent Partner agrees to complete tasks related to the provision, input and collection of applicable data.
- 50) The Wraparound Parent Partner, in their role as a back-up for the Wraparound Facilitator, agrees to complete and submit electronic and paper records within the ETO program, or other program as identified by the County, to the Wraparound Administrative Service Agency in a timely and accurate fashion.
- 51) The Wraparound Program Manager must have two (2) years Wraparound experience;
- 52) The Wraparound Program Manager agrees to be responsible for providing supervision, guidance and support to the people in the Wraparound Coordination function while assuring quality implementation of Wraparound practices.
- 53) The Wraparound Program Manager agrees to coach and train staff to practice in a manner that is compatible with Wraparound Monterey County.
- 54) The Wraparound Program Manager agrees to coordinate, provide access to, or provide the necessary training for staff to be successful in their roles within Wraparound Monterey County.
- 55) The Wraparound Program Manager will implement Wraparound Monterey County with professionalism and quality in product.
- 56) The Wraparound Program Manager will work with the Department of Social Services, and Children's Behavioral Health to ensure the program is meeting all documentation requirements.
- 57) The Wraparound Program Manager will monitor staff including recruiting, hiring, coaching, supervising and transitioning staff.
- 58) The Wraparound Program Manager agrees to identify staff to best represent the Care Coordination role in trainings and presentations when requested by the COUNTY.
- 59) The Wraparound Program Manager agrees to be responsible for and maintain the established budget for program services and will promote fiscal efficiency in consultation with the Wraparound Director.

- 60) The Wraparound Director will work with the appropriate Technology Team member to complete ongoing ETO Quality Assurance and Quality Control with all staff and seek out training and supports when needed to best complete this task.
- 61) The Wraparound Director agrees to make staff and program decisions based on data analysis.
- 62) The Wraparound Director agrees to respond to concerns raised by families as well as other County and community partners.
- 63) The Wraparound Director agrees to possess, and be able to illustrate, expertise in the ability to provide quality management and Wraparound fidelity.
- 64) The Wraparound Director agrees to work in a collaborative fashion to problem solve with County and community providers on system and community development.
- 65) The Wraparound Director agrees to respond and adapt to changing service, system and community environment.
- 66) The Wraparound Director agrees to develop quality improvement processes designed to improve outcomes for the Wraparound Monterey County initiative.
- 67) The Wraparound Director agrees to maintain professional standards regarding clients' rights, mandated child abuse reporting and duty to warn procedures.
- 68) The Wraparound Director agrees to provide consultation to the Wraparound Program Manager to ensure effective Wraparound Services.
- 69) The Quality Assurance Team agrees to assist with system design to match practice standards.
- 70) The Quality Assurance Team agrees to monitor to ensure that personnel are adhering to practice standards.
- 71) The Quality Assurance Team agrees to report regularly on gains and deficiencies as shown by data in the system.
- 72) The Quality Assurance Team agrees to assist in training regarding the system, documentation and practice standards.
- 73) The Quality Assurance Team agrees to support the program in reviewing critical incident reports and consumer complaints.
- 74) The Quality Assurance Team agrees to support in efforts of quality improvements.
- 75) The Quality Assurance Team agrees to work collaboratively to problem solve with COUNTY and community providers.
- 76) The Quality Assurance Team agrees to support the program in promoting privacy awareness and managing privacy incidents, and serve as the conduit for all Privacy matters.

## VI. COUNTY RESPONSIBILITIES

Within Wraparound Monterey County, the COUNTY will encourage collaboration with the CONTRACTOR and will include collaborative engagement among parents and community partners, such as the Department of Social Services, the Health Department, Behavioral Health, special education local planning agencies, school districts, and NGOs for the purpose of planning and providing individualized services for children and their families. In addition, the COUNTY will:

- 1) Perform an annual internal program audit to ensure program responsibility, compliance and fidelity.
- 2) Determine with the CONTRACTOR when a child/youth might be eligible for a Wraparound Flex slot.
- 3) Comply with the requirements of Senate Bill 163, Chapter 795, Statutes of 1997, as applicable.

- 4) Comply with the California Administrative Code Title 22, Division 2, §35325 et seq., as applicable.
- 5) Assign appropriate staff to participate in CFT, Community Team and oversight meetings.
- 6) Determine Medi-Cal eligibility and Federal determination on all families referred for Wraparound services.
- 7) Provide required case information for all families referred to Wraparound.
- 8) Participate in not less than one (1) CFT per month and sign the Plan of Care as required to meet Plan of Care deadlines.
- 9) Confirm the open and close dates for Wraparound Monterey County with the CONTRACTOR.
- 10) Maintain a wraparound enrollment log for fiscal and program reconciliation.
- 11) Maintain a program managerial and fiscal managerial point of contact for the CONTRACTOR.
- 12) Meet with the Administrative Oversight Team for the CONTRACTOR on a quarterly basis.
- 13) Work on and implement Wraparound Fidelity training opportunities for staff.
- 14) In partnership with the CONTRACTOR and WASA, develop solid County-wide social marketing tools and plan.

