

**AMENDMENT NO. 1  
TO MENTAL HEALTH SERVICES AGREEMENT A-15302  
BETWEEN COUNTY OF MONTEREY AND  
INTERIM, INC.**

This AMENDMENT No. 1 to MENTAL HEALTH SERVICES AGREEMENT A-15302 is made and entered into by and between the **County of Monterey**, a political subdivision of the State of California (hereinafter referred to as “COUNTY”) and **Interim, Inc.**, (hereinafter referred to as “CONTRACTOR”).

**WHEREAS**, the COUNTY entered into MENTAL HEALTH SERVICES AGREEMENT A-15302 with CONTRACTOR in the amount of \$32,766,509 for the term of July 1, 2021 to June 30, 2023 for mental health services and supportive housing services for individuals ages 18 and older experiencing psychiatric disabilities;

**WHEREAS**, the COUNTY and CONTRACTOR wish to amend the AGREEMENT to revise the following: EXHIBIT A: PROGRAM DESCRIPTION, EXHIBIT B: PAYMENT AND BILLING PROVISIONS, EXHIBIT F: BUSINESS ASSOCIATE AGREEMENT, EXHIBIT G: BEHAVIORAL HEALTH COST REIMBURSEMENT INVOICE and EXHIBIT H: BUDGET & EXPENDITURE REPORT for Fiscal Year 2021-22. These modifications result in a total annual increase for FY 2021-22 of \$181,356, which represents a 1.09% increase, for a revised maximum annual amount of \$16,752,675 and a revised maximum total Agreement amount of \$32,947,869. The EXHIBITS A, B, G & H have been modified to reflect funding augmentations to three of the sixteen existent programs as noted below.

**NOW THEREFORE**, the COUNTY and CONTRACTOR hereby agree to amend the AGREEMENT in the following manner:

1. EXHIBIT A-1: PROGRAM DESCRIPTION replaces EXHIBIT A. All references in the AGREEMENT to EXHIBIT A shall be construed to refer to EXHIBIT A-1. This AMENDMENT No. 1 modifies the definition of the population to be served to also include those diagnosed with major depression with psychotic features, increases the length of stay at the Shelter Cove transitional housing program from one to two years, enhances the MCHOME program to add Wellness Navigators and expands the Peer Partners for Health program to serve Transition Age Youth.
2. EXHIBIT B-1: PAYMENT AND BILLING PROVISIONS replaces EXHIBIT B. All references in the AGREEMENT to EXHIBIT B shall be construed to refer to EXHIBIT B-1. This AMENDMENT No. 1 revises the reimbursement rates for crisis residential, mental health and case management services, reallocates funding for several programs, augments funding for homeless outreach/engagement and wellness navigation and adds medication management services for the CHOICES Intensive Day Treatment program.
3. EXHIBIT F-1: BUSINESS ASSOCIATE AGREEMENT places EXHIBIT F. All references in the AGREEMENT to EXHIBIT F shall be construed to refer to EXHIBIT F-1.

4. EXHIBIT G-1: BEHAVIORAL HEALTH COST REIMBURSEMENT INVOICE replaces EXHIBIT G. All references in the AGREEMENT to EXHIBIT G shall be construed to refer to EXHIBIT G-1.
5. EXHIBIT H-1: BUDGET & EXPENDITURE REPORT replaces EXHIBIT H. All references in the AGREEMENT to EXHIBIT H shall be construed to refer to EXHIBIT H-1.
6. Except as provided herein, all remaining terms, conditions and provisions of the AGREEMENT are unchanged and unaffected by this AMENDMENT and shall continue in full force and effect as set forth in the AGREEMENT.
7. This AMENDMENT No. 1 shall be effective January 1, 2022.
8. A copy of this AMENDMENT No. 1 shall be attached to the original AGREEMENT executed by the COUNTY on June 18, 2021.

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IN WITNESS WHEREOF, COUNTY and CONTRACTOR have executed this AMENDMENT No. 1 to Agreement A-15302 as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

By: \_\_\_\_\_  
Contracts/Purchasing Officer

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

By: \_\_\_\_\_  
Department Head

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

Approved as to Form<sup>1</sup>

By: DocuSigned by:  
Stacy Saetta  
County Counsel

Date: 2/25/2022 | 5:14 PM PST

Approved as to Fiscal Provisions<sup>2</sup>

By: DocuSigned by:  
Burcu Mousa  
Auditor-Controller

Date: 2/28/2022 | 6:17 PM PST

Approved as to Liability Provisions<sup>3</sup>

By: DocuSigned by:  
Danielle Mancuso  
Risk Management

Date: 2/28/2022 | 9:37 AM PST

INTERIM, INC.

By: DocuSigned by:  
Barbara Mitchell  
(Signature of Chair, President, or Vice-President)\*  
Barbara Mitchell, Executive Director

Date: 2/23/2022 | 9:55 AM PST

By: DocuSigned by:  
Pali Weerasekera  
(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer)\*  
Pali Weerasekera, Director of Finance

Date: 2/23/2022 | 9:57 AM PST

**\*INSTRUCTIONS:** If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement.

<sup>1</sup> Approval by County Counsel is required.  
<sup>2</sup> Approval by Auditor-Controller is required  
<sup>3</sup> Approval by Risk Management is necessary only if changes are made in Sections XI or XII.

**EXHIBIT A:1**

**PROGRAM DESCRIPTION; COMMUNICATION AND COORDINATION BETWEEN CONTRACTOR AND COUNTY; REPORTING REQUIREMENTS**

**A. PROGRAM DESCRIPTION**

CONTRACTOR acknowledges all programs providing mental health treatment services will be provided based on medical necessity criteria, in accordance with an individualized Client Plan, and approved and authorized according to State of California requirements. All individuals served in these programs, with the exception of the following programs: ELEVEN through FOURTEEN must meet the criteria of a serious mental illness diagnosis and have a functional impairment that interferes with their ability to live a meaningful and productive life in the community.

**PROGRAM ONE:**

1. **Program Name:** Manzanita House – Salinas & Monterey

2. **Program Description:**

Type of Facility: Short-Term Adult Crisis Residential

Address of Delivery Site: 200 Casentini Street, Salinas, CA 93907

343 Dela Vina Ave, Monterey, CA 93940

Program Schedule: Provides 24-hour care, 7 days a week. Intake shall be on a 24-hour basis with all County referrals made by Monterey County Behavioral Health Bureau (MCBHB) designated staff and Interim Case Coordinators.

Continued Stay Criteria: Medical necessity is reviewed weekly, and any extension of care beyond 30 days requires authorization from the Behavioral Health Deputy Director of the Adult System of Care (ASOC) or designee & Interim Program Director. No consumer may stay longer than 89 days.

Total # of Beds Available: 22 beds between Salinas & Monterey

Target # of Consumers: 260 between both locations

Manzanita House (“Manzanita”) is a short-term crisis residential treatment program which offers community-based rehabilitative services in a non-institutional residential setting with a structured program. Manzanita is an alternative to inpatient psychiatric care for adult clients of the Monterey County Behavioral Health System experiencing an acute psychiatric episode or crisis who do not require in-patient psychiatric treatment and who do not have medical complications requiring nursing care. The program and facilities are licensed by the State of California, Department of

Social Services Community Care Licensing (CCL) as a “Social Rehabilitation Facility” and are certified by the Department of Health Care Services as short-term Crisis Residential Treatment Service Facilities. Interventions concentrate on symptom reduction, medication and functional stabilization. Service activities include behavioral health assessment, behavioral health treatment and discharge plan development, individual and group counseling, as well as development of a community support system. Interim’s psychiatric services team provides care to Manzanita clients.

Medication Support Services are provided by an Interim psychiatrist, registered nurse, certified nurse specialist, licensed vocational nurse, nurse practitioner, Physician Assistant or psychiatric technician. MCBH will provide psychiatric services in the event that Interim cannot provide due to staff vacancies. This service allows consumers to take an active role in making choices about their mental health care and helps them make specific, deliberate, and informed decisions about their treatment options and mental health care.

**3. Program Purpose**

This community-based short-term crisis residential program is an alternative to in-patient hospitalization. Manzanita focuses on reduction of the crisis, stabilization, and collaborates with the MCBH support team and resident to develop a safe discharge plan including referrals for further treatment or support services to ease the transition into community living. All MCBH referrals will be offered an assessment for program admission.

**4. Desired Results**

Crisis residential services are therapeutic and/or rehabilitation services that are provided in a 24-hour residential treatment program for individuals experiencing an acute psychiatric episode or crisis, and who do not present criteria for inpatient acute psychiatric care. The program supports individuals in their efforts to restore, maintain and apply interpersonal and independent living skills, and access to community support systems.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practices: Motivational Interviewing, Harm Reduction, Seeking Safety, Wellness Recovery Action Plan (WRAP) and Trauma-Informed approaches. Licensed/licensed eligible staff also provides Cognitive Behavioral Therapy.

Goal	Measurement & Data Source
1. 70% of consumers will report crisis management & stabilization.	<ul style="list-style-type: none"> <li>• Measured at exit via the survey questions:</li> <li>I am learning how to use community support services.</li> <li>I am learning how to manage my symptoms.</li> <li>I am learning about the benefits and side effects of my medications.</li> </ul>

	I am learning how to deal effectively with problems and crises. I feel this program is helping maintain my recovery.
2. 75% of consumers will discharge to a lower level of care.	• Measured by Exit Data in Avatar; "Discharge Location" module. (Lower level of care is anything except in-patient psych or jail.)
3. 75% of consumers will meet or partially meet their treatment plan goals.	• Measured by "Type of Discharge" category in Avatar. (Type of discharge is treatment goals reached, treatment goals partially reached, no further care needed at this facility.)
4. 80% of consumers surveyed will report satisfaction with the quality of services provided.	• Measured by client self-report via "Consumer Satisfaction" survey instrument at exit.

**6. Who are the partners involved in program implementation?**

MCBHB Medical Director or designee provides medical consultation on an as needed basis. Interim has also hired consultants to provide medical consultation to nursing staff at the facility. Interim psychiatric services provides care to all Manzanita residents and works collaboratively with MCBH in providing continuum of care.

**7. What is the eligibility criteria for admission to the program?**

- Priorities for admission are those clients from a higher level of care such as Inpatient Mental Health Unit or an IMD.
- Financial Eligibility: Short-Doyle/Medi-Cal eligible or based on referral from MCBHB or from Interim, Inc. case coordinators.
- Ambulatory adults 18 years of age and older with acute to moderate level of impairment but do not meet 5150 criteria that are under conservatorship or under voluntary terms. A maximum of two non-ambulatory residents with assistive devices and three clients age 60 and over at any time as per CCL restrictions.
- Adults with DSM 5 serious mental illness Diagnostic Categories including but not limited to: schizophrenia, bipolar disorders, schizoaffective disorders, mental health disorders that substantially interfere with the person's functional ability to carry out primary aspects of daily living in the community. Diagnoses that do not meet SMI status need an exception from MCBHB Deputy Director or designees and Interim Deputy Directors or designees.
- All clients must meet the general DSS Community Care Licensing, and DHCS requirements for health and safety, including Needs Appraisal and Physician's Report that indicates the program can meet the client's needs in the following areas: social/family, emotional, physical, mental, functioning, and suicide prevention. Admission eligibility determined by Interim Program Director or designee.

**When a client is referred, and staff at Interim conclude client is not appropriate for the program, how will this be resolved?**

**When there is a denial of admission, the Program Staff will pursue the following steps as outlined below.**

1. If the consumer referral is not accepted, the Interim Program Manager will provide a concise report that documents the rationale and criteria used to justify the denial of admission into the program. This documentation will be sent to the Case Coordinator, Supervisor, and Manager.
2. If there continues to be a difference of opinion on why the consumer was not eligible for admission/acceptance into the program, the Manager of the Interim Program and the Manager of the ASOC Program will meet in person or via telephone to discuss the issues and see if they can come to an agreement on either reconsidering acceptance or agreeing on the rationale for denial.
3. If there continues to be a difference of opinion on the rationale for denying the consumer acceptance into the Program, the Deputy Director of Interim and the Deputy Director of ASOC will meet in person or via telephone to review the referral and the rationale for denying the consumer admission into the Interim Program.

Interim will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential, MCHOME, and ACT Welcoming and Engagement Team.

**What is the discharge level of care? What is the anticipated length of service?**

- Discharge is when clients are no longer meeting medical necessity, i.e. client has stabilized on medication and implements coping strategies to manage symptoms in order to maintain safety in the larger community.
- Length of stay depends on the client's functional stability for community living.
- Maximum length of stay is 30 days without additional MCBHB authorization to ensure successful completion of treatment plan.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim, Inc. serves economically disadvantaged populations who meet the standards for no/low-income status or are Short-Doyle/Medi-Cal eligible.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing to ensure services align with the consumer’s readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individual residents. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and eligible admissions/assessments are available 24/7. Admissions are based on most-in-need versus first on waiting list based on MCBHB and Interim evaluation.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

MCBH has access to a total of 22 beds. The programs are located in Monterey and Salinas. The location of the 22 beds will vary depending on consumer and program needs. The annual number to be served is approximately 260.

**PROGRAM TWO**

1. **Program Name:** Bridge House

2. **Program Description:**

Type of Facility: 24-Hour Adult Transitional Residential Treatment

Address of Delivery Site: 601 Bayonet Circle Marina, CA 93933

Program Schedule: Provides residents 24-hour care, 7 days a week. Intake will be pre-arranged by appointment. Monday – Friday, residents will be offered therapeutic groups.

Limitation of Service: Consumers may receive up to 6 months of transitional residential treatment.

Continued Stay Criteria: Any extension beyond the 6 residential months requires authorization by the Monterey County Behavioral Health Bureau Deputy Director or designee and Interim Deputy Director or designee.



Total # of Beds Available: 14 beds

Target # of Consumers: 40+ Residential Program participants

Bridge House (“Bridge”) is a transitional residential treatment program for adults with co-occurring serious mental illnesses and substance use disorders. Staff utilize Motivational Interviewing and Harm Reduction in providing counseling services and other activities. Clients’ goals are focused mental health wellness and substance use recovery principles. Clients work to improve symptom management, personal, social and family functioning, and gain substance use recovery skills. Services are provided on an individual, group, and milieu basis. Therapeutic groups are offered during day hours Monday-Friday. The program is licensed by the California Dept. of Social Services, Community Care Licensing as a social rehabilitation facility and certified by the Department of Healthcare Services for transitional residential treatment. Clients are referred by the Monterey County Behavioral Health Bureau or by Interim case coordinators.

### 3. **Program Purpose**

Transitional residential services for individuals with dual diagnosis in non-institutional residential setting where consumers are supported in their efforts to stabilize their psychiatric symptoms while restoring, maintaining, and applying interpersonal and skill building techniques are more cost efficient, and more effective in helping clients transition to being productive community members than institutional alternatives. Bridge’s transitional residential treatment program provides a therapeutic/wellness and recovery community including a range of activities and services for consumers who would be at risk of hospitalization or other more restrictive living settings if they were not in a transitional residential program.

### 4. **Desired Results**

Through the transitional residential program consumers learn how to engage in a dual recovery process so they can reach and maintain recovery goals and lead safe, meaningful, and healthy lives. Consumers learn and practice recovery skills specifically in relapse prevention, symptom management, emotional, social and family functioning with the goal of successfully integrating into the community.

### 5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Seeking Safety, Wellness Recovery Action Plan (WRAP), Trauma-Informed approaches, Double Trouble in Recovery and Cognitive Skills for Relapse Prevention in Criminal Behavior. Licensed/licensed eligible staff provides Cognitive Behavioral Therapy and Dialectical Behavioral Therapy.

Goal	Measurement & Data Source
1. 70% of consumers will discharge to a lower level of care.	• Measured by Exit Data in Avatar; "Discharge Location" module. (Lower level of care is anything except in-patient psych, Manzanita or jail.)
2. 75% of consumers will remain clean and sober during their stay at Bridge.	• Measured by data from results of regular urinalysis testing. Testing results log, staff observations and clients' self-reports as documented in Avatar/EMR; "substance use testing" module.
3. 80% of consumers served during the FY will eliminate all psychiatric hospitalizations, while in the program.	• Measured by psychiatric hospitalization data records in EMR/Avatar.
4. 85% of consumers will appropriately engage with a PCP.	• Measured by staff observations and clients' self-reports of engagement in primary care physician appointments. • Data source: EMR/Avatar "PCP Information" module.
5. 80% of consumers surveyed will report satisfaction with the quality of services provided.	• Measured by client self-report via "Consumer Satisfaction" survey instrument at exit.

**6. Who are the partners involved in program implementation?**

Monterey County Behavioral Health Bureau.

MCBHB Medical Director or her/his designee provides psychiatry services and medical consultation to nursing staff at the facility.

**7. What is the eligibility criteria for admission to these programs? When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved?**

**Admission eligibility**

- The populations to be served are adults aged 18 year and older with major psychiatric disabilities and who have a substance use disorder diagnosis that require support to acquire and apply coping, recovery, interpersonal, and independent living skills to function in the community.
- DSM 5 Diagnostic Categories for serious mental illness includes schizophrenia, bipolar disorders, schizoaffective disorders, and major depression with psychotic features that substantially interferes with the person's ability to carry out primary aspects of daily living in the community. DSM 5 Diagnostic Categories for substance use disorders focuses on the harmful effects of alcohol and other drugs on the behavioral, cognitive and physiological functioning of an individual.
- Financial Eligibility: Short-Doyle/Medi-Cal eligible, or meet the standards for low-income status, or referral by MCBHB.

- Referral through Interim case coordinators and MCBHB care coordinators with admission approval by Interim, Inc. staff. Referrals from other community providers will be approved by the Deputy Director of ASOC or designees. Program staff will assess consumers for appropriateness to the level of care, for compatibility with other residents, and safety. Any exceptions to the admission criteria are reviewed and approved by MCBHB Deputy Director or designees and Interim Deputy Directors or designees.
- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- All clients must meet the general DSS Community Care Licensing, and DHCS requirements for health and safety, including Needs Appraisal and Physician's Report that indicates the program can meet the client's needs in the following areas: Social/family, emotional, mental, physical, functioning, and suicide prevention.

**When there is a denial of admission, the Program Staff will pursue the following steps as outlined below.**

1. If the consumer referral is not accepted, the Interim Program Manager will provide a concise report that documents the rationale and criteria used to justify the denial of admission into the program. This documentation will be sent to the Case Coordinator, Supervisor, and Manager.
2. If there continues to be a difference of opinion on why the consumer was not eligible for admission/acceptance into the program, the Manager of the Interim Program and the Manager of the ASOC Program will meet in person or via telephone to discuss the issues and see if they can come to an agreement on either reconsidering acceptance or agreeing on the rationale for denial.
3. If there continues to be a difference of opinion on the rationale for denying the consumer acceptance into the Program, the Deputy Director of Interim and the Deputy Director of ASOC will meet in person or via telephone to review the referral and the rationale for denying the consumer admission into the Interim Program.

Interim will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential, MCHOME, and ACT Welcoming and Engagement Team.

**What is the discharge level of care? What is the anticipated length of service?**

- Discharge occurs when clients no longer meet medical necessity for crisis residential services or the client self-discharges from the program

- Length of stay depends on medical necessity and ability to place clients into appropriate discharge placements. Maximum length of residential stay is 6 months without additional MCBHB authorization to ensure successful completion of treatment plan.
- Admission eligibility determined by Interim Program Director or designee.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim serves economically disadvantaged populations who meet the standards for low-income status or are Short-Doyle/Medi-Cal eligible.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and eligible admission/assessment is available by appointment. Admissions are based on readiness for change and critical need versus first on waiting list based on MCBHB evaluation.

Input from consumers is provided through the consumer run Recovery Task Force as well as resident or consumer council and community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity is 14 beds. The annual number to be served is approximately 40+ residential clients.

**PROGRAM THREE:**

1. **Program Name:** Community Housing

2. **Program Description:**

Address of Delivery Sites: Casa de Perla, Monterey, CA  
Casa de Los Robles, Monterey, CA  
Dela Vina (Horizons), Monterey, CA  
Pearl Street Apartments, Monterey, CA  
Acacia House, Salinas, CA  
California House, Salinas, CA  
Casa de Paloma, Salinas, CA  
Catalyst Apartments & Catalyst A-E, Salinas, CA  
Mariposa Apartments Salinas, CA  
MCHOPE scattered-site apartments  
other potential locations that may be developed

Program Schedule: Typically, Monday through Friday, 8:00 a.m. to 5:00 p.m.  
Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers' needs.

Limitation of Service: For some Community Housing locations, there are income limitations and individuals must meet the criteria of being homeless as defined by current HUD regulations.

Target # of Consumers: 100+ consumers

Community Housing is a permanent supportive housing program, which provides 100+ affordable housing placements for community independent living for adults with serious and persistent, long term psychiatric disabilities. These placements are provided as individual apartments and/or cooperative group housing units. Interim, Inc. provides case coordination, case management, crisis intervention, and mental health treatment services for residents in all the supported housing programs in accordance with state guidelines established under the rehabilitation option.

3. **Program Purpose**

Community Housing provides mental health services and permanent supportive housing to low income individuals with a serious and long- term psychiatric disability. Mental health services are interventions designed to minimize disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

4. **Desired Results**

The primary public health benefit is providing and assisting low-income individuals with serious psychiatric disabilities to maintain safe, affordable, supportive permanent housing. This prevents

people from homelessness or institutional placement and improves their quality of life. Federal law requires public mental health systems to provide services in integrated community settings, and Permanent Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers. Once an individual achieves a higher level of recovery and no longer meets the medical necessity criteria, only with resident’s consent, Interim will work on locating other sources of permanent housing.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Wellness Recovery Action Plan (WRAP), Trauma-Informed approaches, and Permanent Supportive Housing. Licensed/licensed eligible staff provides Cognitive Behavioral Therapy and Dialectical Behavioral Therapy.

Goal	Measurement & Data Source
1. 90% of consumers will maintain or improve their mental health recovery.	• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.
2. 85% of consumers will appropriately engage with a PCP.	• Measured by staff observations and clients’ self-reports of engagement in primary care physician appointments. • Data source: EMR/Avatar "PCP Information" module.
3. 80% of consumers surveyed will report satisfaction with the quality of services provided.	• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.

**6. Who are the partners involved in program implementation?**

Interim works with the County of Monterey Housing Authority to provide Section 8 housing subsidies for units when possible. Interim administers other rent subsidies through a HUD funded program.

**7. What is the eligibility criteria for admission to the program?**

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status.
- Referral through Interim case coordinators or MCBHB ASOC service coordinators with admission approval by Interim staff.

- The populations to be served are adults with major psychiatric disabilities (including transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB or a designee. (Exceptions to these criteria are only approved by MCBHB and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case management services will be terminated. However, housing may not be terminated except as allowed under the lease. Upon discharge or termination from housing, clients will be referred to MCBHB case coordination.
- Housing eligibility is governed by funding sources regulatory agreements; some housing is limited to people with specific income levels. Each property has specific income and asset limitations. Some properties have specific limitations related to criminal records of applicants or rental history.
- Admission eligibility determined by Interim Program Director and Interim Housing Director or designees.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Interim, Inc.'s Housing Department manages applications for Community Housing. The Housing Department sends denial letters with reasons for denial directly to clients.
- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement. Anticipated length of service doesn't pertain to permanent supportive housing.
- Clients who no longer need this level of care of supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim serves economically disadvantaged populations who meet the standards for low-income status or are Short-Doyle/Medi-Cal eligible. The program addresses one of the top goals of the Monterey County Lead Me Home 10-year Plan by providing affordable permanent supportive housing. Interim is the only provider of permanent supportive housing for adults with mental illness in Monterey County. MCBHB provides psychiatry services.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer’s readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served in housing is 100+ clients. Clients transitioning out will be referred to MCBHB coordination services, and Interim coordination will continue for approximately one month after discharge. There are approximately five clients at any given time that transition out.

**PROGRAM FOUR:**

1. **Program Name:** Sandy Shores

2. **Program Description:**

Address of Delivery Site:

Sandy Shores, Marina, CA

Program Schedule:

Typically, Monday through Friday, 8:00 a.m. to 5:00 p.m. Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers’ needs.

Limitation of Service:

Full Service Partnership (FSP) program. There are income limitations and individuals must meet the criteria of being homeless as defined by HUD CoC regulations. Half the



residents must have incomes under 20% AMI and half under 30% AMI.

Target # of Consumers: 28 consumers

Sandy Shores is an intensive permanent supportive housing program, which provides a Full Service Partnership (FSP) level of service for 28 very low-income individuals all of whom are homeless and have a serious mental health diagnosis that substantially interferes with their functional ability to carry out primary aspects of daily living in the community. The service array includes: intensive case management provided in the FSP model as required by Mental Health Services Act funding, All individuals receive case management, crisis intervention, mental health services, and housing services in an effort to assist individuals to live in the community.

### 3. **Program Purpose**

Sandy Shores provides intensive mental health services and permanent supportive housing to individuals with a psychiatric disability who are homeless per HUD guidelines. The goal is to prevent further homelessness, to avoid costly hospitalization or use of short-term crisis residential programs, hospital crisis teams, and unnecessary institutionalization. The program is designed for individuals who have failed in other placements and who need a high level of support to live in permanent housing.

Mental health services are interventions designed to minimize mental disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency. Mental Health services are designed to help residents live successfully in the community.

### 4. **Desired Results**

Federal law requires public mental health systems to provide services in integrated community settings, and Permanent Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers.

The flexibility of support services offered by Permanent Supportive Housing improves residential stability by allowing tenants to remain housed in the same home as their service needs change.

### 5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Trauma-Informed approaches, and Wellness Recovery Action Plan (WRAP). Licensed/licensed eligible staff provides Cognitive Behavioral Therapy.

Goal	Measurement & Data Source
1. 80% of consumers will remain housed at Sandy Shores as of the end of the operating year or exit to other permanent housing destinations during the operating year. (HUD & MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients remaining housed or exiting to other permanent housing.</li> <li>• Data source: EMR/Avatar exit data; "Discharge Location" module.</li> </ul>
2. 80% of consumers will maintain or improve their mental health recovery.	<ul style="list-style-type: none"> <li>• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.</li> </ul>
3. 25% of consumers will attain employment, attend school or a vocational training program, or volunteer. (CoC & MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients reporting employment/volunteering, SEES referral and those participating in educational services as documented by Case Coordinator or counselor in client's EMR.</li> <li>• Data source: EMR/Avatar; "Ed/Empl/Vol" module.</li> </ul>
4. 85% of consumers will appropriately engaged with a PCP (MHSA/FSP).	<ul style="list-style-type: none"> <li>• Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>• Data source: EMR/Avatar "PCP Information" module.</li> </ul>
5. 80% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	<ul style="list-style-type: none"> <li>• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>
6. 75% of consumers served during the FY will eliminate all psychiatric hospitalizations, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a mental health unit as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>
7. 75% of consumers served during the FY will not experience incarceration, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>

#### 6. Who are the partners involved in program implementation?

Interim collaborates with the Coalition of Homeless Service Providers as well as the HUD CoC program. MCBHB provides psychiatry services.

#### 7. What is the eligibility criteria for admission to the program?

- Financial Eligibility: Short-Doyle/Medi-Cal eligible, and meet the standards for HUD homeless status and income limitations as defined by the project funding sources (50% of residents must have income under 20% AMI and 50% under 30% AMI).

- Referral through HMIS SPDAT score, Interim case coordinators, and MCBHB ASOC service coordinators with admission approval by Interim, Inc. staff. The waitlist is managed by rules from various funding sources with prioritization given to chronically homeless individuals per HUD's definition.
- The populations to be served are adults with major psychiatric disabilities (including and transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB or a designee. (Exceptions to these criteria are only approved by MCBHB Deputy Director or designees and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case management services will be terminated. However, housing may not be terminated except as allowed under the lease. Upon discharge or termination from housing, clients will be referred to MCBHB for case coordination.
- Housing eligibility is governed by funding sources regulatory agreements.
- Admission preference is given to clients who meet HUD chronically homeless criteria.
- Admission eligibility determined by Interim Program Director and Interim Housing Director or designees.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement. Anticipated length of service doesn't pertain to permanent supportive housing.
- Clients who no longer need this level of care of supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB or Interim case coordinators refer all clients. Interim serves economically disadvantaged populations who meet the standards for HUD's definition of homeless or are Short-Doyle/Medi-Cal eligible. The program addresses one of the top goals of the Monterey County 10-year Homeless Plan, Lead Me Home, by providing affordable permanent supportive housing. Interim is the only provider of permanent supportive housing for adults with mental illness in Monterey County.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 28 clients. Clients transitioning out will be referred to MCBHB coordination services and Interim coordination will continue for approximately one month after discharge.

**PROGRAM FIVE:**

1. **Program Name:** Shelter Cove

2. **Program Description:**

Address of Delivery Site:

Shelter Cove, Marina, CA

Program Schedule:

Typically, Monday through Friday 8am to 7pm, and Saturday through Sunday 11am to 7pm. Resident Manager provides coverage on an on-call basis 7 days a week from 8pm to 8am. Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers' needs.

Limitation of Service:

Transitional housing limited to 2-year stay. There are income limitations and individuals must meet the criteria of being homeless. This program provides transitional housing in individual bedrooms in two- and four-bedroom units.

