

**AMENDMENT NO. 1  
TO ALCOHOL AND OR DRUG SERVICE AGREEMENT A-12786  
BY AND BETWEEN  
COUNTY OF MONTEREY AND  
SUN STREET CENTERS**

This **AMENDMENT NO. 1** to Agreement A-12786 is made by and between the County of Monterey, hereinafter referred to as "COUNTY," and **Sun Street Centers**, hereinafter referred to as "CONTRACTOR."

**WHEREAS**, the COUNTY and CONTRACTOR have heretofore entered into Agreement A-12786 dated July 7, 2015 (Agreement); and,

**WHEREAS** the parties desire to amend the Agreement as specified below;

1. Revise outpatient individual and group counseling rates to reflect Drug Medi-Cal rates published by the Department of Health Care Services for Fiscal Year (FY) 2015-16; and
2. Increase family session services, and Residential and Prevention Program funding for FY 2016-18.

**NOW THEREFORE**, in consideration of the mutual covenants and conditions contained herein and in the Agreement, the parties agree as follows:

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 PROVISIONS** is replaced by **EXHIBIT B-1: PAYMENT 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 provision of the Agreement A-12786 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 July 1, 2015.
5. A copy of this Amendment No. 1 shall be attached to the original Agreement executed by the County on July 7, 2015.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Amendment No. 1 to Agreement A-12786 as of the day and year written below.

**COUNTY OF MONTEREY:**


By: \_\_\_\_\_  
Mike Derr, Contracts/Purchasing Manager

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


By:  \_\_\_\_\_  
Ray Bullick, Director of Health

Date: 05/10/16

**APPROVED AS TO FORM**

By:  \_\_\_\_\_  
Stacy L. Saetta, Deputy County Counsel

Date: May 16, 2016

**APPROVED AS TO FISCAL PROVISIONS<sup>1</sup>**  
By:  \_\_\_\_\_  
Gary Giboney, Auditor/Controller

Date: 5/17/16

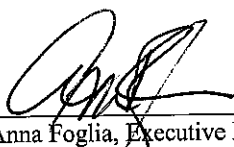
**APPROVED AS TO LIABILITY PROVISIONS<sup>2</sup>**

By: \_\_\_\_\_  
Steven Mauck, Risk Management

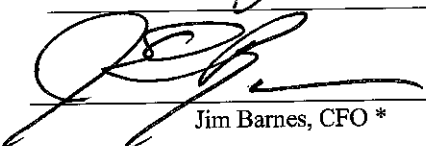
Date: \_\_\_\_\_

**SUN STREET CENTERS**

Contractor's Business Name\*

By:  \_\_\_\_\_  
Anna Foglia, Executive Director

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

By:  \_\_\_\_\_  
Jim Barnes, CFO \*

Date: 4/20/16

\*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 Auditor/Controller is necessary only if changes are made in paragraph 6 or if changes are made in paragraph 2 by amendment.

<sup>2</sup> Approval by Risk Management is necessary only if changes are made in paragraph 8 or 9

**EXHIBIT A-1:**  
**SUN STREET CENTERS**  
**PROGRAM (S) DESCRIPTION (S) AND OBJECTIVES**

**PROGRAM 1: RESIDENTIAL RECOVERY HOME SERVICES**

**Program Location**

8 Sun Street  
Salinas, CA 93901  
(831) 753-5145

**Hours of Operation**

Services are provided on a 24-hour 7-day a week basis. The Guestroom is located at 8 Sun Street and is accessible through the Center office.

**Program Description**

CONTRACTOR is a "social model" Recovery Home for men. Residential service currently comprises four (4) "Guestroom" beds and thirty-four (34) beds for a total of thirty-eight (38) beds for residents in the primary stage of recovery. CONTRACTOR is licensed and certified for fifty-four (54) beds by the State of California Department of Health Care Services. Participation in the program is limited by current license to men, 18 years and older.

In general, the following services are provided:

1. Outreach to potential residents and follow-up to former residents;
2. Access to bed and personal area in a dorm setting;
3. Resident government based on planned interaction and problem-solving;
4. Consultation on recovery planning and ancillary needs;
5. Scheduled meetings, meals, and transportation;
6. Support to new residents providing opportunities to bolster recovery; and
7. Aid to the client, and, community by teaching new values for communal living.
8. 21 Beds to include social model detox bed days.

**Assessment and Referral**

Individuals requesting admission to the Residential Recovery Home Services program may have an assessment completed by the Behavioral Health Bureau assessment staff or program may complete an intake assessment for self-referred clients. Upon completion of the assessment, access to the program will be made by a referral from the Behavioral Health Bureau for funded services only.

For individuals who have a stated desire to recover from alcohol or drug problems, but do not meet the eligibility criteria for acceptance or continued participation in the primary residential recovery program, CONTRACTOR provides "extended" assessment and/or referral services in its recovery home setting. Individuals provided this service are considered "guests" and include, under certain conditions, some which may be intoxicated or abstinent from alcohol or mood-altering drugs for less than seventy-two (72) hours.

**Service Objectives**

1. A maximum of 7,787 residential beds days will be provided. A Residential Day is defined as a calendar day, which is marked as having the client's control of the bed during an

overnight period.

2. At the time of departure from primary recovery, 50% of the residents will be abstinent, self-supporting (able to provide themselves with food, shelter, and clothing) and involved in an on-going program of recovery.
3. At the time of departure from the guestroom, 60% of the residents will be referred to on-going recovery services.

### **Target Population**

The Center is designed for men, 18 years and older who are in need of residential alcohol and/or drug treatment services. The program's mission is to target its services toward the individual seeking recovery as well as his environment, which includes family, significant others, employers, and the general community.

