



Contract Number

20-400 A-1

SAP Number

N/A - Revenue

Department of Public Health

Department Contract Representative	Michael Shin, HS Contracts
Telephone Number	(909) 386 - 8146
Contractor	Victor Community Support Services, Inc.
Contractor Representative	Sharmelle Parker
Telephone Number	(909) 385 - 2540
Contract Term	July 1, 2020 – June 30, 2022
Original Contract Amount	\$82,125
Amendment Amount	\$86,817
Total Contract Amount	\$168,942
Cost Center	9300321000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1:

It is hereby agreed to amend Contract No. 20-400, 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. 20-400 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

Victor Community Support Services, Inc.

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

By ►

(Authorized signature - sign in blue ink)

Name Ed Hackett

(Print or type name of person signing contract)

Title Chief Financial Officer

(Print or Type)

Dated: _____

Address 1360 East Lassen Avenue

Chico, CA 95973

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
VICTOR COMMUNITY SUPPORT 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 referral to the Inland Regional Center for development issues. Participate in Case Review Interdisciplinary Briefing (CRIB) meetings to assist with identification of developmental, behavioral, or mental health issues, and/or provide referrals for Medi-Cal or referrals for children eligible for Medi-Cal to the Inland Regional Center for the aforementioned qualifying conditions.
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. Use professional skilled nursing expertise to coordinate on-site pediatric consultations for Medi-Cal eligible or enrolled children. The Public Health Nurse (PHN) will follow up based on the recommendations for referrals and linkage to SART, community agencies, and/or Medi-Cal providers to facilitate each child's access to needed medical, dental, and behavioral health services.
4. Act as a medical professional liaison to coordinate the medical aspects of Medi-Cal eligible or enrolled children's care with Medi-Cal providers and other agencies providing medical care.
5. 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.
6. Participate as skilled professional medical personnel in interdisciplinary meetings (e.g., Family Team or CRIB 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.
7. 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. As applicable, implement and facilitate the Disease Surveillance Epidemiology Model for potential contagious health risks.

8. 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.

Victor Community Support Services, Inc. (VCSS) Service Responsibilities

VCSS 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., Family Team or CRIB) 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)

VICTOR COMMUNITY SUPPORT SERVICES (VCSS) 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	25/75	50/50	100/0
Public Health Nurse II	100%	\$ 144,981	\$ 144,981	108,736	14,498	21,747
Supv Public Health Nurse / Nurse Mgr	7%	\$ 166,283	\$ 11,091	2,773	6,655	1,664
Administrative Support	5%	\$ 109,351	\$ 5,468			5,468
<i>Total Personnel Expense</i>			\$ 161,540	111,509	21,153	28,879
Indirect Expense			c			
<i>18.261% of S&B</i>			\$ 29,499		24,225	5,274
Operating Expense			c			
Travel/Training			\$ 1,000		1,000	
Communications			\$ 1,813		1,813	
Office Supplies			\$ 50		50	
Postage			\$ 50		50	
Printing			\$ 25		25	
Purchase of Materials			\$ 25		25	
Rent/Lease of Equipment					-	
Special Department Expense			\$ 600		600	
Rent/Lease of Structure			\$ 634		634	
<i>Total Operating Expense</i>			\$ 4,197	-	4,197	-
Total Program Budget						
<i>Program Budget FY 2021/22</i>			\$ 195,236	111,509	49,575	34,152
Less Federal Matching Dollars						
Personnel			\$ 94,208	83,631	10,576	
Indirect Expense			\$ 12,113		12,113	
Operating Expense			\$ 2,099		2,099	
<i>Total Federal Match</i>			\$ 108,419	83,631	24,788	-
Partner Matching Dollars						
Personnel			\$ 67,332	27,877	10,576	28,879
Indirect Expense*			\$ 17,386		12,113	5,274
Operating Expense			\$ 2,099		2,099	
<i>Total VCSS Match</i>			\$ 86,817	27,877	24,788	34,152

*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.