

**AMENDMENT NO. 1  
TO MENTAL HEALTH SERVICES AGREEMENT NO. A-15386  
BETWEEN COUNTY OF MONTEREY AND  
THE EPICENTER**

This Amendment No. 1 to Agreement A-15386 is made and entered into by and between the County of Monterey, hereinafter referred to as COUNTY, and The Epicenter, hereinafter referred to as CONTRACTOR.

**WHEREAS**, on June 22, 2021, the COUNTY and CONTRACTOR entered into Agreement A-15386, and

**WHEREAS**, the COUNTY and CONTRACTOR request to amend the Agreement as specified below:

1. Add Program 3: Outreach and Engagement services and funding for FYs 2021-23.

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

1. EXHIBIT A: PROGRAM DESCRIPTION is replaced by EXHIBIT A-1: PROGRAM DESCRIPTION. All references in the Agreement to EXHIBIT A shall be construed to refer to EXHIBIT A-1.
2. EXHIBIT B: PAYMENT AND BILLING PROVISIONS is replaced by EXHIBIT B-1: PAYMENT AND BILLING PROVISIONS. All references in the Agreement to EXHIBIT B shall be construed to refer to EXHIBIT B-1.
3. Except as provided herein, all remaining terms, conditions and provisions of this Agreement are unchanged and unaffected by this AMENDMENT NO. 1 and shall continue in full force and effect as set forth in the Agreement.
4. This AMENDMENT NO. 1 shall be effective September 1, 2021.
5. This Amendment increases the contract amount by \$275,000 for a new contract amount of \$545,000.
6. A copy of the AMENDMENT NO. 1 shall be attached to the original Agreement executed by the COUNTY on June 22, 2021.

**IN WITNESS WHEREOF**, COUNTY and CONTRACTOR have executed this Amendment No. 1 as of the day and year written below.

**COUNTY OF MONTEREY**

**CONTRACTOR**

**THE EPICENTER**

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

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

By: \_\_\_\_\_  
Department Head (if applicable)

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

By: \_\_\_\_\_  
Board of Supervisors (if applicable)

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

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

By: \_\_\_\_\_  
DocuSigned by:  
*Stacy Saetta*  
COECE1B99F444A9  
County Counsel

8/24/2021 | 11:28 AM PDT

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

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

By: \_\_\_\_\_  
DocuSigned by:  
*Gary Giboney*  
D3834BFEC1D8449...  
Auditor/Controller

8/24/2021 | 11:30 AM PDT

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

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

By: \_\_\_\_\_  
Risk Management

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

By: \_\_\_\_\_  
Contractor's Business Name\*

DocuSigned by:  
*Richelle Santoya*  
\_\_\_\_\_  
(Signature of Chief, President,  
or Vice-President) \*  
Richelle Santoya, E.D.

Name and Title

Date: 8/24/2021 | 9:57 AM PDT

By: \_\_\_\_\_  
(Signature of Secretary, Asst. Secretary,  
CFO, Treasurer or Asst. Treasurer) \*

Name and Title

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

\*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; if Agreement is \$100,000 and less approval by County Counsel is required only when modifications are made to any of the Agreement's standardized terms and conditions <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**

### **I. IDENTIFICATION OF PROVIDER**

The Epicenter  
20 Maple St. Salinas, CA 93901  
(831) 998-7502

### **II. PROGRAM DESCRIPTION**

The Epicenter focuses on empowering transition age youth (ages 16 – 24), integrating resources and services, working with the entire community to address the barriers that youth face and create a safe place for all youth to feel supported as they navigate the transition to adulthood.

The Epicenter model is built upon six pillars that result in a unique, highly effective approach to transforming outcomes for transition-age youth:

1. **Intergenerational Learning:** Young people and older people learn from each other, sharing points of view and wisdom.
2. **Building Community:** Create authentic relationships of support between the community, youth and The Epicenter that give youth a place in the community and engages them as leaders outside of the Center.
3. **Youth Leadership & Development:** Young people are coached to share power with adult co-leaders, make decisions, run the Center and serve as peer mentors.
4. **Unique Culture:** Develop a culture that values honest feedback, individuality and opportunities to learn and grow through challenges and successes. Creating a safe space for genuine personal development through risk-taking and self-discovery.
5. **Systems Change:** Challenge communities to build better and more innovative systems to support youth, caregivers and professionals.
6. **Co-Located Staff:** Create a highly functioning, developmentally appropriate service system supported by multi-agency staff teams who are committed to youth-friendly practices.