### **Criteria for Primary Recovery Service Delivery**

1. Program participation is voluntary.
2. To participate in the residential program, persons must have stated that they have an alcohol or drug problem, and a stated desire to live an alcohol and drug free life; and
  - a. Be physically and mentally capable of assuming full responsibility for their own decisions and actions in relation to their recovery; and
  - b. Abstain from alcohol and mood altering drugs, with the exception of prescribed medications which are deemed to be conducive to on-going recovery; and
  - c. Be free from communicable diseases, which require reporting by Title 17, California Administrative Code, Section 2500.
3. Persons are eligible for admission only twice in any twelve-month period and are subject to CONTRACTOR's "Readmission Policies."
4. To be admitted persons must be free of alcohol and mood-altering drugs for seventy-two (72) hours prior to admission to the program, except for allowances under 2b above.
5. No person shall be admitted who, on the basis of staff judgment:
  - a. Exhibits, or has exhibited, behavior dangerous to residents, staff or others; or
  - b. Requires an immediate medical evaluation or professional care.
6. An applicant may be admitted to the Guestroom when further assessment is needed; the applicant is not able to make an immediate decision about future plans or is intoxicated.
7. For all participants, access to the primary recovery service can only be made by a referral from the Behavioral Health Bureau for Behavioral Health funded services only.

### **Fees**

The program is expected to augment COUNTY funding through the generation of participant fees. The program will develop and maintain a multi-tiered fee scale to be approved by the County Behavioral Services Director. Services will not be denied because of an individual's inability to pay.

## **PROGRAM 2: PUEBLO DEL MAR**

### **Program Location**

3043 MacArthur  
Marina, CA 93933  
(831) 582-9461

### **Program Description**

Pueblo del Mar is a transitional housing recovery community located in Fort Ord. This program is explained in detail in the grant provided by Housing and Urban Development (HUD) for the facilities of the Housing Authority of Monterey County (HAMC). These program descriptions are considered instructive for the purposes of this contract.

CONTRACTOR will develop and maintain a recovery community at Pueblo del Mar and coordinate the provision of recovery support services and activities to resident families. The Housing Authority of Monterey County (HAMC) provides housing in 52 two-bedroom units. The Pueblo del Mar program operates under a social model of recovery that uses community values and practices to shape and sustain individual behavior. This is achieved through small group interaction and adherence to community recovery norms expressed in covenants. Recovery support services such as employment training, childcare, life skills training, and 12-Step meetings will be delivered by community agencies and coordinated by CONTRACTOR. Participants may remain up to eighteen (18) months in the program and under certain conditions may be extended an additional six (6) months.

### **Target Population**

The program is available to homeless families that are Temporary Aid to Needy Families (TANF) recipients, or families that qualify as low-income workers, or parents in the process of being reunited with their children. One or both parents must demonstrate completion of a primary recovery program for alcohol or drug addiction, continuous involvement in a 12-step program, and a maximum of ninety (90) days of abstinence from alcohol or drugs. A screening committee and HAMC must approve families.

### **Description of Services**

Staff serves, encourages, advocates, supports and coordinates as opposed to commands and controls. The purpose is to move the population from dependence to independence by:

1. Community Support Activities provided under this contract are:
  - a. Development and maintenance of a Community Covenant among all resident families that governs behaviors.
  - b. Development and maintenance of Community Council, which administers the Covenant that includes processes for conflict resolution.
  - c. Advocacy for resident needs and support for personal and community empowerment.
2. Case Coordination Services provided under this contract are:
  - a. Development of Family Recovery Plans that are maintained by each family with assistance from staff; such plans outline objectives and tasks for improving family

- members' legal, familial, vocational, financial, social, recreational, and spiritual areas of life.
- b. Referral and follow-up to sources of medical, financial, vocational, legal, educational, and peer support assistance necessary for personal recovery.
  - c. Negotiation with other agency case managers is provided as needed to achieve a workable balance of demands on individuals so that barriers to recovery are diminished.
3. The following Recovery Support Services will be provided and/or coordinated:
- a. Meetings of mutual self-help groups such as Narcotics Anonymous, Alcoholics Anonymous, Cocaine Anonymous, and other 12-step programs;
  - b. Life skills training provided by the Adult School, CSUMB and other agencies;
  - c. Resident-run cooperative childcare;
  - d. Sheltered employment training available with DSS One-Stop;
  - e. Transportation available through the Monterey-Salinas Transit Co;
  - f. Recreational activities for youth;
  - g. Individual and community safety training by Marina Police.
4. Activities for Outside Community Support under this contract are:
- a. Public information services about Pueblo Del Mar.
  - b. Linkages with the Housing Authority, the Department of Social Services Agency, and Behavioral Health, to facilitate appropriate referrals to program services.
  - c. Outside community activities, including networking and coordination with providers of human services, neighborhood groups, the recovering community, business and civic groups to encourage and facilitate involvement to assist individuals and families in recovery.
  - d. Fund raising projects and grants seeking to provide for service and facility augmentation.

### **Service Objectives**

As used in this contract, a "family recovery support day" is defined as a calendar day, which is marked by a Family's residence in Pueblo del Mar. For reporting purposes, a "residence day" will be recorded for each family that has use of a unit by a tenant's lease at 6:00 p.m. of each calendar day. The number of "family recovery support days" provided under this contract is contingent upon the actions of HAMC and DSES. HAMC is responsible for the provision of up to fifty-two (52) residential units.

Minimal occupancy will be thirty-five (35) families. The estimated maximum annual number of Family Recovery Support Days is 12,775 (365 days times 35 families).

**Program Objectives**

1. 50% of the participants will remain alcohol and drug free and complete the program.
2. 65% of the participants who complete the program will transition to permanent housing.
3. 10% of the participants who complete the program will be independent of welfare.
4. 71% of the participants who are in the program will become employed at least part-time, or re-enter school or job training within one year of admission.
5. 50% of participants will increase household income by 10% or more.
6. 75 % of participants will participate in Community Council Activities.
7. Sun Street Centers will provide Behavioral Health Staff a report summarizing program objectives including goal attainment.

**Designated Program Monitor**

Andrew B. Heald,  
Behavioral Health Services Manager  
1441 Constitution Blvd.  
Salinas, CA 93906  
(831) 755-6383

### **PROGRAM 3: OUTPATIENT RECOVERY SERVICES PROGRAM**

#### **Program Locations**

12 Sun Street  
Salinas, CA 93901  
(831) 753-6001

3043 MacArthur  
Marina, CA 93933  
(831) 753-6001

#### **Service Delivery and Hours of Operation**

The program will operate from 8:00 A. M. to 7:00 P. M. Monday through Friday. Recovery Support services are scheduled in 2 to 3 hour modules in the morning and the evening.

