

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

22-370

SAP Number

N/A

Behavioral Health

Department Contract Representative	<u>Tammi Phillips</u>
Telephone Number	<u>(909) 388-0861</u>
Contractor	<u>San Bernardino County</u>
	<u>Superintendent of Schools</u>
Contractor Representative	<u>Stephanie Houston</u>
Telephone Number	<u>(909) 386-2965</u>
Contract Term	<u>July 1, 2022 through June 30, 2027</u>
Original Contract Amount	<u>\$5,188,380</u>
Amendment Amount	<u>N/A</u>
Total Contract Amount	<u>\$5,188,380</u>
Cost Center	<u>9203302200</u>

Briefly describe the general nature of the contract: Memorandum of Understanding with San Bernardino County Superintendent of Schools, for SBCSS to provide training, education and technical support Student Assistance Program (SAP) teams, as well as Positive Behavior Interventions and Supports (PBIS) training and support throughout San Bernardino County school districts in the amount of \$5,188,380, for the term of July 1, 2022 through June 30, 2027.

FOR COUNTY USE ONLY

Approved as to Legal Form

Dawn Martin

Dawn Martin, Deputy County Counsel

5/3/2022

Date

Reviewed for Contract Compliance

Natalie Kessee

Natalie Kessee, Contracts Manager

5/5/2022

Date

Reviewed and Approved by Department

Dr. Georgina Yoshioka, Interim Director

Georgina Yoshioka, Interim Director

5/5/2022

Date

MEMORANDUM OF UNDERSTANDING

Between

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

and

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

for

PREVENTION AND EARLY INTERVENTION STUDENT ASSISTANCE PROGRAM

July 1, 2022 through June 30, 2027

WHEREAS, The San Bernardino County Department of Behavioral Health, hereinafter referred to as DBH, and San Bernardino County Superintendent of Schools, hereinafter referred to as SBCSS, desire a partnership for the purpose of providing prevention and early intervention education and training to DBH contracted agencies, school personnel, the Inland Empire Coordinated School Health Leadership Institute and students of San Bernardino County School districts; and

WHEREAS, DBH has been allocated funds by the Mental Health Services Act to provide such services; and,

WHEREAS, DBH finds SBCSS qualified to provide Student Assistance Programs (SAP) as well as Positive Behavior Interventions and Supports (PBIS) team education, training and technical assistance throughout San Bernardino County School districts; and,

WHEREAS, DBH desires that such services be provided by SBCSS and SBCSS agrees to perform these services as set forth below;

NOW THEREFORE, DBH and SBCSS mutually agree to the following terms and conditions:

TABLE OF CONTENTS

I.	PURPOSE	3
II.	DEFINITIONS	3
III.	SBCSS SERVICE RESPONSIBILITIES	9
IV.	SBCSS GENERAL REQUIREMENTS	27
V.	DBH/SBCSS STAFF FUNDING DETAIL	28
VI.	MUTUAL RESPONSIBILITIES	29
VII.	FISCAL PROVISIONS	29
VIII.	RIGHT TO MONITOR AND AUDIT	31
IX.	TERM	32
X.	EARLY TERMINATION	32
XI.	GENERAL PROVISIONS	32
XII.	CONCLUSION	35

ATTACHMENTS A and B – PROGRAM BUDGET

ATTACHMENT I – Data Security Requirements

I. PURPOSE

This Memorandum of Understanding (MOU) serves to formalizes the commitment to the partnership between SBCSS and DBH and supports the strengthening of the services as articulated in the Mental Health Student Services Act (MHSSA) grant, identifying areas of responsibility for SBCSS and DBH to allow education, training and technical assistance for Student Assistance (SAP) teams, as well as Positive Behavior Interventions and Supports (PBIS) training throughout San Bernardino County school districts. The overall goal is to reduce school failure and dropout rates related to unaddressed student behavioral health concerns.

II. DEFINITIONS

- A. **Alliance for Education** - The Alliance for Education supports the alignment of partner work and resources across San Bernardino County by connecting business and community organizations, as well as post-secondary institutions, to K12 education. The Alliance partners with business, labor, industry, community and faith-based organizations, education, and government to support the San Bernardino County Cradle to Career Roadmap. The Alliance for Education is committed to building these mutually beneficial partnerships between business and education to enhance the development of local talent and to position SBC students for successful entry into local careers. The Alliance for Education facilitates and supports ongoing efforts to inform students, educators, and families on the emerging demands of the world of work within San Bernardino County. Through innovative approaches and collaborative partnerships, the Alliance facilitates cross-sector collective impact efforts to connect the K12 education system to business, community, and post-secondary resources
- B. **Authorization for Release of Protected Health Information (PHI)** - A HIPAA and 42 CFR Part 2 compliant authorization signed by the client or client's legal representative, authorizing DBH to release the client's information to a designated recipient. This form must be completed thoroughly with specified records to be shared, a designated time frame and expiration date, as well as a signature by the DBH client or his/her legal representative. If the form is signed by a legal representative, proof from the court system designating legal representation must accompany the request.
- C. **Children/Youth** - Term used to describe consumers 0-15 years old.
- D. **Children/Youth at Risk of or Experiencing Juvenile Justice Involvement** - Children/youth with signs of behavioral/emotional problems who are at risk of or have had any contact with any part of the juvenile justice system, and who cannot be appropriately served through Community Services and Supports (CSS).
- E. **Children/Youth at Risk for School Failure** - Children/youth at risk of school failure due to unaddressed emotional and behavioral problems.
- F. **Children/Youth in Stressed Families** - Children/youth placed out-of-home or children/youth in families where there is substance use disorders or violence, depression or other mental illnesses or lack of care giving adults (e.g., as a result of a serious health condition or incarceration), rendering the children/youth at high risk of behavioral and emotional problems.

- G. **Children's System of Care (CSOC)** - CSOC is implemented throughout San Bernardino County through contracted agencies. Programs focus on different age groups (e.g. 0-5 programs), different needs (e.g. entry level or intensive programs), and different settings (e.g. school-based, home-based, clinic-based, or residential). Services range from crisis intervention to life skills and educational services for children and youth aged 0 to 26 years old.
- H. **Cultural Competency** - The acceptance and understanding of cultural mores and their possible influence on the client's issues and/or behavior, i.e., using the understanding of the differences between the prevailing social cultural and that of the client's family to aid in developing individualized supports and services.
- I. **Department of Behavioral Health (DBH)** - The Department of Behavioral Health (DBH), under state law, provides mental health and substance use disorder treatment and prevention services to County residents. In order to maintain a continuum of care, DBH operates, or contracts for the provision of, prevention, early intervention, 24-hour care, day treatment, outpatient services, case management and crisis and referral services. Community services are provided in all major County metropolitan areas and are readily accessible to most County residents.
- J. **Department of Health Care Services (DHCS)** - The California Department of Health Care Services provides oversight of statewide public mental health services through the Mental Health Services Division. Its responsibilities include: providing leadership for local county mental health departments; evaluation and monitoring of public mental health programs; administration of federal funds for mental health programs and services; care and treatment of people with mental illness; and oversight of Mental Health Services Act service implementation.
- K. **Equity** - is giving specific resources and support to disadvantaged students to bring them up to the same opportunity level as their peers. It calls for understanding the unique challenges faced by individual students and providing additional structures that help them overcome those barriers.
- L. **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** – A federal law designed to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance, and for other purposes.
- M. **Inclusion** - refers to how diversity is leveraged to create a fair, equitable, healthy, and high-performing organization or community where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational and societal goals are valued.
- N. **Interconnected System Framework (ISF)** - provides guidance on the interconnection of Positive Behavioral Interventions and Supports (PBIS) and School Mental Health (SMH) systems to improve educational outcomes for all children and youth, especially those with or at risk of developing emotional/behavioral challenges. ISF blends

education and mental health systems and resources toward prevention and intervention within a team-based, collaborative multi-tiered framework, allowing for greater efficiency and effectiveness (see Barrett, Eber & Weist, 2013).

- O. **Local Educational Agency (LEA)** - As defined in ESEA, a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.
- P. **Mental Health Services** - The individual or group therapies and interventions that are designed to provide reduction of mental disability and restoration, improvement or maintenance of functioning consistent with the goals of learning, development, independent living and enhanced self-sufficiency and that are not provided as a component of adult residential services, crisis residential treatment services, crisis intervention, crisis stabilization, day rehabilitation, or day treatment intensive. Service activities may include but are not limited to assessment, collateral, therapy, rehabilitation, and plan development.
- Q. **Mental Health Services Act (MHSA)** - The passage of Proposition 63 in November 2004, provided the first opportunity in many years for the Department of Health Care Services to provide increased funding, personnel and other resources to support county mental health programs and monitor progress toward statewide goals for children, transition age youth, adults, older adults and families. The Act addresses a broad continuum of prevention, early intervention and service needs and the necessary infrastructure, technology and training elements that will effectively support this system.
- R. **Mental Health Student Services Act of 2019** - The Senate Bill 82 Investment in Mental Health Wellness Act, which gives local assistance monies to expand mental health crisis services, is administered by the Mental Health Services Oversight & Accountability Commission. Senate Bill 833 amends the Investment in Mental Health Wellness Act to specifically permit triage funds to offer a full continuum of crisis intervention services and supports for children aged 21 and under, as well as their families and caregivers. The legislature enacted and the Governor signed the 2019 Budget Bill, Senate Bill 75, Mental Health Student Services Act (MHSSA) as a result of the significant degree of interest in school-county cooperation. The MHSSA grant will offer \$40 million in one-time cash and \$10 million in recurring support to help counties build more mental health partnerships with school districts, charter schools, and county offices of education. The funding will last four years, from December 1, 2021, to November 30, 2025, and will be administered by San Bernardino County Department of Behavioral Health. Silver Valley Unified School District, Yucaipa-Calimesa Joint Unified School District, and Colton Joint Unified School District will be the recipients of the funding. The grant-funded services will be integrated into the Student Assistance Program and delivered by contracted providers allocated to those districts.
- S. **Multi-Tiered System of Support (MTSS)** - A framework for creating inclusive academic and behavior instruction in schools so that student academic, social-emotional and

behavioral needs are met. MTSS seeks to focus on meeting the needs of the whole child by using evidence-based strategies to engage students in learning, to build protective factors within school environments and to ensure adults are trained and given strategies to support our most at-risk students.

- T. **Personally Identifiable Information (PII)** - PII is information that can be used alone or in conjunction with other personal or identifying information, which is linked or linkable to a specific individual. This includes: name, social security number, date of birth, address, driver's license, photo identification, other identifying number (case number, client index number, SIMON number/medical record number, etc.).
- U. **Positive Behavior Intervention and Support (PBIS)** - A process for creating school environments that are more predictable and effective for achieving academic and social goals. PBIS seeks to improve student wellness and helps to create a positive and protective school environment and culture. This includes building a continuum of supports within the entire school system and extending wraparound support for small groups and individual students and their families.
- V. **Prevention and Early Intervention (PEI) Definitions pursuant to PEI Regulations adopted October 6, 2015:**
 - 1. **Access and Linkage to Treatment Program or Strategy** - A set of related activities to connect children, TAY, adults, and older adults with severe mental illness, as defined in Welfare and Institutions Code Section 5600.3, as early in the onset of these conditions as practicable, to medically necessary care and treatment, including, but not limited to care provided by county mental health programs.
 - 2. **Effective Methods**
 - a. **Community and/or Practice-Based** – A set of practices that communities have used and determined to yield positive results by community consensus over time, which may or may not have been measured empirically.
 - b. **Evidence-Based Practices** – Activities for which there is scientific evidence consistently showing improved mental health outcomes for the intended population including, but not limited to, scientific peer-reviewed research using randomized clinical trials.
 - c. **Promising Practices** – Activities for which there is research demonstrating effectiveness, including strong quantitative and qualitative data showing positive outcomes, but the research does not meet standards used to establish evidence-based practices and does not have enough research or replication to support generalizable positive public health outcomes.
 - 3. **Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations** - To increase the extent to which an individual or family from an underserved population as defined in title 9 California

Code of Regulations Section 3200.300 who needs mental health services because of risk or presence of a mental illness receives appropriate services as early in the onset as practicable, through program features such as accessibility, cultural and language appropriateness, transportation family focus, hours available, and cost of services.