### **III. PROGRAM GOALS**

1. Increase access to culturally competent and linguistically appropriate services for transition age youth (ages 16 – 24).
2. Creating a safe environment for transition age youth to support their transition into adulthood.
3. Support the development of leadership skills for transition age youth.

### **IV. PROGRAM I: Brilliant Minds**

#### **A. POPULATION OF FOCUS**

Monterey County transition age youth (TAY) ages 16 – 24 who are currently transitioning from the various systems of care in Monterey County (Child Welfare

System, Mental Health System and Probation System) and other transition age youth (ages 16 – 24) not currently transitioning from and/or connected to a system of care.

**B. SCOPE OF WORK**

1. CONTRACTOR shall provide all services in a linguistically appropriate and culturally competent manner. Staffing and partnerships will be sufficient to ensure ability to meet all requirements in this Contract.
2. CONTRACTOR shall serve an estimated 250 Monterey County TAY youth per FY.
3. CONTRACTOR shall ensure co-located partners will provide coaching to explore educational placement options, housing options, pathways to physical and emotion wellness and opportunities for employment placement and readiness.
4. CONTRACTOR shall provide safety skills including, but not limited to, substance abuse prevention, smoking cessation, pregnancy prevention, nutrition education, promotion and access to behavioral health services and prevention and early intervention through peer-to-peer mentorship and collaboration with other agencies.
5. CONTRACTOR shall work with TAY youth to create goals that move youth forward in housing, education, employment, wellness and permanency continuums. CONTRACTOR will work with youth exiting systems of care to develop a transition plan to bridge youth into the services offered at Epicenter for TAY youth.
6. CONTRACTOR shall make available drop-in and virtual services to all TAY youth at the Epicenter. The Center shall provide referrals and access to a variety of services that support independent living skills, including peer support, information and referral, food, computer access, job boards, resource connections and connections to a multitude of co-located services that TAY youth may not access otherwise.
7. CONTRACTOR shall increase TAY youths' independent living skills and knowledge in order to reach self-sufficiency through a variety of experiential learning opportunities including workshops, caregiver engagement and special events.
8. CONTRACTOR shall support TAY youth in building their leadership capacity, teach them to advocate on behalf of their needs and encourage them to have a presence in the community.
9. CONTRACTOR'S staff and co-located staff will provide targeted case management to TAY youth who have made progress towards independence by strengthening linkages to the community and accessing available resources.

**V. CONTRACT MONITOR**

Kacey Rodenbush  
Behavioral Health Service Manager II  
299 12th Street  
Marina, CA 93933  
(831) 647-7651

**PROGRAM II: LGBTQ+ Network of Affirmative Care**

**I. IDENTIFICATION OF PROVIDER**

The Epicenter  
20 Maple St. Salinas, CA 93901  
(831) 998-7502

**II. SCOPE OF WORK**

1. Contractor will work in partnership with Monterey County Behavioral Health (MCBH), youth serving systems and local service providers to increase access for LGBTQ+ TAY youth to welcoming, culturally competent and linguistically appropriate services available through the MCBH Network of Affirmative Care.
2. CONTRACTOR shall serve an estimated 100 Monterey County youth per FY.
3. CONTRACTOR shall link LGBTQ+ TAY youth in need of mental health services and supports to the MCBH LGBTQ+ Network Navigator.
4. CONTRACTOR shall provide a support group that will meet at least twice monthly in Salinas and monthly in South County to provide social connection and networking opportunities for LGBTQ+ TAY youth.
5. CONTRACTOR shall provide training on LGBTQ+ Resources and Cultivating a LGBTQ+ Friendly Space to various TAY youth serving systems (MCBH, schools, child welfare, juvenile probation) in collaboration with MCBH when requested.
6. CONTRACTOR shall maintain a community LGBTQ+ resource map to include information on accessing MCBH Network of Affirmative Care to be shared with the larger community and updated on an annual basis.
7. CONTRACTOR shall develop a report for MCBH and relevant stakeholders that outlines both LGBTQ+ TAY youth mental health needs and provides a suggested prioritization of services necessary to meet these needs.
8. CONTRACTOR shall facilitate community dialogue with parents, caregivers and LGBTQ+ TAY youth to explore needs and identify opportunities to create

support groups and other types of mental health services for parents/caregivers of LGBTQ+ TAY youth in Monterey County.

