

# COUNTY OF MONTEREY

## AMENDMENT #1 to Agreement # A-12811

### California State University Fresno Foundation

This Amendment is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and California State University, Fresno Foundation (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for Child Welfare Title IV-E training between the parties executed on August 27, 2015 (hereinafter, "Original Agreement ") by **adding \$37,800, effective July 1, 2015, for training and facilitation of Commercially Sexually Exploited Children (CSEC) protocol development, increasing the total contract amount to \$251,464.** Therefore, the parties agree:

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

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA**, in conformity with the terms of this Agreement. The services are generally described as follows: Provide Child Welfare Title IV-E training for Monterey County's Family and Children's Services staff.

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

2.01 COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitations set forth in this Agreement. The total amount payable by COUNTY to CONTRACTOR under this Agreement shall not exceed the sum of **\$251,464.**

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

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

<b>Exhibit AA</b>	<b>Scope of Services/Payment Provisions</b>
<b>Exhibit AA-1</b>	<b>Program Monitoring</b>
Exhibit B	DSS Additional Provisions
<b>Exhibit CC</b>	<b>Program Budget</b>
Exhibit D	Sample Invoice
Exhibit E	Modifications – 7.01 and 10.01
Exhibit F	HIPAA Certification
Exhibit G	Lobbying Certification

ORIGINAL

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

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

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibits AA and AA-1**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibits AA and AA-1** unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.

5. Exhibits A, A-1, and C of the Original Agreement are rescinded, and replaced by Exhibits AA, AA-1 and CC, attached.

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

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

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

COUNTY OF MONTEREY:

By:   
DSS Director

Date: 12/1/15

CONTRACTOR:

California State University Fresno Foundation

By:   
Executive Director

Deborah Adishian-Astone, Executive Director  
Print Name and Title

Date: 10/30/15

**Approved as to Form:**

Juan F. Rodriguez, Deputy  
Deputy County Counsel

Date: 10/26/15

By: Keith Kompsi

Director Financial Services

Keith Kompsi, Director Financial Services  
(Print Name and Title)

Date: 10-9-15

**Approved as to Fiscal Provisions:**

Don Hally  
Auditor-Controller's Office

Date: 10/27/15

**CALIFORNIA STATE UNIVERSITY, FRESNO, FOUNDATION  
CENTRAL CALIFORNIA TRAINING ACADEMY - BAY AREA ACADEMY  
July 1, 2015 - June 30, 2017  
PROGRAM DESCRIPTION**

**PROGRAM DESCRIPTION**

California State University, Fresno, Foundation, an auxiliary unit of California State University, Fresno (hereinafter Contractor), through the Central California Training Academy - Bay Area Academy (CCTA-BAA), will provide to Monterey County Department of Social Services (hereinafter County) direct Child Welfare Title IV-E training for Family and Children's Services (FCS) staff, and others as specified by Monterey County. The total cost for services provided under this Agreement is **\$277,076**. County's share of cost under this Agreement shall not exceed **\$251,464**. (**\$144,135** for FY 15/16, and **\$107,329** for FY 16/17). The maximum amount to be paid by County to Contractor under this Agreement (July 1, 2015 – June 30, 2017) shall not exceed **two hundred fifty one thousand four hundred and sixty-four dollars (\$251,464)**.

**DURATION**

The dates of service will be July 1, 2015 through June 30, 2017. All services identified in this agreement shall be provided by May 31, 2016, for year one, and May 31, 2017, for year two.

**CDSS CHILD WELFARE SOCIAL WORKER TRAINING REQUIREMENTS**

In accordance with the Performance Improvement Plan (PIP), the California Department of Social Services (CDSS) and the California Social Work Education Center (CalSWEC) convened a statewide training education and training committee (STEC) to identify training concerns and to recommend improved training across the state. The PIP requires the CDSS to focus on specific training activities as they relate to Child Welfare social workers and Child Welfare social worker supervisors; establish a statewide minimum requirement for on-going training of existing staff, and develop and implement a California Standardized Core curriculum to support and enhance Monterey County FCS program initiatives, as well as provide training for the CDSS mandated training hours for Child Welfare social workers and Child Welfare supervisors. This training will be for new Child Welfare staff.

Contractor shall provide training to FCS staff for purposes of professional development and to improve outcomes for children and families as outlined in the PIP. As specified and authorized by County, Contractor will work collaboratively with the FCS Staff Services Trainer and FCS management staff to assess training needs, and to develop and deliver an enhanced training program for Monterey County FCS. This training will include on-going training for existing staff and other specific audiences as designated by FCS.

