

# COUNTY OF SANTA CLARA – AMENDMENT TO SERVICE AGREEMENT

## This is an amendment to an existing Agreement

|                        |            |                   |   |   |  |
|------------------------|------------|-------------------|---|---|--|
| Purchase Order Number: | 4400007740 | Amendment Number: | 2 | Effective Date (Will be the date executed by Authorized County Representative): |  |
|------------------------|------------|-------------------|---|---|--|

|   |               |  |               |
|---|---------------|--|---------------|
| Maximum Financial Obligation (Prior to this Amendment): | \$ 399,044.00 | Amended Maximum Financial Obligation (If dollar amount is changing): | \$ 598,567.00 |
| Current Agreement End Date:                             | 06/30/2021    | New Agreement End Date:  | 06/30/2022    |

### For County Use Only – SAP

|               | Account Assignment | Plant Number | General Ledger (Expense Code) | Cost Center (Dept Code) | Amount    | WBS (Capital Project Code) | Internal Order (“PCA” code – optional) |
|---------------|--------------------|--------------|-------------------------------|-------------------------|-----------|----------------------------|--|
| <b>Line 1</b> | H                  | 0415         | 5255100                       | 4383                    | \$199,523 | FY22 Services              |  |
| <b>Line 2</b> | Select...          |              |                               |                         |           |                            |  |
| <b>Line 3</b> | Select...          |              |                               |                         |           |                            |  |
| <b>Line 4</b> | Select...          |              |                               |                         |           |                            |  |
| <b>Line 5</b> | Select...          |              |                               |                         |           |                            |  |

### Parties to Agreement

Legal notices and invoices pertaining to this Agreement shall be sent to the appropriate contact person listed below. Notices shall be in writing and served either by personal delivery or sent by certified or registered mail, postage prepaid, addressed as follows. Notice shall be deemed effective on the date that the notice is personally delivered or, if mailed, three (3) days after deposit in the mail. Either party may designate a different person and/or address for the receipt of notices by sending written notice to the other party, which shall not require an amendment to this Agreement.

### Contractor

|   |                                       |
|---|---------------------------------------|
| Contractor Name (As Displayed In SAP):  | Mountain View Whisman School District |
| Contact Person:                         | Cathy Baur                            |
| Street Address *:                       | 1400 Montecito Avenue                 |
| City, State, Zip *:                     | Mountain View, CA 94043               |
| Telephone Number *:                     | (650) 526-3500                        |
| Email Address *:                        | cbaur@mvwsd.org                       |
| SCC Vendor Number (As Assigned In SAP): | 1007141                               |

\* To be completed for Independent Contractors Only – DO NOT COMPLETE FOR DEPENDENT CONTRACTORS

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**County of Santa Clara**

|  |                                       |                         |
|--|---------------------------------------|-------------------------|
| Agency / Department:                       | Behavioral Health Services Department | Department Number: 0415 |
| Program Manager or Contract Monitor Name:  | Guadalupe Ramirez                     |                         |
| Street Address:                            | 725 E. Santa Clara St.                |                         |
| City, State, Zip:                          | San Jose, CA 95112                    |                         |
| Telephone Number:                          | (408) 299-7949                        |                         |
| Fiscal Contact (Accounts Payable Contact): | Angeleah Macatiag (669) 235-2152      |                         |
| Contract Preparer:                         | Jason Truchon (669) 235-2111          |                         |

**Signatures**

Amendment is not valid until signed by Contractor, County Counsel and the County Authorized Representative. The Agreement as amended constitutes the entire agreement of the parties concerning the subject matter herein and supersedes all prior oral and written agreements, representations and understandings concerning such subject matter. By signing below, signatory warrants and represents that he/she executed this Amendment in his/her authorized capacity, that he/she has the authority to bind the entity listed below to contractual obligations and that by his/her signature on this Amendment, the entity on behalf of which he/she acted, executed this Amendment.