Residents have individual leases and share the common areas of the units. The project also provides lunch five days a week.

Target # of Consumers: 39 consumers at a given time; approximately 50+ served/year.

Shelter Cove is a supported transitional housing program, which provides housing to 39 very low-income individuals, 20 of which must meet HUD CoC definitions of homelessness, and 19 residents are non CoC resident, who must meet the CA qualifications for homelessness or at-risk of homelessness. All residents must have a serious mental health diagnosis that substantially interferes with their functional ability to carry out primary aspects of daily living in the community. All individuals receive case management, crisis intervention, mental health services and housing services in an effort to help residents learn the skills they will need to successfully transition to independent living. The program's philosophy is based on the Social Rehabilitation Model.

### 3. **Program Purpose**

The Shelter Cove program is designed for individuals who need transitional affordable housing with support services in order to live successfully in the community. The program focuses on helping individuals learn the skills necessary to move into more independent housing. Mental health services are interventions designed to minimize disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

### 4. **Desired Results**

The primary public health benefit is providing clients with case management services which help the clients to develop goals that improve their life in areas of health, education, employment, daily living skills in order to help them prepare for independent living. Federal law requires public mental health systems to provide services in integrated community settings, and Permanent and Transitional Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers.

### 5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Seeking Safety, Trauma-Informed approaches, and Wellness Recovery Action Plan (WRAP). Licensed/licensed eligible staff provides Cognitive Behavioral Therapy.

Goal	Measurement & Data Source
1. 65% of the consumers discharging from the program will exit to permanent housing.	<ul style="list-style-type: none"> <li>• Measured by the number of clients exiting into permanent housing upon discharge.</li> <li>• Data source: EMR/Avatar exit data; "Discharge Location" module.</li> </ul>
2. 75% of consumers will maintain or improve their mental health recovery.	<ul style="list-style-type: none"> <li>• Measured at entry, annually, and at exit thereafter via the Reaching Recovery Needs Level Instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.</li> </ul>
3. 20% of consumers will attain employment, attend school or a vocational training program, or volunteer.	<ul style="list-style-type: none"> <li>• Measured by number of clients reporting employment/volunteering, SEES referral and those participating in educational services as documented by Case Coordinator or counselor in client's EMR.</li> <li>• Data source: EMR/Avatar; "Ed/Empl/Vol" module.</li> </ul>
4. 85% of consumers will appropriately engaged with a PCP.	<ul style="list-style-type: none"> <li>• Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>• Data source: EMR/Avatar "PCP Information" module.</li> </ul>
5. 80% of consumers surveyed will report satisfaction with the quality of services provided.	<ul style="list-style-type: none"> <li>• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>

#### 6. Who are the partners involved in program implementation?

MCBHB or Interim coordinators provide all referrals for this program. Due to HUD CoC requirements, the Coordinated Entry Referral System (CARS) must be used for referrals for the 20 designated units, and all clients must be approved through MCBHB. MCBHB provides psychiatry services.

#### 7. What is the eligibility criteria for admission to the program?

- Financial Eligibility: Short-Doyle/Medi-Cal eligible, and very low income as well as homeless or at risk of homelessness.
- Referral through Interim case coordinators, and MCBHB ASOC or TAY service coordinators with admission approval by Interim staff.
- The populations to be served are adults with major psychiatric disabilities (including and transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB or a designee. (Exceptions to this criterion are only approved by MCBHB Deputy Director or designees and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case

management services will be terminated. However, housing may not be terminated except as allowed under the lease.

- Shelter Cove strives toward a sober living/substance free living environment (SLE). Residents are expected to engage in harm reduction and be able to adhere to lease requirements, e.g. there is no substance or alcohol use on property – inside or outside of the housing **Clients referred are** diagnostically evaluated by case coordinators based on current SUDS diagnosis (or lack of SUDS diagnosis) for ability to live in SLE.
- Housing eligibility is governed by funding sources regulatory agreements. Effective July 2020, 20 of the units are governed by HUD CoC regulations with referral through HMIS SPDAT score, Interim case coordinators, and MCBHB ASOC or TAY service coordinators with admission approval by Interim, Inc. staff. The waitlist is managed by rules from various funding sources with prioritization given to chronically homeless individuals per HUD's definition for 20 beds.
- Admission eligibility determined by Interim Program Director and Interim Housing Director or designees.
- Admission preference is given to clients discharging from the Bridge House residential program, Manzanita Monterey and Salinas, and appropriate referrals from IMD's and Enhanced Residential Care Facilities. For the 20 HUD dedicated beds, admission preference is based on HUD regulations as noted above.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement or unless their term of tenancy has ended. Anticipated length of service is no more than two years, including length of stay at Bridge House, if discharging from Bridge into Shelter Cove.
- Clients who no longer need this level of care of supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community before their two years.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB or Interim case coordinators refer all clients. Interim serves economically disadvantaged populations who are homeless or are Short-Doyle/Medi-Cal eligible. The program addresses one of the goals of the Monterey County 10-year Homeless Plan, Lead Me Home, by providing affordable transitional supportive housing in order to prepare clients for permanent housing in the community.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer’s readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity is 39. Annual number to be served is approximately 50+. Clients transitioning out will be referred to MCBHB coordination services and Interim will continue coordination for approximately one month after discharge.

**PROGRAM SIX:**

1. **Program Name:** Rockrose Gardens

2. **Program Description:**

Address of Delivery Site: Rockrose Gardens, Marina, CA

Program Schedule: Typically, Monday through Friday, 8:00 a.m. to 5:00 p.m. Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers’ needs.

Limitation of Service: There are income limitations based on regulatory agreements and 9 individuals must meet the criteria of being homeless or at-risk as defined by CalHFA regulations under the MHSA Housing Program at the time of placement.



Target # of Consumers: 20 consumers

Rockrose Gardens is a permanent supportive housing program, which provides housing to 20 very low-income individuals with a serious mental health diagnosis, 9 of these individuals are homeless or at-risk of homelessness. Interim, Inc. provides case management, crisis intervention, and mental health services for residents in accordance with state guidelines established under the rehabilitation option, and in accordance with MHSA funding regulations.

**3. Program Purpose**

Rockrose Gardens provides mental health services and permanent supportive housing to low income and homeless individuals with a psychiatric disability. Mental health services are interventions designed to minimize disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

**4. Desired Results**

The primary public health benefit is providing and assisting low income and homeless individuals with serious psychiatric disabilities to maintain safe, affordable, supportive permanent housing. This prevents people from homelessness or institutional placement and improves their quality of life. Federal law requires public mental health systems to provide services in integrated community settings, and Permanent Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Trauma-Informed approaches and Wellness Recovery Action Plan (WRAP). Licensed/licensed eligible staff provides Cognitive Behavioral Therapy and Dialectical Behavioral Therapy.

Goal	Measurement & Data Source
1. 90% of consumers will remain housed at Rockrose as of the end of the operating year or exit to other permanent housing destinations during the operating year. (MHSA)	<ul style="list-style-type: none"> <li>• Measured by number of clients remaining housed or exiting to other permanent housing.</li> <li>• Data source: EMR/Avatar exit data; "Discharge Location" module.</li> </ul>
2. 80% of consumers will maintain or improve their mental health recovery. (MHSA)	<ul style="list-style-type: none"> <li>• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be</li> </ul>

	completed quarterly or as indicated by the Reaching Recovery Steering Committee.
3. 30% of consumers will attain employment, attend school or a vocational training program, or volunteer. (MHSA)	<ul style="list-style-type: none"> <li>Measured by number of clients reporting employment/volunteering, SEES referral and those participating in educational services as documented by Case Coordinator or counselor in client's EMR.</li> <li>Data source: EMR/Avatar; "Ed/Empl/Vol" module.</li> </ul>
4. 85% of consumers will appropriately engaged with a PCP. (MHSA)	<ul style="list-style-type: none"> <li>Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>Data source: EMR/Avatar "PCP Information" module.</li> </ul>
5. 80% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	<ul style="list-style-type: none"> <li>Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>

#### 6. Who are the partners involved in program implementation?

Interim collaborates with MCBHB, and HUD. MCBHB provides psychiatry services.

#### 7. What is the eligibility criteria for admission to the program?

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status. Tenants must meet HUD restrictions on income and assets.
- Referral through Interim case coordinators or MCBHB ASOC service coordinators with admission approval by Interim staff.
- The populations to be served are adults with major psychiatric disabilities (including and transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB Deputy Director or designees. (Exceptions to this criterion are only approved by MCBHB and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case management services will be terminated. However, housing may not be terminated except as allowed under the lease. Upon discharge or termination from housing, clients are referred to MCBHB case coordination services.
- Nine residents must meet MHSA housing criteria for being homeless or at-risk of homelessness upon entry.
- Housing eligibility is governed by funding sources regulatory agreements.
- Admission eligibility determined by Interim Program Director and Interim Housing Director or designees.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Interim, Inc.'s Housing Department manages applications for Rockrose. The Housing Department sends denial letters with reasons for denial directly to clients.
- Program staff will collaborate with MCBHB case coordinators to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement. Anticipated length of service doesn't pertain to permanent supportive housing.
- Clients who no longer need this level of care of psychiatric supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community per the terms of their lease agreement.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim serves economically disadvantaged populations who meet the standards for low-income status or are Short-Doyle/Medi-Cal eligible. The program addresses one of the top goals of the Monterey County 10-year Homeless Plan, Lead Me Home, by providing affordable permanent supportive housing. Interim is the only provider of permanent supportive housing for adults with mental illness in Monterey County. The housing units all have Project Based Section 8 vouchers to provide rent subsidies for tenants.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 20 clients. Clients transitioning out will be referred to MCBHB coordination services, and Interim will continue coordination for approximately one-month post discharge.

**PROGRAM SEVEN:**

**1. Program Name: Lupine Gardens**

**2. Program Description:**

Address of Delivery Site: Lupine Gardens, Salinas, CA

Program Schedule: Typically, Monday through Friday, 8:00 a.m. to 5:00 p.m. Staff are on-call and available via cellphone for emergencies 24 hours/ day. Staff schedule may vary based upon consumers’ needs. A resident manager lives on the premises for night emergencies.

Limitation of Service: Full Service Partnership (FSP) program. There are income limitations per HUD and criteria of being homeless or at-risk of homelessness as defined by HCD MHP regulations.

Target # of Consumers: 20 consumers

Lupine Gardens is an intensive permanent supportive housing program, which provides a Full Service Partnership (FSP) level of services to 20 very low-income individuals with a serious mental health diagnosis, all of whom are homeless or at high risk of homelessness. The service array includes: intensive case management provided in the FSP model as required by Mental Health Services Act funding, and assistance with daily living skills i.e., meals, house cleaning, self- administration of medication, and laundry services in order to live independently in the community.

**3. Program Purpose**

Lupine Gardens provides intensive mental health services and permanent supportive housing to vulnerable individuals with a psychiatric disability who are homeless or at-risk of homelessness. The goal is to prevent further homelessness, to avoid costly hospitalization or use of short-term

crisis residential programs, hospital crisis teams, and unnecessary institutionalization. The program is designed for individuals who have failed in other placements and who need a high level of support to live in permanent housing.

Mental health services are interventions designed to minimize mental disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

#### 4. **Desired Results**

The primary public health benefit is permanent housing for a vulnerable group of individuals. The program also provides intensive case management and case coordination services in which the client and case manager work together to develop goals to improve client's life in areas of health, education, employment, daily living skills. Federal law requires public mental health systems to provide services in integrated community settings, and Permanent Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers.

#### 5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Trauma-Informed approaches and Wellness Recovery Action Plan (WRAP). Licensed/licensed eligible staff provides Cognitive Behavioral Therapy.

Goal	Measurement & Data Source
1. 60% of consumers will remain housed at Lupine as of the end of the operating year or exit to other permanent housing destinations during the operating year. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients remaining housed or exiting to other permanent housing.</li> <li>• Data source: EMR/Avatar exit data; "Discharge Location" module.</li> </ul>
2. 80% of consumers will maintain or improve their mental health recovery. (MHSA)	<ul style="list-style-type: none"> <li>• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.</li> </ul>
3. 20% of consumers will attain employment, attend school or a vocational training program, or volunteer. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients reporting employment/volunteering, SEES referral and those participating in educational services as documented by Case Coordinator or counselor in client's EMR.</li> <li>• Data source: EMR/Avatar; "Ed/Empl/Vol" module.</li> </ul>

4. 85% of consumers will appropriately engaged with a PCP. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>• Data source: EMR/Avatar "PCP Information" module.</li> </ul>
5. 85% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	<ul style="list-style-type: none"> <li>• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>
6. 75% of consumers served during the FY will eliminate all psychiatric hospitalizations, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a mental health unit as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>
7. 75% of consumers served during the FY will not experience incarceration, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>

#### 6. Who are the partners involved in program implementation?

MCBHB or Interim coordinators provide all referrals for this program. MCBHB provides psychiatry and medication support services.

#### 7. What is the eligibility criteria for admission to the program?

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status as well as homelessness or at-risk of homelessness upon entry.
- Referral through Interim case coordinators or MCBHB ASOC service coordinators with admission approval by Interim. staff.
- The populations to be served are adults with major psychiatric disabilities (including and transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB or a designee. (Exceptions to these criteria are only approved by MCBHB Deputy Director or designees and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case management services will be terminated. However, housing may not be terminated except as allowed under the lease. Upon discharge or termination from housing, clients are referred to MCBHB for case coordination.
- Housing eligibility is governed by funding sources regulatory agreements; housing is limited to people with specific income levels.
- Admission eligibility determined by Interim Program Director and Housing Director or designees.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Interim, Inc.'s Housing Department manages applications for Lupine. The Housing Department sends denial letters with reasons for denial directly to clients.
- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement. Anticipated length of service doesn't pertain to permanent supportive housing.
- Clients who no longer need this level of care of supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim serves economically disadvantaged populations who meet the standards for low-income status, are homeless or at-risk, and are Short-Doyle/Medi-Cal eligible. The program addresses one of the top goals of the Monterey County 10-year Homeless Plan, Lead Me Home, by providing affordable permanent supportive housing. Interim is the only provider of permanent supportive housing for adults with mental illness in Monterey County. The housing units all have Project Based Section 8 vouchers to provide rent subsidies for tenants.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity is 20 housing units and annual number to be served is 20 clients. Housing is provided in studio apartments. Clients transitioning out will be referred to MCBHB coordination services and Interim coordination will continue for approximately one month after discharge

**PROGRAM EIGHT:**

**1. Program Name: Sunflower Gardens**

**2. Program Description:**

Address of Delivery Site: Sunflower Gardens, Salinas, CA

Program Schedule: Typically, Monday through Friday, 8:30 a.m. to 5:00 p.m. Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers' needs.

Limitation of Service: Full Service Partnership (FSP) program. There are income limitations, and criteria of being homeless or at-risk of homelessness as defined by HCD MHP regulations.

15 Permanent Supportive Housing Units (13 efficiency and 2 shared 4-bedroom units), and 2 Transitional Housing Units (2 efficiency units)

Target # of Consumers: 23 consumers

Sunflower Gardens is an intensive permanent and transitional supportive housing program, which provides Full Service Partnership (FSP) level of services to 23 very low-income individuals with a serious mental health diagnosis, all of whom are homeless or at high risk of homelessness. The service array includes: assessments, evaluation, case coordination, intensive case management provided in the FSP model as required by Mental Health Services Act funding, assistance in accessing benefits, and assistance with daily living skills in order to help consumers meet the terms of their lease and live independently in the community.

**3. Program Purpose**

Sunflower Gardens provides case coordination, intensive mental health services, medication support services, and permanent or transitional supportive housing to vulnerable individuals with a serious mental illness who are homeless or at-risk of homelessness. The goal is to prevent further homelessness, to avoid costly hospitalization or use of short-term crisis residential programs,



hospital crisis teams, and unnecessary institutionalization in residential care homes, and instead to increase resilience and self-sufficiency.

Behavioral health services are interventions designed to minimize functional impairment due to serious mental illness and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

Medication Support Services are provided by an Interim psychiatrist, registered nurse, certified nurse specialist, licensed vocational nurse, nurse practitioner, Physician Assistant or psychiatric technician. MCBH will provide psychiatric services in the event that Interim cannot provide due to staff vacancies. This service allows consumers to take an active role in making choices about their mental health care and helps them make specific, deliberate, and informed decisions about their treatment options and mental health care.

**4. Desired Results**

Homeless or at risk of homelessness individuals with serious mental illness receive the necessary support system to ensure success in obtaining and maintaining housing as well as integrating into the community. Intensive case management services in which client and case manager work together to develop goals to improve client’s life in areas of health, education, employment, daily living skills.

Federal law requires public behavioral health systems to provide services in integrated community settings, and Permanent Supportive Housing is a proven approach for doing so. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offers.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Harm Reduction, Trauma-Informed approaches, Permanent Supportive Housing, and Wellness Recovery Action Plan (WRAP), and Seeking Safety. Licensed/licensed eligible staff provides Cognitive Behavioral Therapy.

Goal	Measurement & Data Source
1. 70% of consumers will remain housed at SFG as of the end of the operating year or exit to other permanent housing destinations during the operating year. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients remaining housed or exiting to other permanent housing.</li> <li>• Data source: EMR/Avatar exit data; "Discharge Location" module.</li> </ul>
2. 90% of consumers will maintain or improve their mental health recovery. (MHSA)	<ul style="list-style-type: none"> <li>• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery</li> </ul>

	Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.
3. 20% of consumers will attain employment, attend school or a vocational training program, or volunteer. (MHSA/FSP)	<ul style="list-style-type: none"> <li>Measured by number of clients reporting employment/volunteering, SEES referral and those participating in educational services as documented by Case Coordinator or counselor in client's EMR.</li> <li>Data source: EMR/Avatar; "Ed/Empl/Vol" module.</li> </ul>
4. 85% of consumers will appropriately engaged with a PCP. (MHSA/FSP)	<ul style="list-style-type: none"> <li>Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>Data source: EMR/Avatar "PCP Information" module.</li> </ul>
5. 90% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	<ul style="list-style-type: none"> <li>Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>
6. 75% of consumers served during the FY will eliminate all psychiatric hospitalizations, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>Measured by clients' reduction in a mental health unit as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>Data source: EMR/Avatar</li> </ul>
7. 75% of consumers served during the FY will not experience incarceration, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>Data source: EMR/Avatar</li> </ul>

SFG=Sunflower Gardens

#### 6. Who are the partners involved in program implementation?

MCBHB or Interim coordinators provide all referrals for this program, including primary health care.

#### 7. What is the eligibility criteria for admission to the program?

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status as well as homelessness or at-risk of homelessness upon entry.
- Referral through Interim case coordinators and MCBHB ASOC service coordinators with admission approval by Interim staff.
- The populations to be served are adults with major psychiatric disabilities (including and transition age youth age 18 and older) with serious mental illnesses, i.e. schizophrenia, schizoaffective disorder, bipolar disorders or major depression with psychotic features that substantially interfere on a long-term basis with their functional ability to carry out primary aspects of daily living in the community and are receiving psychiatry services through MCBHB or a designee. (Exceptions to these criteria are only approved by MCBHB Deputy Director or designees and Interim Inc. Deputy Director or designees.) Upon discharge from MCBHB services or Interim, rehabilitative mental health, case coordination, and case management services will be terminated. However, housing may not be terminated except as allowed under the lease.
- Housing eligibility is governed by funding sources regulatory agreements.

- Admission eligibility determined by Interim Program Director and Interim Housing Director or designees.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Interim, Inc.'s Housing Department manages applications for Sunflower. The Housing Department sends denial letters with reasons for denial directly to clients.
- Program staff will provide case coordination to create an alternative referral plan for appropriate services.
- Clients aren't involuntarily discharged from housing unless they violate their lease agreement. Anticipated length of service doesn't pertain to permanent supportive housing. The maximum length of stay in the two transitional units is two years.
- Clients who no longer need this level of care of supportive housing are encouraged and assisted with discharge plans into available affordable housing in the community.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

The MCHOME outreach program (see PROGRAM NINE below) has outreach workers who engage with individuals on the street and Interim case coordinators and Program Director determine their eligibility for this FSP and housing option. Interim serves economically disadvantaged populations who meet the standards for low-income status, are homeless or at-risk, and are Short-Doyle/Medi-Cal eligible.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and staff are available on-call 24-hours a day to provide emergency support.

Input from residents is provided through the consumer run Recovery Task Force as well as resident council and resident community meetings. Interim offers support team meetings that include

family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receives training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 23 clients. Clients transitioning out will be referred to MCBHB case coordination and continue to be served by Interim case coordinators for approximately one month after discharge.

**PROGRAM NINE:**

**1. Program Name: MCHOME consisting of the following sub-programs:**

9a. MCHOME FSP

9b. MCHOME Homeless Outreach & Engagement

**2. Program Description:**

Address of Delivery Sites:

MCHOME, Marina, CA with countywide outreach  
Sun Rose, Salinas, CA (opening in FY 2022-23)  
Wesley Oaks, Salinas, CA  
Moon Gate, Salinas, CA

Program Schedule:

Typically, Monday through Sunday, 8:30 a.m. to 5:00 p.m.  
Staff are on-call and available via cellphone for emergencies. Staff schedule may vary based upon consumers' needs.

Limitation of Service:

Full Service Partnership (FSP) program. There are income limitations per regulatory agreements for the two houses, and criteria of being homeless or at-risk of homelessness as defined by HUD regulations. Serving homeless adults with serious mental illness and/or functioning limitations that substantially interfere with ability to carry out primary aspects of daily living in the community.

Target # of Consumers:

80 including 4 at Wesley Oaks, and 20 at Moon Gate. 20 new clients enrolled each year.

MCHOME Outreach/Engagement serves 50 outreach clients with CRRSAA & ARPA funds.

The MCHOME Program is a Full-Service Partnership (“FSP”), which provides wrap-around services, and outreach for adults with a psychiatric disability who are homeless or at high risk of homelessness. The purpose of the program is to assist adults with mental illness, including those served by the Adult System of Care, and Access, to move off the street into housing and employment and/or on benefits through outreach, assessments, intensive case management services, mental health services, and assistance with daily living skills.

Medication Support Services are provided by an Interim psychiatrist, registered nurse, certified nurse specialist, licensed vocational nurse, nurse practitioner, Physician Assistant or psychiatric technician. MCBH will provide psychiatric services in the event that Interim cannot provide due to staff vacancies. This service allows consumers to take an active role in making choices about their mental health care and helps them make specific, deliberate, and informed decisions about their treatment options and mental health care.

MCHOME is also augmented with Mental Health Block Grant (MHBG) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds to utilize Wellness Navigators in assisting with improving linkages to homeless services and connection to behavioral health recovery services, and connection to community resources. These are vital resources as this population has been significantly impacted by the COVID-19 pandemic. Wellness Navigation – Homeless Outreach and Engagement focuses on connecting homeless adults to appropriate behavioral health and other community resources. The Wellness Navigators meet with clients one-on-one prior to engage, screen, and assist with linkages to client identified resources. The one-on-one meetings range from 30 minutes to an hour depending on client need. The services provided range from peer counseling, referrals to community resources, and support. This team also assists with encampments as requested by the county.

Wesley Oaks is an intensive permanent supportive housing program, which provides a Full Service Partnership level of services to 4 very low-income individuals with a serious mental health diagnosis, all of whom are homeless or at high risk of homelessness. The service array includes: intensive case management and mental health services provided in the FSP model as required by Mental Health Services Act funding, and independent living skills development in order to help residents live self-sufficiently in the community.

MidPen’s Moon Gate Plaza is a permanent housing facility at which MCHOME provides FSP level services to 20 low-income individuals with a serious mental health diagnosis, all of the clients are homeless or at risk of homelessness.

Sun Rose Housing, funded via No Place Like Home and other government funds, will be built and open for occupancy in FY 2022-23. This housing will replace Soledad House and will provide 8 transitional housing beds and 7 permanent housing units. This housing will provide a central place

and a program identity that fosters positive peer support and provide consumers with the tools to maintain housing.

**3. Program Purpose**

MCHOME provides intensive mental health services, medication support services, and shelter/housing support to vulnerable individuals with a psychiatric disability who are homeless or at-risk of homelessness. The goal is to prevent further homelessness, to avoid costly hospitalization or use of short-term crisis residential programs, hospital crisis teams, and unnecessary institutionalization in residential care homes. The program also focuses on helping individuals who are not currently receiving services from the public behavioral healthcare system to obtain psychiatric medications and other needed medical services. The program also works closely with the Department of Social Services to help individuals to enroll in benefits, including SSI.

Mental health services are interventions designed to minimize mental disability and maximize the restoration or maintenance of functioning consistent with the requirements for learning, development, independent living, and enhancing self-sufficiency.

**4. Desired Results**

Individuals with mental illness who are living on the street are stabilized, housed, and reintegrated into the community. Also, law enforcement, veterans’ offices, the Probation Department, city officials, business councils, etc. have a program to which to refer when they are concerned about a homeless individual. MCHOME also works to temporarily move homeless individuals off the streets into motels or shelters to help to stabilize or prevent harm to homeless persons who are particularly vulnerable.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Trauma-Informed approaches, and Wellness Recovery Action Plan (WRAP). Case coordinators may also provide Cognitive Behavioral Therapy and/or Dialectical Behavioral Therapy.

MCHOME FSP:

Goal	Measurement & Data Source
1. 80% of consumers will maintain or improve their mental health recovery. (MHSA)	• Measured at entry, annually, and at exit thereafter via the Recovery Needs Level instrument. Additionally, Recovery Markers Inventory and Consumer Recovery Measure will be completed quarterly or as indicated by the Reaching Recovery Steering Committee.

2. Upon discharge from MCHOME, 60% of consumers will be residing in transitional and/or permanent housing. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by number of clients discharging to either transitional or permanent housing.</li> <li>• Data Source: Clients self-report and staff observations of discharge locations. Staff will complete a KET and enter into EMR system.</li> <li>• Data source: EMR/Avatar KET &amp; exit data; "Discharge Location" module.</li> </ul>
3. 75% of consumers will appropriately engaged with a PCP. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by staff observations and clients' self-reports of engagement in primary care physician appointments.</li> <li>• Data source: EMR/Avatar "PCP Information" module.</li> </ul>
4. 80% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	<ul style="list-style-type: none"> <li>• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>
5. 67% of consumers served during the FY will eliminate all psychiatric hospitalizations, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a mental health unit as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>
6. 50% of consumers served during the FY will not experience incarceration, while in the program. (MHSA/FSP)	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>

Wellness Navigation – Homeless Outreach and Engagement

Goal	Measurement & Data Source
1. Refer 60% of homeless screened to community resources and appropriate behavioral health services.	<ul style="list-style-type: none"> <li>• Measure # of homeless consumers screened/engaged by documented reporting instrument HMIS.</li> </ul>
2. 60% of consumers served will reduce re-hospitalization	<ul style="list-style-type: none"> <li>• Measured by # of consumers hospitalized during services.</li> </ul>
3. 50 consumers will be referred to and obtain services from community resource providers as a result of WN linkage.	<ul style="list-style-type: none"> <li>• Tracking of resources provided, such as linkages to SEES, OMNI, NA/AA, ACCESS, etc.</li> </ul>

**6. Who are the partners involved in program implementation?**

MCHOME collaborates with MCBHB, the Coalition of Homeless Services providers, Community Housing Improvement Systems and Planning Association, Inc. (CHISPA), the Cities of Monterey and Salinas and numerous community organizations. MCHOME works actively with law enforcement agencies and hospitals to engage homeless persons who are identified as possibly

having mental health challenges. Interim also has a service agreement with MidPen Housing for the Moon Gate units for MCHOME clients.

**7. What is the eligibility criteria for admission to the program?**

- No MCBHB referral is required for admission to MCHOME. Priority admission is for MCHOME outreach clients, but MCHOME accepts referrals from MCBHB ASOC, Access, and TAY services and Interim case coordinators. Referrals also come from family members, law enforcement, Hospital Emergency Departments as well as other community agencies.
- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status as well as homelessness or at-risk of homelessness upon entry.
- The populations to be served are adults with serious mental illness and/or functioning limitations that substantially interfere with ability to carry out primary aspects of daily living in the community. Upon discharge, rehabilitative mental health and case management services will be terminated.
- Admission eligibility determined by Interim Program Director or designee.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved?**

When there is a denial of admission, the Program Staff will pursue the following steps as outlined below.

1. If the consumer referral is not accepted, the Interim Program Manager will provide a concise report that documents the rationale and criteria used to justify the denial of admission into the program. This documentation will be sent to the Case Coordinator, Supervisor, and Manager.
2. If there continues to be a difference of opinion on why the consumer was not eligible for admission/acceptance into the program, the Manager of the Interim Program and the Manager of the ASOC Program will meet in person or via telephone to discuss the issues and see if they can come to an agreement on either reconsidering acceptance or agreeing on the rationale for denial.
3. If there continues to be a difference of opinion on the rationale for denying the consumer acceptance into the Program, the Deputy Director of Interim and the Deputy Director of ASOC will meet in person or via telephone to review the referral and the rationale for denying the consumer admission into the Interim Program.

Interim will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential, MCHOME, and ACT Welcoming and Engagement Team.