10. CONTRACTOR shall provide a Youth Advocate to provide peer-to-peer mentoring for LGBTQ+ transitional age youth in need of support to explore gender identity and sexual orientation.
11. CONTRACTOR shall provide a confidential office space at the Epicenter for MCBH co-located staff to provide mental health services and supports for identified LGBTQ+ TAY youth.
12. CONTRACTOR shall meet bimonthly with MCBH program staff to discuss utilization of LGBTQ+ Network of Affirmative Care and address any barriers to access MCBH services and supports.
13. CONTRACTOR will support promotion of the LGBTQ+ Network of Affirmative Care and related community offerings through posting information on the Epicenter website, on social media accounts when requested, and in community presentations on LGBTQ+ resources within Monterey County.

### **III. POPULATION OF FOCUS**

Monterey County TAY youth ages 16 – 24 identifying or exploring identities as lesbian, gay, bisexual, transgender, and queer (LGBTQ+) in need of mental health services and supports.

### **VII. REPORTING REQUIREMENTS**

CONTRACTOR shall meet regularly with the designated Behavioral Health Service Manager to monitor progress on client and program outcomes. Monterey County Behavioral Health 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 Prevention Services Manager, 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 PEI Program Evaluation process, these required program data and outcome reporting requirements may be revised to assure compliance with [State PEI regulations](#).

### **VIII. CONTRACT MONITOR**

Kacey Rodenbush  
Behavioral Health Service Manager II  
299 12th Street  
Marina, CA 93933  
(831) 647-7651

**PROGRAM III: Youth Development/Mental Health Support Program  
(09/01/2021-06/30/2023)**

**I. IDENTIFICATION OF PROVIDER**

The Epicenter  
20 Maple St. Salinas, CA 93901  
(831) 998-7502

**II. PROGRAM DESCRIPTION**

Our Youth Development/Mental Support Program consists of strengthening youth developmental assets and awareness of community resources while providing opportunities for outreach, leadership, self-advocacy, healthy activities and community engagement.

**III. SCOPE OF WORK-PREVENTION SERVICES**

1. The Epicenter in collaboration with its partnership with Monterey County Office of Education (MCOE) and the MCAET studio will produce student-led Public Service Announcements (PSAs) around Mental Health Awareness/Resources.

2. The Epicenter will refer youth to Monterey County Behavioral Health services and make them aware of the resources provided by Monterey County Behavioral Health.

3. The Epicenter will conduct 4 listening sessions which will be Youth led to improve the outcomes and identification of need regarding Mental Health service support.

4. The Epicenter will conduct support groups consisting of peers inclusive of homogeneous demographics to include youth who are homeless, LGBTQ+, socio-economically disadvantaged, youth involved with the foster care system and other disenfranchised/underserved populations.

5. The Epicenter will conduct community presentations at various school sites to inform the public of our capacity and community resources around Mental Health needs.

6. The Epicenter shall provide youth with the opportunities to engage in interesting and relevant skill building and healthy activities. Youth will develop and build specific skills through program activities

**Deliverables:**

1. 15 youth served in support groups or number of support groups with estimated average attendance per fiscal year.
2. 3 community presentations per fiscal year.
3. 5 youth or individuals who will participate in community presentations per fiscal year.
4. Average of 20 attendees at each of the 3 presentations.
5. 50 youth who engage in skill building/healthy activities per fiscal year.