|  |   |       |  |
|--|---|-------|--|
| Agency/Department Manager:   |   | Date: |  |
| Agency/Department Fiscal Officer:  |   | Date: |  |
| County Counsel Approval as to Form and Legality: <i>(Signature required on all contracts before execution by Contractor or County Authorized Representative)</i> |   | Date: |  |
| Contractor:  |   | Date: |  |
| County Authorized Representative: <i>(Procurement Department; President, Board of Supervisors; or Delegated Authority)</i>                                       |   | Date: |  |
| Office of the County Executive: <i>(Signature required when Board approved contract by a Delegation of Authority)</i>  |   | Date: |  |
| Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.                        | Attest:<br><br>Megan Doyle<br>Clerk of the Board of Supervisors<br><i>(Signature required when Board approved contract)</i> | Date: |  |

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**Reason(s) for Amending the Service Agreement**

**✓ Amend Term of Agreement**

The Behavioral Health Services Department (BHSD) continues to require its partnership with Mountain View Whisman School District (District) in supervising a Service Coordinator to provide services in line with the School Linked Services (SLS). Please extend term through June 30, 2022.

Or see Attachment \_\_\_\_\_ as incorporated by this reference

**✓ Amend Contract Specifics**

*Note: A new Agreement should be created if the Scope of Services is significantly modified or expanded.*

Or see Attachment A2 as incorporated by this reference

**Amend Maximum Financial Obligation**

|    |  |               |
|----|--|---------------|
| A. | Maximum Financial Obligation prior to this Amendment:<br>(Same as on page 1) | \$ 399,044.00 |
| B. | Amount of increase or decrease:<br>(Explain below)                           | \$ 199,523.00 |
| C. | Revised Maximum Financial Obligation:<br>(A +/- B will equal C)              | \$ 598,567.00 |

**Explanation of increase / decrease (include new payment terms if applicable):**

Increase in funding for FY22. Please refer to Exhibit B2 (FY22) as incorporated by this reference.

Or see Attachment \_\_\_\_\_ as incorporated by this reference

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**Amend Standard Provisions**

Or see Attachment \_\_\_\_\_ as incorporated by this reference  
 Or Section VI. Standard Provisions is replaced in its entirety by Attachment \_\_\_\_\_

**Other (please explain below)**

Or see Attachment \_\_\_\_\_ as incorporated by this reference

**Contract History**

|  |                         |
|--|-------------------------|
| Total financial obligation from prior fiscal year(s):  | \$ 399,044.00 (FY20-21) |
| Financial obligation in current fiscal year:   | \$ 199,523.00 (FY22)    |
| Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment): | \$ 598,567.00 (FY20-22) |

**Insurance**

|   |   |
|---|---|
| ✓ | Insurance does not require changes  |
|   | Insurance Exhibit is replaced by Exhibit B _____ attached and incorporated by this reference. |