**What is the discharge level of care? What is the anticipated length of service?**



- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Discharge is when clients are no longer meeting medical necessity or consumer self-discharges, or is unavailable or unable to participate in services.
- Length of service depends on medical necessity and ability to place clients into appropriate discharge placements. Clients must agree to be discharged from an FSP unless the client is no longer willing to engage in services.

8. **What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

Interim serves economically disadvantaged populations who meet the standards for low-income status, are homeless or at-risk, or are Short-Doyle/Medi-Cal eligible.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individual residents. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and eligible admission/assessment is available Monday through Friday.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 80 during the fiscal year in the FSP. Wellness Navigation – Homeless Outreach & Engagement will serve 50 outreach clients during the fiscal year.

**PROGRAM TEN:**

1. **Program Name:** Keep It Real, Harm Reduction Services

2. **Program Description:**

Address of Delivery Site:	41 E. San Luis St., Salinas, CA 93901 617 Bayonet Circle Marina, CA 93933
Program Schedule:	Monday through Friday, 8am – 5pm.
Limitation of Service	Clients are referred by the Monterey County Behavioral Health staff or Interim case coordinators.
Target # of Consumers:	85 served annually

Keep It Real, formerly known as Dual Recovery Services, is an outpatient Harm Reduction psychotherapy and social rehabilitation program for adults with co-occurring serious mental illness and substance use disorders. The program is staffed with mental health clinicians and substance use disorder specialists. The program assists clients in developing dual recovery skills, improving successful community living, and engaging in harm reduction strategies based on consumers' individual substance use goals. Staff provide individual and group psychotherapy and counseling and other activities, using the evidenced based practices of Motivational Interviewing, Trauma Informed Care, and Harm Reduction. Staff also provide clinical mental health assessment/evaluation, rehabilitation, and mental health services.

Staff will provide outreach activities to identify consumers needing and desiring services.

3. **Program Purpose**

Clients develop goals that are focused on their individual stages of change to improve symptom management, personal and social enjoyment, interdependence, and substance use recovery. Participants are encouraged to identify and seek employment or other meaningful activities as defined by the participant that could enhance their lives and the lives of the community.

4. **Desired Results**

Keep It Real aims to increase consumers' successful adjustment to community living after completion of dual recovery residential program by reducing any harm to self, others and community resulting from substance use.

5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Harm Reduction, Seeking Safety, Trauma-Informed approaches, Cognitive Behavior Therapy (CBT) as well as Dialectical Behavior Therapy (DBT) .

Goal	Measurement & Data Source
1. Program will serve 85 consumers with co-occurring serious mental illness and substance use disorders.	• Outcome measured by the number of individuals participating in the program services during the fiscal year based on data entered into the EMR and the tracking spreadsheet.
2. 80% of consumers served during the FY will eliminate all psychiatric hospitalization, while in the program. (MHSA)	• Measured by psychiatric hospitalization data records in EMR/Avatar.
3. 85% of consumers will not experience incarceration, while in the program. (MHSA)	• Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via EMR. • Data source: EMR/Avatar; "Incarceration" module.
4. 90% of consumers surveyed will report satisfaction with the quality of services provided. (MHSA)	• Measured by client self-report via annual "Consumer Satisfaction" survey instrument, or at exit.

**6. Who are the partners involved in program implementation?**

MCBHB is a key partner in implementation and referrals.

**7. What is the eligibility criteria for admission to the program?**

- Financial Eligibility: Short-Doyle/Medi-Cal eligible.
- Referral through MCBHB ASOC, TAY, ACCESS or Interim coordinators with admission approval by Interim staff.
- The populations to be served are adults age 18 and older with a primary serious mental illness diagnosis who have a co-occurring substance use disorder diagnosis and who require support to acquire and apply coping, recovery, interpersonal, and independent living skills to function in the community.
- Admission eligibility determined by Interim Program Director or designee.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Program staff will provide written documentation of the rationale for denial of admission to the case coordinator and supervisor. Interim staff will collaborate with MCBHB coordinators on recommendations for alternative referral plans as requested.
- Interim program staff will collaborate with MCBHB clinical staff to create an alternative referral plan for appropriate services.
- Discharge is when clients have returned to stable community functioning and are able to maintain sobriety.

- Length of service depends on individual need.

8. **What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB refers all clients. Interim serves economically disadvantaged populations who are Short-Doyle/Medi-Cal eligible.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individual residents. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and eligible admission/assessment is available by appointment only Monday through Friday. Admissions are based on most-in-need versus first on waiting list based on MCBHB evaluation.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 85 individuals.

**PROGRAM ELEVEN:**

1. **Program Name:** Outreach and Aftercare Services (SAMHSA block grant)

2. **Program Description:**

Address of Delivery Sites: 41 E. San Luis St., Salinas, CA 93901, other services delivered in South County in MCBHB operated clinics, and community locations.

Program Schedule: Monday through Friday, 8am – 5pm.

Target # of Consumers: 40 served annually

Outreach and Aftercare Services is an outpatient program for adults, with co-occurring serious mental illnesses and substance use disorders, living in the community who are at risk and/or in need of dual recovery or other substance use treatment program. This program focuses on those individuals not currently receiving services from Monterey County Adult System of Care (ASOC); or they are open to ASOC, but do not want to engage in the dual recovery services as offered by the Keep It Real program; another group of clients includes those who are in a pre-contemplative or contemplative state of change and are open to attending recovery groups, but need more time to commit to individualized intensive services as offered by Keep It Real; the third group of clients includes those clients needing “step down” type aftercare services upon discharge from Keep It Real .

Outreach and Aftercare staff help to facilitate formation and operation of Double Trouble in Recovery meetings in Monterey, Marina, and Salinas, engaging persons with serious mental illness and substance use disorders. The program provides outreach to South Monterey County and operates outreach and groups at County operated BH clinics.

### 3. **Program Purpose**

Outreach and Aftercare uses wellness and recovery and Harm Reduction principles to develop the recovery skills needed to successfully live in the community. Outreach and Aftercare staff provide individual and group counseling to help clients with harm reduction, managing substance use or substance free living, satisfying activities, and successful community life (including obtaining/maintaining housing) through the evidenced based practice of Motivational Interviewing and Harm Reduction, clients develop goals that are focused on improving symptom management skills, personal and social enjoyment, and substance use recovery skills. Staff provide assessment/evaluation, rehabilitation, and mental health services.

### 4. **Desired Results**

Outreach and Aftercare aims to assist clients with developing the recovery skills necessary to maintain successful community integration, and substance use recovery.

### 5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, Seeking Safety, Trauma-Informed approaches, and Wellness Recovery Action Plan (WRAP).

Goal	Measurement & Data Source
1. Program will serve 40 consumers with co-occurring mental illness and substance use disorders who are not receiving services from Monterey County Behavioral Health Bureau (exception: South County), or they are opened to MCBHB, but are homeless or at risk of becoming homeless because of their substance use disorder, or they are open to ASOC, but do not want to engage in the dual recovery services as offered by Keep It Real.	• Outcome measured by the number of clients participating in services as indicated on tracking spreadsheet.
2. 75% of consumers surveyed will improve their mental health recovery. (MHSA)	• Measured by pre-and post-self-survey results using the Recovery Assessment Scale (RAS) standardized survey tool.
3. 85% of consumers will be referred to and obtain services from community resource providers.	• Outcome measured by number of clients referred or participating in community resources. Staff tracking and documentation of referrals made for each individual client.

**6. Who are the partners involved in program implementation?**

Other agencies in the BH system and in the Coalition of Homeless Services providers can provide referrals. This program frequently works with faith communities, local hospitals and outpatient health care providers.

**7. What is the eligibility criteria for admission to the program?**

- The populations to be served are adults with major psychiatric disabilities age 18 and older who have a substance use disorder diagnosis and who require support to acquire and apply coping, recovery, interpersonal, and independent living skills to function in the community.
- Dually diagnosed adults who are not opened to the Monterey County Adult System of Care (except in South County, where clients can also be open to the BH system). Clients open to BH may also be provided non-Medi-Cal eligible services such as recruitment for the Dual Recovery Anonymous system.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Program staff will collaborate with case coordinators to create an alternative referral plan for appropriate services.
- Discharge is when clients are no longer meeting medical necessity.
- Length of service depends on medical necessity and ability to place clients into appropriate discharge placements.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

This program reaches those who are not opened to the Monterey County Behavioral Health System of Care (except in South County), because they either do not meet the eligibility criteria for the Adult System of Care, are waiting to be opened with MCBHB or are ineligible for Medi-Cal benefits. OAS also takes referrals for homeless adults, those recently released from jail, and those being monitored by the Probation Department who have dual recovery needs. Another group of clients includes those who are in a contemplative state of change and are open to attending recovery groups, but need more time to commit to individualized intensive services as offered by Keep It Real. The third group of clients includes those clients needing “step down” type aftercare services upon discharge from Keep It Real. These adults with co-occurring disorders need support in both their mental health and drug and alcohol recovery to successfully live in the community. OAS will refer clients who are eligible to MCBHB and/or other resources in the community.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer’s readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individual residents. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary, and eligible admission/assessment is available by appointment only Monday through Friday. Admissions are based on most-in-need versus first on waiting list based on MCBHB evaluation.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 40 individuals.

**PROGRAM TWELVE:**

1. **Program Name:** Workforce Education & Training (WET)

2. **Program Description:**

Address of Delivery Site: 41 E. San Luis St., Salinas, CA 93901

Program Schedule: Monday through Friday, 8am – 5pm

Limitation of Service: Clients are self-referred

Target # of Consumers: 45

**Workforce Education & Training (WET)** promotes successful employment of consumers and family members in the public mental health system in Monterey County. The program provides outreach, recruitment, employment support services, job analysis, training, and job coaching for mental health consumers or family members to promote a diverse and stable mental health workforce. The WET program provides twelve (12) trainings per fiscal year on skill development and facilitates two (2) vocational support groups per month.

All services are consistent with MHSa guidelines and incorporate the General Standards set forth in Title 9, California Code of Regulations (CCR), Section 3320:1) wellness, recovery and resilience, 2) cultural competence, 3) consumer and family driven mental health services, 4) an integrated service experience, and 5) collaboration with the community.

3. **Program Purpose**

WET supports consumers with gainful employment in the mental health workforce thereby giving them an ability to influence the system of care. This program also helps promote recovery and creates a collaborative community.

4. **Desired Results**

The community benefits include having those who understand and who have experienced the mental health system, as consumers or family members, share their first-hand experience. This program allows for diversity and improvement to the mental health workforce. Consumer-operated or peer support services are an evidence-based practice recognized by SAMHSA. Consumer-operated services have diverse sets of practices, but research has recognized four basic types of functions: mutual support, community building, providing services, and advocacy. Some consumer-operated services assume all four of these functions; others emphasize only some of them. People with common life experiences have a unique capacity to help each other because they share a deep understanding that might not exist in other relationships. Mutual support exemplifies the “helper’s principle” which means that both parties benefit from the process. When peers support each other in this way, there is no need to designate who is the “helper” and who is the “helpee.” They might switch back and forth in these roles or act simultaneously. The WET



program recruits and trains peers and family member to work in the public mental health system and provides training and support to help consumers and family members effectively work in their jobs.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing, and peer support.

Goal	Measurement & Data Source
1. Serve 45 (unduplicated) consumers or family members employed in the public mental health system each fiscal year, including Wellness Navigators.	<ul style="list-style-type: none"> <li>• Measured by the number of unduplicated participants each year.</li> <li>• Data source: Data spreadsheet indicating consumers or family members participating in the services, i.e. job coaching, employment training, etc.</li> </ul>
2. Provide two vocational support groups per month.	<ul style="list-style-type: none"> <li>• Measured by staff providing at least two groups and clients attendance in groups.</li> <li>• Data Sources: Agenda for support groups and attendance records with attendees’ signatures.</li> </ul>
3. Provide 12 trainings per fiscal year on skill development.	<ul style="list-style-type: none"> <li>• Measured by staff providing at least 12 trainings each year and clients’ attendance in trainings.</li> <li>• Data Sources: Agenda for trainings and attendance records with attendees’ signatures.</li> </ul>
4. Provide 1 annual training to those staff who supervise peers as well as at least 1 individual consult for supervisors supervising peers.	<ul style="list-style-type: none"> <li>• Measured by staff providing at least one annual training, and one individual consult for supervisors of peers.</li> <li>• Data Sources: Attendance records.</li> </ul>

**6. Who are the partners involved in program implementation?**

MCBHB is a key partner in implementation. Persons served can be employed by MCBHB or any non-profit or for-profit agency contracted to the public mental health system.

**7. What is the eligibility criteria for admission to the program?**

- Adults, 18 and over who are mental health consumers or family members and are currently employed by or interested in becoming employed by the either the public mental health system or a non-profit or profit agency contracted to the public mental health system.
- Referral: Self-referral.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- Individuals are admitted to the program on a self-referral basis.
- Clients can self-discharge from the program. Clients also discharge when they are no longer working in mental health field or don't require services.

8. **What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

Interim serves economically disadvantaged individuals who are interested in working in the public mental health system or are currently working in the public mental health system and who have lived experience or who are family members of those with a serious mental illness.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

All services are provided to consumers and family members. These services are not clinical in nature. A curriculum of groups and trainings are offered that promote cultural competency, wellness and recovery principles, healthy boundaries and communication skills. Services are also provided to supervisors who supervise consumers and family members to help them integrate consumers and family members effectively into the workplace.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 45 individuals.

**PROGRAM THIRTEEN:**

1. **Program Name:** OMNI Resource Center
2. **Program Description:**

Address of Delivery Sites:	339 Pajaro St., Salinas, CA 93901 & other locations for groups. Some services provided via telephone & video conferencing on an as needed basis.
Program Schedule:	Monday through Friday, 10am – 4pm, some evenings
Target # of Consumers:	250 consumers, and outreach/education to 250 community members through presentations/webinars

OMNI's mission is to increase mental health wellness by providing person-centered, trauma informed, recovery-based services designed for life enrichment, and personal development. The Center is a peer and family member operated facility. The Center serves to assist members in pursuing personal and social growth through peer counseling/support, community resources, recovery educational, social skill development, social rehabilitation workshops, a peer-run warm line, and supported education services (including: assistance with class enrollment, coordination of services with the educational institution, and ongoing support while consumers are pursuing their educational endeavors) for adults with serious mental illness who would otherwise remain withdrawn and isolated. Additionally, via the Success Over Stigma initiative, consumer involvement in planning and executing mental health services and anti-stigma messaging in the community. Through this initiative, consumers learn how to better advocate for themselves by providing reciprocal peer support and advocacy in their community. Services provided at the Pajaro Wellness Center are gauged for multiple age adult groups of various cultural backgrounds with a focus on recovery, interdependence, wellness and empowerment.

### 3. **Program Purpose**

The community benefits include the provision of services for those who are seeking mental health wellness, and recovery. The Center works to help individuals find a meaningful role in their community, to gain self-empowerment, to advance their educational goals, learn advocacy and leadership skills, and to educate the public on mental health and recovery (via Success Over Stigma activities). The Center also provides warm line services, peer counseling/support, linkage to resources, supported education services, mental health wellness and recovery groups, and social rehabilitation as well as peer connection activities.

### 4. **Desired Results**

The public health benefits include an inclusive environment where mutual support and resources are available to clients on their pathway to mental health wellness and recovery. Peers come together to socialize, interact with one another, attend support groups and join in planned activities. Additionally, the Center offers skills and tools to those who choose to become leaders among their peers and take an active role in the wellness and recovery movement at the Center and the community. Through mutual support, self-empowerment and effective programming, the Center's

goal is that each individual will be able to connect, meet their challenges, and find balance in their life and a meaningful role in their community.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Motivational Interviewing and Consumer-Operated Services (SAMHSA).

<b>Goal</b>	<b>Measurement &amp; Data Source</b>
1. Provide services to 250 unduplicated consumers that will expand knowledge of wellness & recovery.	<ul style="list-style-type: none"> <li>• Outcomes measured by the number of consumers participating in events/services.</li> <li>• Data source: Daily sign in sheets and tracking meeting attendance (including tracking virtual meetings/groups/events).</li> </ul>
2. 85% of consumers participating in individual / group peer counseling will report maintained or improved mental health recovery.	<ul style="list-style-type: none"> <li>• Measured by pre-and post-self-survey results using the Recovery Assessment Scale (RAS) standardized survey tool.</li> </ul>
3. 85% of consumers surveyed will report satisfaction with the quality of services provided.	<ul style="list-style-type: none"> <li>• Measured by client self-report via annual "Consumer Satisfaction" survey instrument.</li> </ul>
4. Assist 20 consumers with pre-enrollment, enrollment, and obtaining educational supportive services.	<ul style="list-style-type: none"> <li>• Measured by the number of consumers enrolled each semester during the FY.</li> <li>• Data Source: Data tracking spreadsheet, recording the number of consumers enrolled in school each semester and the institution they are attending.</li> </ul>
5. Reduce mental health stigma in the community by providing 15 educational opportunities in the community (including webinars).	<ul style="list-style-type: none"> <li>• Measured by survey results from presentation attendees and tracking spreadsheet of meetings.</li> <li>• Data sources: Roster of consumers being recruited and receiving training; record of presentations being conducted including locations.</li> </ul>

**6. Who are the partners involved in program implementation?**

The primary partner involved is MCBHB. OMNI also collaborates with other community agencies such as the Homeless Coalition member agencies.

**7. What is the eligibility criteria for admission to the program? When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- The Center is open to all mental health consumers. Referrals from MCBHB or Interim will be given priority. Acceptance into the social rehabilitation activities shall be based on the

consideration of the applicant's desire and intended benefit from the activity. An expectation is addressed with each individual admitted regarding requirements of their commitment to the programming. OMNI Center Administrator can authorize services based on MCBHB and Interim referrals, identifying client need for services, or client's self-identification of need for services.

- OMNI provides outreach to local residential care homes.
- Some SOS activities include peer outreach to the in-patient psychiatric units. Individuals and groups are also served through peer presentations in the community to educate the public and provide stigma reduction. Presentations may be done in person, or through webinars, video presentations, phone conferences, zoom meetings.
- The population to be served are adults over 18, who are self-identified as having mental health challenges.
- Clients can self-discharge from the program. Discharge also occurs when clients have met their goals. Lastly, clients are discharged when they stop being in contact with the program.
- Length of service is as long as clients need services. For clients enrolled in Medi-Cal services, length of services depends on whether the client meets medical necessity criteria for these services.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

The Center serves all individuals who are seeking peer support including low barrier entry – participants do not need a referral to participate in some OMNI activities. OMNI will provide services in board and care facilities and/or provide transportation for participants from board/care facilities, if transportation is available.

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in peer support, active listening, communication skills, and trauma informed care, and harm reduction. All services are voluntary. Input from consumers is provided through the consumer run Recovery Task Force. Interim also hires peers and family members in every area of agency operations. Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages. Services are integrated and coordinated with MCBHB.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is 250 individuals.

**PROGRAM FOURTEEN:**

1. **Program Name:** Wellness Navigation consisting of the following two sub-programs:

14a. Peer Partners for Health (PPH); and,

14b. Transportation Coaching Project (TCP)

14c. Peer Partners for Health Transition Age Youth (TAY)

2. **Program Description:**

Address of Delivery Site: 41 E. San Luis St. Salinas, CA 93901

Limitation of Service: Clients referred by MCBHB ASOC

Target # of Consumers: 70 in PPH, 80 in Transportation Coaching, & 50 in TAY

Wellness Navigation - Peer Partners for Health (PPH) & PPH TAY are consumer driven services offering peer support with mental health recovery, social inclusion, and integration into community resources. Persons served are referred by designated MCBHB case coordination teams. Referrals are guided by persons served identifying a need for recovery skills building and peer support. Based on feedback obtained through Interim’s peer run Recovery Task Force, Wellness Navigators serve to create a welcoming and recovery-oriented environment where individuals accessing services at the MCBHB outpatient clinics can feel welcome and supported by someone who may have a similar experience. Wellness Navigators will provide outreach peer support services and community resources information to peers while in the ASOC MCBHB clinics located in Salinas, Marina and South County as well as in the TAY clinic in Salinas. This program is also the primary partner with MCBHB to implement the “Transportation Coaching by Wellness Navigators” MHSA Innovation (INN) Project. This INN project has been granted an extension by the State Mental Health Services Oversight & Accountability Commission through June 30, 2022 only.

Peer Partners for Health:

Examples of services provided by PPH Wellness Navigators:

- Creating and helping to utilize a Wellness Recovery Action Plan (WRAP).
- Teaching and helping practice communication skills for communicating with healthcare providers and others.
- Transportation to healthcare appointments can be provided for clients who need coaching when communicating with providers and who do not have access or cannot utilize transportation.
- Connecting peers with Supported Education and Employment Services (SEES).
- Connecting peers with peer run OMNI Resource Center.

- Teaching and helping practice medication management skills, e.g. self-organization of medications and ordering refills.
- Assisting with familiarization and integration into the public mental health services system by sharing peer stories and other information.
- Providing connection, referrals, and integration into community-based resources.
- Teaching and helping practice how to utilize public transportation.
- Teaching and helping practice time management and organizational skills.
- Teaching and helping practice financial/budget management skills.
- Teaching and helping practice social skills and developing support system.
- Integration into social settings in the community.
- Peer counseling and/or coaching in specific peer support areas.

#### Transportation Coaching:

The following activities to support implementation of the “Transportation Coaching by Wellness Navigators” Project (“Project”) will be provided in collaboration with MCBHB:

- Identify or develop appropriate Transportation Coaching Lesson Plans and/or activities for Wellness Navigators to provide to Project participants, in response to the specific needs as expressed in their Transportation Needs Assessment (TNA).
- Develop Transportation Resource Guide for Consumers and Family Members.
- Administer TNAs for new and existing clients in Adult System of Care programs.
- All project participants must complete the TNA prior to receiving Transportation Coaching services. Thereafter, Wellness Navigators will re-administer the TNA to each participant at three (3) month intervals and upon completion of the Project, or when participants voluntary discharge from the Project.
- For evaluation purposes, each participant is required to complete a TNA a minimum of two (2) times, i.e. at the beginning and at the end of their participation in the Project.
- Collect and maintain records consisting of TNAs and documentation pertaining to the hiring of Wellness Navigators and the development of Transportation Coaching lessons and activities, inclusive of any staffing and programmatic changes that occur during the implementation of the Project. At the close of the Project, provide these documents to the County MHS Innovation Coordinator.

#### Peer Partners for Health TAY

- Wellness Navigators provide peer support for MCBHB Avanza Transition Age Youth (TAY) consumers with serious mental illness/First Episode Psychosis who are in need of behavioral health services and supports; this expansion utilizes the Coordinated Specialty Care (“CSC”) model.
- Provide attuned and culturally relevant engagement.

### 3. **Program Purpose**

Research has shown that mental health peer programs significantly improve persons served wellbeing, recovery, and access to health care. Clients have support in accessing services and building recovery skills and feel as part of a community with the help of peer Wellness Navigators.

Wellness Navigators work one-on-one with persons served, promoting mental health recovery and evidence-based practices; providing awareness of the signs and symptoms of mental health challenges; and assisting consumers in recovery strategies. Wellness Navigators also connect persons served to community resources to promote self-sufficiency and mental health recovery. Wellness Navigators will also administer Transportation Needs Assessments to new and existing clients of Adult System of Care programs. Within the TAY system, Wellness Navigators serve as a crucial bridge between the youth, their families, and the mental health system.

**4. Desired Results**

The public health benefits include improved access to medical and mental health care by persons served. This peer support initiative plays an important role in the County’s efforts to promote peer informed services, mental health recovery, peer advocacy, and peer leadership. This strategy will increase resilience, wellness and self-management of health and behavioral health. Through this support, persons served will be more equipped to utilize supports, and resources in their recovery and in the community.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Wellness Navigators will collect data on clients served. Evidenced Based Practices: Consumer-Operated Services (SAMHSA) and Motivational Interviewing. Evidence Based Practices for TAY: System of Care (“SOC”) values and principles, Cognitive Behavioral Therapy for Psychosis (“CBTp”) and the PIER Multi-Family Group Model (“MFG”).

14a. Peer Partners for Health Goals:

Goal	Measurement & Data Source
1. 75% of consumers who have had at least 8 contacts with a Wellness Navigator will report maintained or improved recovery.	<ul style="list-style-type: none"> <li>Measured by survey results from the Recovery Assessment Scale (RAS).</li> </ul>
2. 80% of consumers surveyed will report satisfaction with the quality of services.	<ul style="list-style-type: none"> <li>Measured by client self-report via "Consumer Satisfaction" survey instrument at exit.</li> </ul>
3. 50% of consumers will be referred to and obtain services from community resource providers as a result of WN linkage.	<ul style="list-style-type: none"> <li>Tracking of resources provided, such as development of a WRAP, linkage to SEES, OMNI, NA/AA, etc.</li> </ul>



## 14b. Transportation Coaching Goals:

Goal	Measurement & Data Source
1. 100% of Transportation Coaching Project participants will receive a minimum of two (2) Transportation Needs Assessments to assess the impact of Transportation Coaching activities over time.	<ul style="list-style-type: none"> <li>Data collected in each Transportation Needs Assessment.</li> </ul>

## 14c. PPH TAY Goals:

Goal	Measurement & Data Source
1. Refer 60% of TAY screened to community resources and appropriate behavioral health services.	<ul style="list-style-type: none"> <li>Measure # of homeless consumers screened/engaged by documented reporting instrument.</li> </ul>
2. 60% of consumers served will reduce re-hospitalization	<ul style="list-style-type: none"> <li>Measured by # of consumers hospitalized during services.</li> </ul>
3. 50 consumers will be referred to and obtain services from community resource providers as a result of WN linkage.	<ul style="list-style-type: none"> <li>Tracking of resources provided, such as linkages to SEES, OMNI, NA/AA, ACCESS, etc.</li> </ul>

6. **Who are the partners involved in program implementation?**

MCBHB.

7. **What is the eligibility criteria for admission to the program? When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved? What is the discharge level of care? What is the anticipated length of service?**

- The population to be served are adults with mental health challenges referred by MCBHB.
- All clients are referred by MCBHB case coordinators and welcomed into clinics.

**Duration of services**

Wellness Navigation services can be provided to the consumer for a time period of up to three months. Duration of Services can be approved for extension by MCBHB Deputy Director and Interim Deputy Director or designees.

## **Criteria**

Wellness Navigation serves adults with serious mental illnesses (SMI) or serious functional impairments who are referred by MCBHB and who are in need of peer support services. (Services can include adults with SMI who are utilizing other Interim programs.)

## **Exclusions**

Consumers who are actively suicidal or who exhibit aggressive/threatening behaviors.

## **Admission**

Upon referral, the Interim staff will assess ability to participate in a peer support program. Once a referral is received from MCBHB, Interim staff will access and review clients' psychosocial and treatment plans from Avatar EMR, referral information from MCBHB, and information obtained by meeting with the consumer along with a Wellness Navigator. Admission eligibility is determined by Interim Program Director or designee.

### **8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

MCBHB ASOC refers all clients. Interim serves economically disadvantaged populations who meet the standards for low-income status or are Short-Doyle/Medi-Cal eligible. Wellness Navigators serve to create a welcoming environment where individuals accessing services for the first time at the MCBHB outpatient clinics can feel welcome and supported by someone who may have a similar experience.

### **9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Interim solely recruits, trains, and provides the Wellness Navigators. Wellness Navigators are trained in outreach, wellness and recovery, strength and resiliency, communications, and accessing community services. Wellness Navigators receive training in cultural competency.

### **10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity and annual number to be served is dependent on the number of clients referred by MCBHB. Interim anticipates serving approximately 70 consumers with the core Wellness Navigation services of the Peer Partners for Health Program. The total annual number to be served by the Transportation Coaching Project is estimated to be 80. The TAY Wellness Navigator will serve 50 individuals.

## **PROGRAM FIFTEEN:**

### **1. Program Name: Assertive Community Treatment (ACT) Welcoming & Engagement Team**

2. **Program Description:**

Address of Delivery Site: 339 Pajaro St. Salinas

Program Schedule: 5-days/week and 24/7 on call.

Limitation of Service: Full Service Partnership (FSP) program.

Target # of Consumers: 50

The Assertive Community Treatment (ACT) program is a Full-Service Partnership (FSP). Interim's multidisciplinary ACT team serves 50 adults, annually, with serious mental illnesses and/or serious functioning impairments who meet ACT/FSP level of care. The ACT team brings community based mental health services, and medication support services to consumers who are underserved and unable to access or effectively utilize clinic-based treatment to meet their mental health needs. (MCBH provides psychiatric services in the event that Interim cannot provide due to staff vacancies.) *Priority admission:* Latino/a consumers who are housed or homeless and residing in Salinas Valley and South Monterey County. Services are provided in community settings as needed.

3. **Program Purpose**

ACT assists consumers with their mental health recovery process and with developing the skills necessary to the lead independent or interdependent, healthy and meaningful lives in the community. This program increases natural support systems by engaging, offering support, and mental health information to consumers' family members. The program focuses on the Latino population who are frequent users of acute care services, and, yet, who are failing to engage in ongoing services in the Adult System of Care.

4. **Desired Results**

ACT aims to assist consumers in attaining community stability and reaching their recovery and rehabilitation goals, including helping consumers to find and keep employment. The program also strives to reduce mental health and substance use symptoms in order to reduce utilization of involuntary care and emergency rooms for mental health and non-acute physical health problems.