**MONTEREY COUNTY FCS' PRIMARY GOALS ARE TO:**

- Support and enhance Monterey County FCS program initiatives and provide training for the CDSS mandated training hours for Child Welfare social workers and Child Welfare supervisors. This training will be in addition to, and not in place of, the training already offered by CCTA-BAA contract with the State of California.
- Provide advanced specialized Child Welfare training to enhance FCS' capacity to engage families and youth, implement Safety Organized Practice, understand and utilize Cultural Humility, Trauma Informed Care, Structured Decision Making, Family Team meetings and other identified training as it pertains to the County SIP. Increase FCS staff knowledge and skills in public Child Welfare best practices, with a focus on engagement, safety, permanency and transfer of learning.
- Support staff retention and social worker skills by offering Field based training that enhance child welfare social workers' ability to address mental health issues, family dynamics and assessment of children that contribute to child wellbeing and the prevention of maltreatment

**SERVICES TO BE PROVIDED BY CONTRACTOR:**

1. Design and deliver trainings that are eligible for reimbursement under Title IV-E to:
  - Enhance staff's best practice skills and knowledge including, but not limited to, family engagement, Safety Organized Practice, Cultural Humility, permanency, safety, trauma informed care, and other topics relevant to identified SIP outcomes.
2. Work collaboratively with the FCS Staff Services Trainer in the design, maintenance, operation and scheduling of all FCS training.
3. Recruit, negotiate and contract with training professionals to identify and provide culturally appropriate training, and provide support services and resources for all training.
4. Identify or develop training curriculum that is culturally appropriate, to be utilized by managers, supervisors and training staff.

**TRAINING CLASSES DELIVERABLES**

A key service to be provided by the Training Program is an ongoing comprehensive delivery of training. This includes working with the FCS Staff Services Trainer,

management team, and training team to identify current training topics. This also includes coordinating pre-registration, developing and distributing training announcements, providing on-site coordination, and conducting evaluations.

120 hours of training will be provided by the project for up to 30 participants per classroom session. These hours can be either classroom training or Field Based Training. Minimum number of participant hours will be 1200 hours for a 12 month service for this deliverable, annually. (60 hours x minimum of 20 participants = total participant hours). 60 hours will be used for small group and individual Field based training, annually.

One all staff day – 3 hours with up to 100 participants = 300 participant hours, annually.

One 3 hour training event for all social workers with up to 120 participants = 360 participant hours annually.

County-specific curriculum development/revision: up to two (2) curricula for revision – Total - 10 hours, annually.

The specific courses will be identified jointly by FCS and the Contractor on a quarterly basis. These courses may include, but are not limited to:

- a. Courses on Family and Youth Engagement
- b. Courses to satisfy Board of Behavioral Sciences (BSS) and the Board of Registered Nurses (BRN) requirements
- c. Specialized courses to train new supervisors including data, performance evaluations, permanency and engagement, with a focus on skills based training and transfer of learning.
- d. Specialized skills based training for CWS staff as identified by the county, including Safety Organized Practice, Family Team Meetings, Cultural Humility, Structured Decision Making and Trauma Informed Care.
- e. One All staff day with a focus on the SIP and outcomes for Monterey County.
- f. Small Group Field Based Training:

Monterey County Department of Social Services (DSS), FCS, seeks to enhance staff development and retention by providing a Group Field Based Training for selected social workers.

The BAA will identify a FBT (field based trainer) to enhance child welfare social workers' ability to address mental health issues, family dynamics and assessment of children that contribute to child wellbeing and prevention of maltreatment. A secondary benefit is also expected that will reduce secondary and vicarious trauma of social workers. The BAA will identify an approved FBT to provide this service.

The FBT will conduct group training sessions of no more than 8 social workers per group for a total of one group for the fiscal year for a total of 92 hours, annually (46 weeks X 2 hours a week.)

## TRANSFER OF LEARNING

Recognizing that the skills and knowledge learned in the classroom need to be transferred to the workplace, the training program will identify various ways to measure the transfer of learning by participants and their supervisors. Possible measurement processes might include:

- a. Requiring all trainers to provide learning objectives for each training
- b. Conducting a random sample survey of selected training one to three months after the training to assess the transfer of learning that has occurred. These surveys may be conducted in one of the following formats:
  - Written survey
  - Telephone survey
  - Focus Group
  - Case Conferencing
  - Coaching and Mentoring to a skill presented in training
  - Specifically designed transfer of learning activities for trainings that are offered
- c. Present training on the role of the supervisor in the transfer of learning

## TRAINING SUPPORT SERVICES

Contractor will provide the following support services for each training session or event:

- a. Training Sites: All training sessions will be located at Monterey County training facilities, or Contractor training sites.
- b. Trainers & Content Experts: When necessary, in consultation with the FCS Staff Services Trainer, Contractor will recruit and contract with content and training experts in the field to present training on topics or areas identified by FCS and the Contractor. Contractor will pay Trainers for presentation and curriculum development fees and will pay travel and per diem costs related to the training, when appropriate.
- c. Liaison Service: The BAA assistant director and CCTA staff will provide liaison services between FCS and California State University, Fresno, Foundation. The BAA training specialist will meet regularly with the FCS Staff Services Trainer and the training team to identify training topics.