## **SECTION V: CONTRACT SPECIFICS**

### **A. SCHOOL-LINKED SERVICES (SLS) DESCRIPTION**

1. Funded by the County of Santa Clara (“County”), the Mental Health Services Act (MHSA) and school districts, the School-Linked Services (SLS) Initiative includes service coordination and school-based behavioral health services through programs such as Family Engagement, Prevention and Early Intervention (PEI), SLS Behavioral Health (SLS BH), and other programs funded by the state in schools throughout the County. Through these programs, schools become a place where youth and their families can find a network of support and services.
2. The SLS Initiative aims to:
  - a. Provide culturally competent, coordinated services that meet the students’ needs with an emphasis on prevention and early intervention;
  - b. Build stronger relationships between parents or caregivers and teachers and schools;
  - c. Foster a positive school climate and culture; and
  - d. Make schools into community hubs and build local services and supports; and using data to facilitate and inform services, track results, and improve interventions.
3. SLS Family Engagement Program
  - a. SLS is a partnership with school districts to comprehensively integrate and streamline coordinated services for students and families. SLS encompasses service coordination through the SLS Initiative, PEI services, and SLS Behavioral Health (SLS BH) services. Services are conducted through a community participatory approach, through which partnerships between schools, public agencies, and community organizations are developed in the County.
  - b. The SLS Initiative includes the following four (4) SLS Essential Elements:
    - i. Service Coordination;
    - ii. Family Engagement;
    - iii. Campus Collaborative (CC); and
    - iv. Co-investment.
4. School-Based Behavioral Health Programs, if applicable:
  - a. The PEI program provides prevention and early intervention services to prevent or intervene early in the development of emotional and behavioral problems in children who may be experiencing symptoms ranging from behavioral/emotional distress to depression and anxiety caused by trauma or other risk factors. PEI provides outcome-based parenting strategies, mental health promotion and outreach services, classroom-wide social skills training, family workshops, and short-term therapy services in the school setting.
  - b. The SLS BH program provides longer term mental health treatment services, including access to child psychiatry services, if needed. Services are provided primarily in the school setting, although may be accessed at clinic, home, and community agencies as necessary and as needed by the clients served. Services are individualized and tailored to the needs of the youth based upon age, developmental functioning level, and history of trauma, cultural values, family environment and physical health. The SLS BH Program serves students who have mental health diagnoses, while the PEI Program serves students with lower acuity diagnoses, no diagnoses, and/or provides preventative services.

## **B. SERVICE DESCRIPTION**

1. This Agreement pertains to a collaborative endeavor between the County of Santa Clara Behavioral Health Services Department (BHSD) and Mountain View Whisman School District (“Contractor”) to conduct the SLS services.
2. The SLS Initiative Essential Elements shall be conducted through partnership and communication across the school-level and/or district-level leadership teams (e.g., Multi-Tiered System of Supports [MTSS] or other school-based leadership teams) in order for the school administrators, teachers, staff, families, students, and SLS Coordinators to understand the purpose of SLS and how it is fully integrated with existing service delivery processes.
3. The SLS Family Engagement Program shall be fully integrated with the existing service delivery system at the school district (e.g., embedded within the Department of Student Services), and streamlined with existing initiatives and programs (e.g., MTSS and Positive Behavioral Interventions and Supports [PBIS]) to effectively coordinate services.
4. An SLS Integrated Implementation Plan shall be developed by the school districts in partnership with the BHSD to comprehensively delineate how SLS shall be fully integrated with existing systems.
5. Contractor shall serve all school sites within district. SLS Coordinators shall be assigned to a specific quadrant and provide family engagement activities and service coordination to programs, services, and activities for students and their families.
6. SLS BH and PEI shall be provided through existing BHSD contracts with community-based organizations, at designated schools agreed upon by the BHSD and the school district.

## **C. DELIVERABLES**

1. The County’s responsibilities under the Agreement include, but are not limited to, the following:
  - a. Meet quarterly with Contractor to review Agreement deliverables and collaboratively assess the progress of the program to determine if any changes are necessary for implementation and quality improvement in the upcoming fiscal year. When Contractor’s program operation falls below the standard stated in the Agreement, a progression of steps shall be implemented to assist in resolving the issue(s). These steps include the following:
    - i. The BHSD Program Monitor shall send a letter alerting Contractor that the program is operating below Agreement standards listing some possible corrective measures;
    - ii. The BHSD Program Monitor shall schedule a meeting with Contractor to develop and put into action a Corrective Plan of Action;
    - iii. A formal group meeting shall be convened between the County representatives and Contractor to determine next steps to assist Contractor on meeting contractual commitments; and
    - iv. Recurring compliance issues with Contractor that remain unresolved during the fiscal year may be referred by the BHSD Program Monitor to the BHSD’s Compliance and Privacy Manager for further review and possible actions.
  - b. Determine if Agreement shall be renewed for an additional Fiscal Year.
  - c. The County’s responsibilities for the SLS Initiative include the following:
    - i. Provide program oversight for the SLS Initiative.
    - ii. Facilitate relationship between Contractor and its SLS service providers.