5. **What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

## Evidenced Based Practices: Assertive Community Treatment

Goal	Measurement & Data Source
1. 75% of consumers served during the FY will eliminate usage of in-patient hospitalization while in the program.	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a mental health unit as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>
2. 75% of consumers served during the FY will not experience incarceration, while in the program.	<ul style="list-style-type: none"> <li>• Measured by clients' reduction in a jail setting as per client self-report and staff report as documented via a <u>KET</u> and EMR.</li> <li>• Data source: EMR/Avatar</li> </ul>

**6. Who are the partners involved in program implementation?**

MCBHB is a key partner in implementation and referrals.

**7. What is the eligibility criteria for admission to the program?**

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status.
- Referral through Monterey County Behavioral Health Bureau, Adult System of Care/Salinas and South Monterey County teams (MCBHB ASOC), MCBHB ACCESS, Interim Inc., MCBHB Natividad Mental Health Unit and Emergency Room, and Interim MCHOME Outreach.
- Adults residing in Salinas and South Monterey County with serious mental illness and serious functioning impairments, new to services, not engaged with services, and/or difficulty connecting to system's services due to psychosocial and other barriers.
- Admission eligibility determined by Interim Program Director or designee.

**When a client is referred, and staff at Interim conclude client is not appropriate for the program, how will this be resolved?**

When there is a denial of admission, the Program Staff will pursue the following steps as outlined below.

1. If the consumer referral is not accepted, the Interim Program Manager will provide a concise report that documents the rationale and criteria used to justify the denial of admission into the program. This documentation will be sent to the Case Coordinator, Supervisor, and Manager.
2. If there continues to be a difference of opinion on why the consumer was not eligible for admission/acceptance into the program, the Manager of the Interim Program and the Manager of the ASOC Program will meet in person or via telephone to discuss the issues and see if they can come to an agreement on either reconsidering acceptance or agreeing on the rationale for denial.

3. If there continues to be a difference of opinion on the rationale for denying the consumer acceptance into the Program, the Deputy Director of Interim and the Deputy Director of ASOC will meet in person or via telephone to review the referral and the rationale for denying the consumer admission into the Interim Program.

Interim will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential, MCHOME, and ACT Welcoming and Engagement Team.

**What is the discharge level of care? What is the anticipated length of service?**

- Interim shall determine the appropriateness of client discharge or transfer to less intensive services on a case-by-case basis. Criteria for discharge or transferred to less intensive services include any of the following:
  - Client ability to function without assistance at work in social settings and at home.
  - No inpatient hospitalization for one year.
  - Client is receiving one contact per month from the ACT team and is rated by the ACT team as functioning independently or interdependently.
  - Client declines services and requests discharge, despite persistent, well documented efforts by the ACT team to provide outreach and to engage the client in a supportive relationship.
  - Client moves out of Monterey County region for more than 30 days.
  - When a public and or private Guardian withdraws permission to provide services.
  - Client incarceration exceeding 90 days.
- Length of service is based on the needs of the client and is a maximum of two years.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

Interim, Inc. serves economically disadvantaged populations who meet the standards for no/low-income status or are Short-Doyle/Medi-Cal eligible. MCBHB approves all our clients. This program targets services to an underserved segment of the population (Latino/ South County.)

**9. How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing and Harm Reduction to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individual residents. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary.

Input from consumers is provided through the consumer run Recovery Task Force. Interim offers support team meetings that include family and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB.

**10. Program Capacity and Total Annual Number to Be Served in the Program.**

Program capacity is to serve a maximum of 50 individuals at any one time throughout the year.

**PROGRAM SIXTEEN:**

**1. Program Name: CHOICES - Day Treatment Intensive Program**

**2. Program Description:**

Type of Program: **Day Treatment Intensive (DTI)** is a structured, multi-disciplinary program of therapy that is an alternative to hospitalization, avoiding clients’ placement in a more restrictive setting and maintaining clients in a community setting. The program provides services to adults with serious mental illnesses. Services are site-based group and individual therapeutic services, but not all services are delivered at the site.

Address of Delivery Site: 339 Pajaro St., Salinas, CA 93901

Program Schedule: Monday through Friday, providing clients with more than four hours per day of therapeutic groups/activities, not including lunch or other breaks, or collateral staff activities that occur outside of the program hours.

Limitation of Service Clients with serious mental illnesses and/or serious functioning impairments, referred by MCBHB ASOC, Access, TAY, PREP/Felton Institute, and Interim who are able to safely participate with peers and staff in an outpatient, milieu setting. Admission preference is given to clients discharging from the hospital and Manzanita House (Crisis Residential program). Intake will be prearranged by appointments during program hours.

Continued Stay Criteria:	Extension beyond three months requires authorization by the Monterey County Behavioral Health Director or Interim Deputy Director or designees.
Target # of Consumers:	Up to 16 enrolled

The CHOICES - Day Treatment Intensive Program is a community-based, person centered, and trauma informed full day treatment intensive program for up to 18 clients who are diagnosed with serious mental illnesses and referred by the Monterey County Behavioral Health Department Bureau (MCBHB) Adult and TAY Systems of Care in accordance with State/Medi-Cal guidelines. Choices - Day Treatment Intensive staff provide mental health evaluation, treatment plan development, treatment, case management, and discharge planning. Services are site-based group and individual therapeutic services and available for at least four hours per day, but not all services are delivered at the site. The program includes psychiatry services five days per week, symptom management, medication education and medication self-management support as prescribed by an Interim psychiatrist/psychiatric nurse practitioner. Transportation for clients to and from services is provided, as needed. A daily meal break and lunch are also provided.

The program is structured as a therapeutic milieu and includes daily community meetings, process groups, skill building groups, individual therapy, along with adjunctive therapies for physical and social health, case management, and community resource outings. Program staff have at least monthly contact with a family member, caregiver, or other significant support person identified by the client, such as MCBHB or Interim Case Coordinator. Clients are offered referrals to the Bienestar program (integrated health services) for physical health needs. Mutually agreed-upon written treatment plans are created that are authorized by the MCBHB or Interim case coordination staff.

Medication Support Services are provided by an Interim psychiatrist, registered nurse, licensed vocational nurse, nurse practitioner, Physician Assistant or psychiatric technician. MCBHB will provide psychiatric services in the event that Interim cannot provide due to staff vacancies. This service allows consumers to take an active role in making choices about their mental health care and helps them make specific, deliberate, and informed decisions about their treatment options and mental health care.

### 3. **Program Purpose**

The CHOICES - Day Treatment Intensive program is a structured, multi-disciplinary program of therapy that is an alternative to hospitalization or step down from psychiatric hospitalization, avoiding clients' placement in a more restrictive setting, and maintaining clients in a community setting.

**4. Desired Results**

- Provide treatment to establish mental health stabilization and psychosocial skills building for consumers with serious mental illnesses.
- Improve emotional regulation, daily functioning, and social skills for clients with serious mental illnesses and personality disorder traits.
- Develop meaningful activities to assist with living independently or interdependently in community settings rather than hospitals, jails, or residential crisis treatment.

**5. What evidence-based practice(s) will be used? How will fidelity be monitored? What are the measurable goals for the program (how will the program assess successful outcomes?)**

Evidenced Based Practice: Curricula is based on Cognitive-Behavioral Therapy and Skills training, Dialectical Behavior Therapy Skills training and adjunct therapies, Motivational Interviewing and Seeking Safety, and Trauma-Informed approaches.

Goal	Measurement & Data Source
1. 70% of consumers will report crisis management & stabilization.	<ul style="list-style-type: none"> <li>• Measured at exit via the survey questions: I am learning how to use community support services. I am learning how to manage my symptoms. I am learning about the benefits and side effects of my medications. I am learning how to deal effectively with problems and crises. I feel this program is helping maintain my recovery.</li> </ul>
2. 90% of consumers served during the FY will eliminate all psychiatric hospitalization, while in the program.	<ul style="list-style-type: none"> <li>• Measured by psychiatric hospitalization data records in EMR/Avatar.</li> </ul>
3. 75% of consumers surveyed will report satisfaction with the quality of services provided.	<ul style="list-style-type: none"> <li>• Measured by client self-report via "Consumer Satisfaction" survey instrument at exit.</li> </ul>

**6. Who are the partners involved in program implementation?**

MCBHB is the primary partner and all clients will have a MCBHB or Interim case coordinator.

**7. What is the eligibility criteria for admission to the program?**

- Financial Eligibility: Short-Doyle/Medi-Cal eligible or meet the standards for low-income status.
- Referral through Interim case coordinators or MCBHB and PREP/Felton service coordinators with admission approval by Interim Program Director.



- Clients with serious mental illnesses and/or serious functioning impairments, referred by ASOC, Access, TAY, PREP/Felton Institute, and Interim Inc. who are able to safely participate with peers and staff in an outpatient, milieu setting. Upon discharge from MCBHB services or Interim, rehabilitative mental health and case management services will be terminated.
- Program staff will assess clients for appropriateness to the level of care, for compatibility with other clients. DSM 5 and ICD-10 diagnostic categories for serious mental illness: schizophrenia, bipolar disorders, schizoaffective disorders, serious mental illness that substantially interferes with the person's ability to carry out primary aspects of daily living in the community.
- Admission eligibility determined by Interim Program Director or designee.

**When a client is referred, but staff at Interim conclude client is not appropriate for the program, how will this be resolved?**

When there is a denial of admission, the Program Staff will pursue the following steps as outlined below.

1. If the consumer referral is not accepted, the Interim Program Manager will provide a concise report that documents the rationale and criteria used to justify the denial of admission into the program. This documentation will be sent to the Case Coordinator, Supervisor, and Manager.
2. If there continues to be a difference of opinion on why the consumer was not eligible for admission/acceptance into the program, the Manager of the Interim Program and the Manager of the ASOC Program will meet in person or via telephone to discuss the issues and see if they can come to an agreement on either reconsidering acceptance or agreeing on the rationale for denial.
3. If there continues to be a difference of opinion on the rationale for denying the consumer acceptance into the Program, the Deputy Director of Interim and the Deputy Director of ASOC will meet in person or via telephone to review the referral and the rationale for denying the consumer admission into the Interim Program.

Interim will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential and The Academy, MCHOME, CHOICES, and ACT Welcoming and Engagement Team.

**8. What are the health equity goals (how the program will address health disparities and access to services, especially by underserved/unserved populations)?**

Interim serves economically disadvantaged populations who meet the standards for low-income status or are Short-Doyle/Medi-Cal eligible. MCBHB approves all our clients.

9. **How does the program demonstrate the following principles: Family and Consumer Driven; Accessible and Timely Services; Wellness and Recovery; Culturally and Linguistically Competent; Strength and Resiliency; Integrated and Coordinated Services.**

Staff is trained in Motivational Interviewing to ensure services align with the consumer's readiness for change. They are trained in and use a strengths-based and recovery focused model and deliver services that are based on individualized goals, set jointly between staff and individuals seeking services. Psychosocial educational and skill development groups are based on observed needs as well as ongoing feedback from participants. All services are voluntary.

Input from residents is provided through the consumer run Recovery Task Force and daily community meetings. Interim offers support team meetings that include family members and other support team members as designated by consumers. Interim also hires peers and family members in every area of agency operations.

Staff receive training on Cultural and Linguistic Competency and Trauma Informed services. Bilingual Spanish services are provided as needed. Interpreters are available in other languages.

Services are integrated and coordinated with MCBHB and other providers in the area.

10. **Program Capacity and Total Annual Number to Be Served in the Program.**

Maximum program capacity is 16, and approximate annual number to be served is 80.

**B. COMMUNICATION AND COORDINATION BETWEEN CONTRACTOR AND COUNTY**

CONTRACTOR, in collaboration with COUNTY, will identify service components such as Case Coordination, and by mutual agreement, protocols will be developed and/or modified to assure quality of care and timely access to services.

**C. REPORTING REQUIREMENTS**

CONTRACTOR will meet regularly with the designated MCBHB Contract Monitor to monitor progress on consumer and program outcomes. MCBHB shall provide to CONTRACTOR the reporting requirements and instructions as required by the State Mental Health Services Oversight and Accountability Commission, the Department of Health Care Services and COUNTY.

For all programs, CONTRACTOR shall collect and report on a quarterly basis client demographic data, i.e. age, gender, race/ethnicity, preferred language and region of residence. CONTRACTOR shall collect and report each program's outcomes data at the mid-point and at the end of each fiscal year.

CONTRACTOR will provide on a quarterly basis to the Deputy Director of ASOC one inclusive spreadsheet reflecting the denials per month for the following programs: Manzanita, Bridge Residential, MCHOME, and ACT Welcoming and Engagement Team.

For programs funded with Mental Health Services Act (MHSA) Community Services & Supports funds and designated as “Full Service Partnership (FSP)” programs, CONTRACTOR shall collect and report the data on each client enrolled in FSP Services.

For programs funded with MHSA Innovation (INN) funds, MCBH shall provide to CONTRACTOR the reporting requirements and instructions as required by the State Mental Health Services Oversight and Accountability Commission, DHCS and County. CONTRACTOR shall report to MCBH’s designated Contract Monitor and Innovations Coordinator on a quarterly and annual basis demographic data for each service provided, as well as the program goals and outcomes included in each Program Description. As part of the COUNTY’s ongoing INN Programs Evaluation process, these required program data and outcome reporting requirements may be revised to assure compliance with INN regulations. COUNTY will inform CONTRACTOR of all revisions to reporting requirements in writing.

**DESIGNATED CONTRACT MONITOR:**

Michael Lisman, L.C.S.W.  
Deputy Director, Adult Services  
Behavioral Health Administration  
1270 Natividad Road  
Salinas, CA 93906  
831-755-4708  
[LismanM@co.monterey.ca.us](mailto:LismanM@co.monterey.ca.us)

[or his designee](#)

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**EXHIBIT B-1**  
**PAYMENT AND BILLING PROVISIONS**

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**I. PAYMENT TYPES**

Provisional Rates and Cash Flow Advances (CFA).

**II. PAYMENT AUTHORIZATION FOR SERVICES**

The COUNTY'S commitment to authorize reimbursement to the CONTRACTOR for services as set forth in this Exhibit B-1 is contingent upon COUNTY authorized admission and service, and CONTRACTOR'S commitment to provide care and services in accordance with the terms of this Agreement.

**III. PAYMENT RATES**

**A. PROVISIONAL RATE: COUNTY MAXIMUM REIMBURSEMENT (CMA)**

Case Management and Mental Health Services shall be paid at the COUNTY Maximum Reimbursement (CMA) rates, which are provisional and subject to all the cost report conditions as set forth in this Exhibit B-1.

See the following pages for Provisional Rates, Cash Flow Advances and Funding Sources Tables.

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The following program services will be paid in arrears, not to exceed the CMA rates for a total maximum of **\$26,173,953** for **FY 2021-22 through FY 2022-23** as follows:

Program # in Exhibit A	Service Description	Mode of Service	Service Function Codes	FY 2021-22 Units Of Service (est)	CMA Rate per Unit of Service (07/01/21 - 12/31/21)	CMA Rate per Unit of Service (01/01/22 - 06/30/22)	Estimated Total FY 2021-22	
1	Manzanitas - Adult Crisis Residential	5	40-49	6,471	\$ 468.72	\$ 515.89	\$ 3,338,278	
2	Bridge House - Adult Residential	5	65-79	4,701	\$ 306.44	\$ 306.44	\$ 1,440,529	
16	CHOICES - Intensive Day Treatment	10	85-89	1,256	\$ 284.83	\$ 284.83	\$ 357,877	
<b>Estimated Total FY 2021-22 for Programs # 1, 2 &amp; 16</b>							<b>\$ 5,136,684</b>	
3	Community Housing - CM & MHS	15	01-09	274,229	CM	\$ 4.15	\$ 4.57	\$ 1,253,228
			10-19 & 30-59		MHS			
5	Shelter Cove - CM & MHS		01-09	135,157	CM	\$ 4.15	\$ 4.57	\$ 617,669
			10-19 & 30-59		MHS			
10	Keep It Real - CM & MHS	15	01-09	129,004	CM	\$ 4.15	\$ 4.57	\$ 589,546
			10-19 & 30-59		MHS			
13	OMNI Resource Center: Wellness Recovery for Adults - CM & MHS	15	01-09	31,672	CM	\$ 4.15	\$ 4.57	\$ 144,742
			10-19 & 30-59		MHS			
14	PPH: Wellness Navigation - CM & MHS	15	01-09	28,057	CM	\$ 4.15	\$ 4.57	\$ 128,222
			10-19 & 30-59		MHS			
<b>Estimated Total FY 2021-22 for GSD Services/Programs #3,5,10,13 &amp;14:</b>							<b>\$ 2,733,407</b>	
4	Sandy Shores - CM & MHS	15	01-09	94,614	CM	\$ 4.15	\$ 4.57	\$ 432,386
			10-19 & 30-59		MHS			
6	Rockrose Gardens - CM & MHS	15	01-09	63,621	CM	\$ 4.15	\$ 4.57	\$ 290,749
			10-19 & 30-59		MHS			
7	Lupine Gardens - CM & MHS	15	01-09	84,376	CM	\$ 4.15	\$ 4.57	\$ 385,598
			10-19 & 30-59		MHS			
8	Sunflower Gardens - CM & MHS	15	01-09	87,787	CM	\$ 4.15	\$ 4.57	\$ 401,187
			10-19 & 30-59		MHS			
9	MCHOME - CM & MHS	15	01-09	289,442	CM	\$ 4.15	\$ 4.57	\$ 1,322,748
			10-19 & 30-59		MHS			
15	ACT Team - CM & MHS	15	01-09	195,301	CM	\$ 4.15	\$ 4.57	\$ 892,524
			10-19 & 30-59		MHS			
<b>Estimated Total FY 2021-22 for FSP Services/Programs #4,6-9 &amp; 15:</b>							<b>\$ 3,725,192</b>	
1	Manzanitas - Medication Support	15	60	50,076	MS	\$ 8.40	\$ 8.40	\$ 420,638
8	Sunflower Gardens - Medication Support	15	60	15,588	MS	\$ 8.40	\$ 8.40	\$ 130,943
9	MCHOME - Medication Support	15	60	49,800	MS	\$ 8.40	\$ 8.40	\$ 418,323
15	ACT Team - Medication Support	15	60	55,059	MS	\$ 8.40	\$ 8.40	\$ 462,493
16	CHOICES - Medication Support	15	60	7,059	MS	\$ 8.40	\$ 8.40	\$ 59,292
<b>Estimated Total FY 2021-22 for Programs # 1,8,9,15 &amp; 16</b>							<b>\$ 1,491,689</b>	
<b>Maximum Total FY 2021-22</b>							<b>\$ 13,086,975</b>	

Mental Health Services Agreement  
Interim, Inc.  
Amendment No. 1 July 1, 2021 – June 30, 2023

Program # in Exhibit A	Service Description	Mode of Service	Service Function Codes	FY 2022-23 Units Of Service (est)	CMA Rate per Unit of Service	Estimated Total FY 2022-23	
1	Manzanitas - Adult Crisis Residential	5	40-49	7,122	\$ 468.72	\$ 3,338,278	
2	Bridge House - Adult Residential	5	65-79	4,701	\$ 306.44	\$ 1,440,529	
16	CHOICES - Intensive Day Treatment	10	85-89	1,465	\$ 284.83	\$ 417,168	
<b>Estimated Total FY 2022-23 for Programs # 1, 2 &amp; 16</b>						<b>\$ 5,195,975</b>	
3	Community Housing - CM & MHS	15	01-09	301,983	CM	\$ 4.15	\$ 1,253,228
			10-19 & 30-59		MHS		
5	Shelter Cove - CM & MHS	15	01-09	198,449	CM	\$ 4.15	\$ 823,562
			10-19 & 30-59		MHS		
10	Keep It Real - CM & MHS	15	01-09	142,059	CM	\$ 4.15	\$ 589,546
			10-19 & 30-59		MHS		
13	OMNI Resource Center: Wellness Recovery for Adults - CM & MHS	15	01-09	34,878	CM	\$ 4.15	\$ 144,742
			10-19 & 30-59		MHS		
14	PPH: Wellness Navigation - CM & MHS	15	01-09	30,897	CM	\$ 4.15	\$ 128,222
			10-19 & 30-59		MHS		
<b>Estimated Total FY 2022-23 for GSD Services/Programs #3, 5, 10, 13 &amp; 14</b>						<b>\$ 2,939,300</b>	
4	Sandy Shores - CM & MHS	15	01-09	104,189	CM	\$ 4.15	\$ 432,386
			10-19 & 30-59		MHS		
6	Rockrose Gardens - CM & MHS	15	01-09	70,060	CM	\$ 4.15	\$ 290,748
			10-19 & 30-59		MHS		
7	Lupine Gardens - CM & MHS	15	01-09	92,915	CM	\$ 4.15	\$ 385,598
			10-19 & 30-59		MHS		
8	Sunflower Gardens - CM & MHS	15	01-09	96,672	CM	\$ 4.15	\$ 401,188
			10-19 & 30-59		MHS		
9	MCHOME - CM & MHS	15	01-09	318,735	CM	\$ 4.15	\$ 1,322,749
			10-19 & 30-59		MHS		
15	ACT Team - CM & MHS	15	01-09	215,066	CM	\$ 4.15	\$ 892,524
			10-19 & 30-59		MHS		
<b>Estimated Total FY 2022-23 for FSP Services/Programs #4, 6-9 &amp; 15</b>						<b>\$ 3,725,194</b>	
1	Manzanitas - Medication Support	15	60	50,076	MS	\$ 8.40	\$ 420,638
8	Sunflower Gardens - Medication Support	15	60	9,677	MS	\$ 8.40	\$ 81,284
9	MCHOME - Medication Support	15	60	42,982	MS	\$ 8.40	\$ 361,051
15	ACT Team - Medication Support	15	60	43,278	MS	\$ 8.40	\$ 363,532
<b>Estimated Total FY 2022-23 for Programs # 1,8,9 &amp; 16</b>						<b>\$ 1,226,505</b>	
<b>Maximum Total FY 2022-23</b>						<b>\$ 13,086,975</b>	

## B. CASH FLOW ADVANCES

Board & Care and other housing supports, dual recovery, homeless outreach, and peer-led wellness and recovery programs that provide non-Medi-Cal billable services shall be paid as Cash Flow Advances for a total maximum of **\$6,773,916** for **FY 2021-22 through FY 2022-23** as follows:

Program # in Exhibit A	Cash Flow Advances	FY 2021-22 Amount
	Service Description	
1	Manzanitas Adult Crisis Residential: Board & Care	\$ 222,764
2	Bridge House Adult Residential: Board & Care	\$ 89,635
3	Community Housing: Housing Supports	\$ 280,419
4	Sandy Shores: Housing Supports	\$ 176,698
5	Shelter Cove: Housing Supports	\$ 315,847
9	McHome: Outreach & Engagement (MHSA/CSS)	\$ 563,477
9	McHome: Outreach & Engagement (PATH Grant)	\$ 96,474
9	McHome: Wellness Navigation (CRRSAA Augmentation)	\$ 69,000
9	McHome: Wellness Navigation (ARPA Augmentation)	\$ 43,356
10	Keep It Real/Dual Recovery Services	\$ 10,827
11	Outreach & Aftercare (SAMHSA Grant)	\$ 93,279
11	Outreach & Aftercare (MHSA/CSS)	\$ 43,159
12	Workforce Education & Training	\$ 141,356
13	OMNI Resource Center: Wellness Recovery Center	\$ 567,737
14	Peer Partners for Health (PPH): Wellness Navigators (MHSA/CSS)	\$ 70,519
14	PPH: Transportation Coaching (MHSA/INN)	\$ 376,122
14	PPH: Wellness Navigators for TAY (CRRSAA Augmentation)	\$ 69,000
15	ACT Welcoming and Engagement Team	\$ 223,783
16	CHOICES/Intensive Day Treatment	\$ 212,245
	<b>TOTAL FY 2021-22</b>	<b>\$ 3,665,697</b>

Program # in Exhibit A	Cash Flow Advances	FY 2022-23 Amount
	Service Description	
1	Manzanitas Adult Crisis Residential: Board & Care	\$ 222,764
2	Bridge House Adult Residential: Board & Care	\$ 89,635
3	Community Housing: Housing Supports	\$ 280,419
4	Sandy Shores: Housing Supports	\$ 176,698
5	Shelter Cove: Housing Supports	\$ 315,847
9	McHome: Outreach & Engagement (MHSA/CSS)	\$ 563,477
9	McHome: Outreach & Engagement (PATH Grant)	\$ 96,474
10	Keep It Real/Dual Recovery Services	\$ 10,827
11	Outreach & Aftercare (SAMHSA Grant)	\$ 93,279
11	Outreach & Aftercare (MHSA/CSS)	\$ 43,159
12	Workforce Education & Training	\$ 141,356
13	OMNI Resource Center: Wellness Recovery Center	\$ 567,737
14	Peer Partners for Health (PPH): Wellness Navigators (MHSA/CSS)	\$ 70,519
15	ACT Welcoming and Engagement Team	\$ 223,783
16	CHOICES/Intensive Day Treatment	\$ 212,245
	<b>TOTAL FY 2022-23</b>	<b>\$ 3,108,219</b>

#### IV. PAYMENT CONDITIONS

- A. If CONTRACTOR is seeking reimbursement for eligible services funded by the Short-Doyle/Medi-Cal, Mental Health Services Act (“MHSA”), SB 90, Federal or State Grants, and/or COUNTY funds provided pursuant to this Agreement, reimbursement for such services shall be based on actual cost of providing those services less any deductible revenues collected by the CONTRACTOR from other payer sources. In order to reduce COUNTY costs, the CONTRACTOR shall comply with all applicable provisions of the California Welfare and Institutions Code (WIC), the California Code of Regulations, the Code of Federal Regulations, and the federal Social Security Act related to reimbursements by non-County and non-State sources, including, but not limited to, collecting reimbursements for services from clients (which shall be the same as patient fees established pursuant to WIC section 5710) and from private or public third-party payers.

CONTRACTOR shall not claim reimbursement from COUNTY for (or apply sums received from COUNTY with respect to) that portion of its obligations which has been paid by another source of revenue. If CONTRACTOR is seeking reimbursement for mental health services provided pursuant to this Agreement, reimbursement for such services shall be based upon the actual allowable costs of providing those services less any deductible revenues, as stated above. Notwithstanding any other provision of this Agreement, in no event may CONTRACTOR request a rate that exceeds the COUNTY’S Maximum Allowances (CMA), which is based on the most recent State’s



Schedule of Maximum Allowances (SMA) as established by the State’s Department of Mental Health. The SMA Schedule shall be used until COUNTY establishes the COUNTY’S rate Schedule of Maximum Allowances. CONTRACTOR shall be responsible for costs that exceed applicable CMAs. In no case shall payments to CONTRACTOR exceed CMAs. In addition to the CMA limitation, in no event shall the maximum reimbursement that will be paid by COUNTY to CONTRACTOR under this Agreement for any Program Amount be more than the amount identified for each Program Amount for each Funded Program, as identified in this Exhibit B, Section III. Said amounts shall be referred to as the “Maximum Obligation of County,” as identified in this Exhibit B, Section V.

- B. To the extent a recipient of services under this Agreement is eligible for coverage under Short-Doyle/Medi-Cal or Medicaid or Medicare or any other Federal or State funded program (“an eligible beneficiary”), CONTRACTOR shall ensure that services provided to eligible beneficiaries are properly identified and claimed to the Funded Program responsible for such services to said eligible beneficiaries. For the Short-Doyle/Medi-Cal Funded Program, CONTRACTOR assumes fiscal responsibility for services provided to all individuals who do not have full-scope Medi-Cal or are not Medi-Cal eligible during the term of this Agreement.
- C. CONTRACTOR shall be responsible for delivering services to the extent that funding is provided by the COUNTY. To the extent that CONTRACTOR does not have funds allocated in the Agreement for a Funded Program that pays for services to a particular eligible beneficiary, CONTRACTOR shall, at the first opportunity, refer said eligible beneficiary to another CONTRACTOR or COUNTY facility within the same geographic area to the extent feasible, which has available funds allocated for that Funded Program.
- D. In order to receive any payment under this Agreement, CONTRACTOR shall submit reports and claims in such form as General Ledger, Payroll Report and other accounting documents as needed, and as may be required by the County of Monterey Department of Health, Behavioral Health Bureau. Specifically, CONTRACTOR shall submit its claims on Cost Reimbursement Invoice Form provided as Exhibit G, to this Agreement, along with backup documentation, on a monthly basis, to COUNTY so as to reach the Behavioral Health Bureau no later than the thirtieth (30<sup>th</sup>) day of the month following the month of service. See Section III, above, for payment amount information to be reimbursed each fiscal year period of this Agreement. The amount requested for reimbursement shall be in accordance with the approved budget and shall not exceed the actual net costs incurred for services provided under this Agreement.