4. **Mental Illness/Mental Disorder (as used in the PEI Regulations)** - A syndrome characterized by clinically significant disturbance in an individual's cognition, emotion regulation, or behavior that reflects a dysfunction in the psychological or biological processes underlying mental functioning. Mental illness is usually associated with significant distress or disability in social, occupational, or other important activities.
5. **Non-Stigmatizing and Non-Discriminatory** - Promoting, designing, and implementing Programs in ways that reduce and circumvent stigma, including self-stigma, and discrimination related to being diagnosed with a mental illness, having a mental illness or seeking mental health services, and making services accessible, welcoming, and positive.
6. **Outreach for Increasing Recognition of Early Signs of Mental Illness (State Strategy)** - Process of engaging, encouraging, educating, and/or training, and learning from potential responders about ways to recognize and respond effectively to early signs of potentially severe and disabling mental illness.
7. **Potential responders** - Includes but is not limited to: families, employers, primary health care providers, visiting nurses, school personnel, community service providers, peer providers, cultural brokers, law enforcement personnel, emergency medical service providers, people who provide services to individuals who are homeless, family law practitioners such as mediators, child protective services, leaders of faith-based organizations, and other in a position to identify early signs of potentially severe and disabling mental illness, provide support, and/or refer individuals who need treatment or other mental health services.
8. **Prevention Program** - The Prevention Program is a set of related activities to reduce risk factors for developing a potentially serious mental illness and to build protective factors.
9. **Risk Factors** - Conditions or experiences that are associated with a greater than average risk of developing a potentially serious mental illness. Risk factors include, but are not limited to, biological including family history and neurological, behavioral, social/economic, and environmental.
10. **Serious Mental Illness/Serious Mental Disorder /Severe Mental Illness (as used in the PEI Regulations)** - A mental illness that is severe in degree and persistent in duration, which may cause behavioral functioning which interferes substantially with the primary activities of daily living, and which may result in an inability to maintain stable adjustment and independent functioning without treatment, support, and rehabilitation for a long or indefinite period of time. These mental illnesses include but are not limited to, schizophrenia, bipolar

disorder, post-traumatic stress disorder, as well as major affective disorders or other severely disabling mental disorders.

- W. **Protected Health Information (PHI):** PHI is *individually identifiable health information* held or transmitted by a covered entity or its business associate, in any form or media, whether electronic paper or oral. Individually identifiable information is information, including demographic data, that relates to the individual's past, present or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual, and identifies the individual or for which there is reasonable basis to believe it can be used to identify the individual. PHI excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g; in records described at 20 U.S.C. 1232g(a)(4)(B)(iv); in employment records held by a covered entity in its role as employer; and regarding a person who has been deceased for more than fifty (50) years.
- X. **Strategy** - A planned and specified method within a Program intended to achieve a defined goal.
- Y. **Student Assistance Program (SAP)** - The Student Assistance Program is a program that serves students and their families through a systemic process using techniques to mobilize resources to remove barriers of learning. The core of the program is a professionally trained team that includes school staff and staff from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, make recommendations to assist the student and parents, provide services to improve student wellbeing, and provide follow-up services. When the problem lies beyond the scope of the school, the SAP team assists the parent and student so they may access services within the community. SAP responds to all student and family concerns with respectful dialogue, individualized service, ongoing staff and parent training, community support and referrals to appropriate school or community based services as needed. The expanded SAP minimizes barriers to learning and includes early intervention, counseling and alcohol and drug services.
- Z. **Student Assistance Program (SAP) as implemented by San Bernardino County Superintendent of Schools (SBCSS)** - The SAP program at SBCSS is comprised of the Reaching the Whole Child team and the Prevention and Intervention Team. The Reaching the Whole Child team implements and coordinates the training for SAP teams. The Prevention and Intervention Team implement and coordinate the training for Positive Behavioral Intervention and Supports (PBIS).
- AA. **Subcontractor** - An individual, company, firm, corporation, partnership or other organization, not in the employment of or owned by Contractor who is performing services on behalf of Contractor under the Contract or under a separate contract with or on behalf of Contractor.
- BB. **Tiered Fidelity Inventory (TFI)** - The purpose of the School-Wide Positive Behavioral Interventions and Supports (SWPBIS) Tiered Fidelity Inventory (TFI) is to provide a valid, reliable, and efficient measure of the extent to which school personnel are applying the core features of SWPBIS. The TFI is divided into three sections (Tier 1:

Universal SWPBIS Features; Tier 2: Targeted SWPBIS Features; and, Tier 3: Intensive SWPBIS Features) that can be used separately or in combination to assess the extent to which core features are in place.

- CC. **Transformative Social Emotional Learning (SEL)** - is a process whereby young people and adults build strong, respectful, and lasting, relationships that facilitate co-learning to critically examine root causes of inequity, and to develop collaborative solutions that lead to personal, community, and societal well-being.
- DD. **Target Population** - Children (0-15), TAY (transition aged youth) (16-25) and their families who are trauma exposed individuals, individuals experiencing onset of serious psychiatric illness, children and youth in stressed families, children and youth at risk for school failure due to unaddressed behavioral health concerns, and/or children and youth at risk of or experiencing juvenile justice involvement.
- EE. **Transitional Age Youth (TAY)** - Term used to describe consumers who are 16-25 years old.
- FF. **Trauma exposed** - Those who are exposed to traumatic events or prolonged traumatic conditions including grief, loss and isolation, including those who are unlikely to seek help from any traditional mental health service.
- GG. **Unduplicated** - When reporting the number of unduplicated clients, an individual client is to be included in number reported; that individual client shall only be included once per fiscal year per state program or state strategy, no matter how many times the individual client returns for assistance during the year.
- HH. **Underserved or in appropriately served** - Those individuals who may be receiving some services but whose services do not provide the necessary opportunities to participate and move forward and pursue their wellness/recovery goals.
- II. **Universal Design for Learning (UDL)** - is an approach to teaching and learning that gives all students equal opportunity to succeed. The goal of UDL is to use a variety of teaching methods to remove any barriers to learning; it's about building in flexibility that can be adjusted for every person's strengths and needs.
- JJ. **Unserved** - Those individuals who are not receiving mental health services, particularly those who are a part of racial ethnic populations that have not had access to mental health services.

III. **SBCSS SERVICE RESPONSIBILITIES**

- A. SBCSS service delivery will be categorized as Outreach for increasing recognition of early signs and symptoms of mental illness as defined in the Mental Health Services Act – Prevention and Early Intervention regulations.
- B. SBCSS will maintain all records and books pertaining to the delivery of services under this MOU and demonstrate accountability for MOU performance. Said records shall be kept and maintained within SBCSS. DBH shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records.

- C. SBCSS shall obtain and complete required documents as well as maintain satisfactory performance outlined herein for the period of this MOU defined herein under the General Provisions and Right to Monitor and Audit Sections.
- D. SBCSS will provide services to San Bernardino County schools, districts, and administrative personnel, as well as SAP contracted providers and other PEI program providers serving San Bernardino County students.
- E. SBCSS will collaborate with DBH to ensure that Positive Behavioral Interventions and Supports (PBIS), Multi-tiered System of Supports (MTSS), Student Assistance Program (SAP), behavior intervention services, and mental health services are made available to all San Bernardino County schools and school districts.
- F. Countywide Consortium - SBCSS will facilitate the establishment of a countywide consortium. This consortium will bring together partners from various perspectives, including local government, non-profit institutions, community-based organizations, industry, and education to address shared concerns and develop an authentic vision for the future. In alignment with the Countywide Vision, this addition will champion a self-sustainable system of seamless, accessible and effective services that advance wellness, recovery and resiliency, integration of primary care and mental health supports to provide a full range of health creating opportunities for individuals, families and communities.
 - 1. Goal # 1 - is to replace competing agendas, siloed funding streams, and duplicative programs, with a common vision resulting in sustainable investments.
 - 2. Goal # 2 - is to have the consortium become a self-sustaining entity not dependent on DBH financial support. This will be a time limited project based on the availability of funding.
- G. Governance Structure - SBCSS will support the SAP program with the MHSSA grant requirements by participating in the development and implementation of the educational system and mental health governance structure for delivering school-based mental health services.
 - 1. Work collaboratively with all DBH partners in the implementation of the MHSSA grant.
 - 2. Adhere to all reporting and data collection requirements related to the MHSSA grant.
 - 3. Participate in required trainings and /or meeting with DBH, MHSSOAC or others determined by DBH.
 - 4. SBCSS will ensure appropriate leadership staff attend school-based mental health services governance structure meetings.
 - 5. Provide PBIS outcomes and information to the District/Community Leadership Teams.
 - 6. Assist DBH with Technical assistance and Training to the school community and SAP contracted providers regarding process and procedure changes that result

from decisions made in the governance structure meetings.

H. SBCSS will provide education, training, technical assistance and outreach support to DBH contracted SAP providers, as:

1. Education and Training

a. SBCSS will organize and facilitate a multi-day virtual Southern Region Student Wellness Conference (SRSWC) for SAP teams comprised of DBH providers, school personnel, and partners each fiscal year.

- 1) Goal 1: increase strategies to support mental health and wellness for all students.
- 2) Goal 2: increase cross sector collaboration between contracted behavioral health providers, school safety personnel, educators, and other health programs to integrate approaches across student systems.
- 3) The conference should be held in the summer when school personnel are not in session, allowing entire SAP teams to attend and develop strategic plans for SAP implementation during the following school year. Additionally, at the completion of each conference a survey shall be submitted to all attendees for completion to evaluate the effectiveness of the conference as related to the intended goals.
- 4) SBCSS has the choice of one of the following two (2) options:
 - a) Option one (1) - Coordinate the student wellness conference as a private, closed event for DBH providers and approved school personnel.
 - Option 1. If SBCSS Chooses to coordinate a private, closed event for DBH providers and approved school personnel only, the following terms apply:
 - SBCSS will hold ultimate organizational and fiscal responsibility for the implementation of the private conference.
 - The total allocated budget for this event shall not exceed \$200,000 and will accommodate at least 150 DBH sponsored participants including conference planning team staff. This allocation will provide for the registration fees, breakfast, and lunch of all sponsored participants. The lodging fees will be included for conference planning team staff at maximum of 30 team members.

- The conference location, length and content will be approved by DBH.
 - SBCSS will work with DBH to establish a DBH approved conference work plan outlining the steps and responsibilities of the planning committee and its members.
 - The conference will be held in the Southern California region. DBH will provide final approval of the selected location/venue.
 - The location and venue should consist of a place that provides overnight accommodations, dining facilities, meeting and conference facilities to accommodate attendees.
 - All conference attendees and conference staff will lodge at the approved conference venue, allowing ample time to participate in all conference activities, build collaborative team relationships and increase networking opportunities.
 - Registration fees for the conference will include: lodging costs (for planning team only), conference fees, meals each day of the conference (breakfast, lunch and a snack), and conference materials.
 - DBH retains final approval and authority of conference related materials, speakers, presenters, venue, and sponsored attendees.
 - DBH will not bear financial responsibility for conference expenses incurred by SBCSS above the \$200,000 allocation. This allocation is reserved for registration fees of a minimum of 150 sponsored attendees.
- b) Option two (2) – SBCSS to coordinate a regional student wellness conference to benefit stakeholders across the region that will include DBH providers and approved personnel. This regional wellness conference may focus on themes such as the components of Coordinated School Health, Whole School Whole Community Whole Child (WSCC) and Positive Behavioral Interventions and Supports (Health Education, Physical Education, Health Promotion for Staff, Health Services, Nutrition Services, Counseling/Psychological and Social Services, Safe School Environment, Family/Community Involvement). SBCSS will ensure that the regional wellness conference

includes content that is relevant to mental health providers working at SAP school sites and/or with school-aged children.