#### **Program Description**

CONTRACTOR will operate and maintain an outpatient drug-free program offering Non Drug/Medi-Cal services in accordance with applicable State and Federal laws. This program will provide recovery support for parenting women and parenting men. A person's length of stay in the program is dependent upon the nature of presenting problems, history of abuse/addiction, and ongoing review of medical necessity criteria.

The client attends two (2) to three (3) times weekly and the service the client receives is based on individualized recovery goals. Duration of the recovery support program averages four (4) months. The program will offer group-counseling sessions designed to focus on problem-recognition, self-esteem enhancement, interpersonal skill building, recovery management, stress management, and relapse prevention. Parenting issues and needs will also be addressed in groups centering on parenting-skills, child growth and development, home management, nutrition, bonding, and effective discipline.

#### **Assessment and Referral**

Individuals requesting admission to the Outpatient Program Recovery program must have an assessment completed by the Behavioral Health Bureau assessment staff. Upon completion of the assessment, access to the program will be made by a referral from the Behavioral Health Bureau Assessment Staff who will provide an Initial Authorization Form (Refer to Exhibit J).

Admission shall not be denied on the basis of race, color, religion, sex, sexual orientation, age, national origin or disability. The above shall not preclude the program from emphasizing services for specific populations. For each individual participant, including family members or significant others, involvement with alcohol, drugs, or alcohol/drug related problems should be the primary criteria for participation. All participation shall be voluntary. All participants shall be physically and mentally capable of assuming full responsibility for their own decisions and actions in relation to recovery from alcohol and drug misuse while in the program. No individual shall be admitted who, on the basis of staff judgment, exhibits behavior dangerous to the staff or others. Non-residential locations are handicapped accessible. Visually and hearing impaired participants are welcome and interpreters will be utilized as needed.

Access to the program will be for eligible women and men referred by the Behavioral Health Bureau assessment staff. In general these will be women and men who are also involved with the Probation Department, Drug Court, or Department of Social Services CalWORKS programs. Many of these women and men are without custody of their children but are working toward reunification



with their children and need to address their alcohol and/or drug abuse.

**Service Objectives:** The Program will provide the following services per Fiscal Year:

1. An estimated: 587 parenting individual face-to-face outpatient visits will be provided to continuously enrolled Non-Drug/Medi-Cal eligible clients that are indigent.
2. An estimated: 4,609 parenting group face-to-face outpatient visits will be provided to continuously enrolled Non-Drug/Medi-Cal eligible clients that are indigent.
3. An estimated: 251 DSS parenting individual face-to-face outpatient visits will be provided to continuously enrolled Non-Drug/Medi-Cal eligible clients.
4. An estimated: 945 DSS parenting group face-to-face outpatient visits will be provided to continuously enrolled Non-Drug/Medi-Cal eligible clients.

**Fees**

The program is expected to augment COUNTY funding through the generation of participant fees. The program will develop and maintain a multi-tiered fee scale to be approved by the County Behavioral Services Director. Services will not be denied because of an individual's inability to pay.

**Designated Program Monitor**

Andrew B. Heald,  
Behavioral Health Services Manager  
1441 Constitution Blvd.  
Salinas, CA 93906  
(831) 755-6383

**PROGRAM 4: AB 109: RESIDENTIAL RECOVERY SERVICES**

8 Sun Street  
Salinas, CA 93901  
(831) 753-5145

**Service Delivery Site and Hours of Operation**

Services are provided on a 24-hour 7-day a week basis. The Guestroom is located at 8 Sun Street and is accessible through the Center office.

**Program Narrative**

The realignment of Criminal Justice and Rehabilitation programs from the State to the counties is detailed in Assembly Bill 109 (AB109). Under AB 109, those convicted of non-violent, non-serious or non-sex related offenses will no longer be sent to state prison but will instead be remanded to County control. Many of these offenders are in need of substance abuse treatment. The COUNTY'S Behavioral Health Division will determine whether an AB109 residential treatment program is applicable to the offender.

CONTRACTOR is a "social model" Recovery Home for men. Residential service currently comprises four (4) "Guestroom" beds and thirty-four (34) beds in the Primary Recovery Program for a total of thirty-eight (38) beds for residents in the primary stage of recovery. The Center is licensed and certified for fifty-four (54) beds by the California Department of Alcohol and Drug Programs. Participation in the program is limited by current license to men, 18 years and older.

All services provided to clients are bi-lingual Spanish/English, some of which will include: recovery planning, job training, 12-step meetings, finding a sponsor, individual counseling, Matrix group process, family groups, transportation to medical appointments.

In general, this Short term (90 day) program will provide the following services:

- Outreach to potential residents and follow-up to former residents;
- Access to bed and personal area in a dorm setting;
- Resident government based on planned interaction and problem-solving;
- Consultation on recovery planning and ancillary needs;
- Scheduled Center meetings, meals, and transportation;
- Support to new residents providing opportunities bolster recovery; and
- Aid to the client, and, community by teaching new values for communal living.

**Objectives**

1. In FY 2015-16, Contractor will provide a maximum of 2,430 residential beds days and serve a minimum of 27 clients. A Residential Day is defined as a calendar day, which is marked as the client having control of the bed during an overnight period.

In FY 2016-17, Contractor will provide a maximum of 2,430 residential beds days and serve a minimum of 27 clients. A Residential Day is defined as a calendar day, which is marked as the client having control of the bed during an overnight period.

In FY 2017-18, Contractor will provide a maximum of 2,430 residential beds days and serve a minimum of 27 clients. A Residential Day is defined as a calendar day, which is marked as the client having control of the bed during an overnight period.