CONTRACTOR shall submit via email a monthly claim using Exhibit G, Cost Reimbursement Invoice Form in Excel format with electronic signature along with supporting documentations, as may be required by the COUNTY for services rendered to:

[MCHDBHFinance@co.monterey.ca.us](mailto:MCHDBHFinance@co.monterey.ca.us)

- E. CONTRACTOR shall submit all claims for reimbursement under this Agreement within thirty (30) calendar days after the termination or end date of this Agreement. All claims not submitted after thirty (30) calendar days following the termination or end date of this Agreement shall not be subject to reimbursement by the COUNTY. Any claim(s) submitted for services that preceded thirty (30) calendar days prior to the termination or end date of this Agreement may be disallowed, except to the extent that such failure was through no fault of CONTRACTOR. Any “obligations incurred” included in claims for reimbursements and paid by the COUNTY which remain unpaid by the CONTRACTOR after thirty (30) calendar days following the termination or end date of this Agreement shall be disallowed, except to the extent that such failure was through no fault of CONTRACTOR under audit by the COUNTY.
- F. If CONTRACTOR fails to submit claim(s) for services provided under the terms of this Agreement as described above, the COUNTY may, at its sole discretion, deny payment for that month of service and disallow the claim.
- G. COUNTY shall review and certify CONTRACTOR’S claim either in the requested amount or in such other amount as COUNTY approves in conformity with this Agreement, and shall then submit such certified claim to the COUNTY Auditor. The County Auditor-Controller shall pay the amount certified within thirty (30) calendar days of receiving the certified invoice.
- H. To the extent that the COUNTY determines CONTRACTOR has improperly claimed services to a particular Program Amount, COUNTY may disallow payment of said services and require CONTRACTOR to resubmit said claim of services for payment from the correct Program Amount, or COUNTY may make corrective accounting transactions to transfer the payment of the services to the appropriate Program Amount.
- I. If COUNTY certifies payment at a lesser amount than the amount requested COUNTY shall immediately notify the CONTRACTOR in writing of such certification and shall specify the reason for it. If the CONTRACTOR desires to contest the certification, the CONTRACTOR must submit a written notice of protest to the COUNTY within twenty (20) calendar days after the CONTRACTOR’S receipt of the COUNTY notice. The parties shall thereafter promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such a dispute until the parties have met and attempted to resolve the dispute in person.

**V. MAXIMUM OBLIGATION OF COUNTY**

- A. Subject to the limitations set forth herein, COUNTY shall pay to CONTRACTOR during the term of this Agreement a maximum amount of \$32,947,869 for services rendered under this Agreement.

## B. Maximum Annual Liability:

Payment Rate	FY 2021-22	FY 2022-23	Total for Term of Agreement
Provisional	\$ 13,086,978	\$ 13,086,975	\$ 26,173,953
Cash Flow Advance	\$ 3,665,697	\$ 3,108,219	\$ 6,773,916
<b>Annual Total</b>	<b>\$ 16,752,675</b>	<b>\$ 16,195,194</b>	<b>\$ 32,947,869</b>
<b>TOTAL MAXIMUM COUNTY LIABILITY</b>			

- C. If, as of the date of signing this Agreement, CONTRACTOR has already received payment from COUNTY for services rendered under this Agreement, such amount shall be deemed to have been paid out under this Agreement and shall be counted towards COUNTY'S maximum liability under this Agreement.
- D. If for any reason this Agreement is canceled, COUNTY'S maximum liability shall be the total utilization to the date of cancellation not to exceed the maximum amount listed above.
- E. As an exception to Section D. above with respect to the Survival of Obligations after Termination, COUNTY, any payer, and CONTRACTOR shall continue to remain obligated under this Agreement with regard to payment for services required to be rendered after termination.

**VI. BILLING AND PAYMENT LIMITATIONS**

- A. Provisional Payments: COUNTY payments to CONTRACTOR for performance of eligible services hereunder are provisional until the completion of all settlement activities and audits, as such payments are subject to future Federal, State and/or COUNTY adjustments. COUNTY adjustments to provisional payments to CONTRACTOR may be based upon COUNTY'S claims processing information system data, State adjudication of Medi-Cal and Healthy Families claims files, contractual limitations of this Agreement, annual cost and MHSA reports, application of various Federal, State, and/or COUNTY reimbursement limitations, application of any Federal, State, and/or COUNTY policies, procedures and regulations, and/or Federal, State, or COUNTY audits, all of which take precedence over monthly claim reimbursements.
- B. 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 provided in Exhibit H. Only the costs listed in Exhibit H of this Agreement 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 applicable Federal, State and COUNTY regulations.

- C. Cost Control: CONTRACTOR shall not exceed by more than twenty (20%) percent any contract expense line item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget using Exhibit H, or on a format as required by the COUNTY, with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this Agreement. Therefore, an increase in one line item shall require corresponding decreases in other line items.
- D. Other Limitations for Certain Funded Programs: In addition to all other limitations provided in this Agreement, reimbursement for services rendered under certain Funded Programs may be further limited by rules, regulations and procedures applicable only to that Funded Program. CONTRACTOR shall be familiar with said rules, regulations and procedures and submit all claims in accordance therewith.
- E. Adjustment of Claims Based on Other Data and Information: The COUNTY shall have the right to adjust claims based upon data and information that may include, but are not limited to, COUNTY'S claims processing information system reports, remittance advices, State adjudication of Medi-Cal claims, and billing system data.

## **VII. LIMITATION OF PAYMENTS BASED ON FUNDING AND BUDGETARY RESTRICTIONS**

- A. This Agreement shall be subject to any restrictions, limitations, or conditions imposed by State which may in any way affect the provisions or funding of this Agreement, including, but not limited to, those contained in State's Budget Act.
- B. This Agreement shall also be subject to any additional restrictions, limitations, or conditions imposed by the Federal government which may in any way affect the provisions or funding of this Agreement.
- C. In the event that the COUNTY'S Board of Supervisors adopts, in any fiscal year, a COUNTY Budget which provides for reductions in COUNTY Agreements, the COUNTY reserves the right to unilaterally reduce its payment obligation under this Agreement to implement such Board reductions for that fiscal year and any subsequent fiscal year during the term of this Agreement, correspondingly. The COUNTY'S notice to the CONTRACTOR regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such action.
- D. Notwithstanding any other provision of this Agreement, COUNTY shall not be obligated for CONTRACTOR'S performance hereunder or by any provision of this Agreement during any of COUNTY'S current or future fiscal year(s) unless and until COUNTY'S Board of Supervisors appropriates funds for this Agreement in COUNTY'S Budget for each such fiscal year. In the event funds are not appropriated

for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated. COUNTY shall notify CONTRACTOR of any such non-appropriation of funds at the earliest possible date and the services to be provided by the CONTRACTOR under this Agreement shall also be reduced or terminated.

**VIII. BILLING PROCEDURES AND LIMITATIONS ON COUNTY'S FINANCIAL RESPONSIBILITY FOR PAYMENT OF SERVICES UNDER FEDERAL SOCIAL SECURITY ACT, TITLE XIX SHORT-DOYLE/MEDI-CAL SERVICES AND/OR TITLE XXI HEALTHY FAMILIES**

The Short-Doyle/Medi-Cal (SD/MC) claims processing system enables California county Mental Health Plans (MHPs) to obtain reimbursement of Federal funds for medically necessary specialty mental health services provided to Medi-Cal-eligible beneficiaries and to Healthy Families subscribers diagnosed as Seriously Emotionally Disturbed (SED). The Mental Health Medi-Cal program oversees the SD/MC claims processing system. Authority for the Mental Health Medi-Cal program is governed by Federal and California statutes.

A. If, under this Agreement, CONTRACTOR has Funded Programs that include Short-Doyle/Medi-Cal services and/or Healthy Families services, CONTRACTOR shall certify in writing annually, by August 1 of each year, that all necessary documentation shall exist at the time any claims for Short-Doyle/Medi-Cal services and/or Healthy Families services are submitted by CONTRACTOR to COUNTY.

CONTRACTOR shall be solely liable and responsible for all service data and information submitted by CONTRACTOR.

B. CONTRACTOR acknowledges and agrees that the COUNTY, in under taking the processing of claims and payment for services rendered under this Agreement for these Funded Programs, does so as the Mental Health Plan for the Federal, State and local governments.

C. CONTRACTOR shall submit to COUNTY all Short-Doyle/Medi-Cal, and/or Healthy Families claims or other State required claims data within the thirty (30) calendar day time frame(s) as prescribed by this Agreement to allow the COUNTY to meet the time frames prescribed by the Federal and State governments. COUNTY shall have no liability for CONTRACTOR'S failure to comply with the time frames established under this Agreement and/or Federal and State time frames, except to the extent that such failure was through no fault of CONTRACTOR.

D. COUNTY, as the Mental Health Plan, shall submit to the State in a timely manner claims for Short-Doyle/Medi-Cal services, and/or Healthy Families services only for those services/activities identified and entered into the COUNTY'S claims processing information system which are compliant with Federal and State requirements.

COUNTY shall make available to CONTRACTOR any subsequent State approvals or denials of such claims upon request by the CONTRACTOR.

- E. CONTRACTOR acknowledges and agrees that COUNTY'S final payment for services and activities claimed by CONTRACTOR Short-Doyle/Medi-Cal services and/or Healthy Families services is contingent upon reimbursement from the Federal and State governments and that COUNTY'S provisional payment for said services does not render COUNTY in any way responsible for payment of, or liable for, CONTRACTOR'S claims for payment for these services.
- F. CONTRACTOR'S ability to retain payment for such services and/or activities is entirely dependent upon CONTRACTOR'S compliance with all laws and regulations related to same.
- G. Notwithstanding any other provision of this Agreement, CONTRACTOR shall hold COUNTY harmless from and against any loss to CONTRACTOR resulting from the denial or disallowance of claim(s) for or any audit disallowances related to said services, including any State approved Title XIX Short-Doyle/Medi-Cal and/or Medi-Cal Administrative Activities, and/or Title XXI Healthy Families services/activities, by the Federal, State or COUNTY governments, or other applicable payer source, unless the denial or disallowance was due to the fault of the COUNTY.
- H. CONTRACTOR shall repay to COUNTY the amount paid by COUNTY to CONTRACTOR for Title XIX Short-Doyle/Medi-Cal and/or Medi-Cal Administrative Activities, and/or Title XXI Healthy Families services/ activities subsequently denied or disallowed by Federal, State and/or COUNTY government.
- I. Notwithstanding any other provision of this Agreement, CONTRACTOR agrees that the COUNTY may off set future payments to the CONTRACTOR and/or demand repayment from CONTRACTOR when amounts are owed to the COUNTY pursuant to Subparagraphs G. and H. above. Such demand for repayment and CONTRACTOR'S repayment shall be in accordance with Exhibit I, Section IV (Method of Payments for Amounts Due to County) of this Agreement.
- J. CONTRACTOR shall comply with all written instructions provided to CONTRACTOR by the COUNTY, State or other applicable payer source regarding claiming and documentation.
- K. Nothing in this Section VIII shall be construed to limit CONTRACTOR'S rights to appeal Federal and State settlement and/or audit findings in accordance with the applicable Federal and State regulations.

**IX. PATIENT/CLIENT ELIGIBILITY, UMDAP FEES, THIRD PARTY REVENUES, AND INTEREST**

- A. CONTRACTOR shall comply with all Federal, State and COUNTY requirements and procedures relating to:
1. The determination and collection of patient/client fees for services hereunder based on the Uniform Method of Determining Payment (UMDAP), in accordance with the State Department of Mental Health guidelines and WIC sections 5709 and 5710.
  2. The eligibility of patients/clients for Short-Doyle/Medi-Cal, Medicaid, Medicare, private insurance, or other third party revenue, and the collection, reporting and deduction of all patient/client and other revenue for patients/clients receiving services hereunder. CONTRACTOR shall pursue and report collection of all patient/client and other revenue.
- B. All fees paid by patients/clients receiving services under this Agreement and all fees paid on behalf of patients/clients receiving services hereunder shall be utilized by CONTRACTOR only for the delivery of mental health service/activities specified in this Agreement.
- C. CONTRACTOR may retain unanticipated program revenue, under this Agreement, for a maximum period of one Fiscal Year, provided that the unanticipated revenue is utilized for the delivery of mental health services/activities specified in this Agreement. CONTRACTOR shall report the expenditures for the mental health services/activities funded by this unanticipated revenue in the Annual Report(s) and Cost Report Settlement submitted by CONTRACTOR to COUNTY.
- D. CONTRACTOR shall not retain any fees paid by any sources for, or on behalf of, Medi-Cal beneficiaries without deducting those fees from the cost of providing those mental health services for which fees were paid.
- E. CONTRACTOR may retain any interest and/or return which may be received, earned or collected from any funds paid by COUNTY to CONTRACTOR, provided that CONTRACTOR shall utilize all such interest and return only for the delivery of mental health services/activities specified in this Agreement.
- F. Failure of CONTRACTOR to report in all its claims and in its Annual Report(s) and Cost Report Settlement all fees paid by patients/clients receiving services hereunder, all fees paid on behalf of patients/clients receiving services hereunder, all fees paid by third parties on behalf of Medi-Cal beneficiaries receiving services and/or activities hereunder, and all interest and return on funds paid by COUNTY to CONTRACTOR, shall result in:

1. CONTRACTOR'S submission of a revised claim statement and/or Annual Report(s) and Cost Report Settlement showing all such non-reported revenue.
2. A report by COUNTY to State of all such non-reported revenue including any such unreported revenue paid by any sources for or on behalf of Medi-Cal beneficiaries and/or COUNTY'S revision of the Annual Report(s).
3. Any appropriate financial adjustment to CONTRACTOR'S reimbursement.

**X. CASH FLOW ADVANCE IN EXPECTATION OF SERVICES/ ACTIVITIES TO BE RENDERED OR FIXED RATE PAYMENTS**

- A. The Maximum Contract Amount for each period of this Agreement includes Cash Flow Advance (CFA) or fixed rate payments which is an advance of funds to be repaid by CONTRACTOR through the provision of appropriate services/activities under this Agreement during the applicable period.
- B. For each month of each period of this Agreement, COUNTY shall reimburse CONTRACTOR based upon CONTRACTOR'S submitted claims for rendered services/activities subject to claim edits, and future settlement and audit processes.
- C. CFA shall consist of, and shall be payable only from, the Maximum Contract Amount for the particular fiscal year in which the related services are to be rendered and upon which the request(s) is (are) based.
- D. CFA is intended to provide cash flow to CONTRACTOR pending CONTRACTOR'S rendering and billing of eligible services/activities, as identified in this Exhibit B, Sections III. and V., and COUNTY payment thereof. CONTRACTOR may request each monthly Cash Flow Advance only for such services/activities and only to the extent that there is no reimbursement from any public or private sources for such services/activities.
- E. Cash Flow Advance (CFA) Invoice. For each month for which CONTRACTOR is eligible to request and receive a CFA, CONTRACTOR must submit to the COUNTY an invoice of a CFA in a format that is in compliance with the funding source and the amount of CFA CONTRACTOR is requesting. In addition, the CONTRACTOR must submit supporting documentation of expenses incurred in the prior month to receive future CFAs.
- F. Upon receipt of the Invoice, COUNTY, shall determine whether to approve the CFA and, if approved, whether the request is approved in whole or in part.
- G. If a CFA is not approved, COUNTY will notify CONTRACTOR within ten (10) business days of the decision, including the reason(s) for non-approval. Thereafter, CONTRACTOR may, within fifteen (15) calendar days, request reconsideration of the decision.



- H. Year-end Settlement. CONTRACTOR shall adhere to all settlement and audit provisions specified in Exhibit I, of this Agreement, for all CFAs received during the fiscal year.
- I. Should CONTRACTOR request and receive CFAs, CONTRACTOR shall exercise cash management of such CFAs in a prudent manner.

**XI. AUTHORITY TO ACT FOR THE COUNTY**

The Director of the Health Department of the County of Monterey may designate one or more persons within the County of Monterey for the purposes of acting on his/her behalf to implement the provisions of this Agreement. Therefore, the term “Director” in all cases shall mean “Director or his/her designee.”

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## ATTACHMENT 1

*This Attachment 1 will serve as an Addendum to the Mental Health Services Standard Agreement between the County of Monterey, on behalf of its Health Department, Behavioral Health Bureau, and Interim, Inc., attached hereto, and will have the full force and effect as if set forth within the Agreement.*

1. **EXHIBIT B, Section II. PAYMENT CONDITIONS, B.** EXHIBIT B, Section II. PAYMENT CONDITIONS, B. to the Agreement is hereby amended to read in its entirety as follows:

- B. To the extent a recipient of services under this Agreement is eligible for coverage under Short-Doyle/Medi-Cal or Medicaid or Medicare or any other Federal or State funded program (“an eligible beneficiary”), CONTRACTOR shall ensure that services provided to eligible beneficiaries are properly identified and claimed to the Funded Program responsible for such services to said eligible beneficiaries. For the Short-Doyle/Medi-Cal Funded Program, CONTRACTOR assumes fiscal responsibility for services provided to all individuals who do not have full-scope Medi-Cal or are not Medi-Cal eligible during the term of this Agreement. For the Short-Doyle/Medi-Cal Funded Program, CONTRACTOR will obtain pre- authorization from COUNTY, i.e. Behavioral Health Director, Deputy Director, Medical Director, Behavioral Health Services Manager or designee for services provided to all individuals who do not have full-scope Medi-Cal or are not Medi-Cal eligible during the term of this Agreement. The CONTRACTOR assumes fiscal responsibility for services provided any client without the requisite pre-authorization from the COUNTY.

## **EXHIBIT F-1: BUSINESS ASSOCIATE AGREEMENT**

This Business Associate Agreement (“BAA”) effective upon execution, is entered into by and among between the County of Monterey, a political subdivision of the State of California, on behalf of the Health Department (“Covered Entity”) and Interim, Inc. (“Business Associate”) (each a “Party” and collectively the “Parties”).

### **RECITALS**

A. WHEREAS, Business Associate provides certain services for Covered Entity that involve the Use and Disclosure of Protected Health Information (“PHI”) that is created, received, transmitted, or maintained by Business Associate for or on behalf of Covered Entity.

B. WHEREAS, the Parties are committed to complying with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act (the “HITECH Act”), and their implementing regulations, including the Standards for the Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 and Part 164, subparts A and E (the “Privacy Rule”), the Breach Notification Standards, 45 C.F.R. Part 160 and 164 subparts A and D (the “Breach Notification Rule”), and the Security Standards for the Protection of Electronic Protected Health Information, 45 C.F.R. Part 160 and Part 164, subparts A and C (the “Security Rule”) (collectively “HIPAA”), all as amended from time to time.

C. WHEREAS, the Parties are also committed to complying with the California Confidentiality Laws (defined below).

D. WHEREAS, to the extent that Business Associate is performing activities in connection with covered accounts for or on behalf of Covered Entity, the Parties are also committed to complying with applicable requirements of the Red Flag Rules issued pursuant to the Fair and Accurate Credit Transactions Act of 2003 (“Red Flag Rules”).

E. WHEREAS, the Privacy and Security Rules require Covered Entity and Business Associate to enter into a business associate agreement that meets certain requirements with respect to the Use and Disclosure of PHI. This BAA sets forth the terms and conditions pursuant to which PHI, and, when applicable, Electronic Protected Health Information (“EPHI”) shall be handled, in accordance with such requirements.

NOW THEREFORE, in consideration of the mutual promises below and the exchange of information pursuant to this BAA, the Parties agree as follows:

### **AGREEMENT**

#### **1. DEFINITIONS**

All capitalized terms used in this BAA but not otherwise defined shall have the meaning set forth in HIPAA.

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(a) “Breach” shall have the same meaning as “breach” as defined in 45 C.F.R. § 164.402; however, the term “Breach” as used in this BAA shall also mean the unlawful or unauthorized access to, Use or Disclosure of a patient’s “medical information” as defined under Cal. Civil Code § 56.05(j), for which notification is required pursuant to Cal. Health & Safety Code 1280.15, or a “breach of the security of the system” under Cal. Civil Code § 1798.29.

(b) “California Confidentiality Laws” shall mean the applicable laws of the State of California governing the confidentiality, privacy, or security of PHI or other personally identifiable information (PII), including, but not limited to, the California Confidentiality of Medical Information Act (Cal. Civil Code § 56 *et seq.*), the patient access law (Cal. Health & Safety Code § 123100 *et seq.*), the HIV test result confidentiality law (Cal. Health & Safety Code § 120975 *et seq.*), the Lanterman-Petris-Short Act (Cal. Welf. & Inst. Code § 5328 *et seq.*), and California’s data breach law (Cal. Civil Code § 1798.29).

(c) “Protected Health Information” or “PHI” shall mean any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual or the past, present or future payment for the provision of health care to an individual; (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information that can be used to identify the individual, and (iii) is provided by Covered Entity to Business Associate or created, maintained, received, or transmitted by Business Associate on Covered Entity’s behalf. PHI, when used in this BAA, includes EPHI.

(d) “Services” shall mean the services for or functions performed by Business Associate on behalf of Covered Entity pursuant to an underlying services agreement (“Services Agreement”) between Covered Entity and Business Associate to which this BAA applies.

## **2. PERMITTED USES AND DISCLOSURES OF PHI**

Unless otherwise limited herein, Business Associate may:

(a) Use or Disclose PHI to perform Services for, or on behalf of, Covered Entity, provided that such Use or Disclosure would not violate the Privacy or Security Rules, this BAA, or California Confidentiality Laws if done by Covered Entity;

(b) Use PHI to provide Data Aggregation Services for the Health Care Operations of Covered Entity, if required by the Services Agreement and as permitted by 45 C.F.R. § 164.504(e)(2)(i)(B);

(c) Use PHI if necessary for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate as permitted by 45 C.F.R. § 164.504(e)(4)(i);

(d) Disclose PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate as

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permitted under 45 C.F.R. § 164.504(e)(4)(ii), provided that Disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is Disclosed that it will remain confidential and be Used or further Disclosed only as Required by Law or for the purpose for which it was Disclosed to the person, and that such person will notify the Business Associate of any instances of which such person is aware that the confidentiality of the information has been breached; and

(e) Use PHI to report violations of law to appropriate Federal and state authorities, consistent with 45 C.F.R. § 164.502(j)(1).

### **3. RESPONSIBILITIES OF THE PARTIES WITH RESPECT TO PHI**

#### **3.1. Responsibilities of Business Associate.** Business Associate shall:

(a) Notify the Privacy Officer of Covered Entity, in writing, of: (i) any Use and/or Disclosure of the PHI that is not permitted by this BAA; (ii) any Security Incident of which Business Associate becomes aware; and (iii) any suspected Breach. Such notice shall be provided within five (5) business days of Business Associate's discovery of such unauthorized access, acquisition, Use and/or Disclosure, Security Incident, or suspected Breach. Notwithstanding the foregoing, the Parties acknowledge the ongoing existence and occurrence of attempted but ineffective Security Incidents that are trivial in nature, such as pings and other broadcast service attacks, and unsuccessful log-in attempts. The Parties acknowledge and agree that this Section 3.1(a) constitutes notice by Business Associate to Covered Entity of such ineffective Security Incidents and no additional notification to Covered Entity of such ineffective Security Incidents is required, provided that no such Security Incident results in unauthorized access, acquisition, Use or Disclosure of PHI. For the avoidance of doubt, a ransomware attack shall not be considered an ineffective Security Incident and shall be reported to Covered Entity, irrespective of whether such Security Incident results in a Breach. Business Associate shall investigate each Security Incident or unauthorized access, acquisition, Use, or Disclosure of PHI, or suspected Breach that it discovers and shall provide a summary of its investigation to Covered Entity, upon request.

(i) If Business Associate or Covered Entity determines that such Security Incident or unauthorized access, acquisition, Use, or Disclosure, or suspected Breach constitutes a Breach, then Business Associate shall provide a supplemental written report in accordance with 45 C.F.R. § 164.410(c), which shall include, to the extent possible, the identification of each individual whose PHI has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, Used or Disclosed during the Breach, to Covered Entity without unreasonable delay, but no later than five (5) business days after discovery of the Breach;

(ii) In consultation with Covered Entity, Business Associate shall promptly mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of such improper access, acquisition, Use, or Disclosure, Security Incident, or Breach;

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(iii) Covered Entity shall have sole control over the timing and method of providing notification of such Breach to the affected individual(s), the appropriate government agencies, and other persons required by law to be notified. Business Associate shall assist with any notifications, as requested by Covered Entity. Business Associate shall take prompt corrective action, including any action required by applicable State or federal laws and regulations relating to such Security Incident or non-permitted access, acquisition, Use, or Disclosure. Business Associate shall reimburse Covered Entity for its reasonable costs and expenses in providing notification to affected individuals, appropriate government agencies, and any other persons required by law to be notified (e.g., without limitation, the media or consumer reporting agencies), including, but not limited to, any administrative costs associated with providing notice, printing and mailing costs, public relations costs, attorney fees, and costs of mitigating the harm (which may include the costs of obtaining up to one (1) year of credit monitoring services and identity theft insurance) for affected individuals whose PHI or other PII has or may have been compromised as a result of the Breach;

(b) Implement appropriate administrative, physical, and technical safeguards and comply with the Security Rule and industry best practices to prevent Use and/or Disclosure of EPHI other than as provided for by this BAA;

(c) Obtain and maintain a written agreement with each of its Subcontractors that creates, receives, maintains, or transmits PHI that requires each such Subcontractor to adhere to restrictions and conditions that are at least as restrictive as those that apply to Business Associate pursuant to this BAA. Upon request, Business Associate shall provide Covered Entity with copies of its written agreements with such Subcontractors;

(d) Make available all internal practices, records, books, agreements, policies and procedures and PHI relating to the Use and/or Disclosure of PHI received from, created, maintained, or transmitted by Business Associate on behalf of Covered Entity to the Secretary of the Department of Health and Human Services (“Secretary”) in a time and manner designated by the Secretary for purposes of determining Covered Entity’s or Business Associate’s compliance with HIPAA. Business Associate shall immediately notify Covered Entity of any such requests by the Secretary and, upon Covered Entity’s request, provide Covered Entity with any copies of documents Business Associate provided to the Secretary. In addition, Business Associate shall promptly make available to Covered Entity such practices, records, books, agreements, policies and procedures relating to the Use and Disclosure of PHI for purposes of determining whether Business Associate has complied with this BAA or maintains adequate security safeguards, upon reasonable request by Covered Entity. The fact that Covered Entity has the right to inspect, inspect, or fails to inspect Business Associate’s internal practices, records, books, agreements, policies and procedures does not relieve Business Associate of its responsibility to comply with this BAA, regardless of whether Covered Entity detects or fails to detect a violation by Business Associate, nor does it constitute Covered Entity’s acceptance of such practices or waiver of Covered Entity’s rights under this BAA;

(e) Document Disclosures of PHI and information related to such Disclosure and, within twenty (20) days of receiving a written request from Covered Entity, provide to Covered Entity such information as is requested by Covered Entity to permit Covered Entity to respond to a request by an individual for an accounting of the Disclosures of the individual's PHI in accordance with 45 C.F.R. § 164.528 and the HITECH Act. At a minimum, the Business Associate shall provide Covered Entity with the following information: (i) the date of the Disclosure; (ii) the name of the entity or person who received the PHI, and if known, the address of such entity or person; (iii) a brief description of the PHI Disclosed; and (iv) a brief statement of the purpose of such Disclosure which includes an explanation of the basis for such Disclosure. In the event the request for an accounting is delivered directly to the Business Associate, the Business Associate shall, within ten (10) days, forward such request to Covered Entity. The Business Associate shall implement an appropriate recordkeeping process to enable it to comply with the requirements of this Section;

(f) Subject to Section 4.4 below, return to Covered Entity in a mutually agreeable format and medium, or destroy, within thirty (30) days of the termination of this BAA, the PHI in its possession and retain no copies, including backup copies;

(g) Use, Disclose to its Subcontractors or other third parties, and request from Covered Entity, only the minimum PHI necessary to perform or fulfill a specific function required or permitted hereunder;

(h) If all or any portion of the PHI is maintained in a Designated Record Set:

(i) Upon ten (10) days' prior written request from Covered Entity, provide access to the PHI to Covered Entity, or to the individual, if so directed by Covered Entity, to meet a request by an individual under 45 C.F.R. § 164.524 or California Confidentiality Laws. Business Associate shall notify Covered Entity within five (5) days of its receipt of a request for access to PHI from an individual; and

(ii) Upon ten (10) days' prior written request from Covered Entity, make any amendment(s) to the PHI that Covered Entity directs pursuant to 45 C.F.R. § 164.526. Business Associate shall notify Covered Entity within five (5) days of its receipt of a request for amendment of PHI from an individual;

(i) If applicable, maintain policies and procedures to detect and prevent identity theft in connection with the provision of the Services, to the extent required to comply with the Red Flag Rules;

(j) To the extent that Business Associate carries out one or more of Covered Entity's obligations under the Privacy Rule, Business Associate shall comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligations;

(k) Unless prohibited by law, notify Covered Entity as soon as possible and in no case later than five (5) days after the Business Associate's receipt of any request

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or subpoena for PHI. To the extent that Covered Entity decides to assume responsibility for challenging the validity of such request, the Business Associate shall cooperate fully with Covered Entity in such challenge; and

(l) Maintain policies and procedures materially in accordance with HIPAA and California Confidentiality Laws and industry standards designed to ensure the confidentiality, availability, and integrity of Covered Entity's data and protect against threats or vulnerabilities to such data.

### **3.2 Business Associate Acknowledgment.**

(a) Business Associate acknowledges that, as between the Business Associate and Covered Entity, all PHI shall be and remain the sole property of Covered Entity.

