



Contract Number
20-401 A-1

SAP Number
N/A - Revenue

Department of Public Health

Department Contract Representative	Michael Shin, HS Contracts
Telephone Number	(909) 386 - 8146
Contractor	West End Family Counseling Services, Inc.
Contractor Representative	Laura Tapia
Telephone Number	(909) 983 - 2020
Contract Term	July 1, 2020 – June 30, 2022
Original Contract Amount	\$67,702
Amendment Amount	\$73,668
Total Contract Amount	\$141,370
Cost Center	9300321000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1:

It is hereby agreed to amend Contract No. 20-401, effective July 1, 2021, as follows:

SECTION VIII. TERM

Amend Paragraph to read as follows:

This Contract is effective as of July 1, 2020, and is extended from its original expiration date of June 30, 2021, to expire on June 30, 2022, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for two (2) additional one-year periods by mutual agreement of the parties.

ATTACHMENTS

ATTACHMENT A – Scope of Work FY 2020-2021, is replaced by ATTACHMENT A – Scope of Work 2021-2022.

ATTACHMENT B – Budget Tracking Fiscal Year 2020/2021, is replaced by ATTACHMENT B - Budget Tracking Fiscal Year 2021/2022.

All other terms and conditions of Contract No. 20-401 remain in full force and effect.

COUNTY OF SAN BERNARDINO

►

Curt Hagman, Chairman, Board of Supervisors

Dated: _____
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 the County of San Bernardino

By _____
Deputy

West End Family Counseling Services, Inc.

(Print or type name of corporation, company, contractor, etc.)

By ►

(Authorized signature - sign in blue ink)

Name Laura Tapia

(Print or type name of person signing contract)

Title Chief Executive Officer

(Print or Type)

Dated: _____

Address 855 North Euclid Avenue

Ontario, CA 91762

FOR COUNTY USE ONLY

Approved as to Legal Form

►

Adam Ebright, Deputy County Counsel

Date _____

Reviewed for Contract Compliance

►

Jennifer Mulhall-Daudel, Contracts Manager

Date _____

Reviewed/Approved by Department

►

Andrew Goldfrach, Interim Director

Date _____

**COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH
AND
WEST END FAMILY COUNSELING SERVICES, INC.**

**Scope of Work
FY 2021-22**

Department of Public Health (DPH) Service Responsibilities

DPH agrees to:

1. Use professional skilled nursing expertise to review Medi-Cal eligible or enrolled children's Ages and Stages Questionnaire, Third Edition (ASQ-3) screening results to determine the need for referral to the Screening, Assessment, Referral, and Treatment (SART) Counseling Center and/or Medi-Cal services in order to address behavioral/mental health and medical issues, including referrals for children eligible for Medi-Cal to the Inland Regional Center for development issues.
2. Use professional skilled nursing expertise to assist each Medi-Cal eligible or enrolled child to have complete access to all medical, dental, and behavioral health services and resources available through the SART Counseling Center, Inland Regional Center, and/or other appropriate Medi-Cal providers.
3. Act as a medical professional liaison to coordinate medical aspects of Medi-Cal eligible or enrolled children's care with Medi-Cal providers and other agencies providing medical care.
4. Provide care coordination for families of Medi-Cal eligible or enrolled children to assist them to keep all medical, dental, and behavioral health assessment and treatment visits for Medi-Cal and other services.
5. Participate as skilled professional medical personnel in interdisciplinary meetings with professional staff and families of Medi-Cal eligible or enrolled children to discuss and interpret assessment results of all recommended medical, dental, and behavioral health treatment plans, for the purpose of linking children to appropriate levels of care and/or Medi-Cal services.
6. Provide medical professional consultation to assist parents and/or guardians of Medi-Cal eligible or enrolled children to determine if recommended medical treatment plans and referrals are initiated and determine if additional resources are necessary, for the purpose of facilitating the coordination of Medi-Cal health care services.
7. Provide other skilled professional medical personnel duties, coordinated through the Supervising Public Health Nurse (SPHN), for the benefit of the Medi-Cal and Medi-Cal enrolled population.