2. At the time of departure from primary recovery, 50% of the residents will be abstinent, self-supporting (able to provide themselves with food, shelter, and clothing) and involved in an on-going program of recovery.
3. At the time of departure from the guestroom, 60% of the residents will be referred to on-going recovery services.
4. Drug Testing will be randomly conducted on participants by Probation Department staff.
5. Provide intake interviews within forty-eight (48) hours of the eligible AB 109 client's call for an appointment in collaboration with Monterey County Behavioral Health Division.
6. Program staff will complete an Addiction Severity Index (ASI) Assessment on each client being served under this program.
7. Program staff providing services will be trained in the practices of Motivational Interviewing (targeted for AB 109 clients), Seeking Safety (targeted for AB 109 clients), Trauma Informed Seeking Safety, and Assessment to Change: Effective Strategies for Serving Justice-Involved Consumers in Behavioral Health Services. Program Staff will utilize these practices when serving clients under this AB 109 funded program.
8. Program staff will adhere to CalOMS reporting requirements of AB 109 clients as delineated in ADP Bulletin 11-15-Referral Code for Post-Release Community Supervision (AB 109) clients in the California Outcome Measurement System-Treatment (CalOMS-Tx).

#### **Criteria for Primary Recovery Service Delivery**

1. Program participation is limited to AB 109 eligible clients.
2. To participate in the residential program, persons must be AB 109 eligible and have stated that they have a drug problem, and a stated desire to live a drug free life; and
  - a. Be physically and mentally capable of assuming full responsibility for their own decisions and actions in relation to their recovery; and
  - b. Abstain from alcohol and mood altering drugs, with the exception of prescribed medications which are deemed to be conducive to on-going recovery; and
  - c. Be free from communicable diseases, which require reporting by Title 17, California Administrative Code, Section 2500.
3. Persons are eligible for admission only twice in any twelve-month period and are subject to CONTRACTOR's "Readmission Policies."
4. To be admitted persons must be free of alcohol and mood-altering drugs for seventy-two (72) hours prior to admission to the program, except for allowances under 2b

above.

5. No person shall be admitted who, on the basis of staff judgment:
  - a. Exhibits, or has exhibited, behavior dangerous to residents, staff or others; or
  - b. Requires an immediate medical evaluation or professional care.
6. An applicant may be admitted to the Guestroom when further assessment is needed; the applicant is not able to make an immediate decision about future plans or is intoxicated.
7. For all participants, access to the primary recovery service can only be made by a referral from the Behavioral Health Division for Behavioral Health funded services only.

#### **Financial Eligibility**

Clients must meet program eligibility to receive services through this program.

#### **Assessment and Referral**

Individuals requesting admission to the AB 109 Residential Program must have an assessment completed by the Behavioral Health Division Assessment staff. Upon completion of the assessment, access to the program will be made by a referral from the Behavioral Health Division assessment staff (Refer to Exhibit J).

#### **Extension of Services**

Contractor may request from the designated BH Contract Monitor an extension of services for any enrolled AB 109 client who is in need of additional services. Contractor will submit a Request for Reauthorization form via fax to designated BH staff for review and approval for extension of services (Refer to Exhibit K).

#### **Monthly Progress Report**

To effectively track and coordinate client referrals and services, Contractor will submit a *monthly* progress report for each AB 109 client to the AB 109 Behavioral Health Staff.

#### **Designated Program Monitor**

Andrew B. Heald,  
Behavioral Health Services Manager  
1441 Constitution Blvd.  
Salinas, CA 93906  
(831) 755-6383

## **PROGRAM 5: AB 109: OUTPATIENT PROGRAM**

### **Program Location**

Outpatient Program  
12 Sun Street  
Salinas, CA 93901  
(831) 753-6001

### **Program Description**

The realignment of Criminal Justice and Rehabilitation programs from the State to the counties is detailed in Assembly Bill 109 (AB109). Under AB 109, those convicted of non-violent, non-serious or non-sex related offenses will no longer be sent to state prison but will instead be remanded to County control. Many of these offenders are in need of substance abuse treatment.

The COUNTY'S Behavioral Health Division will determine whether an AB109 outpatient treatment program is applicable to the offender. COUNTY's Behavioral Health Division will authorize referrals to this program that are in need of an outpatient treatment program. CONTRACTOR serves adult men and women over the age of 18 who are experiencing acute problems with alcohol and other drugs. CONTRACTOR maintains a special capability to work with individuals with co-occurring mood disorders, such as depression, anxiety, and PTSD.

In FYs 2015-18, CONTRACTOR will provide non-residential recovery education and support services for approximately 30 men and women referred to the AB 109 program in Salinas. These services are designed for individuals who do not require the close support of a residential setting. The program offers up to 26 group sessions, 6 individual sessions and 4 family sessions (optional) designed to focus on problem-recognition, self-esteem enhancement, interpersonal skill building, recovery management, and stress management. Educational and vocational issues will be addressed in recovery planning sessions to include eliminating alcohol/drug use; eliminating further criminal justice system involvement; obtain stable employment and/or increase vocational/educational knowledge and skills; obtain stable housing; maintain a clean and sober social support network; address health and mental health needs; address family issues when appropriate; address any outstanding legal issues.

**Service Objectives:** Annually, CONTRACTOR will make available to COUNTY Behavioral Health Bureau the following units of service:

1.

Program Services (FY's 2015-18)	Est. No. of Outpatient Sessions per FY
Individual Counseling Sessions (AB 109)	176
Group Counseling Sessions (AB 109)	761
Family Sessions (AB 109)	119

2. Provide weekly progress reports to authorized AB 109, Probation staff.
3. Program staff providing services will be trained in the practices of Motivational Interviewing (targeted for AB 109 clients), Seeking Safety (targeted for AB 109

clients), Trauma Informed Seeking Safety, and Assessment to Change: Effective Strategies for Serving Justice-Involved Consumers in Behavioral Health Services. Program Staff will utilize these practices when serving clients under this AB 109 funded program.

4. Program staff will adhere to CalOMS reporting requirements regarding AB 109 clients as described in ADP Bulletin 11-15-Referral Code for Post-Release Community Supervision (AB 109) clients in the California Outcome Measurement System-Treatment (CalOMS-Tx)
5. Program staff will complete an Addiction Severity Index (ASI) Assessment on each client being served under this program.

#### **Assessment and Referral**

Individuals requesting admission to the AB 109 Outpatient Program must have an assessment completed by the Behavioral Health Division Assessment staff. Upon completion of the assessment, access to the program will be made by a referral from the Behavioral Health Division assessment staff (Refer to Exhibit J).