- Option 2. If SBCSS chooses to coordinate a broader, regional student wellness conference to benefit stakeholders across the region, as well as DBH sponsored providers and school personnel, the following terms shall apply:
- SBCSS will hold ultimate organizational and fiscal responsibility for the coordination of the regional wellness conference. SBCSS will make this conference available to paying attendees from other counties, regions, and agencies and recruit additional appropriate partner agencies.
- SBCSS will include DBH staff on the student wellness conference Executive Planning Committee and obtain recommendations and approval from DBH regarding materials, speakers, and presenters on topics related to mental and behavioral health. DBH staff will be active partners in the conference planning process and will provide organizational and logistical support during the planning period as well as during the event.
- SBCSS will ensure that content is relevant to DBH mental health providers working at school sites and/or with school-aged children and youth and is included and approved by DBH. Relevant topics include mental health counseling, therapy, psychology, behaviorally related social services, trauma informed care, suicide prevention strategies, and neurology (e.g., topics covering brain development, brain impact due to trauma, etc.).
- \$200,000 of the funds allocated through this MOU will be reserved for the registration fees of authorized SAP contract provider staff, school site staff and district staff participating in SAP. This includes DBH approved SAP contract providers, community members, and conference staff. This allocation will provide the registration fees for a minimum of 150 DBH sponsored participants, including registration fees of a maximum of 30 volunteer conference staff members. The

registration fees of any additional conference staff will be responsibility of SBCSS. A list of authorized participants to be sponsored by DBH will be provided annually to SBCSS.

- The student wellness conference will be held in the Southern California region at a location and venue accessible to multiple counties. DBH and SBCSS agree to jointly approve the selected location/venue.
 - All conference attendees and conference staff will lodge at the approved conference venue, allowing ample time to participate in all conference activities, build collaborative team relationships and increase networking opportunities.
 - Registration fees for DBH sponsored participants will include lodging costs (for conference planning team only), conference materials fees, and meals each day of the conference (breakfast, lunch, and a snack).
 - DBH will not be financially responsible for conference expenses incurred by SBCSS above the \$200,000 allocation. This allocation is reserved for the registration fees of a minimum of 150 DBH sponsored attendees.
- b. SBCSS team will provide at minimum two (2) educational sessions per year (virtual or in person) to support SAP/ PBIS teams that consist of school personnel and DBH provider agencies. These sessions will serve as a follow up and or refresher to the SRSWC. Sample topics include but are not limited to:
- 1) Typical developmental behavior vs serious mental health issues
 - 2) Establish and maintain SAP / PBIS teams
 - 3) Student referral process and coordination of collaborative services
 - 4) Protocol for crisis intervention services
 - 5) Education code requirements for at-risk behaviors
 - 6) Data Sharing and samples of agreements between Schools and Behavioral Health providers to support tracking and reporting of student outcomes
- c. SBCSS will provide a minimum of three (3) trainings/workshops per year (virtual or in person) to Behavioral Health Providers serving students (Student Assistance Program, School Aged Treatment Services,

Resilience Promotion in African American Children, Care Solace, Substance Use Disorder Service Providers, etc.) on topics that build the capacity of providers to deliver services in local education agencies (LEAs). Topics include but are not limited to:

- 1) Understanding the student referral process
- 2) Navigating school culture
- 3) Defining the role of agencies as a service provider
- 4) Awareness of culture diversity on campuses
- 5) Education code issues for behavioral health providers
- 6) Data Sharing and samples of agreements to support tracking and reporting of student outcomes

d. SBCSS will provide, at minimum, four (4) trainings (virtual or in person) to LEAs without active agreements with SAP providers on identified topics. Sample topics include but are not limited to:

- 1) Trauma informed care (impacts of trauma) and impacts of historical trauma
- 2) Bullying trainings
- 3) Crisis response trainings
- 4) Suicide / Self Injury trainings (Applied Suicide Intervention Skills Training)
- 5) Youth mental health first aide
- 6) Implicit Bias
- 7) Systemic and Institutional Racism in Academic Settings
- 8) Understanding the culture of poverty
- 9) The impact of stress on the brain
- 10) The 40 developmental assets
- 11) Bullying prevention / intervention
- 12) Severe emotional disturbance or Early psychosis

e. SBCSS will deliver a minimum of forty (40) Multi-Tiered Systems of Support (MTSS)/ Positive Behavioral Intervention and Supports (PBIS) training sessions/events per year (virtually or in person). SBCSS must include SAP providers into PBIS Tier 1, 2, 3 trainings and coaching support. The training sessions/events will include but are not limited to:

- 1) PBIS/MTSS learning modules for all districts implemented with fidelity to the model. These will minimally cover:
 - o Onboarding new districts into PBIS/MTSS,

- Building capacity to respond to student behavioral health concerns, and
- Effective use of distance learning, if applicable.
- 2) Effective outcome reporting for each implementation tier
- 3) Training on Restorative Based Practices (RBP) to include:
 - Check in – Check out
 - Check and Connect (mentoring)
 - Team Initiated Problem Solving (TIPS)
 - Restorative Practices (community building, family and community circles)

2. Technical Assistance

- a. SBCSS will engage all DBH SAP and SATS providers, school districts, and school site personnel to participate and coordinate an annual needs assessment of student behavioral health services. The results will be used to identify training needs, gaps in services, and inform program planning. A planned timeline for this project will be submitted to DBH for approval prior to implementation.
- b. SBCSS will conduct ongoing MTSS/PBIS Fidelity monitoring and feedback to LEA's that includes:
 - 1) Scheduled quarterly check in meetings with site implementation teams
 - 2) Tracking and reporting by Tier 1, Tier 2 and Tier 3 sites
 - 3) Formalized communication between SBCSS and LEA sites on implementation goals and objectives
- c. SBCSS team provide technical support to LEAs and DBH providers to set up and maintain SAPs teams
- d. SBCSS will coordinate the collaboration efforts between DBH contracted provider agencies and LEAs on training needs, outcomes and ongoing support for student behavioral health needs. These consultations will include but are not limited to:
 - 1) Creating connections between provider and school district
 - 2) Notifying and collaborating with DBH to provide mental health services and supports identified in the needs assessment. Services and supports will be tailored to the needs of each LEA.
 - 3) Coordinating with LEA, DBH providers, and other partners on the establishment and ongoing supports for Crisis Response Plans

- 4) Coordinating with LEA and DBH Providers on establishment and ongoing supports for Suicide Prevention Plans
- 5) Technical assistance efforts shall be measured by the number of contacts per year. SBCSS will maintain a contact log to include:
 - Date of contact
 - LEA/SAP provider contacted
 - Topic/Issue
 - Action taken/Disposition
 - Number of actions that resulted in a positive outcome as a result of contact

3. Outreach

- a. SBCSS will coordinate twelve (12) annual countywide trainings and opportunities for school staff, students, and families for mental wellness and suicide prevention. Trainings will be provided by individuals with a relevant behavioral health background and/or expertise. Trainings and opportunities will include strategies that:
 - 1) Raise mental health awareness,
 - 2) reduce stigma around mental illness,
 - 3) include substance use disorder prevention, and
 - 4) provide local behavioral health resources.
- b. Concentrated outreach efforts for these events will be targeted towards LEAs without agreements with SAP providers.

I. SBCSS will collect training data which will include a minimum of the following:

1. Training details

- Title of the training
- Date the training occurred
- Objective of the training (include in the description- Suicide Prevention, increasing recognition for signs and symptoms of mental illness, and/or stigma reduction if it applies)
- Setting (include school/district name as applicable)
- Responder Type (include school sites and districts represented as appropriate)
- Number of participants (unduplicated and duplicated)
- Attendance roster with evidence of Attendance

2. Participant Demographic data

The minimum demographic data to be collected includes:

- Age group (child 0-15, TAY 16-25, adult 26-59, older adult 60+)
- Race
- Ethnicity
- Primary language used
- Veteran status
- Disability
- Gender at Birth
- Current gender identity
- Sexual orientation

3. Trainer/Presenter information

SBCSS will ensure that qualified staff with appropriate certifications and/or licensure related to the topic are delivering the presentations/trainings/outreach events.

- J. SBCSS will submit participant data to DBH via the PEI Online Data Collection system (or other established data collection system) by the 10th of each month.
- K. SBCSS will submit monthly invoice along with supporting documentation as required by DBH, detailing corresponding expenditures, by the 10th of each month.
- L. SBCSS will provide PEI program reports to DBH bi-annually and annually
 - 1. Annual due July 31st for period of July 1-June 30th
 - 2. Bi-Annual due January 31st for period of July 1-December 31st
 - 3. Workplan is due April 30th of each fiscal year for the following fiscal year.
- M. SBCSS will provide services to DBH SAP contract providers and school district staff across San Bernardino County.
 - SBCSS will serve an estimated 5,000 unduplicated individuals annually with SAP and PBIS services.
- N. SBCSS will regularly engage DBH SAP contract provider agencies, local school districts, and school sites for participation in training activities and needed support.
- O. SCBSS's staff whether pre-licensed, licensed, pre-certified and/or certified should have appropriate educational background and experience to work with target population.
 - All persons working at school sites or working with students will meet the required clearances.
- P. SBCSS will assign the appropriate leadership staff to participate in the collaborative governance structure's development and implementation. The governance structure's goal will be to improve the efficiency and effectiveness of identifying students who need extra help and connecting them with timely and appropriate resources. The SBCSS

staff assigned to the governance team shall have the authority to reallocate resources, change staff roles and functions, and change policy related to implementing educational system interactions with health systems assigned to the team.

- Q. SBCSS will assign the appropriate leadership staff to facilitate the establishment countywide consortium with the intent to align policies, funding, training and technical assistance to support student and family wellness. The SBCSS staff assigned to the consortium should have the authority to reallocate resources, change staff roles and functions, and change policy related to implementing educational system interactions with health systems assigned to the team.
- R. SBCSS will employ the following staff to support this agreement:
1. Coordinator, Reaching the Whole Child/SAP
 2. Program Technician, Reaching the Whole Child/SAP
 3. Coordinator, Prevention & Intervention/PBIS
 4. Coordinator, Prevention & Intervention/PBIS
 5. Program Technician, Prevention & Intervention/PBIS
 6. Program Specialist Prevention & Intervention/PBIS
 7. Program Specialist Prevention & Intervention/PBIS
 8. Office Specialist II, Prevention & Intervention OSII
 9. Director, Learning Systems & Support/PBIS
- S. The SBCSS team staff will consist of members of the Reaching the Whole Child and Prevention and Intervention Services, including a minimum of the following staff that will be assigned to the program(s).
1. Coordinator, Reaching the Whole Child/SAP
 - The coordination function will support SAP strategies implemented throughout San Bernardino County, providing training and technical assistance to schools and community-based organizations.
 - The SAP Coordinator will be trained and highly skilled in coordinating, implementing and providing ongoing technical assistance for Student Assistance programs.
 - SAP Coordinator will also be skilled at public speaking, presentation and have excellent knowledge of community resources.
 - The SAP Coordinator will perform duties designed to support DBH SAP providers in implementing SAP at local school sites; providing technical assistance and training opportunities.
 - Provides leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices.

- Designs, implements, identifies and provides professional development opportunities.
 - May monitor program activities conducted by DBH SAP providers and provide recommendations.
 - Develops processes, proposals, presentations, reports, meeting agendas, correspondence, and other materials.
 - Plans and facilitates various meetings.
 - Manages, supports and evaluates program operations, budgets and expenditures and staff.
 - Establishes and evaluates goals, priorities, processes and systems for the effective delivery of behavioral programs, systems and tools.
 - Coordinates multi-day training events including the Student Wellness Conference.
2. Coordinator, Prevention and Intervention/PBIS:
- Facilitates and manages PBIS programs/services.
 - Performs duties designed to support school districts in implementing the PBIS framework; providing technical assistance; designing, implementing, and identifying professional development opportunities; modifying curriculum and instruction to meet the needs of all student learners; and providing coaching and mentoring on effective schooling for all students.
 - The PBIS Coordinator position will provide leadership in the identification, design, dissemination, implementation, and evaluation of promising/best practices in PBIS; designs, implements, and provides professional development, family/community engagement, and student advocacy activities and projects for school districts and sites; monitor assigned program activities conducted by individual school sites, school districts, and agencies; develop processes, proposals, presentations, reports, meeting agendas, correspondence, and other materials; plans and facilitates various community committees and networks; manage supports and evaluates program operations, budgets and expenditures and staff.
 - Establishes and evaluates goals, priorities, processes and systems for the effective delivery of behavioral programs, systems and tools.
 - Coordinator will be responsible for communication with PBIS school sites; coordination of trainings; program monitoring and fidelity and fiscal tracking.
3. Program Specialist, Prevention and Intervention:
- Responsible for training, coaching, and supporting districts and school sites with all aspects of School-Wide Positive Behavior Intervention and Support (PBIS) and Multi-Tiered System of support (MTSS) implementation.