West End Family Counseling Services, Inc. (WEFCS) Service Responsibilities

WEFCS agrees to provide the following:

1. Appropriate facilities, reference materials, test materials, and operating supplies, including desk, telephone, and computer, to each contracted nurse conducting case management activities, as described within this Contract.
2. Reasonable access to office machinery, including photocopier, scanner, and facsimile machine.
3. Notification to the DPH Supervising Public Health Nurse (SPHN) assigned to DMCC within thirty (30) days if services are not provided as described in this Contract.
4. Reports to County of San Bernardino, DPH, which includes:
 - a. Number of new referrals assigned to each nurse (bi-weekly).
 - b. Number of new client cases completed by each nurse (bi-weekly).
 - c. Number of outstanding progress notes (narrative) or outstanding cases (weekly), as applicable.
 - d. Number of cases the nurse is case managing, as applicable.
5. Maintenance of tracking system or database for tracking referrals and follow-up in the SART Program.
6. Maintenance and security of client records related to SART.

Summary of Federal Financial Participation Functions and Activities

Services for this contract will be provided by Public Health Nurses, Supervising Public Health Nurses, and/or Public Health Nurse Manager, as applicable. The duties below have been developed in accordance with the policies of the Federal Financial Participation (FFP) Program. FFP permits reimbursement via federal matching funds for completion of activities that achieve one or both of the FFP objectives: 1) to assist individuals eligible for Medi-Cal to enroll in the Medi-Cal Program; and/or 2) to assist individuals on Medi-Cal to access Medi-Cal providers, care, and services. Additionally, the duties below are intended primarily for Skilled Professional Medical Personnel (SPMP) level staff. By definition, SPMP staff possess the education, licensure, certification, and knowledge/skills to perform duties that draw the enhanced (i.e., highest) level of matching funds. SPMP staff are physicians, registered nurses, dentists, and other specialized personnel. It is important to note that clinical duties/direct care are non-matchable through the FFP Program.

SPMP Administrative Medical Case Management – Enhanced Function Code #2

❖ Case Management

- Conduct home visits to assess each child, for the necessity and types of medical care associated with medical case management and case coordination services provided by SART (Screening, Assessment, Referral, and Treatment). The PHN will make recommendations based on assessment and evaluations for needed access to medical, dental, or mental health Medi-Cal services.
- Utilize the nursing process as a framework for assessment, evaluations and recommendations.
- Analyze and interpret (review and assess) results of the ASQ with the parent/caregiver, and the ASQ Coordinator and act as a nursing consultant for this staff member.
- Complete a thorough health history for each child using interviewing techniques and the Health Education Passport (HEP).
- Assist parents to initiate and complete needed and/or recommended medical, dental or mental health services.
- Complete all case management documentation required for each SART Center in the timelines prescribed.

❖ Consultation

- Provide consultation to parents or caregivers regarding any medical, dental, or mental health services or recommended treatment.
- Consult with the assigned Children and Family Services (CFS) Social Worker regarding case findings and case plan, as applicable.
- Consult with the child's physician (with release of information) regarding necessary medical or medication issues/concerns.
- Act as a consultant for the SART staff as a resource for medical conditions in concert with the SART Physician.

- Consult the caseworker, foster care provider, and health care provide to develop and update a health plan in the client's case plan.
- Consult PHN to PHN regarding the medical and health needs of clients placed outside of their county of jurisdiction or transferred to a new jurisdiction.

❖ Coordination

- Assist parents or caregivers to coordinate medical, dental, or mental health services that the child needs or is recommended by the SART Center.
- Assist in coordinating specific services for the child, such as Inland Regional Center, school district, etc. that address medical, dental, and/or behavioral health related needs.
- Coordinate medical services for eligible children at some SART Centers based on the recommendations of the SART Physician.
- Assist caseworkers and foster care providers to obtain referrals for necessary health-related services.

❖ Collaboration

- Act as a nursing liaison to collaborate on behalf of the SART Center with other healthcare providers and community stakeholders to address unmet needs to improve access to Medi-Cal health and dental services and decrease barriers to care.
- Act in a collaborative manner with members of the SART team, offering recommendations for clients or SART process or policy to better serve high-risk Medi-Cal eligible children or improve access to Medi-Cal covered services.
- Collaborate with caseworker, biological parent, and foster care provider to ensure that all necessary medical/health care information is available to those responsible for providing health care for the client, including the Health and Education Passport or its equivalent.

❖ Team Meetings (Transdisciplinary and Staff Meetings)

- Participate in a transdisciplinary team meeting (e.g., IEP) specific to each SART Center providing skilled professional medical nursing assessments data and consultation.
- As requested, attend CFS Team Decision Meetings (TDM) for assigned clients on behalf of the SART Center.
- Participate in case conferences or multidisciplinary teams to review client health needs and treatment plans requiring SPMP skills or education.