- d. Contractor will attend planning meetings with the FCS Staff Services Trainer and attend management/supervisor meetings, as requested, to promote and discuss ongoing training needs.
- e. Design and Implement field based training groups that support staff development and retention.

#### TRAINING ANNOUNCEMENTS, REGISTRATION AND RECORD KEEPING

- a. Contractor will develop flyers to announce all training sessions and use other media as needed.
- b. Training announcements will cite the applicable federal outcomes that are addressed by the training.
- c. Contractor will furnish a training summary; to include the training objectives and trainer bio, of upcoming BAA training sessions at the end of the fiscal year to the County Training Manager.
- d. In coordination with the FCS Staff Services Trainer, the Contractor will monitor the number of registrants in the county system for all contract-related training sessions.
- e. Contractor staff shall over-enroll training classes by up to 20% and maintain a waiting list.
- f. Any class that has fewer than 15 participants (10 for smaller classes identified by County), confirmed two (2) weeks prior to the class, may be subject to cancellation and rescheduling after consultation with the FCS Staff Services Trainer.
- g. Contractor will prepare and maintain records of all training registrants, participants and no-shows, and provide individual training transcripts when requested.
- h. Contractor will evaluate eligibility for Continuing Education Credits, maintain records of attendance at the Board of Behavioral Science (BBS) and BRN (Board of Behavioral Registered Nurses) licensure training and all required paperwork for licensure credit, as is appropriate to support CWS staff and partners
- i. Under the direction of the FCS Staff Services Trainer, Contractor will support other training activities of Monterey County including but not limited to registration, onsite coordination, data entry and evaluation.



**Contractor will hire consultants to design a protocol for identification of, and intervention with, Commercially Sexually Exploited Children (CSEC) that complies with all State and Federal requirements as outlined in All County Letter (ACL) 14-62, Senate Bill (SB) 855, Chapter 29, Statutes of 2014; Welfare and Institutions (WIC) Code Section 300; WIC SECTION 16524.6 – 16524.11. Consultants will provide consultation, stakeholder group facilitation, review of literature and existing protocols, and protocol development.**

**MONTEREY COUNTY, DSS SHALL:**

1. Bear ultimate responsibility for staff participation and attendance, including ensuring that the specified number of unduplicated participants register and attend training.
2. Provide information about community based agency staff, foster parents and other providers who will participate in joint training sessions.
3. Determine the number and assignment of slots available for joint training sessions provided by the program and assure the Title IV-E eligibility of community agency staff that receives training.
4. Determine which training sessions are mandatory and identify the respective participant populations.
5. Determine, in consultation with Contractor, whether a training session shall be rescheduled due to lack of enrollment.
6. Ensure staff completion of evaluation surveys to measure outcome objectives.
7. Provide office space and use of a computer for the out-posted BAA's training assistant as required to perform training program duties.
8. Arrange for management participation in the training advisory meetings and large training events.
9. Provide Contractor with the schedule of all other FCS training events and coordinate support if requested.

**CALIFORNIA STATE UNIVERSITY, FRESNO, FOUNDATION  
CENTRAL CALIFORNIA TRAINING ACADEMY- BAY AREA ACADEMY  
July 1, 2015 - June 30, 2017  
PROGRAM MONITORING**

**I. Service Objectives**

120 hours of training will be provided by the project for up to 30 participants per session. Training hours are both classroom hours and Field Based Training hours. Minimum number of participant hours will be 1200 hours for 12 months of service for this deliverable, annually. (60 hours x minimum of 20 participants = total participant hours). 60 hours will be used for small group and/or individual Field Based Training hours, annually.

Contractor will provide a minimum of 1200 participant hours for 12 months of service for training of social workers, supervisors and managers in topics identified by FCS and the BAA staff, annually.

Contractor will provide one All Staff Day, 3 hours with up to 100 participants = 300 participant hours, annually.

Contractor will provide one training event for all social work staff 3 hours with up to 120 participants = 360 participant hours, annually.

Contractor will provide up to 2 curricula revisions to meet the individual needs of Monterey County Child Welfare, annually.

Contractor will deliver field based training to enhance child welfare social workers' ability to address mental health issues, family dynamics and assessment of children that contribute to child wellbeing and prevention of maltreatment. A secondary benefit is also expected that will reduce secondary and vicarious trauma of social workers. The BAA will identify an approved FBT to provide this service.

Contractor will hire the FBT to conduct group training of no more than 8 social workers per group for a total of one group for the fiscal year for a total of 92 hours, annually. This represents one 2 hour meeting, 46 weeks a year.