(b) Business Associate is not permitted to Use PHI to create de-identified information except as approved in writing by Covered Entity.

(c) Business Associate further acknowledges that it is obligated by law to comply, and represents and warrants that it shall comply, with HIPAA. Business Associate shall comply with all California Confidentiality Laws, to the extent that such state laws are not preempted by HIPAA.

(d) Business Associate further acknowledges that Uses and Disclosures of PHI must be consistent with Covered Entity's privacy practices, as stated in Covered Entity's Notice of Privacy Practices. The current Notice of Privacy Practices can be retrieved online from the Covered Entity's webpage. Business Associate agrees to review the Notice of Privacy Practices at this URL at least once annually while doing business with Covered Entity to ensure it remains updated on any changes to the Notice of Privacy Practices Covered Entity may make.

**3.3 Responsibilities of Covered Entity.** Covered Entity shall notify Business Associate of any (i) changes in, or withdrawal of, the authorization of an individual regarding the Use or Disclosure of PHI provided to Covered Entity pursuant to 45 C.F.R. § 164.508, to the extent that such changes may affect Business Associate's Use or Disclosure of PHI; or (ii) restrictions on Use and/or Disclosure of PHI as provided for in 45 C.F.R. § 164.522 agreed to by Covered Entity, to the extent that such restriction may affect Business Associate's Use or Disclosure of PHI.

## **4. TERM AND TERMINATION**

**4.1 Term.** This BAA shall become effective on the Effective Date and shall continue in effect until all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or if it is infeasible to return or destroy PHI, protections are extended to such PHI, in accordance with the termination provisions in Section 4.4. Certain provisions and requirements of this BAA shall survive its expiration or other termination as set forth in Section 5 herein.

*May 2021*

**4.2 Termination.** If Covered Entity determines in good faith that Business Associate has breached a material term of this BAA, Covered Entity may either: (i) immediately terminate this BAA and any underlying Services Agreement without penalty; or (ii) terminate this BAA and any underlying Services Agreement within thirty (30) days of Business Associate's receipt of written notice of such breach, if the breach is not cured to the satisfaction of Covered Entity.

**4.3 Automatic Termination.** This BAA shall automatically terminate without any further action of the Parties upon the termination or expiration of all Services Agreements between Covered Entity and Business Associate that would necessitate having this BAA in place.

**4.4 Effect of Termination.** Upon termination or expiration of this BAA for any reason, Business Associate shall return or destroy all PHI pursuant to 45 C.F.R. § 164.504(e)(2)(ii)(J) if, and to the extent that, it is feasible to do so. Prior to returning or destroying the PHI, Business Associate shall recover any PHI in the possession of its Subcontractors. Business Associate shall certify in writing that all PHI has been returned or securely destroyed, and no copies retained, upon Covered Entity's request. To the extent it is not feasible for Business Associate to return or destroy any portion of the PHI, Business Associate shall notify Covered Entity in writing of the condition that makes return or destruction infeasible. If Covered Entity agrees that return or destruction of the PHI is infeasible, as determined in its sole discretion, Business Associate shall: (i) retain only that PHI which is infeasible to return or destroy; (ii) return to Covered Entity the remaining PHI that the Business Associate maintains in any form; (iii) continue to extend the protections of this BAA to the PHI for as long as Business Associate retains PHI; (iv) limit further Uses and Disclosures of such PHI to those purposes that make the return or destruction of the PHI not feasible and subject to the same conditions as set out in Sections 2 and 3 above, which applied prior to termination; and (v) return to Covered Entity the PHI retained by Business Associate when such return is no longer infeasible.

## **5. MISCELLANEOUS**

**5.1 Survival.** The obligations of Business Associate under the provisions of Sections 3.1, 3.2, and 4.4 and Article 5 shall survive termination of this BAA until such time as all PHI is returned to Covered Entity or destroyed.

**5.2 Amendments; Waiver.** This BAA may not be modified or amended, except in a writing duly signed by authorized representatives of the Parties. To the extent that any relevant provision of HIPAA or California Confidentiality Laws is materially amended in a manner that changes the obligations of the Parties, the Parties agree to negotiate in good faith appropriate amendment(s) to this BAA to give effect to the revised obligations. Further, no provision of this BAA shall be waived, except in a writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

**5.3 No Third Party Beneficiaries.** Nothing express or implied in this BAA is intended to confer, nor shall anything herein confer, upon any person other than the Parties and the respective successors or assigns of the Parties, any rights, remedies, obligations, or liabilities whatsoever.

**5.4 Notices.** Any notices to be given hereunder to a Party shall be made via U.S. Mail or express courier to such Party's address given below, and/or via facsimile or email to the facsimile telephone numbers or email addresses listed below.

If to Business Associate, to:

Interim, Inc.  
Attn: Barbara L. Mitchell, MSW, Executive Director  
P.O. Box 3222  
Monterey, CA 93940  
Tel: 831-649-4522  
FAX: 831-649-1581

If to Covered Entity, to:

County of Monterey Health Department  
Attn: Compliance/Privacy Officer  
1270 Natividad Road  
Salinas, CA 93906  
Phone: 831-755-4018  
Fax: 831-755-4797  
Email: [sumeshwarsd@co.monterey.ca.us](mailto:sumeshwarsd@co.monterey.ca.us)

Each Party named above may change its address and that of its representative for notice by the giving of notice thereof in the manner hereinabove provided. Such notice is effective upon receipt of notice, but receipt is deemed to occur on next business day if notice is sent by FedEx or other overnight delivery service.

**5.5 Counterparts; Facsimiles.** This BAA may be executed in any number of counterparts, each of which shall be deemed an original. Facsimile and electronic copies hereof shall be deemed to be originals.

**5.6 Relationship of Parties.** Notwithstanding anything to the contrary in the Services Agreement, Business Associate is an independent contractor and not an agent of Covered Entity under this BAA. Business Associate has the sole right and obligation to supervise, manage, contract, direct, procure, perform, or cause to be performed all Business Associate obligations under this BAA.

**5.7 Choice of Law; Interpretation.** This BAA shall be governed by the laws of the State of California. Any ambiguities in this BAA shall be resolved in a manner that allows Covered Entity and Business Associate to comply with HIPAA and the California Confidentiality Laws.

**5.8 Indemnification.** Business Associate shall indemnify, defend, and hold harmless the County of Monterey (the “County”), its officers, agents, and employees from any claim, liability, loss, injury, cost, expense, penalty or damage, including costs incurred by the County with respect to any investigation, enforcement proceeding, or third party action, arising out of, or in connection with, a violation of this BAA, HIPAA or California Confidentiality Laws, or a Breach that is attributable to an act or omission of Business Associate and/or its agents, members, employees, or Subcontractors, excepting only loss, injury, cost, expense, penalty or damage caused by the negligence or willful misconduct of personnel employed by the County. It is the intent of the Parties to provide the broadest possible indemnification for the County. This provision is in addition to, and independent of, any indemnification provision in any Services Agreement between the Parties.

**5.9 Applicability of Terms.** This BAA applies to all present and future Services Agreements and business associate relationships, written or unwritten, formal or informal, in which Business Associate creates, receives, transmits, or maintains any PHI for or on behalf of Covered Entity in any form whatsoever. This BAA shall automatically be incorporated in all subsequent agreements between Business Associate and Covered Entity involving the Use or Disclosure of PHI whether or not specifically referenced therein. In the event of any conflict or inconsistency between a provision of this BAA and a provision of any other agreement between Business Associate and Covered Entity, the provision of this BAA shall control unless the provision in such other agreement establishes additional rights for Business Associate or additional duties for or restrictions on Business Associate with respect to PHI, in which case the provision of such other agreement will control.

**5.10 Insurance.** In addition to any general and/or professional liability insurance required of Business Associate under the Services Agreement, Business Associate agrees to obtain and maintain, at its sole expense, liability insurance on an occurrence basis, covering any and all claims, liabilities, demands, damages, losses, costs expenses, fines, and compliance costs arising from a breach of the obligations of Business Associate, its officers, employees, agents and Subcontractors under this BAA. Without limiting the foregoing, at a minimum, Business Associate’s required insurance under this Section shall include cyber liability insurance covering breach notification expenses, network security and privacy liability, with limits of not less than **\$2,000,000.** per claim and in the aggregate. Such insurance coverage will be maintained for the term of this BAA, and a copy of such policy or a certificate evidencing the policy shall be provided to Covered Entity at Covered Entity’s request.

**5.11 Legal Actions.** Promptly, but no later than five (5) calendar days after notice thereof, Business Associate shall advise Covered Entity of any actual or potential action, proceeding, regulatory or governmental orders or actions, or any material threat thereof that becomes known to it that may affect the interests of Covered Entity or jeopardize this BAA, and of any facts and circumstances that may be pertinent to the prosecution or defense of any such actual or potential legal action or proceeding, except to the extent prohibited by law. This includes, without limitation, any allegation that Business Associate has violated HIPAA or other federal or state privacy or security laws.

DS BM DS PW  
Contractor's initials  
\_\_\_\_\_  
County's initials  
\_\_\_\_\_

**5.12 Audit or Investigations.** Promptly, but no later than five (5) calendar days after notice thereof, Business Associate shall advise Covered Entity of any audit, compliance review, or complaint investigation by the Secretary or other state or federal agency related to compliance with HIPAA or the California Confidentiality Laws.

**5.13 Assistance in Litigation or Administrative Proceedings.** Business Associate shall make itself, and any Subcontractors, employees, or agents assisting Business Associate in the performance of its obligations under any Services Agreements, available to Covered Entity, at no cost to Covered Entity, to testify in any claim commenced against Covered Entity, its directors, officers, employees, successors, and assigns based upon claimed violation by Business Associate or its agents or subcontractors of HIPAA or other applicable law, except where Business Associate or its Subcontractor, employee, or agent is a named adverse party.

**5.14 No Offshore Work.** In performing the Services for, or on behalf of, Covered Entity, Business Associate shall not, and shall not permit any of its Subcontractors, to transmit or make available any PHI to any entity or individual outside the United States without the prior written consent of Covered Entity.

**5.15 Information Blocking Rules.** Business Associate shall not take any action, or refuse to take any action, with regard to Covered Entity’s electronic health information that would result in “information blocking” as prohibited by 42 U.S.C. § 300jj-52 and 45 C.F.R. Part 171 (collectively, “Information Blocking Rules”). Business Associate and Covered Entity shall cooperate in good faith to ensure Covered Entity’s electronic health information is accessed, exchanged, and used in compliance with the Information Blocking Rules.

IN WITNESS WHEREOF, each of the undersigned has caused this BAA to be duly executed in its name and on its behalf as of the Effective Date.

**BUSINESS ASSOCIATE**

**COVERED ENTITY**

By: \_\_\_\_\_

DocuSigned by:  
*Barbara Mitchell*  
1B368FFD9C75440...

Print Name Elsa M. Jimenez

Print Name: Barbara L. Mitchell, MSW

Print Title Director of Health

Print Title: Executive Director

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

Date: 2/23/2022 | 9:55 AM PST

EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice

**Contractor:** Interim, Inc.

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

**BH Division:** Mental Health Services

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Manzanita Adult Crisis Res. (Salinas and Monterey sites)	5	141/40-49	\$515.89	6,471				\$ 3,338,278	-	-	-	\$ 3,338,278	6,471
Bridge House Transitional Residential	5	161/65-79	\$306.44	4,701				\$ 1,440,529	-	-	-	\$ 1,440,529	4,701
<b>TOTALS</b>				11,172				\$ 4,778,807	-	-	-	\$ 4,778,807	11,172

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: Sophie Yakir  
 Title: Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey.ca.us](mailto:MCHDBHFinance@co.monterey.ca.us)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Manzanitas - Medication Support Services

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total FY 2021-22 Contract Amount	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Medication Support	15	60	\$8.40	50,076	0	0	0	\$420,638			\$0.00	\$420,638	50,076
<b>TOTALS</b>				50,076	0	0	0			0.00	0.00	\$420,638	50,076

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

**Signature:** \_\_\_\_\_ Sophie Yakir  
**Title:** \_\_\_\_\_ Grants & Contracts Manager

**Date:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey.ca.gov](mailto:MCHDBHFinance@co.monterey.ca.gov)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Community Housing

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021- June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Community Housing - Case Management	15	301	\$4.57	274,229			0	\$1,253,228			\$0.00	\$1,253,228	274,229
Community Housing - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				274,229	0	0	0	\$1,253,228		0.00	0.00	\$1,253,228	274,229

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

Title: \_\_\_\_\_ Grants & Contracts Manager

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

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date



**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Sandy Shores

**Address Line 1:** P.O. Box 3222

**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522

**Fax No.:** (831) 647-9136

**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:**  (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Sandy Shores - Case Management	15	301	\$4.57	94,614			0	\$432,388			\$0.00	\$432,386	94,614
Sandy Shores - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				94,614	0	0	0	\$432,386		0.00	0.00	\$432,386	94,614

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

Title: \_\_\_\_\_ Grants & Contracts Manager

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

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Shelter Cove  
**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942  
**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021- June 30, 2023

**Invoice Number:** \_\_\_\_\_  
**County PO No.:** \_\_\_\_\_  
**Invoice Period:** \_\_\_\_\_  
**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Shelter Cove - Case Management	15	301	\$4.57	135,157			0	\$617,669			\$0.00	\$617,669	135,157
Shelter Cove - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				135,157	0	0	0	\$617,669		0.00	0.00	\$617,669	135,157

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir  
 Title: \_\_\_\_\_ Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Rockrose Gardens

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Rockrose - Case Management	15	301	\$4.57	63,621			0	\$290,749			\$0.00	\$290,749	63,621
Rockrose - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				63,621	0	0	0	\$290,749		0.00	0.00	\$290,749	63,621

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir  
 Title: \_\_\_\_\_ Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Lupine Gardens

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:**  (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Lupine - Case Management	15	301	\$4.57	84,376			0	\$385,598			\$0.00	\$385,598	84,376
Lupine - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				84,376	0	0	0	\$385,598		0.00	0.00	\$385,598	84,376

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir  
 Title: \_\_\_\_\_ Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Sunflower Gardens

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total FY Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Sunflower - Case Management	15	301	\$4.57	87,787			0	\$401,187			\$0.00	\$401,187	87,787
Sunflower - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
Medication Support	15	60	\$8.40	15,588				\$130,943				\$130,943	15,588
<b>TOTALS</b>				103,375	0	0	0	\$532,127		0.00	0.00	\$532,130	103,375

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

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

Title: \_\_\_\_\_ Grants & Contracts Manager

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - McHOME

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021- June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2020-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2020-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
McHome - Case Management	15	301	\$4.57	289,442			0	\$1,322,748			\$0.00	\$1,322,748	289,442
McHome- Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
Medication Support	15	60	\$8.40	49,800				\$418,323				\$418,323	49,800
<b>TOTALS</b>				339,242	0	0	0	\$1,741,071		0.00	0.00	\$1,741,071	339,242

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

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

Title: \_\_\_\_\_ Grants & Contracts Manager

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Dual Recovery

**Address Line 1:** P.O. Box 3222

**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522

**Fax No.:** (831) 647-9136

**Contract Term:** July 1, 2021- June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:**  (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Keep It Real - Case Management	15	301	\$4.57	129,004			0	\$589,546			\$0.00	\$589,546	129,004
Keep It Real - Mental Health Services	15												
Collateral		311	\$4.15										
Assessment		331	\$4.15										
Individual Therapy		341	\$4.15										
Group Counseling		351	\$4.15										
Mental Health Rehab.		381	\$4.15										
Plan Development		391	\$4.15										
<b>TOTALS</b>				129,004	0	0	0	\$589,546		0.00	0.00	\$589,546	129,004

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

Title: \_\_\_\_\_ Grants & Contracts Manager

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

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - OMNI Adult Wellness Center

**Address Line 1:** P.O. Box 3222

**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522

**Fax No.:** (831) 647-9136

**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:**  (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
OMNI - Case Management	15	301	\$4.57	31,672			0	\$144,742			\$0.00	\$144,742	31,672
OMNI- Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				31,672	0	0	0	\$144,742		0.00	0.00	\$144,742	31,672

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

**Signature:** \_\_\_\_\_ Sophie Yakir

**Title:** \_\_\_\_\_ Grants & Contracts Manager

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

**Telephone:** \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_ Date



**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Wellness Navigation (Peer Partners for Health & Transportation Coaching)

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
Peer Partners for Health- Case Management	15	301	\$4.57	28,057			0	\$128,222			\$0.00	\$128,222	28,057
Peer Partners for Health- Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
<b>TOTALS</b>				28,057	0	0	0	\$128,222		0.00	0.00	\$128,222	28,057

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir  
 Title: \_\_\_\_\_ Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - Assertive Community Treatment (ACT) Team

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:**  (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number:** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
ACT Team - Case Management	15	301	\$4.57	195,301			0	\$892,526			\$0.00	\$892,526	195,301
ACT Team - Mental Health Services	15												
Collateral		311	\$4.57										
Assessment		331	\$4.57										
Individual Therapy		341	\$4.57										
Group Counseling		351	\$4.57										
Mental Health Rehab.		381	\$4.57										
Plan Development		391	\$4.57										
ACT - Medication Support	15	60	\$8.40	55,059				\$462,498				\$462,498	55,059
<b>TOTALS</b>				250,360	0	0	0	\$1,355,025		0.00	0.00	\$1,355,025	250,360

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir

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

Title: \_\_\_\_\_ Grants & Contracts Manager

Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

**Contractor:** Interim, Inc. - CHOICES Intensive Day Treatment

**Address Line 1:** P.O. Box 3222  
**Address Line 2:** Monterey, CA 93942

**Tel. No.:** (831) 649-4522  
**Fax No.:** (831) 647-9136  
**Contract Term:** July 1, 2021 - June 30, 2023

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

**County PO No.:** \_\_\_\_\_

**Invoice Period:** \_\_\_\_\_

**Final Invoice:** (Check if Yes)

**BH Division:** Mental Health Services **BH Control Number:** \_\_\_\_\_

Service Description	Mode of Service	Service Function Code	Rate per Unit	Total Contracted UOS FY 2021-22	UOS Delivered this Period	Total UOS Delivered as of Last Period	UOS Delivered to Date	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining	Remaining UOS To Date
CHOICES Intensive Day Treatment	10	85-89	\$284.83	1,256			0	\$357,877			\$0.00	\$357,877	1,256
Medication Support	15	60	\$8.40	7,059				\$59,292			\$0.00	\$59,292	7,059
<b>TOTALS</b>				1,256	0	0	0			0.00	0.00	\$0	1,256

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: \_\_\_\_\_ Sophie Yakir  
 Title: \_\_\_\_\_ Grants & Contracts Manager

Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ 831.649.4522 ext 214

Send to:  
[MCHDBHFinance@co.monterey](mailto:MCHDBHFinance@co.monterey)

Behavioral Health Authorization for Payment

\_\_\_\_\_  
 Authorized Signatory \_\_\_\_\_  
 Date

**EXHIBIT G-1: Behavioral Health Cost Reimbursement Invoice**

Invoice Number:

**Contractor:** Interim, Inc.- Cash Flow Advance Services

**Address Line 1:** P.O. Box 3222

County PO No.:

**Address Line 2:** Monterey, CA 93942

Invoice Period:

**Tel. No.:** (831) 649 -4522

**Fax No.:** (831) 647-9136

**Contract Term:** July 1, 2021 to June 30, 2023

Final Invoice: (Check if Yes)

**BH Division:** Mental Health Services

Service Description	Mode of Service	Service Function Code	Total Annual Contract Amount FY 2021-22	Dollar Amount Requested this Period	Total Dollars Delivered as of Last Period	Dollar Amount Requested to Date	Dollar Amount Remaining
1_Manzanitas- Adult Crisis Residential: Board & Care	60	40-49	\$ 222,764			-	\$ 222,764
2_Bridge House-Adult Residential: Board & Care	60	40-49	\$ 89,635			-	\$ 89,635
3_Community Housing: Housing	60	70	\$ 280,419			-	\$ 280,419
4_Sandy Shores: Housing	60	70	\$ 176,698			-	\$ 176,698
5_Shelter Cove: Housing	60	70	\$ 315,847			-	\$ 315,847
9_McHome: Outreach/MHSA	60	70	\$ 563,477			-	\$ 563,477
9_McHome: Non-Medi-Cal/PATH Grant	60	70	\$ 96,474			-	\$ 96,474
9_McHome:Outreach (CRRSAA)	60	70	\$ 69,000				\$ 69,000
9_McHome: Outreach (ARPA)	60	70	\$ 43,356				\$ 43,356
10_Keep It Real (Dual Recovery Services)	60	70	\$ 10,827			-	\$ 10,827
11_Outreach & Aftercare – Dual Diagnosis /SAMHSA Grant	60	78	\$ 93,279			-	\$ 93,279
11_Outreach & Aftercare – Dual Diagnosis/MHSA	60	70	\$ 43,159			-	\$ 43,159
12_Workforce Education & Training	60	70	\$ 141,356			-	\$ 141,356
13_OMNI_Adult Wellness Center	60	70	\$ 567,737			-	\$ 567,737
14_Peer Partners: Wellness Navigators MHSA/CSS	60	70	\$ 70,519			-	\$ 70,519
14_Peer Partners: Transportation Coaching MHSA/INN (FY22 only)	60	70	\$ 376,122			-	\$ 376,122
14_Peer Partners: TAY (CRRSAA)	60	70	\$ 69,000				\$ 69,000
15_ACT Team	60	70	\$ 223,783			-	\$ 223,783
16_CHOICES Intensive Day Treatment	60	70	\$ 212,245			-	\$ 212,245
<b>Total Cash Flow Advance</b>			<b>\$ 3,665,697</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,665,697</b>

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the contract approved for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature:

Sophie Yakir

Date:

Title:

Grants & Contracts Manager

Telephone:

831.649.4522 ext 214

Behavioral Health Authorization for Payment

Send to: [MCHDBHFinance@co.monterey.ca.us](mailto:MCHDBHFinance@co.monterey.ca.us)

Authorized Signatory

Date

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Interim, Inc. Summary - All Programs

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 5,352,848	\$ 6,178,246	\$ 6,543,487	\$ 365,241
	Realignment	4,016,286	3,963,855	208,585	(3,755,270)
	MHSA	1,161,485	2,791,259	6,334,902	3,543,643
	HMIOT	-	-	-	-
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	1,138,114	1,199,182	353,601	(845,581)
	MHSA - CSS	798,817	1,020,370	2,564,866	1,544,496
	MHSA - PEI	668,782	-	-	-
	MHSA - Innovations	-	254,630	376,122	121,492
	PATH	-	-	96,474	-
	SAMHSA Block Grant	-	93,279	93,279	-
	CRRSAA	-	-	138,000	-
	ARPA	-	-	43,356	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 13,136,332</b>	<b>\$ 15,500,821</b>	<b>\$ 16,752,672</b>	<b>\$ 974,021</b>
<b>Other Program Revenues</b>		<b>1,105,926</b>	<b>1,698,568</b>	<b>1,783,066</b>	<b>84,498</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 14,242,258</b>	<b>\$ 17,199,389</b>	<b>\$ 18,535,738</b>	<b>\$ 1,058,519</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	8,428,123	8,953,230	9,614,199	660,969
2	Payroll taxes	637,384	674,948	734,479	59,531
3	Employee benefits	1,306,787	1,233,021	1,305,413	72,392
4	Workers Compensation	250,454	313,233	313,759	526
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	3	-	-	-
6	Temporary Staffing	21,105	6,000	6,000	-
7	Flexible Client Spending (please provide supporting documents)	449,049	524,418	532,402	7,984
8	Travel (costs incurred to carry out the program)	173,267	122,043	119,751	(2,292)
9	Employee Travel and Conference	3	92,540	92,876	336
10	Communication Costs	150,211	146,129	168,994	22,865
11	Utilities	228,895	312,881	314,306	1,425
12	Cleaning and Janitorial	118,064	139,516	150,526	11,010
13	Maintenance and Repairs - Buildings	296,922	317,849	308,725	(9,124)
14	Maintenance and Repairs - Equipment	6,283	-	-	-
15	Printing and Publications	31,393	30,266	35,075	4,809
16	Memberships, Subscriptions and Dues	29,912	51,182	52,182	1,000
17	Office Supplies	180,743	192,299	185,529	(6,770)
18	Postage and Mailing	752	-	-	-
19	Medical Records	3	-	-	-
20	Data Processing	162,415	182,023	195,547	13,524

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
21 Rent and Leases - equipment	413	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	388,213	383,002	396,188	13,186
23 Taxes and assessments (Please identify the property address and method of cost allocation)	1,767	4,975	5,223	248
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	61,594	30,205	30,945	740
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	7,670	183,653	557,659	374,006
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	42,728	61,170	71,586	10,416
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	687,625	830,967	732,417	(98,550)
29 <b>Total Mode Costs</b>	\$ 13,661,778	\$ 14,785,550	\$ 15,923,781	\$ 1,138,231
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	1,680,388	1,811,604	131,216
31 Supplies	-	414,957	437,568	22,611
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	45,808	75,650	29,842
34 <b>Total Administrative Costs</b>	\$ -	\$ 2,141,153	\$ 2,324,822	\$ 183,669
35 <b>TOTAL DIRECT COSTS</b>	\$ 13,661,778	\$ 16,926,703	\$ 18,248,603	\$ 1,321,900

II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	156,047	237,641	252,034	14,393
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	84,345	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	3	-	-	-
54 Other Professional and Specialized Services	76,482	-	3,993	3,993
55 Transportation and Travel	3	-	-	-
56 Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	7,574	35,046	31,108	(3,938)



**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **Manzanita House - Crisis Residential**

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change	
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 1,662,289	\$ 1,685,696	\$ 1,669,139	\$ (16,557)
	Realignment	1,662,289	1,685,696	-	(1,685,696)
	MHSA	-	-	1,669,139	1,669,139
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	237,010	243,176	-	(243,176)
	MHSA - CSS	-	-	222,764	222,764
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 3,561,588</b>	<b>\$ 3,614,568</b>	<b>3,561,042</b>	<b>\$ (53,526)</b>
<b>Other Program Revenues</b>		<b>258,365</b>	<b>176,928</b>	<b>227,496</b>	<b>50,568</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 3,819,953</b>	<b>3,791,496</b>	<b>3,788,538</b>	<b>\$ (2,958)</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change	
<b>A. Mode Costs (Direct Services)</b>					
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	\$ 2,215,610	\$ 2,178,916	\$ 2,190,902	11,986
2	Payroll taxes	167,821	164,155	168,875	4,720
3	Employee benefits	353,384	333,458	320,185	(13,273)
4	Workers Compensation	68,767	82,181	76,162	(6,019)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	993	-	-	-
7	Flexible Client Spending (please provide supporting documents)	95,936	106,848	92,181	(14,667)
8	Travel (costs incurred to carry out the program)	24,073	9,894	9,178	(716)
9	Employee Travel and Conference	-	19,333	15,909	(3,424)
10	Communication Costs	20,635	30,725	30,725	-
11	Utilities	52,264	68,955	71,024	2,069
12	Cleaning and Janitorial	41,678	46,600	58,200	11,600
13	Maintenance and Repairs - Buildings	53,822	44,932	44,932	-
14	Maintenance and Repairs - Equipment	1,116	-	-	-
15	Printing and Publications	4,461	3,945	4,467	522
16	Memberships, Subscriptions and Dues	7,161	10,074	11,248	1,174
17	Office Supplies	25,219	30,493	27,327	(3,166)
18	Postage and Mailing	196	-	-	-
19	Medical Records	-	-	-	-
20	Data Processing	18,267	18,587	20,052	1,465



	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	1,404	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	619	984	1,269	285
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	13	1,000	1,500	500
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	25,616	18,750	(6,866)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	7,458	13,977	15,963	1,986
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	108,733	101,679	109,073	7,394
29 <b>Total Mode Costs</b>	<b>\$ 3,269,630</b>	<b>3,292,352.00</b>	<b>3,287,922.00</b>	<b>\$ (4,430)</b>
B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.	-			
30 Salaries and Benefits	-	370,430	371,685	1,255
31 Supplies	-	91,474	89,776	(1,698)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	10,098	15,521	5,423
34 <b>Total Administrative Costs</b>	<b>\$ -</b>	<b>\$ 472,002</b>	<b>\$ 476,982</b>	<b>\$ 4,980</b>
35 <b>TOTAL DIRECT COSTS</b>	<b>\$ 3,269,630</b>	<b>\$ 3,764,354</b>	<b>\$ 3,764,904</b>	<b>\$ 550</b>
II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.				
INDIRECT COSTS	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	13,410	14,478	14,914	436
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	14,012	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	11,482	-	-	-
55 Transportation and Travel	-	-	-	-
56 Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	1,076	12,664	8,720	(3,944)
57 <b>Total Indirect costs</b>	<b>\$ 39,980</b>	<b>\$ 27,142</b>	<b>\$ 23,634</b>	<b>\$ (3,508)</b>

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>63 Total Allowable Costs</b>	<b>\$ 3,309,610</b>	<b>\$ 3,791,496</b>	<b>\$ 3,788,538</b>	<b>\$ (2,958)</b>
<b>COST REPORT INFORMATION:</b>				
	<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64 Land				
65 Buildings and Improvements				
66 Equipment (purchase price of \$5000 or more)				
67 Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