❖ Productivity

- Maintain a productivity standard to serve a minimum of 250 clients/referrals per fiscal year (as provided by SART Center). SART Center will guide PHNs from the Department of Public Health in specific productivity measures which will be the standard for the PHN working in that agency. In consultation with Department of Public Health, the SART agency may adjust this number in the event other case management activities would be included to sustain other client follow-up, enrollment, and care coordination activities.

❖ Documentation

- Follow SART Center standards and timelines for submitting case notes and case work. All case notes/case work must be submitted according to the agency standard.
- Track medical/health related resources given to caregivers (e.g., Birth to 5, Learn the Signs, Act Early, or other screening materials consistent with American Academy of Pediatrics guidelines) on a monthly basis.
- Track health related referrals and linkages to address medical/dental/behavioral needs on a monthly basis.

Program Specific Activity – Non-SPMP Function Code #5

- Attain and maintain competence in the SART Center database using a hard copy and/or electronic chart and paperwork.
- Review professional literature and research articles to determine eligibility and/or benefits relating to a client's health care services needs and specific medical/health conditions.
- Monthly tracking log of ASQ screenings received and reviewed by the PHN, number of children referred to PHN with a completed ASQ screening, number of children linked to medical, dental, and other services.

Non-SPMP Coordination/Collaboration-Function Code #4

- Assist parents and caregivers with any necessary community referrals or resources. *However, if referrals are not consistent with one or both of the FFP objectives, these activities must be charged to Function Code #11 – Not Matchable (i.e., 100% SART Agency cost).*
- Attend and participate in intra/inter staff meeting(s) and monthly meetings, as arranged. *Any portion of meetings not consistent with one or both of the FFP objectives, these activities must be charged to Function Code #11 – Not Matchable (i.e., 100% SART Agency cost).*
- Use the SART supervisor as a resource for determination of SART eligibility and SART services.

❖ Denotes a FFP function code #2 activity (SPMP Administrative Medical Case Management – Enhanced)

**WEST END FAMILY COUNSELING SERVICES (WEFCS) BUDGET TRACKING FOR FISCAL YEAR
2021/2022**

Description	Percent of time assigned to Project	Salary	Total Project Cost	Enhanced (Partner/Federal)	NonEnhanced (Partner/Federal)	NonMatchable (Partner)
Personnel	a	b	a x b = c			
Public Health Nurse II	82%	\$ 144,981	\$ 118,884	89,163	11,888	17,833
Supv Public Health Nurse / Nurse Mgr	7%	\$ 166,267	\$ 11,073	2,773	6,655	1,664
Administrative Support	5%	\$ 109,351	\$ 5,468			5,468
<i>Total Personnel Expense</i>			\$ 135,425	91,936	18,543	24,964
Indirect Expense			c			
<i>18.261% of S&B</i>			\$ 24,730		20,175	4,559
Operating Expense			c			
Travel			\$ 800		800	
Communications			\$ 1,663		1,663	
Office Supplies			\$ 25		25	
Postage			\$ 50		50	
Printing			\$ 25		25	
Purchase of Materials			\$ 25		25	
Rent/Lease of Equipment			\$ 100		100	
Special Department Expense			\$ 600		600	
Rent/Lease of Structure			\$ 317		317	
<i>Total Operating Expense</i>			\$ 3,605	-	3,605	-
Total Program Budget						
<i>Program Budget FY 2021/22</i>			\$ 163,760	91,936	42,323	29,523
Less Federal Matching Dollars						
Personnel			\$ 78,224	68,952	9,272	
Indirect Expense			\$ 10,087		10,087	
Operating Expense			\$ 1,803		1,803	
<i>Total Federal Match</i>			\$ 90,113	68,952	21,161	-
Partner Matching Dollars						
Personnel			\$ 57,219	22,984	9,272	24,964
Indirect Expense*			\$ 14,646		10,087	4,559
Operating Expense			\$ 1,803		1,803	
<i>Total WEFCS Match</i>			\$ 73,668	22,984	21,161	29,523

*Partner is responsible for picking up 50% of the indirect costs for Enhanced and Non-enhanced salaries and 100% for Non-matchable salaries.

Indirect Rate for FY 2021/22 is set at 18.261%. Benefit Rate for FY 2021-22 is currently estimated at 51.66%.

The rate may fluctuate prior to the beginning of the fiscal year, and will be adjusted accordingly in the invoicing process.