- This position also participates as a member of the Prevention and Intervention (P&I) team to design, implement and support multi-tiered systems of support in the school setting.
 - The P&I Program Specialist acts as an advisor to staff and families and is responsible for maintaining appropriate documentation, records, and reports.
4. Program Technician, Reaching Whole Child/SAP and Prevention and Intervention/PBIS:
- Assists in the coordination, organization, and oversight of the Student Assistance Program and PBIS programming.
 - Coordinates and assists in meetings, workshops and special events and tracking of program funding.
 - Coordinates facilities, food service, audio/visual equipment, travel and related support services for assigned events.
 - Develops and maintains files, databases and records.
 - Prepares reports, presentation information, spreadsheets, resolves program technical and operational issues, collects and organizes data for special projects. Monitors and maintains program budget and performs budget transactions.
 - 1.0 FTE Program Technician will support the SAP Coordinator, and 1.0 FTE Program Technician will support the PBIS Coordinator positions.
5. Office Specialist II, Prevention and Intervention/PBIS:
- This administrative position would directly support the SAP and PBIS Coordinators in scheduling of related meetings, trainings, processing of program referrals across strategies and agencies.
 - Receives mail, equipment deliveries and telephone calls and takes appropriate action.
 - Prepares and processes various documents and forms, develops and prepares correspondences, bulletins, forms, reports, minutes, handbooks, manuals, presentations and other written materials. Coordinates office work flow, meetings and events.
 - 1.0 FTE Office Specialist II will support the SAP Coordinator position, and 1.0 FTE Office Specialist II will support the PBIS Coordinator positions.
6. Director, Learning Systems and Supports/PBIS
- Administers oversight of contract and funds, expenditures, deliverables, and reporting;
 - Leads and supervises the implementation of contract requirements and mandates across the county related to PBIS, MTSS, Early Learning and Expanded Learning programs as well as mental health initiatives;

- Leads staff in customizing and providing support to schools and districts, including LCAP priorities;
- Leads staff to support districts in establishing data queries and strategies for pursuing more difficult data to collect (e.g., social/emotional, parent involvement, and school climate);
- Leads staff to provide any statewide, county-created district training to districts;
- Develops processes, proposals, presentations, reports, correspondence, and other materials;
- Develops, maintains, and evaluates the delivery of research-based practices to support diverse student populations;
- Works directly with school and district administrators and teachers to establish needs and provide High-level facilitation, professional development, and technical assistance;

T. Cultural Competency

The State mandates counties to develop and implement a Cultural Competency Plan (CCP). This Plan applies to all DBH services. Policies and procedures and all services must be culturally and linguistically appropriate. Contract agencies are included in the implementation process of the most recent State approved CCP for San Bernardino County and shall adhere to all cultural competency standards and requirements. SBCSS shall participate in the County's efforts to promote the delivery of services in a culturally competent and equitable manner to all enrollees, including those with limited English proficiency and diverse cultural and ethnic backgrounds, disabilities, and regardless of gender, sexual orientation or gender identity. In addition, contract agencies will maintain a copy of the current DBH CCP.

1. Cultural and Linguistic Competency

Cultural competence is defined as a set of congruent practice skills, knowledge, behaviors, attitudes, and policies that come together in a system, agency, or among consumer providers and professionals that enables that system, agency, or those professionals and consumer providers to work effectively in cross-cultural situations.

- a. To ensure equal access to quality care for diverse populations, SBCSS shall adopt the Federal Office of Minority Health Culturally and Linguistically Appropriate Services (CLAS) national standards.
- b. SBCSS shall be required to assess the demographic make-up and population trends of its service area to identify the cultural and linguistic needs of the eligible beneficiary population. Such studies are critical to designing and planning for providing appropriate and effective mental health and substance use disorder treatment services.

- c. Upon request, SBCSS shall provide DBH with culture-specific service options available to be provided by SBCSS.
- d. SBCSS shall have the capacity or ability to provide interpretation and translation services in threshold and prevalent non-English languages, free of charge to beneficiaries. Upon request, SBCSS will provide DBH with language service options available to be provided by SBCSS. Including procedures to determine competency level for multilingual/bilingual personnel.
- e. SBCSS shall provide cultural competency training to personnel.

NOTE: SBCSS staff is required to complete cultural competency trainings. Staff who do not have direct contact providing services to clients/consumers shall complete a minimum of two (2) hours of cultural competency training, and direct service staff shall complete a minimum of four (4) hours of cultural competency training each calendar year. SBCSS shall upon request from the County, provide information and/or reports as to whether its provider staff completed cultural competency training.

- f. DBH recognizes that cultural competence is a goal toward which professionals, agencies, and systems should strive. Becoming culturally competent is a developmental process and incorporates at all levels the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, the expansion of cultural knowledge, and the adaptation of services to meet culturally-unique needs. Providing mental health and substance use disorder treatment services in a culturally appropriate and responsive manner is fundamental in any effort to ensure success of high quality and cost-effective behavioral health services. Offering those services in a manner that fails to achieve its intended result due to cultural and linguistic barriers does not reflect high quality of care and is not cost-effective.
- g. To assist SBCSS's efforts towards cultural and linguistic competency, DBH shall provide the following:
 - i. Technical assistance to SBCSS regarding cultural competency implementation.
 - a) Monitoring activities administered by DBH may require SBCSS to demonstrate documented capacity to offer services in threshold languages or contracted interpretation and translation services.
 - b) procedures must be in place to determine multilingual and competency level(s).
 - ii. Demographic information to SBCSS on service area for service(s) planning.

- iii. Cultural competency training for DBH and SBCSS personnel, when available.
- iv. Interpreter training for DBH and SBCSS personnel, when available.
- v. Technical assistance for SBCSS in translating mental health and substance use disorder treatment services information to DBH's threshold language (Spanish). Technical assistance will consist of final review and field testing of all translated materials as needed.
- vi. The Office of Equity and Inclusion (OEI) may be contacted for technical assistance and training offerings at cultural_competency@dbh.sbcounty.gov or by phone at (909) 386-8223.

U. SBCSS will strive to meet the following goals, objectives and outcomes:

Goal	Key Outcomes
Improve timely access to services for underserved populations	<ul style="list-style-type: none"> • Increase extent to which individual or family from underserved population who need MH services because of risk or presence of a mental illness receives appropriate services as early in onset as practicable
Reduce prolonged suffering associated with untreated mental illness	<ul style="list-style-type: none"> • <u>Prevention</u> Reduce risk factors Reduce indicators Increase protective factors that may lead to improved mental, emotional, and relational functioning • <u>Early Intervention</u> Reduce Symptoms Improve Recovery, including mental emotional and relational functioning
Reduce stigma and discrimination associated with mental illness (Non-Stigmatizing/Non-Discriminatory)	<ul style="list-style-type: none"> • Reduce negative feelings, attitudes, beliefs, perceptions, stereotypes, and/or discrimination related to having a mental illness, being diagnosed, or seeking services. • Increase acceptance, dignity, inclusion and equity for individuals with mental illness and members of families.
Increase early access and linkage to medically necessary care and treatment	<ul style="list-style-type: none"> • Connect children, adults and seniors with severe mental illness to care as early in the onset of these conditions as practicable, to medically necessary care and treatment, including, but not limited to, care provided by county mental health programs.

- V. Outcome reporting for PBIS/MTSS will include a review and approval of agreements SBCSS enters into with LEAs for PBIS/MTSS.
 - i. Agreements must include a data sharing arrangement that requires districts to report changes in attendance, disciplinary actions, and school dashboard information with a yearly comparison to track progress over time.
 - ii. SBCSS will be required to provide this data to DBH by district and as an aggregate on an annual basis.
- W. SBCSS will conduct and collect a structured fidelity monitoring of school districts implementing PBIS/MTSS. Results of fidelity monitoring will be reported to DBH on an annual basis. Annual results will include:
 - 1. School districts categorized by implementation status (Tier 1, Tier 2, Tier 3)
 - 2. Tiered Fidelity Inventory (TFI) score by school site and district
 - 3. Progress towards achieving next tier
- X. SBCSS will report the following metrics for all outreach events intended to increase the recognition of early signs of mental illness activities by:
 - 1. Providing narrative details of events that will include but are not limited to the following variables:
 - Demographics as required by DBH
 - Location of where services were rendered
 - School sites and districts represented
 - 2. Perception surveys that measure increased learning as a result of event, training or educational session.
 - Perception surveys will be completed at all 12 outreach events.
 - Results will be reported annually to DBH.
 - Surveys must be approved by DBH prior to use.
 - 3. Aggregate analysis of survey results to include:
 - Efficacy of training techniques to show that information is being delivered effectively to intended audience.
 - Topic-specific measured learning.
 - Follow up surveys to measure if the information/techniques learned during training are being or have been utilized either 3-6 (or 1-3) months post training.

IV. SBCSS GENERAL REQUIREMENTS

- A. Without the prior written consent of DBH, this MOU is not assignable by SBCSS either in whole or in part.

- B. SBCSS will maintain all records and books pertaining to the delivery of services under this MOU and demonstrate accountability for MOU performance. Said records shall be kept and maintained within SBCSS. DBH shall have the right upon reasonable notice and at reasonable hours of business to examine and inspect such records and books.
- C. SBCSS shall adhere to mutually developed grievance procedures with regard to participant satisfaction. SBCSS shall provide a system, approved by DBH, through which recipients of service will have the opportunity to express and have considered their views and complaints regarding the delivery of services. The procedure must be in writing and posted in clear view of all staff, students, and the general public.
- D. SBCSS shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving services pursuant to this MOU, except for statistical information not identifying any participant. SBCSS shall not use or disclose any identifying information for any other purpose other than carrying out the SBCSS' obligations under this MOU, except as may be otherwise required by law. This provision will remain in force even after the termination of the MOU.
- E. SBCSS shall obtain and complete required documents as well as maintain satisfactory performance as outlined herein for the period of this MOU defined in the SBCSS Service Responsibilities Section.
- F. Privacy and Security
 - 1. SBCSS shall comply with any County applicable privacy-related policies pertaining to PHI and PII as well as applicable State and Federal regulations pertaining to privacy and security of client information. Regulations have been promulgated governing the privacy and security of Individually Identifiable Health Information (IIHI) and/or Protected Health Information (PHI) or electronic Protected Health Information (ePHI).
 - 2. In addition to the aforementioned protection of IIHI, PHI and e-PHI, the County requires SBCSS to adhere to the protection of Personally Identifiable Information (PII) and Medi-Cal PII. PII includes any information that can be used to search for or identify individuals such as but not limited to name, social security number or date of birth. Whereas Medi-Cal PII is the information that is directly obtained in the course of performing an administrative function on behalf of Medi-Cal, such as determining or verifying eligibility that can be used alone or in conjunction with any other information to identify an individual.
 - 3. SBCSS shall comply with the HIPAA Privacy and Security Rules, which includes but is not limited to implementing administrative, physical and technical safeguards that reasonably protect the confidentiality, integrity and availability of PHI; implementing and providing a copy to DBH of reasonable and appropriate written policies and procedures to comply with the standards; conducting a risk analysis regarding the potential risks and vulnerabilities of the confidentiality, integrity and availability of PHI; conducting privacy and security awareness and training at least annually and retain training records for at least ten (10) years from the final date of the contract period or from the date of completion of any

audit, whichever is later, and limiting access to those persons who have a business need.