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Executive Director's Signature                      Date                                      Finance Director's Signature                      Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 52,311	0.09	\$ 4,708
Administrative Assistant II-CI	60,953	1.00	60,953
Administrative Assistant II-CI	47,542	1.00	47,542
Behavioral Health Clinician II	71,581	1.00	71,581
Counselor I-B	41,832	0.50	20,916
Counselor I-B	39,610	0.50	19,805
Counselor I-B	38,964	0.50	19,482
Counselor I-C	39,784	0.83	32,822
Counselor I-C	51,899	0.83	42,817
Counselor I-C	48,522	0.83	40,031
Counselor I-C	44,590	0.83	36,787
Counselor I-C	47,528	0.83	39,211
Counselor I-C	41,376	0.83	34,135
Counselor I-C	42,001	0.83	34,651
Counselor I-C	52,656	0.83	43,441
Counselor II	59,693	1.00	59,693
Counselor II	55,955	1.00	55,955
Counselor II	52,036	1.00	52,036
Counselor II	53,758	1.00	53,758
Counselor II	61,045	1.00	61,045
Counselor II	54,957	1.00	54,957
Counselor II	44,429	1.00	44,429
Counselor II	51,178	1.00	51,178
Counselor II	45,968	1.00	46,159

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Psychiatrist

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 306,164	\$ 360,393	\$ 210,319	\$ (150,074)
	Realignment	306,164	360,393	-	(360,393)
	MHSA	-	-	210,319	210,319
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 612,328</b>	<b>\$ 720,786</b>	<b>\$ 420,638</b>	<b>\$ (300,148)</b>
<b>Other Program Revenues</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 612,328</b>	<b>\$ 720,786</b>	<b>\$ 420,638</b>	<b>\$ (300,148)</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	413,123	403,433	108,449	(294,984)
2	Payroll taxes	29,360	25,168	8,262	(16,906)
3	Employee benefits	39,108	26,928	13,209	(13,719)
4	Workers Compensation	10,830	10,556	3,668	(6,888)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	-	-	-	-
8	Travel (costs incurred to carry out the program)	1,074	2,805	-	(2,805)
9	Employee Travel and Conference	-	-	-	-
10	Communication Costs	3,130	3,575	-	(3,575)
11	Utilities	-	8,577	-	(8,577)
12	Cleaning and Janitorial	752	-	-	-
13	Maintenance and Repairs - Buildings	-	19,650	-	(19,650)
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	-	2	-	(2)
16	Memberships, Subscriptions and Dues	680	-	-	-
17	Office Supplies	5,962	9,454	-	(9,454)
18	Postage and Mailing	-	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	-	220	-	(220)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	-	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	7,670	50,000	215,250	165,250
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	4,875	1,392	(3,483)
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	26,942	-	(26,942)
29 <b>Total Mode Costs</b>	\$ 511,689	\$ 592,185	\$ 350,230	\$ (241,955)
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	70,422	41,269	(29,153)
31 Supplies	-	17,390	9,968	(7,422)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,920	1,723	(197)
34 <b>Total Administrative Costs</b>	\$ -	\$ 89,732	\$ 52,960	\$ (36,772)
35 <b>TOTAL DIRECT COSTS</b>	\$ 511,689	\$ 681,917	\$ 403,190	\$ (278,727)
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	16,145	38,869	17,448	(21,421)
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	467	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	19,441	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 36,053	\$ 38,869	\$ 17,448	\$ (21,421)
<b>63</b>	<b>Total Allowable Costs</b>	\$ 547,742	\$ 720,786	\$ 420,638	\$ (300,148)
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	Total
Administrative Assistant II	\$ 24,297	0.75	\$ 18,223
Deputy Director	33,840	0.15	5,076
NP- Medication Management	170,300	0.50	85,150
<b>Total Salaries and Wages</b>	\$ 228,437		\$ 108,449

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Bridge Residential

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 555,732	\$ 666,960	\$ 720,265	\$ 53,305
	Realignment	555,732	666,960	-	(666,960)
	MHSA	-	-	720,264	720,264
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	128,024	90,900	-	(90,900)
	MHSA - CSS	-	-	89,635	89,635
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 1,239,488</b>	<b>\$ 1,424,820</b>	<b>\$ 1,530,164</b>	<b>\$ 105,344</b>
<b>Other Program Revenues</b>		<b>57,293</b>	<b>70,257</b>	<b>70,257</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 1,296,781</b>	<b>\$ 1,495,077</b>	<b>\$ 1,600,421</b>	<b>\$ 105,344</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	691,601	720,744	795,195	74,451
2	Payroll taxes	52,649	55,816	62,123	6,307
3	Employee benefits	87,998	107,399	121,900	14,501
4	Workers Compensation	22,156	27,169	27,409	240
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	21	-	-	-
7	Flexible Client Spending (please provide supporting documents)	70,248	68,330	70,987	2,657
8	Travel (costs incurred to carry out the program)	10,706	6,621	6,621	-
9	Employee Travel and Conference	-	5,920	5,920	-
10	Communication Costs	9,923	10,551	10,551	-
11	Utilities	14,784	28,057	28,898	841
12	Cleaning and Janitorial	18,320	18,650	18,651	1
13	Maintenance and Repairs - Buildings	12,243	11,378	11,378	-
14	Maintenance and Repairs - Equipment	548	-	-	-
15	Printing and Publications	2,221	2,933	3,315	382
16	Memberships, Subscriptions and Dues	3,599	6,300	7,375	1,075
17	Office Supplies	6,721	11,506	10,214	(1,292)
18	Postage and Mailing	59	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	8,006	18,910	18,925	15
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	468	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	412	412	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	17,514	17,000	17,000	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	14,277	5,000	(9,277)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	4,303	7,509	6,167	(1,342)
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	127,062	158,033	159,268	1,235
29 <b>Total Mode Costs</b>	\$ 1,161,150	\$ 1,297,515	\$ 1,387,309	\$ 89,794
B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.	-	-	-	
30 Salaries and Benefits	-	146,072	157,017	10,945
31 Supplies	-	36,071	37,925	1,854
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	3,982	6,557	2,575
34 <b>Total Administrative Costs</b>	\$ -	\$ 186,125	\$ 201,499	\$ 15,374
35 <b>TOTAL DIRECT COSTS</b>	\$ 1,161,150	\$ 1,483,640	\$ 1,588,808	\$ 105,168
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	7,621	5,877	6,053	176
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	4,254	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	7,885	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	1,206	5,560	5,560	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 20,966	\$ 11,437	\$ 11,613	\$ 176
<b>63</b>	<b>Total Allowable Costs</b>	\$ 1,182,116	\$ 1,495,077	\$ 1,600,421	\$ 105,344
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 53,517	0.0782	\$ 4,185
Administrative Assistant II-CI	35,322	0.7576	26,760
Behavioral Health Clinician II	74,236	1.0000	74,236
Counselor I-B	41,332	0.8250	34,099
Counselor I-B	40,590	1.0000	40,590
Counselor I-C	51,542	0.8250	42,522
Counselor I-C	55,419	0.8250	45,721
Counselor II	49,323	1.0000	49,323
Counselor II	56,884	1.0000	56,884



**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **Community Housing**

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 536,097	\$ 615,991	\$ 626,614	\$ 10,623
	Realignment	536,097	615,991		626,614
	MHSA	-	-	626,614	-
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	274,007	257,726	-	(257,726)
	MHSA - CSS	-	-	280,419	280,419
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH				
	SAMHSA Block Grant	-	-	-	-
	CRRSAA				
	ARPA				
<b>Total Requested Monterey County Funds</b>		<b>\$ 1,346,201</b>	<b>\$ 1,489,708</b>	<b>1,533,647</b>	<b>\$ 659,930</b>
<b>Other Program Revenues</b>		-	442,027	443,478	1,451
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 1,346,201</b>	<b>\$ 1,931,735</b>	<b>1,977,125</b>	<b>\$ 661,381</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	778,466	867,199	912,760	45,561
2	Payroll taxes	61,633	69,264	72,685	3,421
3	Employee benefits	126,324	113,061	117,431	4,370
4	Workers Compensation	22,139	31,329	29,561	(1,768)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	1,269	-	-	-
7	Flexible Client Spending (please provide supporting documents)	15,067	18,900	18,900	-
8	Travel (costs incurred to carry out the program)	17,823	12,968	12,968	-
9	Employee Travel and Conference	-	7,892	7,892	-
10	Communication Costs	16,469	22,800	22,800	-
11	Utilities	56,812	57,773	58,366	593
12	Cleaning and Janitorial	6,643	13,631	13,631	-
13	Maintenance and Repairs - Buildings	50,990	108,451	108,451	-
14	Maintenance and Repairs - Equipment	1,955	-	-	-
15	Printing and Publications	4,051	4,841	5,471	630
16	Memberships, Subscriptions and Dues	1,710	7,550	8,350	800
17	Office Supplies	20,816	23,684	27,011	3,327
18	Postage and Mailing	-	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	39,500	39,109	38,244	(865)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	93,963	98,246	98,246	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	570	2,406	2,406	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	17,722	4,462	4,293	(169)
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	27,759	17,480	(10,279)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	6,733	6,038	6,897	859
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	103,492	117,684	107,186	(10,498)
29 <b>Total Mode Costs</b>	\$ 1,444,147	\$ 1,655,047	\$ 1,691,029	\$ 35,982
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	188,737	193,977	5,240
31 Supplies	-	46,607	46,852	245
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	5,145	8,100	2,955
34 <b>Total Administrative Costs</b>	\$ -	\$ 240,489	\$ 248,929	\$ 8,440
35 <b>TOTAL DIRECT COSTS</b>	\$ 1,444,147	\$ 1,895,536	\$ 1,939,958	\$ 44,422
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	27,643	32,122	33,086	964
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	29,355	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	6,366	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	1,206	4,080	4,080	-
<b>57</b>	<b>Total Indirect costs</b>	<b>\$ 64,570</b>	<b>\$ 36,202</b>	<b>\$ 37,166</b>	<b>\$ 964</b>
<b>63</b>	<b>Total Allowable Costs</b>	<b>\$ 1,508,717</b>	<b>\$ 1,931,738</b>	<b>\$ 1,977,124</b>	<b>\$ 45,386</b>
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 62,742	0.78	\$ 48,939
Administrative Assistant I	52,240	0.14	7,324
Assistant Program Director	41,209	0.65	26,786
Assistant Program Director	143,940	0.40	57,576
Behavioral Health Clinician I	54,902	1.00	54,902
Behavioral Health Clinician I	149,408	0.50	74,704
Behavioral Health Clinician I	71,898	0.50	35,949
Behavioral Health Clinician I	53,236	0.50	26,618
Community Support Worker III	32,406	0.50	16,203
Counselor II	48,971	1.00	48,971
Counselor II	62,894	0.50	31,447

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Sandy Shores

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 209,907	\$ 214,955	\$ 216,193	\$ 1,238
	Realignment	209,907	214,955	-	(214,955)
	MHSA	-	-	216,193	216,193
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	128,024	147,859	-	(147,859)
	MHSA - CSS	-	-	176,698	176,698
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		\$ 547,838	\$ 577,769	609,084	\$ 31,315
<b>Other Program Revenues</b>		210,115	210,597	210,597	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		\$ 757,953	\$ 788,366	819,681	\$ 31,315

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	306,405	326,624	353,700	27,076
2	Payroll taxes	23,988	25,586	28,015	2,429
3	Employee benefits	64,519	62,535	59,618	(2,917)
4	Workers Compensation	8,711	11,023	10,813	(210)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	672	6,000	6,000	-
7	Flexible Client Spending (please provide supporting documents)	1,082	4,800	4,800	-
8	Travel (costs incurred to carry out the program)	6,268	6,841	6,841	-
9	Employee Travel and Conference	-	3,559	3,559	-
10	Communication Costs	6,006	7,100	7,100	-
11	Utilities	38,541	35,972	37,051	1,079
12	Cleaning and Janitorial	3,281	4,200	4,200	-
13	Maintenance and Repairs - Buildings	32,709	26,989	26,989	-
14	Maintenance and Repairs - Equipment	1,478	-	-	-
15	Printing and Publications	2,010	2,572	2,907	335
16	Memberships, Subscriptions and Dues	1,445	1,948	2,498	550
17	Office Supplies	7,494	17,799	16,728	(1,071)
18	Postage and Mailing	-	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	12,151	12,133	13,123	990
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	4,621	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	170	289	289	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	23,697	5,523	5,523	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	8,464	6,950	(1,514)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	2,620	2,849	3,254	405
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	88,816	96,558	95,012	(1,546)
29 <b>Total Mode Costs</b>	\$ 636,684	\$ 669,364	\$ 694,970	\$ 25,606
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	76,997	80,420	3,423
31 Supplies	-	19,014	19,424	410
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	2,099	3,358	1,259
34 <b>Total Administrative Costs</b>	\$ -	\$ 98,110	\$ 103,202	\$ 5,092
35 <b>TOTAL DIRECT COSTS</b>	\$ 636,684	\$ 767,474	\$ 798,172	\$ 30,698
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
<b>INDIRECT COSTS</b>	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	19,562	20,522	21,138	616
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,242	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	965	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	603	370	370	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 22,372	\$ 20,892	\$ 21,508	\$ 616
<b>63</b>	<b>Total Allowable Costs</b>	\$ 659,056	\$ 788,366	\$ 819,680	\$ 31,314
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 51,484	0.13	\$ 6,801
Administrative Assistant II-CI	34,864	0.24	8,451
Assistant Program Director	88,580	0.25	22,145
Behavioral Health Clinician I	71,898	0.50	35,949
Counselor II	62,805	1.00	62,805
Counselor II	56,321	0.80	45,057
Deputy Director	169,200	0.02	3,384
Division Director of Clinical Services	130,600	0.02	2,612
Division Director of Program Services	125,164	0.17	20,652

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Shelter Cove

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>				
<b>Monterey County Funds (Monterey County's Use):</b>				
<b>Provisional Rates</b>				
Estimated Federal Financial Participation (FFP)	\$ 402,857	\$ 419,860	\$ 308,834	\$ (111,026)
Realignment	402,857	419,860		(419,860)
MHSA	-	-	308,834	308,834
	-	-	-	-
<b>Cash Flow Advances</b>				
Realignment	371,049	295,853	-	(295,853)
MHSA - CSS	-	-	315,847	315,847
MHSA - PEI	-	-	-	-
MHSA - Innovations	-	-	-	-
PATH				
SAMHSA Block Grant	-	-	-	-
CRRSAA				
ARPA				
<b>Total Requested Monterey County Funds</b>	<b>\$ 1,176,763</b>	<b>\$ 1,135,573</b>	<b>933,515</b>	<b>\$ (202,058)</b>
<b>Other Program Revenues</b>	<b>92,547</b>	<b>282,385</b>	<b>353,960</b>	<b>71,575</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>	<b>\$ 1,269,310</b>	<b>\$ 1,417,958</b>	<b>1,287,476</b>	<b>\$ (130,483)</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. Mode Costs (Direct Services)</b>				
1 Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	533,188	638,800	619,543	(19,257)
2 Payroll taxes	40,381	49,349	48,546	(803)
3 Employee benefits	87,965	85,377	100,090	14,713
4 Workers Compensation	14,846	22,214	19,676	(2,538)
5 Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6 Temporary Staffing	958	-	-	-
7 Flexible Client Spending (please provide supporting documents)	34,673	48,700	51,790	3,090
8 Travel (costs incurred to carry out the program)	12,215	10,915	300	(10,615)
9 Employee Travel and Conference	-	8,813	7,073	(1,740)
10 Communication Costs	10,977	16,590	19,355	2,765
11 Utilities	34,935	53,130	51,969	(1,161)
12 Cleaning and Janitorial	11,970	27,000	20,899	(6,101)
13 Maintenance and Repairs - Buildings	61,013	38,728	46,975	8,247
14 Maintenance and Repairs - Equipment	841	-	-	-
15 Printing and Publications	4,023	3,968	4,420	452
16 Memberships, Subscriptions and Dues	2,914	6,800	523	(6,277)
17 Office Supplies	13,453	15,304	5,842	(9,462)
18 Postage and Mailing	70	-	-	-
19 Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	10,339	11,182	10,356	(826)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	6,673	-	3,960	3,960
23 Taxes and assessments (Please identify the property address and method of cost allocation)	205	833	796	(37)
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	2,220	2,220	2,629	409
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	16,000	3,007	(12,993)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	6,125	4,796	6,116	1,320
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	84,539	147,399	70,187	(77,212)
29 <b>Total Mode Costs</b>	\$ 974,523	\$ 1,208,118	\$ 1,094,052	\$ (114,066)
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	138,538	126,314	(12,224)
31 Supplies	-	34,211	30,509	(3,702)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	3,776	5,275	1,499
34 <b>Total Administrative Costs</b>	\$ -	\$ 176,525	\$ 162,098	\$ (14,427)
35 <b>TOTAL DIRECT COSTS</b>	\$ 974,523	\$ 1,384,643	\$ 1,256,150	\$ (128,493)
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
<b>INDIRECT COSTS</b>	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	22,187	30,830	26,893	(3,937)
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	3,702	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	6,016	-	3,943	3,943
55 Transportation and Travel	-	-	-	-



		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	603	2,484	490	(1,994)
<b>57</b>	<b>Total Indirect costs</b>	\$ 32,508	\$ 33,314	\$ 31,326	\$ (1,988)
<b>63</b>	<b>Total Allowable Costs</b>	\$ 1,007,031	\$ 1,417,957	\$ 1,287,476	\$ (130,481)
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 52,310	0.10	\$ 5,231
Administrative Assistant II	44,993	1.00	44,993
Assistant Program Director	68,099	1.00	68,099
Behavioral Health Clinician I	83,181	0.48	39,927
Community Support Worker III	34,200	0.05	1,710
Counselor II	47,792	1.00	47,792
Counselor II	48,974	1.00	48,974
Counselor II	51,778	0.59	30,549
Counselor III	60,973	1.00	60,973
Deputy Director	169,180	0.05	8,459
Division Director of Clinical Services	130,600	0.02	2,612

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Rockrose Gardens

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 110,328	\$ 129,382	\$ 145,375	\$ 15,993
	Realignment	-	-	-	-
	MHSA	110,328	129,382	145,375	15,993
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 220,656</b>	<b>\$ 258,764</b>	<b>\$ 290,750</b>	<b>\$ 31,986</b>
<b>Other Program Revenues</b>		<b>2,750</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 223,406</b>	<b>\$ 258,764</b>	<b>\$ 290,750</b>	<b>\$ 31,986</b>
B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.					
I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.					
<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	141,611	168,912	189,418	20,506
2	Payroll taxes	11,026	12,910	14,713	1,803
3	Employee benefits	23,870	14,435	18,395	3,960
4	Workers Compensation	4,445	6,313	6,471	158
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	545	1,850	2,100	250
8	Travel (costs incurred to carry out the program)	2,591	6,208	6,444	236
9	Employee Travel and Conference	-	500	500	-
10	Communication Costs	1,296	3,100	4,400	1,300
11	Utilities	-	-	-	-
12	Cleaning and Janitorial	949	1,260	1,260	-
13	Maintenance and Repairs - Buildings	-	-	-	-
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	1,198	1,210	1,368	158
16	Memberships, Subscriptions and Dues	-	-	-	-
17	Office Supplies	926	2,451	2,351	(100)
18	Postage and Mailing	-	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	3,069	3,779	3,276	(503)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	59	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	2,119	1,813	(306)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	383	775	885	110
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	5	10	10	-
29 <b>Total Mode Costs</b>	\$ 191,973	\$ 225,832	\$ 253,404	\$ 27,572
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	25,282	28,525	3,243
31 Supplies	-	6,243	6,890	647
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	689	1,191	502
34 <b>Total Administrative Costs</b>	\$ -	\$ 32,214	\$ 36,606	\$ 4,392
35 <b>TOTAL DIRECT COSTS</b>	\$ 191,973	\$ 258,046	\$ 290,010	\$ 31,964
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	644	718	739	21
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,000	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	781	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 2,425	\$ 718	\$ 739	\$ 21
<b>63</b>	<b>Total Allowable Costs</b>	\$ 194,398	\$ 258,764	\$ 290,749	\$ 31,985
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Assistant Program Director	\$ 88,580	0.100	\$ 8,858
Behavioral Health Clinician I	114,378	0.320	36,601
Community Support Worker II	31,540	0.500	15,770
Counselor II	54,700	1.000	54,700
Deputy Director	169,200	0.020	3,384
Division Director of Clinical Services	130,600	0.020	2,612
Division Director of Program Services	125,165	0.085	10,639
Division Director of Quality Assurance	137,709	0.055	7,574
Maintenance Assistant	13,013	0.375	4,880
Program Director	114,964	0.250	28,741
Quality Assurance & Performance Outcomes Specialist	90,810	0.021	1,907
Quality Assurance & Performance Outcomes Specialist	104,818	0.055	5,765

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **Lupine Gardens**

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 181,910	\$ 181,077	\$ 192,799	\$ 11,722
	Realignment	-	-	-	-
	MHSA	181,910	181,077	192,799	11,722
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 363,820</b>	<b>\$ 362,154</b>	<b>\$ 385,598</b>	<b>\$ 23,444</b>
<b>Other Program Revenues</b>		<b>46,896</b>	<b>28,842</b>	<b>30,746</b>	<b>1,904</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 410,716</b>	<b>\$ 390,996</b>	<b>\$ 416,344</b>	<b>\$ 25,348</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	220,965	242,448	262,136	19,688
2	Payroll taxes	17,175	18,888	20,657	1,769
3	Employee benefits	27,427	26,464	24,156	(2,308)
4	Workers Compensation	6,466	9,209	9,051	(158)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	6,772	7,375	7,375	-
8	Travel (costs incurred to carry out the program)	5,145	4,617	4,617	-
9	Employee Travel and Conference	-	2,200	2,200	-
10	Communication Costs	3,275	1,700	1,700	-
11	Utilities	-	-	-	-
12	Cleaning and Janitorial	4,596	3,050	3,050	-
13	Maintenance and Repairs - Buildings	-	-	-	-
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	1,542	1,664	1,881	217
16	Memberships, Subscriptions and Dues	219	250	375	125
17	Office Supplies	6,586	6,286	5,600	(686)
18	Postage and Mailing	1	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	7,935	8,560	8,431	(129)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	117	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	4,715	1,450	(3,265)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	1,023	1,435	1,640	205
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	10,597	14	6,100	6,086
29 <b>Total Mode Costs</b>	\$ 319,841	\$ 338,875	360,419	\$ 21,544
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	38,202	40,848	2,646
31 Supplies	-	9,434	9,866	432
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,041	1,706	665
34 <b>Total Administrative Costs</b>	\$ -	\$ 48,677	52,420	\$ 3,743
35 <b>TOTAL DIRECT COSTS</b>	\$ 319,841	\$ 387,552	412,839	\$ 25,287
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	1,774	2,071	2,133	62
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	2,219	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	2,568	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	603	1,374	1,374	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 7,164	\$ 3,445	3,507	\$ 62
<b>63</b>	<b>Total Allowable Costs</b>	\$ 327,005	\$ 390,997	416,346	\$ 25,349
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 62,741	0.220	\$ 13,803
Assistant Program Director	66,960	0.100	6,696
Behavioral Health Clinician I	75,238	0.500	37,619
Cleaner-Housekeeper	42,808	0.475	20,334
Community Support Worker II	30,846	0.475	14,652
Community Support Worker II	30,847	0.300	9,254
Counselor II	62,894	0.500	31,447
Counselor II	57,522	1.000	57,522
Deputy Director	169,200	0.020	3,384
Division Director of Clinical Services	124,144	0.021	2,612

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Sunflower Gardens

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 183,868	\$ 211,744	\$ 266,065	\$ 54,321
	Realignment	-	-	-	-
	MHSA	183,868	211,744	266,065	54,321
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 367,736</b>	<b>\$ 423,488</b>	<b>\$ 532,130</b>	<b>\$ 108,642</b>
<b>Other Program Revenues</b>		-	-	-	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 367,736</b>	<b>\$ 423,488</b>	<b>\$ 532,130</b>	<b>\$ 108,642</b>
B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.					
<b>I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.</b>					
<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	175,025	243,609	270,054	26,445
2	Payroll taxes	13,699	17,645	20,950	3,305
3	Employee benefits	31,469	37,241	33,983	(3,258)
4	Workers Compensation	5,604	8,897	9,162	265
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	5,556	13,200	15,200	2,000
8	Travel (costs incurred to carry out the program)	5,098	6,994	6,994	-
9	Employee Travel and Conference	-	2,000	2,000	-
10	Communication Costs	2,618	2,000	2,000	-
11	Utilities	654	563	580	17
12	Cleaning and Janitorial	3,053	6,000	8,000	2,000
13	Maintenance and Repairs - Buildings	-	-	-	-
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	1,653	1,563	1,767	204
16	Memberships, Subscriptions and Dues	1,463	1,350	1,525	175
17	Office Supplies	14,852	14,825	12,900	(1,925)
18	Postage and Mailing	-	-	-	-
19	Medical Records	-	-	-	-



	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	5,621	7,139	8,564	1,425
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	117	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	3,879	54,598	50,719
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	1,006	1,366	2,952	1,586
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	3,984	13	5,074	5,061
29 <b>Total Mode Costs</b>	\$ 271,472	\$ 368,284	\$ 456,303	\$ 88,019
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	41,376	52,207	10,831
31 Supplies	-	10,217	12,610	2,393
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,128	2,180	1,052
34 <b>Total Administrative Costs</b>	\$ -	\$ 52,721	\$ 66,997	\$ 14,276
35 <b>TOTAL DIRECT COSTS</b>	\$ 271,472	\$ 421,005	\$ 523,300	\$ 102,295
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	2,659	2,483	8,831	6,348
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,493	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	783	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 4,935	\$ 2,483	\$ 8,831	\$ 6,348
<b>63</b>	<b>Total Allowable Costs</b>	\$ 276,407	\$ 423,488	\$ 532,131	\$ 108,643
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant II-CI	\$ 54,020	0.50	\$ 27,010
Administrative Assistant- Med Support	\$ 6,590	0.78	\$ 5,140
Assistant Program Director	66,964	0.50	33,482
Behavioral Health Clinician I	75,238	0.50	37,619
Community Support Worker II	38,472	0.25	9,618
Community Support Worker II	26,717	0.30	8,015
Counselor II	50,566	1.00	50,566
Deputy Director	488,902	0.02	8,458
Division Director of Clinical Services	122,342	0.02	2,612

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: MCHOME

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>				
<b>Monterey County Funds (Monterey County's Use):</b>				
<b>Provisional Rates</b>				
Estimated Federal Financial Participation (FFP)	\$ 650,118	\$ 776,219	\$ 870,535	\$ 94,316
Realignment	-	-	-	-
MHSA	410,256	776,218	870,536	94,318
	-	-	-	-
<b>Cash Flow Advances</b>				
Realignment	-	-	-	-
MHSA - CSS	462,260	643,422	563,477	(79,945)
MHSA - PATH	-	-	-	-
MHSA - Innovations	-	-	-	-
PATH	-	-	96,474	-
SAMHSA Block Grant	-	-	-	-
CRRSAA	-	-	69,000	-
ARPA	-	-	43,356	-
<b>Total Requested Monterey County Funds</b>	<b>\$ 1,522,634</b>	<b>\$ 2,195,859</b>	<b>\$ 2,513,378</b>	<b>\$ 108,689</b>
<b>Other Program Revenues</b>	<b>413,642</b>	<b>487,532</b>	<b>446,532</b>	<b>(41,000)</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>	<b>\$ 1,936,276</b>	<b>\$ 2,683,391</b>	<b>\$ 2,959,910</b>	<b>\$ 67,689</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. Mode Costs (Direct Services)</b>				
1 Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	1,111,991	1,363,063	1,546,292	183,229
2 Payroll taxes	79,705	101,326	107,036	5,710
3 Employee benefits	191,542	197,906	183,124	(14,782)
4 Workers Compensation	34,854	50,231	48,441	(1,790)
5 Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6 Temporary Staffing	293	-	-	-
7 Flexible Client Spending (please provide supporting documents)	138,549	156,515	155,769	(746)
8 Travel (costs incurred to carry out the program)	27,742	25,126	27,718	2,592
9 Employee Travel and Conference	-	12,198	13,698	1,500
10 Communication Costs	36,435	23,800	27,330	3,530
11 Utilities	7,928	7,429	4,965	(2,464)
12 Cleaning and Janitorial	5,879	3,100	3,704	604
13 Maintenance and Repairs - Buildings	11,696	18,101	300	(17,801)
14 Maintenance and Repairs - Equipment	151	-	-	-
15 Printing and Publications	3,689	3,735	4,563	828
16 Memberships, Subscriptions and Dues	5,771	9,900	11,353	1,453
17 Office Supplies	31,606	21,828	30,917	9,089
18 Postage and Mailing	125	-	-	-
19 Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	15,795	16,304	17,669	1,365
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	233,459	227,172	241,771	14,599
23 Taxes and assessments (Please identify the property address and method of cost allocation)	58	51	51	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	13,432	68,378	54,946
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	6,992	7,035	9,829	2,794
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	49,425	41,972	26,128	(15,844)
29 <b>Total Mode Costs</b>	\$ 1,993,685	\$ 2,300,224	\$ 2,529,036	\$ 228,812
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	262,173	283,464	21,291
31 Supplies	-	64,741	68,467	3,726
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	7,147	11,837	4,690
34 <b>Total Administrative Costs</b>	\$ -	\$ 334,061	\$ 363,768	\$ 29,707
35 <b>TOTAL DIRECT COSTS</b>	\$ 1,993,685	\$ 2,634,285	\$ 2,892,804	\$ 258,519
II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	28,425	43,652	60,802	17,150
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	10,620	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	8,938	-	50	50
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	1,810	5,454	6,254	800
<b>57</b>	<b>Total Indirect costs</b>	\$ 49,793	\$ 49,106	\$ 67,106	\$ 18,000
<b>63</b>	<b>Total Allowable Costs</b>	\$ 2,043,478	\$ 2,683,391	\$ 2,959,910	\$ 276,519
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant I	\$ 52,320	0.050	\$ 2,616
Administrative Assistant II-CI	51,211	1.000	51,211
Administrative Assistant II-CI	45,494	1.000	45,494
Administrative Assistant II-CI	54,020	0.500	27,010
Behavioral Health Clinician I-Vacant	70,522	1.000	70,522
Behavioral Health Clinician I	68,242	1.000	68,242
Behavioral Health Clinician I	81,577	1.000	81,577