- iii. Monitor the SLS Initiative and communicate information to SLS service providers and Contractor about program process and outcome measures.
  - iv. Determine adjustments and modifications to the SLS Initiative in conjunction with Contractor.
  - d. The County's responsibilities for SLS BH and PEI services include the following:
    - i. Work with community organizations providing SLS BH to maintain a service delivery plan that does not disrupt the Contractor's agreements with other organizations or student services with these providers.
    - ii. Communicate to community organizations providing SLS BH the clearance and fingerprinting requirements of the school district, which shall include the following:
      - (a) Community organization's employee who does not meet the clearance and fingerprinting requirements shall not provide services for SLS BH and PEI programs.
      - (b) Community organizations shall provide certification that employees working with students have passed criminal record background checks with the Department of Justice and the Federal Bureau of Investigations (FBI).
      - (c) As required by California State law, an individual who has been convicted of serious and/or violent crime is precluded from employment or volunteer service in California's public schools.
      - (d) An individual who is awaiting trial for serious and/or violent crimes is also precluded from rendering service in California public schools until the matter has been legally concluded.
2. Contractor's responsibilities under the Agreement shall include, but are not limited to, the following:
- a. SLS Initiative
    - i. Attend provider and school district meetings on a monthly to quarterly basis.
    - ii. Attend stakeholder meetings.
  - b. Family Engagement Program
    - i. SLS Coordinator(s) shall be trained in the areas such as service coordination, early childhood development, trauma informed care, etc.
    - ii. Collect and submit data to the County on a quarterly basis.
    - iii. SLS Coordinator(s), in partnership with school- and district-level staff, shall fully integrate SLS with existing systems within the school district and, if applicable, any Feeder Model sites to accomplish the following:
      - (a) Community Partnership and Service Coordination
      - (b) Facilitating a minimum of one Family Engagement workshop per quarter
      - (c) Facilitating a minimum of one Campus Collaborative (CC) meeting per quarter
  - c. Contractor shall hire and supervise SLS Coordinator(s), according to the SLS Integrated Implementation Plan developed by the school districts and the BHSD. The SLS Integrated Implementation Plan shall be completed or revised, if plan is already in existence, before the start of the academic year. Contractor shall:
    - i. Incorporate the SLS Initiative into existing referral system.
    - ii. Assume responsibility for all costs associated with hiring, onboarding, training, and expenses acquired to maintain personnel licenses current.

- iii. Ensure that Contractor's staff who generate referrals are available for the County's information sessions regarding the SLS Initiative.
- iv. Ensure that supplemental information associated with data outcomes and referral are generated.
- v. If applicable, support Feeder Model goals and outcomes
- d. School-Based Behavioral Health Services
  - i. Provide onsite space as available at designated schools for SLS Providers to meet with students for confidential behavioral health services. If space is not available onsite, Contractor acknowledges that services may be provided in the home, in the community, or may not be available.
- e. Collect the consent form for the release of student information for students participating in the SLS BH and SLS-PEI programs from the SLS Provider.
  - i. Following receipt of appropriate consent from parents/guardians, provide the BHSD and SLS service providers the following data for students participating in SBBH programs, including, but not limited to:
    - (a) Student's class attendance (e.g., information regarding absences, late arrivals, etc.);
    - (b) Student's grades or equivalent (e.g., academic progress reports);
    - (c) Office referrals for disciplinary issues or classroom management problems;
    - (d) Indicators of increased parent engagement; and
    - (e) Indicators of increased access to services.
  - ii. Assist with outreach (e.g., inclusion of notices about parenting classes in newsletters) and engagement of parents.
  - iii. Build and maintain strong collaboration and communication with school administrators, program directors, service providers, families, community organizations, and other stakeholders.
  - iv. Serve as primary liaison - through effective communication and partnership - between the BHSD, schools/districts, and community organizations to support the needs of students and their families through activities such as educational events, consultations, and coordination of resources.
  - v. Develop and integrate the SLS Initiative's infrastructure for service referrals and coordination within existing service delivery systems. This includes coordinating and helping school and district leadership teams on how to better align, streamline, and deliver coordinated services to students and families.
  - vi. Through an integrated system at the school and/or the district level, provide comprehensive service coordination, including triaging and needs assessment, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services by utilizing a variety of engagement strategies, including individual and family meetings and home visits.
  - vii. Develop and maintain service inventory (e.g., services provided at school sites) to assist students and families with linkage to community resources.
  - viii. If applicable, develop a referral system with a Family Resource Center (FRC) in the local area, as available, to refer families for support. Offer and refer families to the FRC for family services and support (e.g., for families with children between ages 0-5, SLS