4. SBCSS shall comply with the data security requirements set forth by the County as referenced in **Attachment I**.
5. SBCSS shall ensure any DBH client PHI that is stored on its premises will be locked and secure in adherence to IIHI and PHI privacy requirements.
6. SBCSS shall obtain a valid Authorization for Release of PHI from DBH client prior to sharing any PHI and in the performance of required services.

7. Reporting of Improper Access, Use or Disclosure or Breach

SBCSS shall report to DBH Office of Compliance any unauthorized use, access or disclosure of unsecured Protected Health Information or any other security incident with respect to Protected Health Information no later than one (1) business day upon the discovery of a potential breach consistent with the regulations promulgated under HITECH by the United States Department of Health and Human Services, 45 CFR Part 164, Subpart D. Upon discovery of the potential breach, SBCSS shall complete the following actions:

- a. Notify DBH Office of Compliance in writing, by mail, fax, or electronically, of such incident no later than one (1) business day and provide DBH Office of Compliance with the following information to include but not limited to:
 - i. Date the potential breach occurred;
 - ii. Date the potential breach was discovered;
 - iii. Number of staff, employees, subcontractors, agents or other third parties and the titles of each person allegedly involved;
 - iv. Number of potentially affected patients/clients; and
 - v. Description of how the potential breach allegedly occurred.
- b. Provide an update of applicable information to the extent known at that time without reasonable delay and in no case later than three (3) calendar days of discovery of the potential breach.
- c. Provide completed risk assessment and investigation documentation to DBH Office of Compliance within ten (10) calendar days of discovery of the potential breach with decision whether a breach has occurred, including the following information:
 - i. The nature and extent of the PHI involved, including the types of identifiers and likelihood of re-identification;
 - ii. The unauthorized person who used PHI or to whom it was made;
 - iii. Whether the PHI was actually acquired or viewed; and
 - iv. The extent to which the risk to PHI has been mitigated.

- d. SBCSS is responsible for notifying the client and for any associated costs that are not reimbursable under this Contract, if a breach has occurred. SBCSS must provide the client notification letter to DBH for review and approval prior to sending to the affected client(s).
- a. Make available to the County and governing State and Federal agencies in a time and manner designated by the County or governing State and Federal agencies, any policies, procedures, internal practices and records relating to a potential breach for the purposes of audit or should the County reserve the right to conduct its own investigation and analysis.

V. DBH/SBCSS STAFF FUNDING DETAIL

- A. DBH will partially fund SBCSS positions that will support efforts to coordinate and implement required activities. DBH will partially fund the following positions:
 - Coordinator, Reaching the Whole Child/SAP - .50 FTE certificated
 - Program Technician, Reaching the Whole Child/SAP - 1.0 FTE classified
 - Coordinator, Prevention & Intervention/PBIS - .50FTE certificated
 - Coordinator, Prevention & Intervention/PBIS - .50FTE certificated
 - Program Technician, Prevention & Intervention/PBIS - .50 FTE classified
 - Program Specialist Prevention & Intervention/PBIS - .30 FTE certificated
 - Program Specialist Prevention & Intervention/PBIS - .30 FTE certificated
- B. SBCSS will partially fund SBCSS positions that will support efforts to coordinate the program. SBCSS will partially fund the following positions:
 - Coordinator, Reaching the Whole Child/SAP - .50 FTE certificated
 - Coordinator Prevention & Intervention/PBIS - .50 FTE certificated
 - Coordinator Prevention & Intervention/PBIS - .50 FTE certificated
 - Program Technician, Prevention & Intervention/PBIS - .50 FTE classified
 - Program Specialist Prevention & Intervention/PBIS - .70 FTE certificated
 - Program Specialist Prevention & Intervention/PBIS - .70 FTE certificated
 - Office Specialist II, Prevention & Intervention OSII - 1.0 FTE classified
 - Director, Learning Systems & Support/PBIS - 1.0 FTE

The following describes the percentage that each agency is responsible for each position.

Position Title	% FTE Charged to DBH	% FTE Charged to SBCSS	Total FTE
Coordinator, Reaching the Whole Child /SAP	0.5	0.5	1.0
Program Technician, Reaching the Whole Child/SAP	1.0	0	1.0

Coordinator, Prevention and Intervention/PBIS	0.5	0.5	1.0
Coordinator, Prevention and Intervention/PBIS	0.5	0.5	1.0
Program Technician, Prevention and Intervention/PBIS	0.5	0.5	1.0
Director, Learning Systems & Support/PBIS	0	1.0	1.0
Program Specialist, Prevention and Intervention/PBIS	0.3	0.7	1.0
Program Specialist, Prevention and Intervention/PBIS	0.3	0.7	1.0
Office Specialist II, Prevention and Intervention/PBIS	0	1.0	1.0
Total FTE	3.6	5.4	9

VI. MUTUAL RESPONSIBILITIES

- A. DBH and SBCSS agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this MOU; and appropriate procedures to ensure all information is safeguarded from improper disclosure in accordance with applicable State and Federal laws and regulations.
- B. DBH and SBCSS agree they will establish mutually satisfactory methods for problem resolution at the lowest possible level as the optimum, with a procedure to mobilize problem resolution up through DBH and SBCSS' mutual chain of command, as deemed necessary.
- C. DBH and SBCSS agree to develop and implement procedures and forms necessary to administer and document program referral, participation, compliance and effectiveness.
- D. DBH and SBCSS agree to develop procedures for resolving grievances including the specific steps a staff, students, and the general public must follow, and the time limits for resolution.

VII. FISCAL PROVISIONS

- A. The maximum amount of reimbursement under this MOU shall not exceed \$1,037,676 annually, as stated in **ATTACHMENT A – PROGRAM BUDGET**, and shall be subject to availability of funds to DBH. The consideration to be paid to SBCSS, as provided herein, shall be in full payment for all SBCSS' services and expenses incurred in the performance hereof, including travel at the current IRS allowable rate and per diem at the allowable rate as specified in the current County of San Bernardino Consolidated Memorandum of Understanding.
- B. Payment will be based on cost reimbursement. Cost reimbursement will be based on the attached budget unless changed and approved by the DBH fiscal and program staff.
- C. The SBCSS will retain receipts for all items submitted for reimbursement.

- D. Compensation may be reduced or withheld at the discretion of DBH, if the SBCSS fails to comply with the provisions of this MOU, or does not perform in accordance with the terms described herein.
- E. Reimbursement for services provided shall occur on a monthly basis for approved expenses incurred and claimed by SBCSS. No later than ten (10) calendar days following the month of service, SBCSS shall submit an invoice for payment for the reporting month, in a format acceptable to DBH. Monthly claims will be sent to:

Department of Behavioral Health
Attn: Fiscal Services
303 E. Vanderbilt Way
San Bernardino, CA 92415-0026

- F. DBH Fiscal Services unit will obtain appropriate DBH program manager approval for payment. Once the appropriate approval(s) are received, the invoice will be processed for payment. Payment shall be limited to the approved budget expense and shall be the lesser of cumulative 1/12th the budget or actual expenses.
- G. Payment shall be processed by the DBH fiscal unit no later than thirty (30) calendar days after receipt of a claim for reimbursement from the SBCSS.
- H. SBCSS shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the SBCSS designated checking or other bank account. SBCSS shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.
- I. Costs for services under the terms of this MOU will be incurred during the MOU period except as approved in writing by the Director of DBH. SBCSS will not use current year funds to pay prior or future year obligations.
- J. Funds made available under this MOU shall not supplant any federal, state or any governmental funds intended for services of the same nature as this MOU. SBCSS shall not claim reimbursement or payment from DBH for, or apply sums received from DBH with respect to that portion of its obligations which have been paid by another source of revenue. SBCSS agrees that it will not use funds received pursuant to this MOU, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of DBH.
- K. Upon written demonstration of need by SBCSS and at the option of DBH, funds may be advanced to SBCSS by DBH upon approval in writing of DBH Director. Any such advance will cause the amounts payable to SBCSS in subsequent months to be reduced to the amount determined by dividing the balance left by the number of months remaining in the MOU term. No advance will increase the amount shown in Paragraph A of this Section.
- L. Prohibited Payments
 - 1. County shall make no payment to SBCSS other than payment for services covered under this Contract.

2. Federal Financial Participation is not available for any amount furnished to an excluded individual or entity, or at the direction of a physician during the period of exclusion when the person providing the service knew or had reason to know of the exclusion, or to an individual or entity when the County failed to suspend payments during an investigation of a credible allegation of fraud [42 U.S.C. section 1396b(i)(2)].
3. In accordance with Section 1903(i) of the Social Security Act, County is prohibited from paying for an item or service:
 - a. Furnished under contract by any individual or entity during any period when the individual or entity is excluded from participation under title V, XVIII, or XX or under this title pursuant to sections 1128, 1128A, 1156, or 1842(j)(2) of the Social Security Act.
 - b. Furnished at the medical direction or on the prescription of a physician, during the period when such physician is excluded from participation under title V, XVIII, or XX or under this title pursuant to sections 1128, 1128A, 1156, or 1842(j)(2) of the Social Security Act and when the person furnishing such item or service knew, or had reason to know, of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person).
 - c. Furnished by an individual or entity to whom the County has failed to suspend payments during any period when there is a pending investigation of a credible allegation of fraud against the individual or entity, unless the County determines there is good cause not to suspend such payments.
 - d. With respect to any amount expended for which funds may not be used under the Assisted Suicide Funding Restriction Act (ASFRA) of 1997.

VIII. RIGHT TO MONITOR AND AUDIT

- A. County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, financial records, staff information, patient records, other pertinent items as requested, and shall have absolute right to monitor the performance of SBCSS in the delivery of services provided under this Contract. Full cooperation shall be given by SBCSS in any auditing or monitoring conducted, according to this agreement.
- B. SBCSS shall cooperate with DBH in the implementation, monitoring and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- C. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by DBH Fiscal Services staff for DBH, Federal and State representatives for a period of three years after final payment under the MOU or until all pending County, State and Federal audits are completed, whichever is later. Records of SBCSS which do not pertain to the services under this

MOU shall not be subject to review or audit unless otherwise provided in this MOU. Technical program data shall be retained locally and made available upon DBH's reasonable advance written notice or turned over to DBH.

- D. If a post MOU audit finds that funds reimbursed to SBCSS under this Agreement were in excess of actual costs or in excess of claimed costs (depending upon State of California reimbursement/audit policies) of furnishing the services, or in excess of the State of California Schedule of Maximum Allowances, the difference shall be reimbursed on demand by SBCSS to DBH using one of the following methods, which shall be at the election of the DBH:
 - 1. Payment of total.
 - 2. Payment on a monthly schedule of reimbursement.
- E. SBCSS shall provide all reasonable facilities and assistance for the safety and convenience of DBH's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of SBCSS.

IX. TERM

This Memorandum of Understanding (MOU) is effective as of July 1, 2022 and expires June 30, 2027 but may be terminated earlier in accordance with provisions of the General Provisions Section of this MOU.

X. EARLY TERMINATION

- A. This MOU may be terminated without cause upon thirty (30) days written notice by either party. DBH's Director is authorized to exercise DBH's rights with respect to any termination of this MOU. The SBCSS Director, or his/her appointed designee, has authority to terminate this MOU on behalf of SBCSS.
- B. SBCSS will only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. SBCSS will not be reimbursed for costs incurred after the date of termination.
- C. If, during the term of this MOU, State and/or Federal funds appropriated for the purposes of this MOU are reduced or eliminated, DBH may immediately terminate this MOU upon written notice to SBCSS.