## VII. FISCAL PROVISIONS

CONTRACTOR will be paid a flat rate per identified eligible family per month based on the average monthly census within the program. The flat rate per child per family per month for Wraparound Monterey County Care Coordination will be one thousand five hundred dollars (\$1,500) for the period of July 1, 2017 through February 28, 2018. The flat rate per child per family per month for Wraparound Monterey County Care Coordination will be three thousand one hundred dollars (\$3,100) for the period of March 1, 2018 through June 30, 2018. The flat rate per child per family per month for the Wraparound Monterey County Care Coordination for July 1, 2018 through June 30, 2019 will return to one thousand five hundred dollars (\$1,500). **The flat rate per child per family per month for the Wraparound Monterey County Care Coordination for for the period of July 1, 2019 – December 31, 2019 will be one thousand eight hundred dollars (\$1,800).** All staffing plans outlined in this contract and administrative costs associated with performance of the duties of the Wraparound Care Coordination are included in this estimate.

CONTRACTOR will be allowed to bill the COUNTY for individual familial needs and one-time services and supports through the Single-use Wraparound Incentive Flexible Trust (SWIFT) fund, which will not exceed fifty-thousand dollars (\$50,000) for each contract year. **The SWIFT funds will not exceed twenty-five thousand (\$25,000) dollars for July 1, 2019 through December 31, 2019.** The SWIFT funds can be used to meet immediate needs of the family (rent, respite, utilities, food, etc.), as a way to support unique informal one-time service provision for a family, or as part of a strategy to increase the effectiveness of Wraparound Facilitation and engagement. These SWIFT funds will be tracked through a separate invoicing process. See Exhibit **DD-2** for a copy of the expenditure report to be submitted to the DSS Wraparound Monterey County designee on a monthly basis. Ongoing services fund expenditures for families will be operated through the Plan of Care and be the responsibility of the WASA.

For the purpose of this Agreement the following terms apply:

1. COUNTY and CONTRACTOR acknowledge that funding for this Agreement is being provided in order to provide intensive wraparound services.
2. The maximum amount of funding that may be expended for Care Coordination under this Agreement for the period July 1, 2017 – **December 31, 2019** is **one million five hundred seventy-five thousand dollars (\$1,575,000)**, supporting an average of **not more than 30 families per month.**

## EXHIBIT AAA

3. The maximum amount of funding that may be expended for the SWIFT services and supports for the period July 1, 2017 – **December 31, 2019** is **one hundred twenty-five thousand dollars (\$125,000)**.
4. The maximum amount to be paid by COUNTY to CONTRACTOR for Care Coordination and SWIFT funds for the period July 1, 2017 – **December 31, 2019** shall not exceed **one million seven hundred thousand dollars (\$1,700,000)**.
5. A unit of service consists of a wraparound service slot, hereinafter “slot”, in which a child and his/her family has been enrolled and approved by the Interagency Placement Committee to receive Wraparound services.
6. COUNTY and CONTRACTOR acknowledge that for the purposes of this Agreement, the term Single-use Wraparound Incentive Flexible Trust (SWIFT) fund refers to the funds to be used to meet immediate needs of the family (rent, respite, utilities, food, etc.), as a way to support unique informal one-time service provision for a family, or as part of a strategy to increase the effectiveness of Wraparound Facilitation and engagement. These funds will be tracked separately from the unit of service funds. Itemized reporting for the use of these funds will be provided via invoicing on a monthly basis.
7. CONTRACTOR will work with Children’s Behavioral Health on specifics related to the Medical billing for the Care Coordinator services rendered, and this will be billed under a separate contract.
8. While a child is enrolled in the Wraparound Program, charges for any concurrent out-of-home placement costs shall be the responsibility of the COUNTY.
9. COUNTY shall allocate sufficient funding to reimburse the CONTRACTOR for services, not to exceed an average enrollment of 35 paid slots per month for the period July 1, 2017 – **December 31, 2019**
10. The Slot payment for each enrollment per child per family per month shall not exceed one thousand five hundred dollars (\$1,500) for the period of July 1, 2017 through February 28, 2018, three thousand one hundred dollars (\$3,100) for the period of March 1, 2018 through June 30, 2018, one thousand five hundred dollars (\$1,500) for the period of July 1, 2018 through June 30, 2019, **and one thousand eight hundred dollars (\$1,800) for the period of July 1, 2019 – December 31, 2019** and the CONTRACTOR shall submit monthly invoices reflecting this rate and enrollment in the program.
11. Partial month payments will be based on the number of overnights a youth participated in Wraparound Monterey County based on the exact monthly per diem rate.
12. CONTRACTOR shall submit all invoices pursuant to the invoicing procedures set forth in **Exhibit CCC**, and using the invoice forms set forth in **Exhibits DD-1 and DD-2**.
13. COUNTY shall reimburse CONTRACTOR pursuant to Section I. PAYMENT BY COUNTY of Exhibit B of the Agreement.
14. COUNTY retains the right to withhold any new slot funded Wraparound referrals to the CONTRACTOR should all required fiscal invoicing and case management documentation not be provided by CONTRACTOR to the COUNTY within 30 days of the due dates specified.