#### **Extension of Services**

Contractor may request from the designated BH Contract Monitor an extension of services for any enrolled AB 109 client who is in need of additional services. Contractor will submit a Request for Reauthorization form via fax to designated BH staff for review and approval for extension of services (Refer to Exhibit K).

#### **Monthly Progress Report**

To effectively track and coordinate client referrals and services, Contractor will submit a *monthly* progress report for each AB 109 client to the AB 109 Behavioral Health Staff.

#### **Designated Program Monitor**

Andrew B. Heald,  
Behavioral Health Services Manager  
1441 Constitution Blvd.,  
Salinas, CA 93906  
(831) 755-6383

## **PROGRAM 6: PREVENTION SERVICES (SOUTH COUNTY, PENINSULA and SALINAS REGIONS)**

### **Program Locations**

1760 Fremont Blvd.  
Suite E-1  
Seaside, CA 93955  
(831) 899-6577

2167 H. De La Rosa St.  
Soledad, CA 93960  
(831) 385-0991

128 East Alisal St.  
Salinas, CA 93905  
(831) 753-5150

### **Program Description**

Sun Street Centers will provide primary prevention services in the South County, Peninsula and Salinas Region of Monterey County and will utilize a work plan that is aligned with and supports the goals and objectives of the Monterey County Strategic Prevention Framework Plan (Refer to Exhibit L).

The Community Recovery and Resource Center (CRRC) is a non-residential community-based program providing services to persons affected by alcohol and/or other drug related problems. CRRC programs and services are based on the belief that alcohol and other drug problems result from the reciprocal interactions among individuals, families, the community and the social environment. Therefore, the following programs and services are offered at three (3) Community Recovery and Resource Centers described below.

**Peninsula Community Recovery and Resource Center** offers; community support groups, Peninsula Prevention Coalition, community meeting rooms, resources and advocacy for community members, education and training on alcohol and drug prevention, neighborhood empowerment training and Responsible Beverage Service Trainings and Special Event trainings. All services are in English and Spanish.

**South County Community Recovery and Resource Center** offers; community support groups, South County Prevention Coalition, community meeting rooms, resources and advocacy for community members, education and training on alcohol and drug prevention, Responsible Beverage Service training and Special Events trainings. All services are in English and Spanish.

**Salinas Community Recovery and Resource Center** offers; community support groups, Salinas Prevention Coalition, community meeting rooms, resources and advocacy for community members, education and training on alcohol and drug prevention, Responsible Beverage Service training and Special Events trainings. All services are in English and Spanish.

### **Service Objectives:**

#### **Work plan strategies for the Peninsula Region will include:**

- Planning and assistance with adoption of City and County Social Host laws.
- Impacting the concentrated number of liquor licenses in the city of Marina (as identified as one of the top three areas in the County in the SPF Plan).
- Participate on the Community Action Partnership collaborative, as well as, the Crime Prevention Officers Association of Monterey County.
- Provide Life Skills Training and Gateway Drug Training to parents and High schools, continuation schools and community school youth.

- STEPS program (Safe Teens Empowerment project of Seaside).
- Participate in decoy operations, "shoulder taps", and DUI checkpoints, working with Monterey and Marina police, ABC and the Tobacco Free Monterey County Coalition.
- Present at Health Fairs, at local High Schools, Continuation Schools and Community Schools.

Annually, CONTRACTOR will provide the following hours of Peninsula Region Primary Prevention Services:

Prevention Services (Peninsula Region)	Est. No. of Hours Per Year
FY 2015-16	4,998
FY 2016-17	4,998
FY 2017-18	4,998

**Work plan Strategies for the South County Region will include:**

- Sun Street Centers Prevention Staff will assist with adoption of South County City and County Social Host laws.
- Sun Street will be working on the concentrated number of liquor licenses in King City (as identified in the Monterey County SPF Plan).
- Provide Life Skills Training and Gateway Drugs training to Parents in Spanish and English and to youth in elementary, middle and high schools, as well as to youth in Continuation and Community Schools, and youth diversion programs.
- Provide State certified Responsible Beverage Service (RBS) to local servers and sellers.
- Provide Life Skills, and Gateway Drug trainings in all South County Cities from Soledad through King City.
- The Safe Teens Empowerment Project of South County will begin to learn strategies of Life Skills and Gateway Drug education, decoy and check point operations with law enforcement, and the use of media to change attitudes and behaviors.

Annually, CONTRACTOR will provide the following hours of South County Region Primary Prevention Services:

Prevention Services (South County Region)	Est. No. of Hours Per Year
FY 2015-16	5,651
FY 2016-17	5,651
FY 2017-18	5,651

**Work plan Strategies for the Salinas Region will include:**

- Sun Street Centers Prevention Staff will review Social Host laws in the cities of Salinas as well as Prescription Drug Abuse among young adults.
- Sun Street will work on the concentrated number of liquor licenses in Salinas.
- Provide Life Skills Training and Gateway Drugs training to Parents in Spanish and English and to youth in middle and high schools, as well as to youth in Continuation and Community Schools, and youth diversion programs.
- Provide State certified Responsible Beverage Service (RBS) to local servers and sellers.



- Provide Life Skills, and Gateway Drug trainings in Salinas.
- The Safe Teens Empowerment Project of Salinas will begin to learn strategies of Life Skills and Gateway Drug education, decoy and check point operations with law enforcement, and the use of media to change attitudes and behaviors.

Annually, CONTRACTOR will provide the following hours of Salinas Region Primary Prevention Services:

Prevention Services (Salinas Region)	Est. No. of Hours Per Year
FY 2015-16	5,778
FY 2016-17	5,778
FY 2017-18	5,778

### **AOD Prevention Requirements**

*Prevention services will meet the definition of Primary Prevention as outlined below:*

**Primary Prevention** (source: NNA Contract, Primary Prevention):

Strategies, programs and initiatives which reduce both direct and indirect adverse personal, social, health, and economic consequences resulting from problematic ATOD (alcohol, tobacco and other drug availability), manufacture, distribution, promotion, sales, and use. Primary prevention strategies are directed at individuals not identified to be in need of treatment.