XI. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to

writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- C. The DBH and SBCSS are authorized self-insured public entities for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this agreement.
- D. SBCSS agrees not to enter into any subcontracting agreements for work contemplated under the MOU without first obtaining written approval from the DBH Director. Any subcontractor shall be subject to the same provisions as SBCSS and shall be fully responsible for the performance of any subcontractor.
 - 1. If SBCSS intends to subcontract any part of the services provided under this Contract to a separate and independent agency or agencies, it must submit a written Memorandum of Understanding (MOU) with that agency or agencies to DBH. The MOU must clearly define the following:
 - a. The name of the subcontracting agency.
 - b. The amount (units, minutes, etc.) and types of services to be rendered under the MOU.
 - c. The amount of funding to be paid to the agency.
 - d. The agency's role and responsibilities.
 - e. A detailed description of the methods by which SBCSS will insure that all subcontracting agencies meet the monitoring requirements associated with funding regulations.
 - f. A budget sheet outlining how the subcontracting agency will spend the allocation.
 - 2. Any subcontracting agency must be approved by DBH and shall be subject to all applicable provisions of this Contract. SBCSS will be fully responsible for any performance of a subcontracting agency. DBH will not reimburse SBCSS or Subcontractor for any expenses rendered by a subcontractor **NOT** approved by DBH.
 - 3. Excluded Parties List System (EPLS)

Neither SBCSS nor its employees or subcontractors shall be named on the EPLS, which includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. The EPLS can be accessed at <http://www.epls.gov/>. This information may include names, addresses, DUNS numbers, Social Security Numbers (SSNs), Employer Identification Numbers or other Taxpayer Identification Numbers, if available and

deemed appropriate and permissible to publish by the agency taking the action. SBCSS is aware that although United States General Service Administration operates this system, individual agencies are responsible for the timely reporting, maintenance, and accuracy of their data.

- E. Equipment - All equipment, materials, supplies or property of any kind (including vehicles, publications, copyrights, etc.) which has a single unit cost of five hundred dollars (\$500) or more, including tax, purchased with funds received under the terms of this MOU and not fully consumed in one (1) year shall be the property of DBH, unless otherwise required by Funding Source, and shall be subject to the provisions of this paragraph. The disposition of equipment or property of any kind shall be determined by DBH when the MOU is terminated. Additional terms are as follows:
1. The purchase of any furniture or equipment which exceeds a single unit cost of five hundred dollars (\$500) and/or was not included in SBCSS approved budget, shall require the prior written approval of DBH, and shall fulfill the provisions of this MOU which are appropriate and directly related to SBCSS services or activities under the terms of the MOU. DBH may refuse reimbursement for any cost resulting from such items purchased, which are incurred by SBCSS, if prior written approval has not been obtained from DBH.
 2. Before equipment purchases made by SBCSS are reimbursed by DBH, SBCSS must submit paid vendor receipts identifying the purchase price, description of the item, serial numbers, model number and location where equipment will be used during the term of this MOU.
 3. SBCSS shall submit an inventory of equipment purchased under the terms of this MOU as part of the monthly activity report for the month in which the equipment is purchased.
 4. At the termination of this MOU, SBCSS will provide a final inventory to DBH and shall at that time query DBH as to requirements, including the manner and method in returning said equipment to DBH. Final disposition of such equipment shall be in accordance with instructions from DBH.

XII. CONCLUSION

- A. This MOU, consisting of thirty-five (35) pages and Attachments, is the full and complete document describing services to be rendered by SBCSS to DBH including all covenants, conditions and benefits.
- B. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

SAN BERNARDINO COUNTY

► 

Curt Hagman, Chairman, Board of Supervisors

Dated: **MAY 24 2022**

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
of San Bernardino County

By



Deputy

SAN BERNARDINO COUNTY
SUPERINTENDENT OF SCHOOLS

DocuSigned by:

By

Richard De Nava

(Authorized signature - sign in blue ink)

Name Richard De Nava

(Print or type name of person signing contract)

Title Assistant Superintendent, Business

(Print or Type)

Dated: 5/5/2022

Address Address

City, State, Zip Code

Approved as to Legal Form

Dawn Martin

Dawn Martin, Deputy County Counsel

Date 5/3/2022

Reviewed by Contract Compliance

Natalie Kesse

Natalie Kesse, Contracts Manager

Date 5/5/2022

Presented to OS for Signature

Dr. Georgina Yoshioka, Interim Director

Georgina Yoshioka, Interim Director

Date 5/5/2022

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

San Bernardino County
Contractor Name: Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

FY 2022-23
July 1, 2022 to June 30, 2023

	PEI County Program: Student Assistance Program						TOTAL
	State Defined Program: PREVENTION						
	Distribution	0.00%	0.00%	100.00%	0.00%		
		Mode 15		Mode 45			
		Early Intervention Services		Prevention Services			
#	COMPONENTS	Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29		
1	EXPENSES						
2	SALARIES	\$ -	\$ -	\$ 480,179	\$ -	\$ 480,179	
3	BENEFITS	\$ -	\$ -	\$ 192,072	\$ -	\$ 192,072	
4	(2+3 must equal total staffing costs)	\$ -	\$ -	\$ 672,251	\$ -	\$ 672,251	
5	OPERATING EXPENSES	\$ -	\$ -	\$ 365,425	\$ -	\$ 365,425	
6	TOTAL EXPENSES (2+3+5)	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
7	AGENCY REVENUES						
8	PATIENT FEES					\$ -	
9	PATIENT INSURANCE					\$ -	
10	GRANTS/OTHER					\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -	\$ -	
12	CONTRACT AMOUNT (6-11)	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
13	FUNDING						
14	MHSA	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
15	TOTAL FUNDING	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99				
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ -	\$ -				
18	UNITS OF TIME (Minutes)	\$ -	\$ -				
19	UNDULICATED PARTICIPANTS						
20	TOTAL UNDULICATED PARTICIPANTS	0	0	5,000	0	5,000	
21	COST PER UNDULICATED PARTICIPANT	\$ -	\$ -	\$ 207.54	\$ -	\$ 207.54	
22	SERVICES						
23	TOTAL SERVICES	0	0	5,000	0	5,000	
24	COST PER TOTAL SERVICES	\$ -	\$ -	\$ 207.54	\$ -	\$ 207.54	

**San Bernardino County Superintendent
of Schools**

Contract #

(12 months)

CONTRACTOR NAME:

* SBCSS staff charges will be funded by SBCSS

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B

FY 2022-23

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County Superintendent
Contractor Name: of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2022 to June 30, 2023

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Indirect	\$90,000	0%	\$0	100%	\$92,872
2 SRSWC	\$150,000	0%	\$0	100%	\$150,000
3 Office Supplies	\$6,000	0%	\$0	100%	\$6,000
4 Business Mileage	\$1,750	0%	\$0	100%	\$1,750
5 Data Processing	\$20,000	0%	\$0	100%	\$20,000
6 Professional Services	\$94,803	0%	\$0	100%	\$94,803
7		0%	\$0	100%	\$0
8		0%	\$0	100%	\$0
9		0%	\$0	100%	\$0
10		0%	\$0	100%	\$0
11		0%	\$0	100%	\$0
SUBTOTAL B:	\$362,553		\$0		\$365,425
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,037,676

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2022-23

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County
Contractor Name: Superintendent of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2022 to June 30, 2023

ITEM	Justification of Cost
1 Indirect	Indirect costs are based on the annual set organization-wide percentage rate. The indirect costs will not exceed 15% of the modified direct costs.
2 SRSWC	Registration costs to the SRSWC for 120 individuals connected to SAP teams and school related partners- hotel, travel, registration costs for 30 members of the planning committee
3 Office Supplies	Supply boxes and supplies, computer related expenses, chart paper and daily operations supplies
4 Business Mileage	Work related mileage for staff (excluding commuting to and from work), using the IRS reimburse rate.
5 Data Processing	Service fee charged by SBCSS for internet, email, financial 2000, and purchase requisitions
6 Professional Services	Outside consultants used to provide training to build capacity of SBCSS trainers/coordinators - per-approved DBH
7	
8	
9	
10	
11	

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2022-23

July 1, 2022 to June 30, 2023

Contractor Name: San Bernardino County Superintendent of Schools
Region Countywide
Contract #
Address: 601 North E. Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Yearly Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS	5,000		5,000

PEI County Program: STUDENT ASSISTANCE PROGRAM
State Defined Program: PREVENTION

Service Projections for:		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Early Intervention Services	Case Management													0
	Mental Health Services													0
Mental Health Promotion		1500	320	318	318	318	318	318	318	318	318	318	318	5000
Community Client Services														0
TOTAL		1,500	320	318	318	318	318	318	318	318	318	318	318	5000
Hours Projections for:		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Health Promotion		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Community Client Services		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Cost Projections for:		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
Early Intervention Services	Case Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Promotion		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676
Community Client Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: San Bernardino County
Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Prepared by: Stephanie Houston, Ed.D.
Title: Assistant Superintendent

FY 2023-24
July 1, 2023 to June 30, 2024

	PEI County Program: Student Assistance Program							TOTAL
	State Defined Program: PREVENTION							
	Distribution	0.00%	0.00%	100.00%	0.00%			
	COMPONENTS	Mode 15		Mode 45				
		Early Intervention Services		Prevention Services				
#		Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29			
1	EXPENSES							
2	SALARIES	\$ -	\$ -	\$ 480,179	\$ -		\$ 480,179	
3	BENEFITS	\$ -	\$ -	\$ 192,072	\$ -		\$ 192,072	
4	(2+3 must equal total staffing costs)	\$ -	\$ -	\$ 672,251	\$ -		\$ 672,251	
5	OPERATING EXPENSES	\$ -	\$ -	\$ 365,425	\$ -		\$ 365,425	
6	TOTAL EXPENSES (2+3+5)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
7	AGENCY REVENUES							
8	PATIENT FEES						\$ -	
9	PATIENT INSURANCE						\$ -	
10	GRANTS/OTHER						\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -		\$ -	
12	CONTRACT AMOUNT (6-11)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
13	FUNDING							
14	MHSA	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
15	TOTAL FUNDING	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99					
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ -	\$ -					
18	UNITS OF TIME (Minutes)	\$ -	\$ -					
19	UNDUPLICATED PARTICIPANTS							
20	TOTAL UNDUPLICATED PARTICIPANTS	0	0	5,000	0		5,000	
21	COST PER UNDUPLICATED PARTICIPANT	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	
22	SERVICES							
23	TOTAL SERVICES	0	0	5,000	0		5,000	
24	COST PER TOTAL SERVICES	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	

**San Bernardino County Superintendent
of Schools**

Contract #

(12 months)

CONTRACTOR NAME:

*SBCSS staff charges will be funded by SBCSS

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B

FY 2023-24

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County Superintendent
Contractor Name: of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2023 to June 30, 2024

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Indirect	\$90,000	0%	\$0	100%	\$92,872
2 SRSWC	\$150,000	0%	\$0	100%	\$150,000
3 Office Supplies	\$6,000	0%	\$0	100%	\$6,000
4 Business Mileage	\$1,750	0%	\$0	100%	\$1,750
5 Data Processing	\$20,000	0%	\$0	100%	\$20,000
6 Professional Services	\$94,803	0%	\$0	100%	\$94,803
7		0%	\$0	100%	\$0
8		0%	\$0	100%	\$0
9		0%	\$0	100%	\$0
10		0%	\$0	100%	\$0
11		0%	\$0	100%	\$0
SUBTOTAL B:	\$362,553		\$0		\$365,425
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,037,676

ATTACHMENT B

DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2023-24

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County
Contractor Name: Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2023 to June 30, 2024

ITEM	Justification of Cost
1 Indirect	Indirect costs are based on the annual set organization-wide percentage rate. The indirect costs will not exceed 15% of the modified direct costs.
2 SRSWC	Registration costs to the SRSWC for 120 individuals connected to SAP teams and school related partners- hotel, travel, registration costs for 30 members of the planning committee
3 Office Supplies	Supply boxes and supplies, computer related expenses, chart paper and daily operations supplies
4 Business Mileage	Work related mileage for staff (excluding commuting to and from work), using the IRS reimburse rate.
5 Data Processing	Service fee charged by SBCSS for internet, email, financial 2000, and purchase requisitions
6 Professional Services	Outside consultants used to provide training to build capacity of SBCSS trainers/coordinators - per-approved DBH
7	
8	
9	
10	
11	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2023-24