**II. Outcome Objectives**

FCS will monitor the services provided by Contractor under this training program to evaluate the effectiveness and quality of the services received. To measure whether or not staff are able to put into practice the new skills, concepts and knowledge provided by this training program, the Contractor will evaluate how useful staff felt training was to their practice and secondly to evaluate staff transfer of learning.

Participant evaluations of the usefulness of the training completed at the end of the training:

- For mandatory training a minimum of 70% of the respondents shall rate the overall usefulness as very good to excellent
- For non-mandatory training a minimum of 80% of the respondents shall rate the overall usefulness as very good to excellent

Follow up evaluations of 60% of training participants to assess the transfer of learning:

- A minimum of 80% of the respondents shall indicate that their knowledge increased as a result of the training.
- A minimum of 70% of respondents shall identify at least two skills, tools, concepts, knowledge or policies and procedures that they will use in the workplace.

**140 hours of continued facilitation of protocol development and implementation planning for identification of, and intervention with, Commercially Sexually Exploited Children (CSEC) that complies with all State and Federal requirements as outlined in All County Letter (ACL) 14-62, Senate Bill (SB) 855, Chapter 29, Statutes of 2014; Welfare and Institutions (WIC) Code Section 300; WIC SECTION 16524.6 – 16524.11.**

- **Includes 4 steering committee/stake holder meetings; continued review and feedback of the working drafts, finalization of the Protocol, Program Launch meeting and expert consultation, research and analysis regarding CSEC protocol development;**

### III. Reporting

- I. Contractor shall submit monthly participant list by course to FCS. The list is due 10 days after the end of each month.
- II. Contractor shall submit a year-end report showing:
  - a.) program's performance against the outcome objectives as stated on **Exhibit AA-1.**
  - b.) the training provided for the reporting period and number of attendees
  - c.) a written summary of the evaluation results
  - d.) actual evaluation surveys that include course name, date, trainer's name, number of attendees and number of responses
  - e.) methods used to measure transfer of learning and findings on the transfer of learning evaluations as described in **Exhibit AA.**

For FY 15-16, the year-end report is due by July 30, 2016.

For FY 16-17, the year-end report is due by July 30, 2017.

- III. Contractor will be responsible for submitting the required reports. All required reports will be submitted to the following address:**

**Marcie Castro  
Human Resources Training Manager  
Department of Social Services  
1000 South Main St. Suite 306  
Salinas, CA 93901**

**INSTITUTION:** Fresno State Foundation  
**PROJECT DIRECTOR:** David Foster  
**TITLE:** Monterey Child Welfare Training Program  
**AGENCY:** County of Monterey  
**DURATION:** 7/1/15 -6/30/16 **BUDGET**

	Monthly Base Salary	Months	FTE	Fringe Benefit Rate	Total Requested Salary	Total Requested Benefits
<b>Salary &amp; Benefits</b>	3100	12	50%	65%	\$ 18,600	\$ 12,090
Training Asst., Solid					\$ 18,600	\$ 12,090
Total Salaries/Benefits						
<b>Total Salaries</b>	Original Budget					
	\$ 18,600					
<b>Total Fringe Benefits</b>	\$ 12,090					
<b>Total Salaries and Fringe Benefits</b>	\$ 30,690					
<b>Operations &amp; Training</b>	Original Budget					
Telephones	\$ -					
Supplies & Services	\$ 3,000					
Printing	\$ 233					
Fresno State Supplies for paper, copying etc	\$ 1,000					
Equipment Repair/maintenance	\$ 500					
Travel (Staff)	\$ 5,000					
CSEC Training and Development	\$ 35,000					
Trainers, Various	\$ 2,235					
All Staff Day	\$ 3,500					
Field Based Training	\$ 15,000					
Advanced Trainings	\$ 28,300					
Training Related	\$ 7,000					
Facility Rental	\$ 2,000					
	\$ -					
<b>Operations Sub-total</b>	\$ 102,768	original	difference			
	\$ 67,768	\$ 35,000			\$ 144,135	FY 15/16
<b>TOTAL DIRECT SERVICES COSTS</b>	\$ 133,458	\$ 98,458	\$ 35,000		\$ 107,329	FY 16/17
<b>TOTAL INDIRECT COSTS (8%)</b>	\$ 10,677	\$ 7,877	\$ 2,800		\$ 251,464	Total County
<b>TOTAL CONTRACT COSTS (County Share)</b>	\$ 144,135	\$ 106,335	\$ 37,800			
<b>Total foregone costs</b>	\$ 14,680	\$ 10,830	\$ 3,850		\$ 158,815	FY15.16 total
<b>TOTAL COSTS</b>	\$ 158,815	\$ 117,165	\$ 41,650		\$ 118,261	FY16.17 total
					\$ 277,076	total costs