*Prevention will address the six CSAP strategies as they pertain to the Monterey County Four Year AOD Prevention Plan and provide primary prevention services as outlined in federal regulations:*

#### **Six CSAP Strategies**

Based on the identified population, prevention funds are applied to services that offer sustainable results using the six prevention strategies established by the Center for Substance Abuse Prevention (CSAP). They are:

- **Information Dissemination** provides awareness and knowledge of the nature and extent of substance use, abuse, and addiction and their effects on individuals, families, and communities. It is one-way communication from a source to an audience, with limited contact between the two (e.g., printed materials, websites).
- **Education** is two-way communication between an educator/facilitator and the participants (e.g., classroom curriculum). Activities under this strategy aim to affect critical life and social skills, including decision-making, refusal skills, critical analysis, and systematic judgment abilities.
- **Alternative Activities** provide opportunities to participate in activities that exclude substance use. The assumption is that constructive and healthy activities offset the attraction to alcohol and drugs and, therefore, minimize their use.
- **Problem Identification and Referral** involves identifying those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education.

This strategy does not include any activity designed to diagnose if a person is in need of treatment.

- **Community-Based Process** aims to enhance the ability of the community to more effectively provide prevention and treatment services for substance abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, interagency collaboration, coalition building, and networking.

- **Environmental strategies** establishes or changes written and unwritten community standards, codes, and attitudes, thereby influencing incidence and prevalence of substance abuse in the general population. This strategy is divided into two subcategories to permit distinction between activities that center on legal and regulatory initiatives and those that relate to the service and action-oriented initiatives.

#### **Outcomes and Evaluation:**

Sun Street Center will provide data, including progress and outcomes on prevention goals and objectives to the County as outlined in their work plan and as requested and/or required to meet CalOMS - Prevention data reporting requirements.

- Specific goals and objectives outlined in the Monterey County Strategic Prevention Framework Plan and are expressed in the attached Evaluation Plan by geographic region, including expected results and outcome measurements.
- Specific activities with time lines and measurements will be reported on as outlined in Exhibit L-Work Plans.
- All relevant activities will be input to the State of California Cal OMS database as outlined by County Behavioral Health staff.
- Satisfactory level of accomplishment is considered meeting 90% or better of expected goals.

**Final evaluation** will include a yearly report in a format approved by COUNTY to the Department of Health, Behavioral Health Bureau summing up achievements and obstacles encountered. Questions to be answered will include:

1. Did the project do more or less than what was stated in the work plan?
2. Were the expected outcomes achieved?
3. Did a desired change occur within the community?

#### **CAL OMS PREVENTION PROGRAM REPORTING REQUIREMENTS:**

Contractors providing alcohol and drug treatment and/or prevention services shall fully participate in the California Outcome Measurement System (CalOMS) - Prevention data collection and submission process and shall meet the timelines as established by the County.

Contractor shall report prevention services on a weekly basis as services occur and ensure that services meet County assigned objectives and county/provider contract deliverables.

#### **Designated Program Monitor**

Rose Moreno, MPA, MA III  
1270 Natividad Rd.  
Salinas, CA 93906  
(831) 755-4716

**PROGRAM 7: OUTREACH AND ENGAGEMENT (HOMELESS POPULATION IN SALINAS)**

**Program Location**

Outpatient Program  
8 Sun Street  
Salinas, CA 93901  
(831) 753-5145

**Program Narrative**

Certified Alcohol and Drug Counselor will provide education, intervention and assistance to homeless population in Salinas suffering from alcohol and/or drug abuse. Counselor will be based at treatment facility but will conduct services in the community, outreaching to homeless community at one location in cooperation with other service providers. Services will be conducted on weekly basis by a part time FTE.

Annually, CONTRACTOR will provide the following hours of Salinas Homeless Outreach and Engagement Services:

Prevention Services (Peninsula Region)	Est. No. of Hours Per Year
FY 2015-16	412
FY 2016-17	412
FY 2017-18	412

**Program Goals**

The purpose of this service is to make a positive impact in educating and serving the homeless population in Salinas providing guidance and resources towards a long term choice to enter treatment and achieve sobriety, re-engaging into the general community.

**Population/Catchment Area to be Served**

Homeless Individuals in the Salinas Area.

**Legal Status**

Voluntary

**Reporting Requirements**

CONTRACTOR will meet regularly with the designated Behavioral Health Service Manager to monitor progress on client and project outcomes. CONTRACTOR will be required to report outcomes data regularly to COUNTY according to the requirements set forth by the Department of Health, Behavioral Health Bureau.

**Designated Program Monitor**

Andrew Heald, BH Services Manager  
1441 Constitution Blvd.  
Salinas, CA 93906  
(831) 755-6383

**CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES YOUTH TREATMENT GUIDELINES**

Contractors providing youth treatment services shall comply with the requirements for youth programs as contained in "Youth Treatment Guidelines 2002" until such time new Youth Treatment Guidelines are established and adopted.

The Youth Treatment Guidelines may be found on the California Department of Healthcare Services Website:

[http://www.dhcs.ca.gov/individuals/Documents/Youth\\_Treatment\\_Guidelines.pdf](http://www.dhcs.ca.gov/individuals/Documents/Youth_Treatment_Guidelines.pdf)

**PERINATAL, CAL OMS DATA AND CAL OMS PREVENTION PROGRAM REQUIREMENTS:**

Contractors providing alcohol and drug treatment services shall fully participate in the California Outcome Measurement System (CalOMS) data collection and submission process and shall meet the timelines as established by the County.

Contractors providing Perinatal Program services shall comply with the requirements for perinatal programs as contained in "Perinatal Services Network Guidelines 2014."

The Perinatal Services Network Guidelines may be found on the California Department of Healthcare Services Website:

<http://www.dhcs.ca.gov/individuals/Documents/PSNG2014Final21214.pdf>

**Debarment and Suspensions**

As required by Executive Order 12549, Debarment and Suspension, certain contracts shall not be made to parties listed on the nonprocurement portion of the General Services Administration's "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" (Executive Order 12549 and 12689). The applicant certifies that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department of agency; (b) have not within a three year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (15)(b) of this certification' and (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State or Local) terminated for cause or default' and Where the applicant is unable to certify any of the statements in this certification, he/she shall attach an explanation to this agreement.