Coordinator may refer the families to the FRC for the Universal Developmental Screening).

- ix. Follow school district protocol and procedure to address crisis situations and assist in connecting students to appropriate services.
3. Family Engagement at Designated School Sites
    - a. Plan family engagement events, workshops, and projects (activity/activities) prior or at the beginning of the school year.
    - b. SLS Coordinators to check if activity was previously approved.
      - i. If activity has not been approved prior and/or activity is requiring family engagement funds, SLS Coordinator shall submit a request for approval to the BHSD Program Monitor.
    - c. Plan, implement, and evaluate family engagement events, workshops, and projects at designated schools that are in alignment with the SLS goals and outcomes. Family engagement plans shall be based on the needs of each school and informed by input from students, families, and the CC members; and
    - d. SLS Coordinator shall partner with the CC members to conduct program needs assessment and implement family engagement programs. SLS Coordinators shall delegate tasks and responsibilities among the CC members.
  4. CC at Designated School Sites
    - a. Develop, manage, and facilitate monthly CC, or similar groups, to actively engage school personnel, students, family members, caregivers, service providers, community members, and stakeholders.
    - b. During the CC, gather input from group members to inform the SLS plans (e.g., implementation) of family engagement programs.
    - c. Assist in addressing school climate and support training needs of teachers and school staff in the areas of school climate, safety, and health.
  5. SLS BH and PEI
    - a. Contractor shall facilitate the completion and submission of referrals for behavioral health services to the SLS Providers. This may include utilizing an SLS Coordinator or other school staff to triage and send referrals to the SLS Provider.
    - b. Contractor shall communicate with SLS Providers regarding challenges the student is having that are applicable to the student's behavioral health treatment, whenever possible.
    - c. Contractor shall ensure that caregiver(s)' permission is received prior to giving the SLS Provider the family's contact and referral information.
    - d. Contractor shall work collaboratively with the BHSD and SLS Providers on developing outreach strategies and coordinating services.
    - e. Contractor shall support communication for the SLS Provider with key support people in the student's life, whenever possible, such as teachers.

#### **D. PROGRAM OUTCOMES AND PERFORMANCE STANDARDS**

1. SLS Initiative Goals and Outcomes
  - a. The County's SLS program is funded by the MHSA. Contractor shall implement the SLS in accordance with California Code of Regulations (CCR) Title 9, Division 1, Chapter 14, Article 6.