**C Program Goals**

1. Youth will have knowledge of when to ask for help with an emotional or mental health issue

2. Youth will have knowledge of where to go for help with an emotional or mental health issue
3. Youth will gain solid coping skills
4. Youth will develop a sense of social connectedness

**D Program Objectives**

1. The program shall provide all services in linguistically appropriate and culturally competent manner
2. The program shall provide the youth with opportunities for community engagement. Youth will learn about their community and its resources, interface with community leaders, offer community presentations about mental Health and contribute to the health and safety of the community through environmental prevention strategies
3. The program will provide opportunities for leadership and advocacy and build caring and meaningful relationships with their peers
4. The program will strengthen linkages to the community and available resources

**E Service Delivery Site(s)**

1. Site(s):  
20 Maple St. Salinas, Ca. 93901  
152 E. Gabilan St. Salinas, Ca. 93902
2. Hours of Operation:  
M – Thurs 12:00 – 7:00 p.m.

**IV. PROGRAM ELIGIBILITY**

Population/Catchment Area to Be Served

Transitional aged youth (ages 16-24) to include youth who are homeless, LGBTQ+, socio-economically disadvantaged, youth who are in the foster care system and other disenfranchised/underserved populations in Monterey County.

Financial Eligibility: N/A

Legal Status: Voluntary

**V. MEETINGS/COMMUNICATIONS**

CONTRACTOR will meet regularly with the designated MCBHB Deputy Director or Services Manager (“Contract Monitor”) to monitor progress on consumer and program outcomes; oversee contract implementation; and evaluate contract usage, effectiveness, issues, and recommendations.

**VI. REPORTING REQUIREMENTS**

Monterey County Behavioral Health (MCBH) 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. CONTRACTOR shall submit reports, consisting of participant demographic data for each service provided, as well as the program outcomes identified by the Prevention and Early Intervention ([PEI regulations](#)). Reports shall be submitted on a quarterly basis no later than thirty (30) days following the end of each quarter to MCBH's designated Contract Monitor and EvalCorp at MCBH-EVAL@evalcorp.com.

**VII. DESIGNATED CONTRACT MONITOR**

Dana Edgull  
Behavioral Health Services Manager  
Monterey County Health Department  
Behavioral Health Bureau  
1270 Natividad Rd.  
Salinas, CA 93906  
(831) 796-6110  
[edgulldr@co.monterey.ca.us](mailto:edgulldr@co.monterey.ca.us)

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

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**I. PAYMENT TYPES**

Negotiated, Provisional Rates and Cash Flow Advance up to the maximum annual contract amount.

**II. PAYMENT RATE**

CONTRACTOR shall be reimbursed the following negotiated rates which are subject to all the cost report conditions set forth in this Exhibit B.

**PROGRAM 1: Brilliant Minds**

<b>Fiscal Year (FY)</b>	<b>Quarterly Invoice Amount</b>	<b>Total Annual Amount</b>
FY 2021-22	\$11,250	\$45,000
FY 2022-23	\$11,250	\$45,000
FY 2023-24	\$11,250	\$45,000
<b>Total Maximum Amount for FY 2021-24</b>		<b>\$135,000</b>

**PROGRAM 2: LGBTQ+ Network of Affirmative Care**

<b>Fiscal Year (FY)</b>	<b>Quarterly Invoice Amount</b>	<b>Total Annual Amount</b>
FY 2021-22	\$11,250	\$45,000
FY 2022-23	\$11,250	\$45,000
FY 2023-24	\$11,250	\$45,000
<b>Total Maximum Amount for FY 2021-24</b>		<b>\$135,000</b>

**PROGRAM 3: Youth Development/Mental Health Support Program**

<b>Fiscal Year (FY)</b>	<b>Quarterly Invoice Amount</b>	<b>Total Annual Amount</b>
FY 2021-22 (9/01/21-6/30/22)	\$12,500	\$125,000
FY 2022-23	\$12,500	\$150,000
<b>Total Maximum Amount for FY 2021-23</b>		<b>\$275,000</b>

**III. 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. In the event the back-up documentation does not fully justify the amount of the prior month's payment, COUNTY shall reconcile the subsequent month's Cash Flow Advance payment.

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**

- 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.

#### IV. 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 **\$545,000** for services rendered under this Agreement.

B. Maximum Annual Liability:

<b>Fiscal Year</b>	<b>Amount</b>
FY 2021-22	\$215,000
FY 2022-23	\$240,000
FY 2023-24	\$90,000
<b>Total Agreement Amount</b>	<b>\$545,000</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.

#### V. 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.

## **VI. 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.

**VII. 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.



## **VIII. 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.

**IX. 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.

**X. 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.”