**EXHIBIT B-1:  
PAYMENT PROVISIONS**

**PAYMENT TYPE**

Cost Reimbursed up to the Maximum Contract Amount.

**Non-Drug/Medi-Cal**

1. COUNTY shall pay CONTRACTOR for services rendered to eligible participants and to the community, which fall within the general services described in Exhibit A. The rate for Non-Drug/Medi-Cal client services that are not co-located with Drug/Medi-Cal client services shall be a negotiated rate based upon the estimated revenue and units of service. The rate for Non-Drug/Medi-Cal client services that are co-located with Drug/Medi-Cal client services shall be an interim rate based upon the Drug/Medi-Cal Statewide Maximum Allowance (SMA). At the end of each fiscal-year COUNTY may make adjustment to the negotiated rate in accordance with the procedures set forth in Section 16 of this Agreement.
2. Subject to the cost adjustment described in Section 16, COUNTY shall compensate CONTRACTOR in the following manner:
  - A. For Programs 1, 2, 6 and 7, CONTRACTOR shall bill COUNTY one- twelfth of the annual amount, monthly, in advance, on the Monthly Service Level Report and Exhibit C. For Residential Programs, COUNTY shall review actual bed day utilization rate for fixed rate reimbursement programs on a quarterly basis and adjust reimbursement to the CONTRACTOR accordingly. At the end of each fiscal year, COUNTY may make adjustments to the negotiated rate in accordance with the procedures set forth in Section 16 of this Agreement.
  - B. For Programs 3, 4 and 5, services shall be invoiced to COUNTY in arrears and on a monthly basis.
  - C. CONTRACTOR shall develop a fee schedule in accordance with Section 14. Billings shall be presented to COUNTY promptly after the close of each calendar month, as required in the County Alcohol and Drug Reporting Guidelines.

3. COUNTY shall pay CONTRACTOR the following negotiated rates for the following programs:

			FY 2015-2016		FY 2016-2017		FY 2017-2018	
Program Number and Title		FY 2015-18 Units of Service (Per FY)	Rate	Program Total*	Rate	Program Total*	Rate	Program Total*
1	Residential Recovery Home Services	7,787	\$65.80	\$512,385	\$68.43	\$532,865	\$68.43	\$532,865
2	Pueblo Del Mar	12,775		\$131,614		\$136,879		\$136,879
3	Indigent Parenting Outpatient Individual Counseling	587	\$66.93	\$39,288	\$66.93	\$39,288	\$66.93	\$39,288
3	Indigent Parenting Outpatient Group Counseling	4,609	\$27.14	\$125,089	\$27.14	\$125,089	\$27.14	\$125,089
3	DSS Outpatient Individual Counseling	251	\$66.93	\$16,800	\$66.93	\$16,800	\$66.93	\$16,800
3	DSS Outpatient Group Counseling	945	\$27.14	\$25,648	\$27.14	\$25,648	\$27.14	\$25,648
4	Residential Recovery Services (AB 109)	2,430	\$65.80	\$159,894	\$68.43	\$166,285	\$68.43	\$166,285
5	Outpatient Individual Sessions (AB 109)	176	\$66.93	\$11,780	\$66.93	\$11,780	\$66.93	\$11,780
5	Outpatient Group Sessions (AB 109)	761	\$27.14	\$20,654	\$27.14	\$20,654	\$27.14	\$20,654
5	Outpatient Family Sessions (AB 109)	119	\$67.50	\$8,033	\$70.20	\$8,354	\$70.20	\$8,354
6	Prevention (Peninsula Region)	4,998		\$118,468		\$123,207		\$123,207
6	Prevention (South County)	5,651		\$133,945		\$139,303		\$139,303
6	Prevention (Salinas)	5,778		\$136,955		\$136,955		\$136,955
7	Outreach and Engagement (Homeless Population in Salinas)	412		\$25,000		\$25,000		\$25,000
* Displayed amounts are rounded Sub-Total				\$1,465,553		\$1,508,107		\$1,508,107

4. COUNTY may withhold claims for payment to CONTRACTOR for delinquent amounts due to COUNTY as determined by a Cost Report or audit report settlement resulting from this or prior years' Agreement(s). CONTRACTOR agrees to reimburse COUNTY for any Federal, State or COUNTY audit exceptions resulting from noncompliance herein on the part of CONTRACTOR or any subcontractor.

## 5. 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 **\$4,481,767** for services rendered under this Agreement.

B. Funding source and estimated amounts per FY. The County retains the right to adjust the funding sources as may be required.

FY 2015-2016										
Program Number/Name	Avatar Program Name	Avatar Program ID	Contract Amount	Federal Substance Abuse Prevention & Treatment (SAPT) Block Grant	Drug Medi-Cal (Combination of Federal Financial Participation (FFP) and required match (% varies based on Aid Code.) Behavioral Health Sub-Account funds are used for the match.)	State Funds- Behavioral Health Sub-Account	State AB109 Funds	Other Non-State/Non-Federal Funds	TOTAL	
1 Residential Recovery Home Services	ZADP Sun Street Residential	Z10RS	\$512,385	\$512,385					\$512,385	
	ZADP Sun Street Res Detox	Z10DX								
2 Pueblo Del Mar	ZADP Sun Street Center	Z10PD	\$131,614					\$131,614	\$131,614	
3 Indigent Parenting Outpatient Individual Counseling	ZADP SSC OP Outpatient	Z46RG	\$39,288			\$39,288			\$39,288	
3 Indigent Parenting Outpatient Group Counseling	ZADP SSC OP Outpatient	Z46RG	\$125,089			\$125,089			\$125,089	
3 DSS Outpatient Individual Counseling	ZADP SSC OP Outpatient	Z46RG	\$16,800			\$16,800			\$16,800	
3 DSS Outpatient Group Counseling	ZADP SSC OP Outpatient	Z46RG	\$25,648			\$25,648			\$25,648	
4 Residential Program (AB 109)	ZADP Sun Street Residential AB109	Z10RSAB109	\$159,894				\$159,894		\$159,894	
5 Outpatient Individual Session (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$11,780				\$11,780		\$11,780	
5 Outpatient Group Session (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$20,654				\$20,654		\$20,654	
5 Outpatient Family Sessions (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$8,033				\$8,033		\$8,033	
6 Prevention (Peninsula Region)	Not applicable	Not applicable	\$118,468	\$118,468					\$118,468	
6 Prevention (South County)	Not applicable	Not applicable	\$133,945	\$43,679				\$90,266	\$133,945	
6 Prevention (Salinas)	Not applicable	Not applicable	\$136,955			\$136,955			\$136,955	
Outreach and Engagement (Homeless Population in Salinas)	Not applicable	Not applicable	\$25,000			\$25,000			\$25,000	
<b>Grand Total per FY</b>			<b>\$1,465,553</b>	<b>\$674,532</b>		<b>\$368,780</b>	<b>\$200,361</b>	<b>\$221,880</b>	<b>\$1,465,553</b>	