- b. Equitable opportunities within schools and communities for students to have universal access to mental health services.
- 2. Family Engagement Program
  - a. By serving the needs of the child and family through coordinated, integrated approaches on school campuses, SLS shall create equitable opportunities within schools and communities.
  - b. Provide students and families' early prevention services.
  - c. Support student engagement and success inside and outside the classroom.
  - d. Support student's mental health outcomes within our schools.
- 3. School-Based Behavioral Health Program
  - a. Outcomes include the following but are not limited to:
    - i. Increase family access to community resources and services.
    - ii. Improve families' knowledge and behaviors related to school support, health, and well-being.
      - (a) Following SLS service coordination, family engagement, and/or workshop/series, families shall report:
        - (i) Gained knowledge about behaviors that support their child/family and increase well-being;
        - (ii) Improved family relationships;
        - (iii) Increased their connectedness with school; and
        - (iv) Participated in at least one of the indicated school-based activities.
    - iii. Improve student academic outcomes, health, and well-being.
      - (a) Students receiving strategic or intensive family engagement support and referrals (Tier 2 or 3 of MTSS) have improved or remained stable in one or more of the following:
        - (i) Academic;
        - (ii) Attendance;
        - (iii) Behavior; and
        - (iv) Social-emotional well-being.
    - iv. Improve school climate and school-family-community partnership.
      - (a) Members of the CC and school administrators shall report:
        - (i) Improvement in school environment;
        - (ii) SLS contributed to school climate and partnerships.
      - (b) Families shall report:
        - (i) Ability to connect and engage with the school community;
        - (ii) SLS' positive contribution to sense of connection and engagement with the school community.
    - v. The County shall work with Contractor to collect data demonstrating the achievement of the following outcomes. School and student-level data may be collected relative to the following outcomes; however, student-level data provided to the County shall be de-identified and County's reports on outcomes shall only contain aggregated data.
  - b. The County's Providers of SLS BH and PEI seek to help achieve the following goals:
    - i. Reduction of stigma and discrimination;
    - ii. Reduction of disparities in access to mental health services;
    - iii. Reduction of psycho-social impact of trauma;

- iv. Prevention and early intervention of at-risk children, youth, and young adult populations experiencing onset of serious psychiatric illness;
  - v. Reduction and prevention of suicide risk;
  - vi. Increase of student attendance in school;
  - vii. Increase of social and emotional competency in youth;
  - viii. Increase of parent engagement with school personnel;
  - ix. Engage underserved children, youth, and families who have not benefited from traditional outpatient mental health services due to complex risk factors including substance use, community violence, interpersonal family violence, general neglect, and exposure to trauma;
  - x. Increase school engagement, attendance, and achievement;
  - xi. Prevent/decrease juvenile justice involvement;
  - xii. Prevent/decrease child welfare involvement;
  - xiii. Increase positive family engagement in and experience of care; and
  - xiv. Increase and strengthen natural support systems for children, youth, and families.
4. Measurement Method
- a. Contractor shall provide data for program evaluation including but not limited to:
    - i. Student data collected after the end of each quarter including demographics, service coordination (e.g., number of referrals, referral type, referral status, etc.), family engagement (e.g., number, type, and names of family engagement programs, etc.), and academic-related data (e.g., attendance, student achievement, etc.).
    - ii. Narrative report collected after the end of each quarter including observations, successes, areas of strength, challenges, and success stories.
    - iii. Service inventory information collected annually after the end of the first quarter.
    - iv. Contact information, such as email address and/or phone number of parents or caregivers for the purposes of quality improvement by collecting satisfaction surveys.
  - b. Contractor shall provide data related to the goals and outcomes listed above for outcome measurements. Methods for data collection may include, but shall not be limited to, the following:
    - i. Service Link Application in DataZone;
    - ii. SLS Excel Data Collection Tool (provided by the BHSD Program Monitor);
    - iii. Data exported from student information system that includes all indicators required by SLS data collection; and
    - iv. Word document for narrative report (provided by the BHSD Program Monitor)
  - c. Prior to submitting data, Contractor must ensure:
    - i. Data is de-identified;
    - ii. Data entry is complete and all required indicators are collected for each entry; and
    - iii. SLS Coordinator reviews data before submission.
  - d. Contractor shall support the BHSD with collecting data on Contractor and client satisfaction by disseminating surveys (e.g., SLS Caregiver Follow Up Survey and SLS Superintendent and Supervisor Survey) to program participants at frequency determined by the BHSD.
5. Other data collection tools may be implemented as needed to support SLS data and evaluation and continuous quality improvement.