July 1, 2023 to June 30, 2024

Contractor Name: San Bernardino County Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Yearly Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS	5,000		5,000

PEI County Program: STUDENT ASSISTANCE PROGRAM

State Defined Program: PREVENTION

Service Projections for:		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
Early Intervention Services	Case Management													0
	Mental Health Services													0
Mental Health Promotion		1500	320	318	318	318	318	318	318	318	318	318	318	5000
Community Client Services														0
TOTAL		1,500	320	318	318	318	318	318	318	318	318	318	318	5000
Hours Projections for:		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Health Promotion		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Community Client Services		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Cost Projections for:		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
Early Intervention Services	Case Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Promotion		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676
Community Client Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: San Bernardino County
Superintendent of Schools

Region: Countywide

Contract #

Address: 601 North E Street
San Bernardino, CA

Date Form Completed: 03/31/2022

Updated

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

FY 2024-25
July 1, 2024 to June 30, 2025

	PEI County Program: Student Assistance Program							TOTAL
	State Defined Program: PREVENTION							
	Distribution	0.00%	0.00%	100.00%	0.00%			
#	COMPONENTS	Mode 15		Mode 45				
		Early Intervention Services		Prevention Services				
		Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29			
1	EXPENSES							
2	SALARIES	\$ -	\$ -	\$ 480,179	\$ -		\$ 480,179	
3	BENEFITS	\$ -	\$ -	\$ 192,072	\$ -		\$ 192,072	
4	(2+3 must equal total staffing costs)	\$ -	\$ -	\$ 672,251	\$ -		\$ 672,251	
5	OPERATING EXPENSES	\$ -	\$ -	\$ 365,425	\$ -		\$ 365,425	
6	TOTAL EXPENSES (2+3+5)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
7	AGENCY REVENUES							
8	PATIENT FEES						\$ -	
9	PATIENT INSURANCE						\$ -	
10	GRANTS/OTHER						\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -		\$ -	
12	CONTRACT AMOUNT (6-11)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
13	FUNDING							
14	MHSA	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
15	TOTAL FUNDING	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99					
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ -	\$ -					
18	UNITS OF TIME (Minutes)	\$ -	\$ -					
19	UNDUPLICATED PARTICIPANTS							
20	TOTAL UNDUPLICATED PARTICIPANTS	0	0	5,000	0		5,000	
21	COST PER UNDUPLICATED PARTICIPANT	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	
22	SERVICES							
23	TOTAL SERVICES	0	0	5,000	0		5,000	
24	COST PER TOTAL SERVICES	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	

**San Bernardino County Superintendent
of Schools**

Contract #

(12 months)

CONTRACTOR NAME:

*SBCSS staff charges will be funded by SBCSS

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

ATTACHMENT B

**SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B**

FY 2024-25

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County Superintendent
Contractor Name: of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2024 to June 30, 2025

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Indirect	\$90,000	0%	\$0	100%	\$92,872
2 SRSWC	\$150,000	0%	\$0	100%	\$150,000
3 Office Supplies	\$6,000	0%	\$0	100%	\$6,000
4 Business Mileage	\$1,750	0%	\$0	100%	\$1,750
5 Data Processing	\$20,000	0%	\$0	100%	\$20,000
6 Professional Services	\$94,803	0%	\$0	100%	\$94,803
7		0%	\$0	100%	\$0
8		0%	\$0	100%	\$0
9		0%	\$0	100%	\$0
10		0%	\$0	100%	\$0
11		0%	\$0	100%	\$0
SUBTOTAL B:	\$362,553		\$0		\$365,425
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,037,676

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2024-25

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County
Contractor Name: Superintendent of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2024 to June 30, 2025

ITEM	Justification of Cost
1 Indirect	Indirect costs are based on the annual set organization-wide percentage rate. The indirect costs will not exceed 15% of the modified direct costs.
2 SRSWC	Registration costs to the SRSWC for 120 individuals connected to SAP teams and school related partners- hotel, travel, registration costs for 30 members of the planning committee
3 Office Supplies	Supply boxes and supplies, computer related expenses, chart paper and daily operations supplies
4 Business Mileage	Work related mileage for staff (excluding commuting to and from work), using the IRS reimburse rate.
5 Data Processing	Service fee charged by SBCSS for internet, email, financial 2000, and purchase requisitions
6 Professional Services	Outside consultants used to provide training to build capacity of SBCSS trainers/coordinators - per-approved DBH
7	
8	
9	
10	
11	

ATTACHMENT B

DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2024-25

July 1, 2024 to June 30, 2025

Contractor Name: San Bernardino County Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Yearly Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS			
		5,000		5,000

PEI County Program: STUDENT ASSISTANCE PROGRAM

State Defined Program: PREVENTION

Service Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management													0
	Mental Health Services													0
Mental Health Promotion		1500	320	318	318	318	318	318	318	318	318	318	318	5000
Community Client Services														0
TOTAL		1,500	320	318	318	318	318	318	318	318	318	318	318	5000
Hours Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Health Promotion		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Community Client Services		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Cost Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Promotion		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676
Community Client Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: **San Bernardino County Superintendent of Schools**
 Region: **Countywide**
 Contract #:
 Address: **601 North E Street
San Bernardino, CA**
 Date Form Completed: **03/31/2022**
 Updated:

Prepared by: **Stephanie Houston, Ed.D**
 Title: **Assistant Superintendent**
 FY 2025-26
 July 1, 2025 to June 30, 2026

	PEI County Program: Student Assistance Program							TOTAL
	State Defined Program: PREVENTION							
	Distribution	0.00%	0.00%	100.00%	0.00%			
	COMPONENTS	Mode 15		Mode 45				
		Early Intervention Services		Prevention Services				
#		Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29			
1	EXPENSES							
2	SALARIES	\$ -	\$ -	\$ 480,179	\$ -		\$ 480,179	
3	BENEFITS	\$ -	\$ -	\$ 192,072	\$ -		\$ 192,072	
4	(2+3 must equal total staffing costs)	\$ -	\$ -	\$ 672,251	\$ -		\$ 672,251	
5	OPERATING EXPENSES	\$ -	\$ -	\$ 365,425	\$ -		\$ 365,425	
6	TOTAL EXPENSES (2+3+5)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
7	AGENCY REVENUES							
8	PATIENT FEES						\$ -	
9	PATIENT INSURANCE						\$ -	
10	GRANTS/OTHER						\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -		\$ -	
12	CONTRACT AMOUNT (6-11)	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
13	FUNDING							
14	MHSA	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
15	TOTAL FUNDING	\$ -	\$ -	\$ 1,037,676	\$ -		\$ 1,037,676	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99					
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ -	\$ -					
18	UNITS OF TIME (Minutes)	\$ -	\$ -					
19	UNDUPLICATED PARTICIPANTS							
20	TOTAL UNDUPLICATED PARTICIPANTS	0	0	5,000	0		5,000	
21	COST PER UNDUPLICATED PARTICIPANT	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	
22	SERVICES							
23	TOTAL SERVICES	0	0	5,000	0		5,000	
24	COST PER TOTAL SERVICES	\$ -	\$ -	\$ 207.54	\$ -		\$ 207.54	

Schedule B

Contractor Name:

**Alameda County Superintendent
of Schools**

(12 months)

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME:

Name	Degree/ License	Position Title	Full Time Annual Salary	Full Time Fringe Benefits	Total Full Time Salaries & Benefits	% FTE Charged to DBH	% FTE Charged to SBCSS *	Total Salaries and Benefits Charged to DBH	Total Salaries and Benefits Charged to SBCSS *	Service Hours of Contract Services	Total Salaries Charged to DBH	Total Benefits Charged to DBH	Total Salaries Charged to SBCSS *	Total Benefits Charged to SBCSS *
Beatrice Blake (SAP & TUPPI)	Masters	Coordinator, Reaching the Whole Child	\$ 171,595	\$ 68,638	\$ 240,233	50.00%	50.00%	\$120,116	\$120,116	1,040	\$85,797	\$34,319	\$85,797	\$34,319
Tiffany Block (SAP)		Program Technician, Reaching the Whole Child	\$ 93,339	\$ 37,336	\$ 130,674	100.00%	0.00%	\$130,674	\$0	2,080	\$93,339	\$37,336	\$0	\$0
Whitnee Verdi (PEI)	Masters	Coordinator, Prevention & Intervention	\$ 171,595	\$ 68,638	\$ 240,233	50.00%	50.00%	\$120,116	\$120,116	1,040	\$85,797	\$34,319	\$85,797	\$34,319
Gabriela Romero (PEI)	Masters	Coordinator, Prevention & Intervention	\$ 171,595	\$ 68,638	\$ 240,233	50.00%	50.00%	\$120,116	\$120,116	1,040	\$85,797	\$34,319	\$85,797	\$34,319
Antonio Moreno (PEI)		Program Technician, Prevention & Intervention	\$ 93,339	\$ 37,336	\$ 130,674	50.00%	50.00%	\$65,337	\$65,337	1,040	\$46,669	\$18,668	\$46,669	\$18,668
Jennifer Gately (PEI)	Masters	Director, Learning Systems & Support	\$ 193,509	\$ 77,404	\$ 270,913	0.00%	100.00%	\$0	\$270,913	0	\$0	\$0	\$193,509	\$77,404
Melissa Campos (PEI)	Bachelors	Program Specialist, Prevention & Intervention	\$ 139,215	\$ 55,686	\$ 194,901	30.00%	70.00%	\$58,470	\$136,431	624	\$41,764	\$16,706	\$97,450	\$38,980
Demea Agbonkpolo (PEI)		Program Specialist, Prevention & Intervention	\$ 136,715	\$ 54,686	\$ 191,401	30.00%	70.00%	\$57,420	\$133,981	624	\$41,014	\$16,406	\$95,700	\$38,280
Paula Avina (PEI)		Office Specialist II, Prevention & Intervention	\$ 78,484	\$ 31,394	\$ 109,878	0.00%	100.00%	\$0	\$109,878	0	\$0	\$0	\$78,484	\$31,394
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
					0	0.00%	0.00%	\$0	\$0	0	\$0	\$0	\$0	\$0
											\$480,179	\$192,072	\$769,206	\$307,682

*SBCSS staff charges will be funded by SBCSS

	TOTAL COST A:	\$672,251	\$1,076,888	7,488
--	------------------	-----------	-------------	-------

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation, Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B

FY 2025-26

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County Superintendent
Contractor Name: of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2025 to June 30, 2026

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Indirect	\$90,000	0%	\$0	100%	\$92,872
2 SRSWC	\$150,000	0%	\$0	100%	\$150,000
3 Office Supplies	\$6,000	0%	\$0	100%	\$6,000
4 Business Mileage	\$1,750	0%	\$0	100%	\$1,750
5 Data Processing	\$20,000	0%	\$0	100%	\$20,000
6 Professional Services	\$94,803	0%	\$0	100%	\$94,803
7		0%	\$0	100%	\$0
8		0%	\$0	100%	\$0
9		0%	\$0	100%	\$0
10		0%	\$0	100%	\$0
11		0%	\$0	100%	\$0
SUBTOTAL B:	\$362,553		\$0		\$365,425
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,037,676

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2025-26

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County
Contractor Name: Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2025 to June 30, 2026

ITEM	Justification of Cost
1 Indirect	Indirect costs are based on the annual set organization-wide percentage rate. The indirect costs will not exceed 15% of the modified direct costs.
2 SRSWC	Registration costs to the SRSWC for 120 individuals connected to SAP teams and school related partners- hotel, travel, registration costs for 30 members of the planning committee
3 Office Supplies	Supply boxes and supplies, computer related expenses, chart paper and daily operations supplies
4 Business Mileage	Work related mileage for staff (excluding commuting to and from work), using the IRS reimburse rate.
5 Data Processing	Service fee charged by SBCSS for internet, email, financial 2000, and purchase requisitions
6 Professional Services	Outside consultants used to provide training to build capacity of SBCSS trainers/coordinators - per-approved DBH
7	
8	
9	
10	
11	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2025-26