FY 2016-18									
Program Number/Name	Avatar Program Name	Avatar Program ID	Contract Amount	Federal Substance Abuse Prevention & Treatment (SAPT) Block Grant	Drug Medi-Cal (Combination of Federal Financial Participation (FFP) and required match (% varies based on Aid Code.) Behavioral Health Sub-Account funds are used for the match.)	State Funds-Behavioral Health Sub-Account	State AB109 Funds	Other Non-State/Non-Federal Funds	TOTAL
1 Residential Recovery Home Services	ZADP Sun Street Residential	Z1ORS	\$532,865	\$532,865					\$532,865
	ZADP Sun Street Res Detox	Z1ODX							
2 Pueblo Del Mar	ZADP Sun Street Center Pueblo Del Mar	Z1OPD	\$136,879					\$136,879	
3 Indigent Parenting Outpatient Individual Counseling	ZADP SSC OP Outpatient	Z46RG	\$39,288			\$39,288			\$39,288
3 Indigent Parenting Outpatient Group Counseling	ZADP SSC OP Outpatient	Z46RG	\$125,089			\$125,089			\$125,089
3 DSS Outpatient Individual Counseling	ZADP SSC OP Outpatient	Z46RG	\$16,800			\$16,800			\$16,800
3 DSS Outpatient Group Counseling	ZADP SSC OP Outpatient	Z46RG	\$25,648			\$25,648			\$25,648
4 Residential Program (AB 109)	ZADP Sun Street Residential AB109	Z1ORSAB109	\$166,285				\$166,285		\$166,285
5 Outpatient Individual Session (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$11,780				\$11,780		\$11,780
5 Outpatient Group Session (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$20,654				\$20,654		\$20,654
5 Outpatient Family Sessions (AB 109)	ZADP SSC OP AB109	Z46RGAB109	\$8,354				\$8,354		\$8,354
6 Prevention (Peninsula Region)	Not applicable	Not applicable	\$123,207	\$123,207					\$123,207
6 Prevention (South County)	Not applicable	Not applicable	\$139,303	\$45,970				\$93,333	\$139,303
6 Prevention (Salinas)	Not applicable	Not applicable	\$136,955			\$136,955			\$136,955
7 Outreach and Engagement (Homeless Population in Salinas)	Not applicable	Not applicable	\$25,000			\$25,000			\$25,000
<b>Grand Total per FY</b>			<b>\$1,508,107</b>	<b>\$702,042</b>		<b>\$368,780</b>	<b>\$207,073</b>	<b>\$230,212</b>	<b>\$1,508,107</b>



C. Maximum Annual Liability:

<b>SUN STREET CENTERS: AOD Agreement FYs 2015-18</b>	
FY 2015-16 TOTAL ESTIMATED ANNUAL CONTRACT AMOUNT	\$1,465,553
FY 2016-17 TOTAL ESTIMATED ANNUAL CONTRACT AMOUNT	\$1,508,107
FY 2017-18 TOTAL ESTIMATED ANNUAL CONTRACT AMOUNT	\$1,508,107
<b>TOTAL AGREEMENT MAXIMUM LIABILITY</b>	<b>\$4,481,767</b>

- D. 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.
- E. 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.
- F. COUNTY may withhold claims for payment to CONTRACTOR for delinquent amounts due to COUNTY as determined by a Cost Report or audit report settlement resulting from this or prior years' Agreement(s). CONTRACTOR agrees to reimburse COUNTY for any Federal, State or COUNTY audit exceptions resulting from noncompliance herein on the part of CONTRACTOR or any subcontractor.
- G. **Prohibition on Duplicate Billing**  
In no event shall CONTRACTOR bill COUNTY for a portion of service costs for which CONTRACTOR has been or will be reimbursed from other contracts, grants or sources.
- H. **Time for Filing Final Claim**  
CONTRACTOR's final claim for any payment under this contract must be filed not later than ninety (90) calendar days after the date on which this contract terminates. No claim submitted by CONTRACTOR after such time will be accepted or paid by COUNTY.
- I. **Certification and Payment of Claim by COUNTY**  
COUNTY shall promptly certify CONTRACTOR's claim either in the requested amount or in such other amount as COUNTY approves in conformity with this Agreement. COUNTY will compare the CONTRACTOR claimed amount against the COUNTY authorized amount by mode, service function, fund source and number of units of service. COUNTY shall then submit such certified claim to the COUNTY Auditor. The Auditor shall pay the claim in the amount certified by COUNTY within 30 days.
- J. **Disputed Payment Amount**  
If COUNTY certifies for payment a lesser amount than the amount requested, COUNTY shall immediately notify CONTRACTOR in writing of such certification and shall specify the reason for the modification. If CONTRACTOR desires to contest the certification, CONTRACTOR must submit a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the COUNTY's 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 dispute until the parties have met and attempted to resolve the dispute in person.

#### **PAYMENT METHOD**

- A. County will pay CONTRACTOR for the services provided by CONTRACTOR that have been authorized pursuant to this agreement, as hereinafter set forth.
- B. CONTRACTOR will submit a separate monthly claim, Exhibit C, and any additional documentation required by COUNTY for each program detailing services via email to [MCHDBHFinance@co.monterey.ca.us](mailto:MCHDBHFinance@co.monterey.ca.us)

Or mail to:

Monterey County Health Department  
Behavioral Health Division, **ATTN: Accounts Payable**  
1270 Natividad Road, Suite 107-108  
Salinas, CA 93906