### VIII. SERVICE SLOT MANAGEMENT

1. The Slot payment for each enrollment per family per child per month shall not exceed one thousand five hundred dollars (\$1,500) for the period of July 1, 2017 through February 28, 2018, three thousand-one hundred dollars (\$3,100) for the period of March 1, 2018 through June 30, 2018, and one thousand five hundred dollars (\$1,500) for the period of July 1, 2018 through June 30, 2019, **and one thousand eight hundred dollars (\$1,800) for the period of July 1, 2019 – December 31, 2019**.
2. One child per family may be enrolled in Wraparound Monterey County at any given time, unless there is an exception made by the COUNTY Family & Children’s Services Deputy Director.

3. Children are referred and approved for participation in Wraparound Monterey County through the Interagency Placement Committee.
4. The Interagency Placement Committee will make the referral to CONTRACTOR once the approval process and all required paperwork has been completed.
5. The child referred to Wraparound is approved for up to one (1) year.
6. The primary contact for COUNTY and Interagency Placement Committee must review all cases identified as needing to continue with Wraparound past twelve months.
7. The Family Team will decide Wraparound exit dates and communicate these directly to the COUNTY contact.
8. COUNTY reserves the right to cease Wraparound services to families for something other than outcome achievement with a written notice to the provider.

**IX. MEETINGS/COMMUNICATIONS**

1. It is estimated that meetings and communications between the COUNTY and CONTRACTOR will be frequent. Contract meetings between the CONTRACTOR the primary contact for the COUNTY, and the WASA should occur not less than twice (2) per year. Attendees to these meetings can be negotiated based on need and items to be addressed.
2. The COUNTY shall convene at least once per month a larger Wraparound Leadership Meeting, which will be chaired by an individual selected by the Leadership group. This meeting will include representation of all COUNTY partners participating in Wraparound Monterey County. The purpose of these meetings shall be to oversee implementation of the contract; discuss contract issues; evaluate contract usage and effectiveness; perform quality assurance, provide technical assistance on difficult cases, share resource ideas and make recommendations for contract modifications. These meetings will also address maximization of sound internal processes to maintain fidelity to the Wraparound model. The Wraparound Leadership Team does not have the authority to authorize changes requiring a contract amendment. A separate agreed upon agenda shall be distributed by the CONTRACTOR with approval by the COUNTY contact prior to these meetings.
3. The Out-of-Home-Care Policy Committee shall convene as needed for Wraparound Monterey County and act as an executive oversight team regarding Wraparound disputes and resolutions that cannot be agreed upon at the Wraparound Leadership Team. The Contract Administrator for COUNTY shall act as liaison to the Out-of-Home Care Committee and will facilitate committee meetings as appropriate.
4. The CONTRACTOR will agree to participate in a training planning meeting specific to the needs of Wraparound Monterey County.

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**MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES  
& REBEKAH CHILDREN'S SERVICES**

**WRAPAROUND SERVICES PROGRAM  
CARE COORDINATION**

*July 1, 2017 through December 31, 2019*

Program Budget/Invoice Procedures

A. Program Budget

1. Budget

Budget Item	Budgeted Cost
Wraparound Service Slots not to exceed \$1,500 per family per month July 1, 2017 – February 28, 2018 \$3,100 per family per month March 1, 2018 – June 30, 2018 \$1,500 per family per month July 1, 2018 – June 30, 2019 <b>\$1,800 per family per month July 1, 2019 –            December 31, 2019.</b>	<b>\$ 1,575,000</b>
SWIFT Family Support Funds <b>(July 1, 2017-Dec. 31, 2019)</b>	<b>\$ 125,000</b>
<b>Total Budget</b>	<b>\$1,700,000</b>

The maximum amount to be paid by COUNTY to CONTRACTOR for the period July 1, 2017 through December 31, 2019 is **one million, seven hundred thousand dollars (\$1,700,000)**.