July 1, 2025 to June 30, 2026

Contractor Name: San Bernardino County Superintendent of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Yearly Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS	5,000		5,000

PEI County Program: STUDENT ASSISTANCE PROGRAM

State Defined Program: PREVENTION

Service Projections for:		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL
Early Intervention Services	Case Management													0
	Mental Health Services													0
Mental Health Promotion		1500	320	318	318	318	318	318	318	318	318	318	318	5000
Community Client Services														0
TOTAL		1,500	320	318	318	318	318	318	318	318	318	318	318	5000
Hours Projections for:		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Health Promotion		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Community Client Services		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Cost Projections for:		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL
Early Intervention Services	Case Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Promotion		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676
Community Client Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676

ATTACHMENT A

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: San Bernardino County
Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated:

Prepared by: Stephanie Houston, Ed.D.
Title: Assistant Superintendent

FY 2026-27
July 1, 2026 to June 30, 2027

	PEI County Program: Student Assistance Program						TOTAL
	State Defined Program: PREVENTION						
	Distribution	0.00%	0.00%	100.00%	0.00%		
	COMPONENTS	Mode 15		Mode 45			
		Early Intervention Services		Prevention Services			
#		Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29		
1	EXPENSES						
2	SALARIES	\$ -	\$ -	\$ 480,179	\$ -	\$ 480,179	
3	BENEFITS	\$ -	\$ -	\$ 192,072	\$ -	\$ 192,072	
4	(2+3 must equal total staffing costs)	\$ -	\$ -	\$ 672,251	\$ -	\$ 672,251	
5	OPERATING EXPENSES	\$ -	\$ -	\$ 365,425	\$ -	\$ 365,425	
6	TOTAL EXPENSES (2+3+5)	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
7	AGENCY REVENUES						
8	PATIENT FEES					\$ -	
9	PATIENT INSURANCE					\$ -	
10	GRANTS/OTHER					\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -	\$ -	
12	CONTRACT AMOUNT (6-11)	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
13	FUNDING						
14	MHSA	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
15	TOTAL FUNDING	\$ -	\$ -	\$ 1,037,676	\$ -	\$ 1,037,676	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99				
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ -	\$ -				
18	UNITS OF TIME (Minutes)	\$ -	\$ -				
19	UNDULICATED PARTICIPANTS						
20	TOTAL UNDULICATED PARTICIPANTS	0	0	5,000	0	5,000	
21	COST PER UNDULICATED PARTICIPANT	\$ -	\$ -	\$ 207.54	\$ -	\$ 207.54	
22	SERVICES						
23	TOTAL SERVICES	0	0	5,000	0	5,000	
24	COST PER TOTAL SERVICES	\$ -	\$ -	\$ 207.54	\$ -	\$ 207.54	

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B

FY 2026-27

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County Superintendent
Contractor Name: of Schools
Region Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

July 1, 2026 to June 30, 2027

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Indirect	\$90,000	0%	\$0	100%	\$92,872
2 SRSWC	\$150,000	0%	\$0	100%	\$150,000
3 Office Supplies	\$6,000	0%	\$0	100%	\$6,000
4 Business Mileage	\$1,750	0%	\$0	100%	\$1,750
5 Data Processing	\$20,000	0%	\$0	100%	\$20,000
6 Professional Services	\$94,803	0%	\$0	100%	\$94,803
7		0%	\$0	100%	\$0
8		0%	\$0	100%	\$0
9		0%	\$0	100%	\$0
10		0%	\$0	100%	\$0
11		0%	\$0	100%	\$0
SUBTOTAL B:	\$362,553		\$0		\$365,425
GROSS TOTAL STAFFING AND OPERATING COSTS					\$1,037,676

ATTACHMENT B

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
BUDGET NARRATIVE
FY 2026-27

Prepared by: Stephanie Houston, Ed.D
Title: Assistant Superintendent

San Bernardino County
Contractor Name: Superintendent of Schools
Region Countywide
Contract # _____
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated _____

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures (rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2026 to June 30, 2027

ITEM	Justification of Cost
1 Indirect	Indirect costs are based on the annual set organization-wide percentage rate. The indirect costs will not exceed 15% of the modified direct costs.
2 SRSWC	Registration costs to the SRSWC for 120 individuals connected to SAP teams and school related partners- hotel, travel, registration costs for 30 members of the planning committee
3 Office Supplies	Supply boxes and supplies, computer related expenses, chart paper and daily operations supplies
4 Business Mileage	Work related mileage for staff (excluding commuting to and from work), using the IRS reimburse rate.
5 Data Processing	Service fee charged by SBCSS for internet, email, financial 2000, and purchase requisitions
6 Professional Services	Outside consultants used to provide training to build capacity of SBCSS trainers/coordinators - per-approved DBH
7	
8	
9	
10	
11	

SAN BERNARDINO COUNTY
DEPARTMENT OF BEHAVIORAL HEALTH
SCHEDULE B
FY 2026-27

July 1, 2026 to June 30, 2027

Contractor Name: San Bernardino County Superintendent of Schools
Region: Countywide
Contract #
Address: 601 North E Street
San Bernardino, CA
Date Form Completed: 03/31/2022
Updated

Yearly Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS	5,000		5,000

PEI County Program: STUDENT ASSISTANCE PROGRAM

State Defined Program: PREVENTION

Service Projections for:		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL
Early Intervention Services	Case Management													0
	Mental Health Services													0
Mental Health Promotion		1500	320	318	318	318	318	318	318	318	318	318	318	5000
Community Client Services														0
TOTAL		1,500	320	318	318	318	318	318	318	318	318	318	318	5000
Hours Projections for:		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0
Mental Health Promotion		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Community Client Services		0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		624	624	624	624	624	624	624	624	624	624	624	624	7,488
Cost Projections for:		Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	TOTAL
Early Intervention Services	Case Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mental Health Promotion		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676
Community Client Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 86,473	\$ 1,037,676

DATA SECURITY REQUIREMENTS

Pursuant to its contract with the State Department of Health Care Services, the Department of Behavioral Health (DBH) requires Contractor adhere to the following data security requirements:

A. Personnel Controls

1. Employee Training. All workforce members who assist in the performance of functions or activities on behalf of DBH, or access or disclose DBH Protected Health Information (PHI) or Personal Information (PI) must complete information privacy and security training, at least annually, at Contractor's expense. Each workforce member who receives information privacy and security training must sign a certification, indicating the member's name and the date on which the training was completed. These certifications must be retained for a period of ten (10) years from the final date of the contract period or from the date of completion of any audit, whichever is later.
2. Employee Discipline. Appropriate sanctions must be applied against workforce members who fail to comply with privacy policies and procedures or any provisions of these requirements, including termination of employment where appropriate.
3. Confidentiality Statement. All persons that will be working with DBH PHI or PI must sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The Statement must be signed by the workforce member prior to accessing DBH PHI or PI. The statement must be renewed annually. The Contractor shall retain each person's written confidentiality statement for DBH inspection for a period of ten (10) years from the final date of the contract period or from the date of completion of any audit, whichever is later.
4. Background Check. Before a member of the workforce may access DBH PHI or PI, a background screening of that worker must be conducted. The screening should be commensurate with the risk and magnitude of harm the employee could cause, with more thorough screening being done for those employees who are authorized to bypass significant technical and operational security controls. The Contractor shall retain each workforce member's background check documentation for a period of ten (10) years from the final date of the contract period or from the date of completion of any audit, whichever is later.

B. Technical Security Controls

1. Workstation/Laptop Encryption. All workstations and laptops that store DBH PHI or PI either directly or temporarily must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved in writing by DBH's Office of Information Technology.
2. Server Security. Servers containing unencrypted DBH PHI or PI must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.
3. Minimum Necessary. Only the minimum necessary amount of DBH PHI or PI required to perform necessary business functions may be copied, downloaded, or exported.
4. Removable Media Devices. All electronic files that contain DBH PHI or PI data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, Blackberry, backup tapes, etc.). Encryption must be a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES.
5. Antivirus / Malware Software. All workstations, laptops and other systems that process and/or store DBH PHI or PI must install and actively use comprehensive anti-virus software / Antimalware software solution with automatic updates scheduled at least daily.

ATTACHMENT I

6. Patch Management. All workstations, laptops and other systems that process and/or store DBH PHI or PI must have all critical security patches applied with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within thirty (30) days of vendor release. Applications and systems that cannot be patched within this time frame due to significant operational reasons must have compensatory controls implemented to minimize risk until the patches can be installed. Application and systems that cannot be patched must have compensatory controls implemented to minimize risk, where possible.
7. User IDs and Password Controls. All users must be issued a unique user name for accessing DBH PHI or PI. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password. Passwords are not to be shared. Passwords must be at least eight characters and must be a non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed at least every ninety (90) days, preferably every sixty (60) days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three of the following four groups from the standard keyboard:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Arabic numerals (0-9)
 - d. Non-alphanumeric characters (special characters)
8. Data Destruction. When no longer needed, all DBH PHI or PI must be wiped using the Gutmann or U.S. Department of Defense (DoD) 5220.22-M (7 Pass) standard, or by degaussing. Media may also be physically destroyed in accordance with NIST Special Publication 800-88. Other methods require prior written permission of DBH's Office of Information Technology.
9. System Timeout. The system providing access to DBH PHI or PI must provide an automatic timeout, requiring re-authentication of the user session after no more than twenty (20) minutes of inactivity.
10. Warning Banners. All systems providing access to DBH PHI or PI must display a warning banner stating that data is confidential, systems are logged, and system use is for business purposes only by authorized users. User must be directed to log off the system if they do not agree with these requirements.
11. System Logging. The system must maintain an automated audit trail which can identify the user or system process which initiates a request for DBH PHI or PI, or which alters DBH PHI or PI. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. If DBH PHI or PI is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least ten (10) years from the final date of the contract period or from the date of completion of any audit, whichever is later.
12. Access Controls. The system providing access to DBH PHI or PI must use role based access controls for all user authentications, enforcing the principle of least privilege.
13. Transmission Encryption. All data transmissions of DBH PHI or PI outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing DBH PHI can be encrypted. This requirement pertains to any type of DBH PHI or PI in motion such as website access, file transfer, and E-Mail.

ATTACHMENT I

14. Intrusion Detection. All systems involved in accessing, holding, transporting, and protecting DBH PHI or PI that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

C. Audit Controls

1. System Security Review. Contractor must ensure audit control mechanisms that record and examine system activity are in place. All systems processing and/or storing DBH PHI or PI must have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.
2. Log Review. All systems processing and/or storing DBH PHI or PI must have a routine procedure in place to review system logs for unauthorized access.
3. Change Control. All systems processing and/or storing DBH PHI or PI must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

D. Business Continuity/Disaster Recovery Controls

1. Emergency Mode Operation Plan. Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of DBH PHI or PI held in an electronic format in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than 24 hours.
2. Data Backup Plan. Contractor must have established documented procedures to backup DBH PHI to maintain retrievable exact copies of DBH PHI or PI. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media, and an estimate of the amount of time needed to restore DBH PHI or PI should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of DBH data.

E. Paper Document Controls

1. Supervision of Data. DBH PHI or PI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. DBH PHI or PI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.
2. Escorting Visitors. Visitors to areas where DBH PHI or PI is contained shall be escorted and DBH PHI or PI shall be kept out of sight while visitors are in the area.
3. Confidential Destruction. DBH PHI or PI must be disposed of through confidential means, such as cross cut shredding and pulverizing.
4. Removal of Data. Only the minimum necessary DBH PHI or PI may be removed from the premises of Contractor except with express written permission of DBH. DBH PHI or PI shall not be considered "removed from the premises" if it is only being transported from one of Contractor's locations to another of Contractor's locations.
5. Faxing. Faxes containing DBH PHI or PI shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.
6. Mailing. Mailings containing DBH PHI or PI shall be sealed and secured from damage or inappropriate viewing of such PHI or PI to the extent possible.

ATTACHMENT I

Mailings which include 500 or more individually identifiable records of DBH PHI or PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of DBH to use another method is obtained.