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

**Program Name: Keep It Real (Dual Recovery Services)**

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>				
<b>Monterey County Funds (Monterey County's Use):</b>				
<b>Provisional Rates</b>				
Estimated Federal Financial Participation (FFP)	\$ -	\$ 270,155	\$ 294,773	\$ 24,618
Realignment	-	-	-	-
MHSA	64,785	270,155	294,773	24,618
	-	-	-	-
<b>Cash Flow Advances</b>				
Realignment	-	-	-	-
MHSA - CSS	-	64,785	10,827	(53,958)
MHSA - PEI	-	-	-	-
MHSA - Innovations	-	-	-	-
PATH	-	-	-	-
SAMHSA Block Grant	-	-	-	-
CRRSAA	-	-	-	-
ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>	<b>\$ 64,785</b>	<b>\$ 605,095</b>	<b>\$ 600,373</b>	<b>\$ (4,722)</b>
<b>Other Program Revenues</b>	<b>12,396</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>	<b>\$ 77,181</b>	<b>\$ 605,095</b>	<b>\$ 600,373</b>	<b>\$ (4,722)</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. Mode Costs (Direct Services)</b>				
1 Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	222,545	327,194	347,889	20,695
2 Payroll taxes	16,738	25,529	27,217	1,688
3 Employee benefits	29,623	45,946	39,335	(6,611)
4 Workers Compensation	6,724	12,655	12,195	(460)
5 Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6 Temporary Staffing	1	-	-	-
7 Flexible Client Spending (please provide supporting documents)	3,703	6,150	6,150	-
8 Travel (costs incurred to carry out the program)	11,025	7,563	7,563	-
9 Employee Travel and Conference	-	2,550	2,550	-
10 Communication Costs	9,151	6,332	6,332	-
11 Utilities	4,159	11,636	9,466	(2,170)
12 Cleaning and Janitorial	2,813	1,697	1,697	-
13 Maintenance and Repairs - Buildings	5,381	-	-	-
14 Maintenance and Repairs - Equipment	3	-	-	-
15 Printing and Publications	746	756	855	99
16 Memberships, Subscriptions and Dues	1,415	1,700	2,050	350
17 Office Supplies	6,047	8,037	7,100	(937)
18 Postage and Mailing	173	-	-	-
19 Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	7,870	7,491	9,159	1,668
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	29,487	36,158	23,442	(12,716)
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	13,099	12,250	(849)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	1,572	2,099	2,398	299
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	7,937	7,206	998	(6,208)
29 <b>Total Mode Costs</b>	\$ 367,113	\$ 523,798	\$ 518,646	\$ (5,152)
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	59,120	58,903	(217)
31 Supplies	-	14,599	14,227	(372)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,612	2,460	848
34 <b>Total Administrative Costs</b>	\$ -	\$ 75,331	\$ 75,590	\$ 259
35 <b>TOTAL DIRECT COSTS</b>	\$ 367,113	\$ 599,129	\$ 594,236	\$ (4,893)
II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	3,596	5,669	5,840	171
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	7,683	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	1,788	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	220	296	296	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 13,287	\$ 5,965	\$ 6,136	\$ 171
<b>63</b>	<b>Total Allowable Costs</b>	\$ 380,400	\$ 605,094	\$ 600,372	\$ (4,722)
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant II-CI	\$ 61,650	1.00	\$ 61,650
Behavioral Health Clinician I	76,507	1.00	76,507
Clinical Program Manager	91,857	0.75	68,893
Counselor II	57,544	1.00	57,544



**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: DRS Outreach &amp; Aftercare SAMHSA Grant

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>				
<b>Monterey County Funds (Monterey County's Use):</b>				
<b>Provisional Rates</b>				
Estimated Federal Financial Participation (FFP)	\$ -	\$ -	\$ -	\$ -
Realignment	-	-	-	-
MHSA	-	-	-	-
	-	-	-	-
<b>Cash Flow Advances</b>				
Realignment	-	-	-	-
MHSA - CSS	-	36,651	43,159	6,508
MHSA - PEI	-	-	-	-
MHSA - Innovations	-	-	-	-
PATH				
SAMHSA Block Grant	-	93,279	93,279	-
CRRSAA				
ARPA				
<b>Total Requested Monterey County Funds</b>	<b>\$ -</b>	<b>\$ 129,930</b>	<b>\$ 136,438</b>	<b>\$ 6,508</b>
<b>Other Program Revenues</b>	<b>1,588</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>	<b>\$ 1,588</b>	<b>\$ 129,930</b>	<b>\$ 136,438</b>	<b>\$ 6,508</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. Mode Costs (Direct Services)</b>				
1 Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	45,309	75,643	82,437	6,794
2 Payroll taxes	3,591	6,062	6,603	541
3 Employee benefits	7,501	14,700	14,505	(195)
4 Workers Compensation	1,199	2,958	2,919	(39)
5 Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6 Temporary Staffing	-	-	-	-
7 Flexible Client Spending (please provide supporting documents)	292	1,050	1,050	-
8 Travel (costs incurred to carry out the program)	1,591	3,477	3,477	-
9 Employee Travel and Conference	-	500	500	-
10 Communication Costs	403	900	900	-
11 Utilities	342	1,325	-	(1,325)
12 Cleaning and Janitorial	-	-	-	-
13 Maintenance and Repairs - Buildings	11	-	-	-
14 Maintenance and Repairs - Equipment	-	-	-	-
15 Printing and Publications	92	250	283	33
16 Memberships, Subscriptions and Dues	-	200	300	100
17 Office Supplies	7	1,174	1,174	-
18 Postage and Mailing	-	-	-	-
19 Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	3,685	4,441	3,962	(479)
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	-	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	250	250	-
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	155	452	516	64
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	-	-	-
29 <b>Total Mode Costs</b>	\$ 64,178	\$ 113,382	\$ 118,876	\$ 5,494
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	12,695	13,387	692
31 Supplies	-	3,135	3,233	98
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	346	559	213
34 <b>Total Administrative Costs</b>	\$ -	\$ 16,176	\$ 17,179	\$ 1,003
35 <b>TOTAL DIRECT COSTS</b>	\$ 64,178	\$ 129,558	\$ 136,055	\$ 6,497
II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 <b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	139	372	383	11
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	490	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	-	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 629	\$ 372	\$ 383	\$ 11
<b>63</b>	<b>Total Allowable Costs</b>	\$ 64,807	\$ 129,930	\$ 136,438	\$ 6,508
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Counselor II	\$ 59,474	1.00	\$ 59,474

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **Workforce Ed & Training WE&T**

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ -	\$ -	\$ -	\$ -
	Realignment	-	-	-	-
	MHSA	-	-	-	-
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	163,668	141,356	(22,312)
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		\$ -	\$ 163,668	\$ 141,356	\$ (22,312)
<b>Other Program Revenues</b>		-	-	-	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		\$ -	\$ 163,668	\$ 141,356	\$ (22,312)

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	118,161	78,922	67,367	(11,555)
2	Payroll taxes	9,241	6,037	5,154	(883)
3	Employee benefits	20,285	7,098	2,256	(4,842)
4	Workers Compensation	2,061	3,101	2,376	(725)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	1,309	3,700	3,700	-
8	Travel (costs incurred to carry out the program)	3,515	1,277	1,277	-
9	Employee Travel and Conference	-	2,000	2,000	-
10	Communication Costs	3,867	1,406	1,406	-
11	Utilities	2,166	2,284	4,767	2,483
12	Cleaning and Janitorial	1,024	478	478	-
13	Maintenance and Repairs - Buildings	3,190	1,000	1,000	-
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	343	151	171	20
16	Memberships, Subscriptions and Dues	150	300	425	125
17	Office Supplies	1,708	10,223	8,800	(1,423)
18	Postage and Mailing	11	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	5,488	992	1,289	297
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	17,552	21,426	18,114	(3,312)
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	353	120	(233)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	563	759	867	108
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	670	501	691	190
29 <b>Total Mode Costs</b>	\$ 191,304	\$ 142,008	\$ 122,258	\$ (19,750)
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	15,990	13,868	(2,122)
31 Supplies	-	3,949	3,350	(599)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	436	579	143
34 <b>Total Administrative Costs</b>	\$ -	\$ 20,375	\$ 17,797	\$ (2,578)
35 <b>TOTAL DIRECT COSTS</b>	\$ 191,304	\$ 162,383	\$ 140,055	\$ (22,328)
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	203	544	560	16
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	980	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	160	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	740	740	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 1,343	\$ 1,284	\$ 1,300	\$ 16
<b>63</b>	<b>Total Allowable Costs</b>	\$ 192,647	\$ 163,667	\$ 141,355	\$ (22,312)
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature \_\_\_\_\_ Date \_\_\_\_\_ Finance Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Maintenance Assistant	\$ 9,482	0.50	\$ 4,741

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **OMNI Resource Center**

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ -	\$ 77,070	\$ 72,371	\$ (4,699)
	Realignment	-	-	-	-
	MHSA	-	653,938	72,371	(581,567)
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	-	-	567,737	567,737
	MHSA - PEI	668,782	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 668,782</b>	<b>\$ 731,008</b>	<b>\$ 712,479</b>	<b>\$ (18,529)</b>
<b>Other Program Revenues</b>		<b>10,334</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 679,116</b>	<b>\$ 731,008</b>	<b>\$ 712,479</b>	<b>\$ (18,529)</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	311,906	338,744	364,602	25,858
2	Payroll taxes	24,624	27,151	29,314	2,163
3	Employee benefits	33,798	24,252	25,112	860
4	Workers Compensation	7,839	6,539	5,585	(954)
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	6	-	-	-
7	Flexible Client Spending (please provide supporting documents)	45,360	43,000	30,000	(13,000)
8	Travel (costs incurred to carry out the program)	13,011	3,831	3,831	-
9	Employee Travel and Conference	-	11,075	11,075	-
10	Communication Costs	7,400	6,900	6,900	-
11	Utilities	10,360	19,992	20,592	600
12	Cleaning and Janitorial	11,301	11,000	11,000	-
13	Maintenance and Repairs - Buildings	30,862	28,620	29,140	520
14	Maintenance and Repairs - Equipment	136	-	-	-
15	Printing and Publications	3,433	2,276	2,573	297
16	Memberships, Subscriptions and Dues	1,259	3,960	4,410	450
17	Office Supplies	13,963	13,324	11,650	(1,674)
18	Postage and Mailing	37	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	17,605	17,707	19,135	1,428
21 Rent and Leases - equipment	-	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	-	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	87	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	255	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	1,330	800	(530)
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	3,345	3,449	3,940	491
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	26,467	63,292	29,153	(34,139)
29 <b>Total Mode Costs</b>	\$ 563,054	\$ 626,442	\$ 608,812	\$ (17,630)
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	71,422	69,903	(1,519)
31 Supplies	-	17,637	16,884	(753)
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,947	2,919	972
34 <b>Total Administrative Costs</b>	\$ -	\$ 91,006	\$ 89,706	\$ (1,300)
35 <b>TOTAL DIRECT COSTS</b>	\$ 563,054	\$ 717,448	\$ 698,518	\$ (18,930)

II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	6,985	13,412	13,815	403
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	2,565	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	319	-	-	-
55 Transportation and Travel	-	-	-	-



		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	247	148	148	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 10,116	\$ 13,560	\$ 13,963	\$ 403
<b>63</b>	<b>Total Allowable Costs</b>	\$ 573,170	\$ 731,008	\$ 712,481	\$ (18,527)
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Counselor II	49,613	0.63	\$ 31,008
Counselor II	57,925	0.38	\$ 21,722
Community Support Worker I	32,015	0.48	15,207
Community Support Worker II	45,032	0.48	21,390
Community Support Worker II	22,728	0.48	10,796
Community Support Worker II	19,279	0.48	9,254
Deputy Director	169,200	0.02	3,384
Division Director of Program Services	129,356	0.05	5,821

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: Peer Partners for Health\_Wellness Navigators

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>				
<b>Monterey County Funds (Monterey County's Use):</b>				
<b>Provisional Rates</b>				
Estimated Federal Financial Participation (FFP)	\$ 11,400	\$ 32,897	\$ 64,111	\$ 31,214
Realignment	-	-	\$ -	-
MHSA	11,400.00	32,897.00	\$ 64,111	31,214
	-	-	-	-
<b>Cash Flow Advances</b>				
Realignment	-	-	-	-
MHSA - CSS	-	58,386.00	70,519	12,133
MHSA - PEI	-	-	-	-
MHSA - Innovations	-	254,630.00	376,122	121,492
PATH	-	-	-	-
SAMHSA Block Grant	-	-	-	-
CRRSAA	-	-	69,000	-
ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>	<b>\$ 22,800</b>	<b>\$ 378,810</b>	<b>643,863</b>	<b>\$ 196,053</b>
<b>Other Program Revenues</b>	-	-	-	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>	<b>\$ 22,800</b>	<b>\$ 378,810</b>	<b>\$ 643,863</b>	<b>\$ 196,053</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. Mode Costs (Direct Services)</b>				
1 Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	229,500	181,554	345,563	164,009
2 Payroll taxes	17,959	14,438	26,124	11,686
3 Employee benefits	57,618	41,836	78,608	36,772
4 Workers Compensation	7,507	6,615	11,996	5,381
5 Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	1	-	-	-
6 Temporary Staffing	-	-	-	-
7 Flexible Client Spending (please provide supporting documents)	531	500	1,500	1,000
8 Travel (costs incurred to carry out the program)	10,221	7,720	12,976	5,256
9 Employee Travel and Conference	1	6,000	8,000	2,000
10 Communication Costs	3,698	5,800	11,200	5,400
11 Utilities	868	2,209	-	(2,209)
12 Cleaning and Janitorial	551	-	-	-
13 Maintenance and Repairs - Buildings	995	3,540	7,080	3,540
14 Maintenance and Repairs - Equipment	-	-	-	-
15 Printing and Publications	131	-	-	-
16 Memberships, Subscriptions and Dues	49	50	100	50
17 Office Supplies	6,941	2,943	4,093	1,150
18 Postage and Mailing	22	-	-	-
19 Medical Records	1	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	6,676	7,712	440	(7,272)
21 Rent and Leases - equipment	1	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	234	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	5	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	13	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	569	1,469	900
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	195	1,505	2,029	524
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	20,711	36,119	39,569	3,450
29 <b>Total Mode Costs</b>	\$ 364,429	\$ 319,110	550,747	\$ 231,637
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	37,011	63,169	26,158
31 Supplies	-	9,140	15,258	6,118
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	1,009	2,638	1,629
34 <b>Total Administrative Costs</b>	\$ -	\$ 47,160	81,065	\$ 33,905
35 <b>TOTAL DIRECT COSTS</b>	\$ 364,429	\$ 366,270	631,812	\$ 265,542

II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>INDIRECT COSTS</b>				
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	2,115	12,539	12,051	(488)
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,254	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	1	-	-	-
54 Other Professional and Specialized Services	-	-	-	-
55 Transportation and Travel	1	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 3,371	\$ 12,539	12,051	\$ (488)
<b>63</b>	<b>Total Allowable Costs</b>	\$ 367,800	\$ 378,809	643,863	\$ 265,054
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Budget FY 2020-21</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Deputy Director	132,602	0.01	1,692
Division Director of Program Services	545,608	0.02	10,994

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **Assertive Community Treatment Team**

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 198,938	\$ 535,847	\$ 677,509	\$ 141,662
	Realignment	-	-	-	-
	MHSA	198,938	535,848	677,509	141,661
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	-	-
	MHSA - CSS	336,557	217,126	223,784	6,658
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 734,433</b>	<b>\$ 1,288,821</b>	<b>\$ 1,578,802</b>	<b>\$ 289,981</b>
<b>Other Program Revenues</b>		-	-	-	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 734,433</b>	<b>\$ 1,288,821</b>	<b>\$ 1,578,802</b>	<b>\$ 289,981</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

I. **Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

<b>A. Mode Costs (Direct Services)</b>		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	645,097	797,425	863,416	65,991
2	Payroll taxes	47,488	55,624	65,085	9,461
3	Employee benefits	95,238	94,385	103,835	9,450
4	Workers Compensation	17,506	22,243	28,144	5,901
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	-	-	-	-
6	Temporary Staffing	-	-	-	-
7	Flexible Client Spending (please provide supporting documents)	14,748	43,500	43,500	-
8	Travel (costs incurred to carry out the program)	16,475	5,186	5,246	60
9	Employee Travel and Conference	-	8,000	8,000	-
10	Communication Costs	11,714	2,850	14,145	11,295
11	Utilities	-	14,979	22,508	7,529
12	Cleaning and Janitorial	2,740	2,850	3,756	906
13	Maintenance and Repairs - Buildings	19,817	16,460	19,060	2,600
14	Maintenance and Repairs - Equipment	-	-	-	-
15	Printing and Publications	1,126	400	966	566
16	Memberships, Subscriptions and Dues	1,588	800	950	150
17	Office Supplies	11,620	2,968	8,322	5,354
18	Postage and Mailing	58	-	-	-
19	Medical Records	-	-	-	-

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	-	7,757	9,360	1,603
21 Rent and Leases - equipment	410	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	-	-	10,655	10,655
23 Taxes and assessments (Please identify the property address and method of cost allocation)	-	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	-	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	1,791	98,267	96,476
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	2,251	3,963	1,712
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	37,452	33,545	47,693	14,148
29 <b>Total Mode Costs</b>	\$ 923,077	\$ 1,113,014	\$ 1,356,871	\$ 243,857
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service provided.</b>				
30 Salaries and Benefits	-	125,921	154,897	28,976
31 Supplies	-	31,095	37,414	6,319
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	3,433	6,468	3,035
34 <b>Total Administrative Costs</b>	\$ -	\$ 160,449	\$ 198,779	\$ 38,330
35 <b>TOTAL DIRECT COSTS</b>	\$ 923,077	\$ 1,273,463	\$ 1,555,650	\$ 282,187
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
<b>INDIRECT COSTS</b>	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	-	13,483	20,076	6,593
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,560	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	-	-	-	-
54 Other Professional and Specialized Services	5,014	-	-	-
55 Transportation and Travel	-	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	1,876	3,076	1,200
<b>57</b>	<b>Total Indirect costs</b>	\$ 6,574	\$ 15,359	\$ 23,152	\$ 7,793
<b>63</b>	<b>Total Allowable Costs</b>	\$ 929,651	\$ 1,288,822	\$ 1,578,802	\$ 289,980
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature

Date

Finance Director's Signature

Date

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Administrative Assistant II-CI	\$ 48,002	1.00	\$ 48,002
Behavioral Health Clinician I	76,450	1.00	76,450
Behavioral Health Clinician I	72,623	1.00	72,623
Clinical Program Manager	83,598	1.00	83,598
Counselor II	56,640	1.00	56,640
Deputy Director	265,857	0.07	18,610
Division Director of Clinical Services	130,590	0.10	13,059
Division Director of Program Services	129,343	0.23	29,749
Division Director of Quality Assurance	132,884	0.05	6,312
Landscape Assistant	35,196	0.05	1,619
Licensed Vocational Nurse	72,466	1.00	72,466
Licensed Vocational Nurse	29,967	1.00	29,967
Licensed Vocational Nurse	176,585	0.40	70,634
NP-Medication Support	139,672	0.60	83,803
Quality Assurance & Performance Outcomes Specialist	282,588	0.02	4,804
Quality Assurance & Performance Outcomes Specialist	33,453	0.05	1,589
Quality Assurance Technician	72,440	0.05	3,622
Substance Use Disorders Specialist	79,403	1.00	79,403
Wellness Navigator	45,533	1.00	45,533
Wellness Navigator	47,524	0.50	23,762
Wellness Navigator	41,171	1.00	41,171
<b>Total Salaries and Wages</b>	\$ 2,051,985		863,416

**INTERIM, INC**  
**BUDGET AND EXPENDITURE REPORT**  
**For Monterey County - Behavioral Health**  
**Fiscal Year 2021-2022**

Program Name: **CHOICES \_Intensive Day Treatment**

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change	
<b>A. PROGRAM REVENUES</b>					
<b>Monterey County Funds (Monterey County's Use):</b>					
<b>Provisional Rates</b>					
	Estimated Federal Financial Participation (FFP)	\$ 343,240	\$ -	\$ 208,585	\$ 208,585
	Realignment	343,240	-	208,585	208,585
	MHSA	-	-	-	-
		-	-	-	-
<b>Cash Flow Advances</b>					
	Realignment	-	-	212,245	212,245
	MHSA - CSS	-	-	-	-
	MHSA - PEI	-	-	-	-
	MHSA - Innovations	-	-	-	-
	PATH	-	-	-	-
	SAMHSA Block Grant	-	-	-	-
	CRRSAA	-	-	-	-
	ARPA	-	-	-	-
<b>Total Requested Monterey County Funds</b>		<b>\$ 686,480</b>	<b>\$ -</b>	<b>\$ 629,415</b>	<b>\$ 629,415</b>
<b>Other Program Revenues</b>		-	-	-	-
<b>TOTAL PROGRAM REVENUES (equals Allowable Costs)</b>		<b>\$ 686,480</b>	<b>\$ -</b>	<b>\$ 629,415</b>	<b>\$ 629,415</b>

B. ALLOWABLE COSTS - Allowable expenditures for the care and services of placed Monterey County clients allocated in accordance with requirements contained in this Agreement. Expenditures should be reported within the cost categories list. CONTRACTOR is expected to be able to identify direct and indirect costs directly from its financial statements.

**I. Direct Cost Centers - a direct cost, as defined in OMB A-87, is a cost that can be identified specifically with a particular final cost objective.**

	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change	
<b>A. Mode Costs (Direct Services)</b>					
1	Salaries and wages (please fill out Supplemental Schedule of Salaries and Wages)	267,620	-	294,476	294,476
2	Payroll taxes	20,306	-	23,120	23,120
3	Employee benefits	29,118	-	49,671	49,671
4	Workers Compensation	8,800	-	10,130	10,130
5	Severance Pay (if required by law, employer-employee agreement or established written policy or associated with County's loss of funding)	2	-	-	-
6	Temporary Staffing	16,892	-	-	-
7	Flexible Client Spending (please provide supporting documents)	14,678	-	27,400	27,400
8	Travel (costs incurred to carry out the program)	4,694	-	3,700	3,700
9	Employee Travel and Conference	2	-	2,000	2,000
10	Communication Costs	3,214	-	2,150	2,150
11	Utilities	5,082	-	4,120	4,120
12	Cleaning and Janitorial	2,514	-	2,000	2,000
13	Maintenance and Repairs - Buildings	14,193	-	13,420	13,420
14	Maintenance and Repairs - Equipment	55	-	-	-
15	Printing and Publications	674	-	68	68
16	Memberships, Subscriptions and Dues	489	-	700	700
17	Office Supplies	6,822	-	5,500	5,500
18	Postage and Mailing	-	-	-	-
19	Medical Records	2	-	-	-



	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
20 Data Processing	408	-	13,562	13,562
21 Rent and Leases - equipment	2	-	-	-
22 Rent and Leases - building and improvements (please identify the property address and method of cost allocation)	59	-	-	-
23 Taxes and assessments (Please identify the property address and method of cost allocation)	53	-	-	-
24 Interest in Other Long-term debts (please identify the property address and method of cost allocation)	160	-	-	-
25 Other Professional and Consultant Services (allowable with prior specific approval from Monterey County and must meet the criteria of a direct cost)	-	-	51,827	51,827
26 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	255	-	2,778	2,778
27 Miscellaneous (please provide details)	-	-	-	-
28 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	17,735	-	36,275	36,275
29 <b>Total Mode Costs</b>	\$ 413,829	\$ -	\$ 542,897	\$ 542,897
<b>B. Administrative Costs - the allocation base must reasonably reflect the level of service received by the County from the program/activity and there must be a direct causal relationship between the allocation based used and the service</b>				
30 Salaries and Benefits	-	-	61,751	61,751
31 Supplies	-	-	14,915	14,915
32 Others - please provide details. Expense must be authorized by the County and/or not prohibited under Federal, State or local law or regulations.	-	-	-	-
33 Depreciation Expenses (please exclude assets purchased by COUNTY funds and provide Schedule of Depreciation expense.)	-	-	2,579	2,579
34 <b>Total Administrative Costs</b>	\$ -	\$ -	\$ 79,245	\$ 79,245
35 <b>TOTAL DIRECT COSTS</b>	\$ 413,829	\$ -	\$ 622,142	\$ 622,142
<p>II Indirect Cost Centers - include all costs that are incurred for a common or joint purpose benefitting more than one final cost objective, that are not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved. The indirect cost centers correspond directly with the expense accounts defined in the Accounting Standards and Procedures for Counties, which is published by the California State Controller's Office.</p>				
<b>INDIRECT COSTS</b>	Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
36 Equipment (purchase price of less than \$5000)	-	-	-	-
37 Rent and Leases - equipment	-	-	-	-
38 Rent and Leases - building and improvements	-	-	-	-
39 Taxes and assessments	-	-	-	-
40 Insurance and Indemnity	2,939	-	7,272	7,272
41 Maintenance - equipment	-	-	-	-
42 Maintenance - building and improvements	-	-	-	-
43 Utilities	-	-	-	-
44 Household Expenses	-	-	-	-
45 Interest in Bonds	-	-	-	-
46 Interest in Other Long-term debts	-	-	-	-
47 Other interest and finance charges	-	-	-	-
48 Contracts Administration	-	-	-	-
49 Legal and Accounting (when required for the administration of the County Programs)	1,449	-	-	-
50 Audit Costs and Related Services (Audits required by and conducted in accordance with the Single Audit Act (OMB Circular A-133))	-	-	-	-
51 Data Processing	-	-	-	-
52 Personnel Administration	-	-	-	-
53 Medical Records	2	-	-	-
54 Other Professional and Specialized Services	3,976	-	-	-
55 Transportation and Travel	2	-	-	-

		Actual FY 2019-20	Budget FY 2020-21	Request FY 2021-22	Change
56	Advertising (for recruitment of admin personnel, procurement of services and disposal of surplus assets)	-	-	-	-
<b>57</b>	<b>Total Indirect costs</b>	\$ 8,368	\$ -	\$ 7,272	\$ 7,272
<b>63</b>	<b>Total Allowable Costs</b>	\$ 422,197	\$ -	\$ 629,414	\$ 629,414
<b>COST REPORT INFORMATION:</b>		<b>Actual FY 2019-20</b>	<b>Budget FY 2020-21</b>	<b>Request FY 2021-22</b>	<b>Change</b>
64	Land				
65	Buildings and Improvements				
66	Equipment (purchase price of \$5000 or more)				
67	Total				

We hereby certify to the best of our knowledge, under penalty of perjury, that the above report is true and correct, that the amounts reported are traceable to (Contractor's Name) accounting records, and that all Monterey County funds received for the purposes of this program were spent in accordance with the Contract's program requirements, the Agreement and all applicable Federal, State and County laws and regulations. Falsification of any amount disclosed herein shall constitute a false claim pursuant to California Government Code Section 12650 et seq.

Executive Director's Signature \_\_\_\_\_ Date \_\_\_\_\_ Finance Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supplemental Schedule of Salaries and Wages - Mode Cost (Direct Services)**

TITLE OF POSITION	Annual Salary/Wage	FTE (Full Time Employee)	TOTAL
Vacant Administrative Assistant	\$ 31,795	0.84	\$ 26,787
Vacant Behavioral Health Clinician I	50,101	0.30	15,041
Vacant Behavioral Health Clinician I	50,101	1.00	50,101
Vacant Behavioral Health Clinician I	50,101	1.00	50,101
Vacant Clinical Program Manager	57,934	1.00	57,934
Vacant Wellness Navigator	28,800	1.00	28,800
Vacant Wellness Navigator	28,800	1.00	28,800
Deputy Director	126,900	0.04	5,076
Division Director of Clinical Services	130,600	0.05	6,530
Division Director of Program Services	129,350	0.06	7,761
Division Director of Quality Assurance	126,240	0.05	6,312
Landscape Assistant	5,800	0.21	1,218
Quality Assurance & Performance Outcomes Specialist	96,080	0.05	4,804
Quality Assurance & Performance Outcomes Specialist	31,780	0.05	1,589
Quality Assurance Technician	72,440	0.05	3,622