B. INVOICE PROCEDURES

The contractor shall submit a monthly invoice within 10 days following the end of the billing month. The invoice shall be submitted in the format presented in Exhibits **DD-1 through DD-2** and shall contain the original signature of the person authorized to submit claims for payment. Any required documentation, as noted on the invoice form, shall be submitted with the invoice.





REBEKAH CHILDREN'S SERVICES

Wraparound Services Program  
Care Coordination  
7/1/2017 - 12/31/2019

Invoice Number: \_\_\_\_\_

**FAMILY SUPPORT FUNDS INVOICE**

Month: \_\_\_\_\_

Paid to	Family	Description	Total Amount Due
<b>Total</b>			\$0.00

I hereby certify that this report is correct and complete to the best of my knowledge and that the costs are eligible for payment pursuant to the terms of the contract.

Person completing the form: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Monterey County DSS Authorized Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**AUDIT & RECOVERY OF OVERPAYMENTS REQUIREMENTS**

**I. CPA Audit on Termination:**

**1.01 Audit Requirement**

At the request of COUNTY, CONTRACTOR shall give to COUNTY an audit report(s) covering the contract period, prepared by an independent Certified Public Accountant. The purpose of the audit requirement is determining whether the reported costs are fair and reasonable and have been computed in accordance with generally accepted accounting principles, with the provisions of this Agreement, and with all applicable COUNTY requirements.

If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

**1.02 Audit Submission /Fiscal Year-end**

CONTRACTOR shall provide COUNTY with the audit report(s), required herein no later than six (6) months after the close of CONTRACTOR's Fiscal Year, except when CONTRACTOR has expended \$750,000 in federal funding and the Uniform Guidance allows a nine (9) month deadline. In the case where providing the required audit within the specified time period represents an unreasonable hardship, CONTRACTOR shall alert COUNTY and request an extension. Additional documentation may be requested by COUNTY to grant the extension.

**1.03 Audit Format**

CONTRACTOR may submit to COUNTY one of the following in satisfaction of this Audit requirement:

1) If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

**-OR-**

2) If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

**-OR-**

3) Additionally, at the discretion of the CONTRACTOR, a program specific audit report(s) may be submitted in accordance with the Uniform Guidance.

**All Audits must include the following information within their audit:**

a) A separate schedule listing programs and funding, see recommended format, **Exhibit H-1**.

- b) All Management Letters received by the CONTRACTOR relating to the performed audit, shall be submitted in conjunction with the annual audit report(s) to the COUNTY.

**1.04 Payment for Audit**

CONTRACTOR shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by COUNTY, State or Federal government entities, including any assessed interest and penalties.

If CONTRACTOR is exempt from federal audit procedures under UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), the cost of audits made in accordance with the provisions of this part are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable Uniform Guidance cost principles, other applicable cost principles or regulations.

**II. Contractor Records**

Funds provided by COUNTY shall be accounted for separately in CONTRACTOR's books and records. CONTRACTOR shall keep a systematic accounting record of the receipt and disbursement of COUNTY funds. CONTRACTOR shall permit COUNTY to audit, examine and to copy excerpts and transcripts from such records and to conduct audits or reviews of all records including, but not limited to, invoices, materials, personnel records, bank account records, business records, billing statements, payroll records, business expense records, and all other data related to matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of at least four (4) years from the close of this Agreement term, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any Federal agency providing funds for this Agreement shall have the same rights conferred upon COUNTY herein. CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been unlawfully spent. CONTRACTOR's records shall describe and support the use of funds for the agreed upon project or services outlined in this Agreement.

**III. Recovery of Overpayments:** If any audit shows that COUNTY has paid to CONTRACTOR any amount in excess of properly allowable costs, then CONTRACTOR shall reimburse COUNTY for that amount, either by a cash payment made within thirty (30) days after COUNTY notifies CONTRACTOR of the overpayment, or by an offset made by COUNTY against any payments owed by COUNTY to CONTRACTOR under this or any other contract.

Rebekah Children's Services

Anthony J. Trishank, CEO  
(signature of authorized representative)

5/6/19  
(date)

*Rebekah Children's Services*  
**SCHEDULE OF COUNTY PROGRAMS**  
**FISCAL YEARS 2017-2020**

<u>Program Name</u>	<u>County Dept.</u>	<u>Contract No.</u>	<u>CFDA #</u>	<u>Contract Period</u>	<u>Contract Amount</u>	<u>Expenditures</u>		<u>Amount Received from County</u>	
						<u>Fiscal Year</u>	<u>Contract Life-to-Date</u>	<u>Fiscal Year</u>	<u>Contract Life-to-Date</u>