6. Contractor agrees to abide by all federal and state laws governing the confidentiality of health and mental health records including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. parts 160 and 164, and implementing regulations, Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 (ARRA), Pub. L. No. 111-5 (Feb. 17, 2009), California Welfare & Institutions Code section 5328 et seq., California Civil code section 56.10, et seq., and California Evidence Code section 1010 et seq.
7. Contractor shall maintain all records related to services provided pursuant to this Agreement as required by federal, state, or local law and regulations, and at a minimum for the duration of this Agreement through the applicable retentions period. Contractor understands and agrees that the County has the right to audit the foregoing records and shall supply copies of any records related to this Agreement and shall provide copies of the records to the County, at Contractor's expense. Contractor shall provide any copies requested by the County within ten (10) business days.
8. Contractor agrees that the County is providing funding for non-religious purposes and funding may only be used for such purposes. Contractor is prohibited from providing or failing to provide agreed-upon services under this agreement based upon religious affiliation.
9. Contractor shall provide confidential information regarding students and students' families to the County and to service providers through the referral process described in this Agreement.
  - a. Students and families participating in the program may also authorize the County or service providers to share certain information regarding their participation in the program with Contractor.
  - b. Contractor agrees to treat all such information as confidential and must use all necessary care to maintain such information in confidence and for use only for the purposes contemplated in this Agreement.
  - c. Contractor may not release any of the aforementioned information to any entity or party other than the County or its designated service providers without the express written consent of the appropriate County manager or as may be required by law.
    - i. Should the Contractor receive a subpoena, court order, or other legal document requiring release of the information, or is informed that such a document is being requested, Contractor must immediately give notice to the appropriate County manager in order to permit the County to seek a protective order or other similar order.
10. Other Requirements:
  - a. Contractor shall align with the SLS Initiative's aim to improve the coordination, design, and implementation of multi-agency services provided to students in County schools, so that services are accessible, effective, and responsive to students' and families' needs.

#### **E. FAMILY ENGAGEMENT SLS CORDINATOR QUALIFICATIONS**

1. Contractor shall hire SLS Coordinators with the following preferred qualifications:
  - a. Education: B.A. or B.S. Degree in social work, counseling, or health related fields;
  - b. A minimum of two (2) years working with children or adolescents;
  - c. Experience working effectively with a multi-cultural community, and with service agencies and organizations; and
  - d. Experience working in a school-based or community-based program is preferred.

2. Contractor shall give preference to candidates for the SLS Coordinator positions with the following qualifications:
  - a. Knowledge of and experience in behavioral management and strategies;
  - b. Knowledge of and experience in computer applications (e.g., Word, Excel, PowerPoint, and Outlook);
  - c. Knowledge of and experience in computer software (e.g., Windows and Acrobat, and a working knowledge of data entry);
  - d. Ability to gather, maintain, analyze, and interpret large scale assessment and program evaluation data;
  - e. Ability to communicate effectively in both oral and written forms;
  - f. Ability to follow and understand oral and written instructions and pay close attention to details;
  - g. Ability to organize work, set priorities, meet deadlines, follow up on assignments, and perform multiple tasks with accuracy;
  - h. Ability to access bio-psycho-socio-economic factors affecting individuals and families interpret rules and regulation relating to public social services and resources for children and families;
  - i. Knowledge and ability to support families under distress and emotional turmoil; and
  - j. Ability to manage caseload in a timely manner while navigating other program responsibilities.
3. Contractor shall require SLS Coordinators to obtain the following clearances before working with students:
  - a. Tuberculosis Clearance;
  - b. Fingerprint/Criminal Justice Clearance; and
  - c. Other clearances, as required by the school district.
4. Contractor's employees shall in no way be deemed employees of the County or other service providers. All service providers and their agents are independent contractors and are not the agent or employee of either the County or Contractor.

#### **F. PAYMENT SCHEDULE**

1. Contractor shall allocate and spend funds according to the Fiscal Year budget provided by the BHSD.
2. Contractor shall provide a match for one Feeder School Coordinator according to the Fiscal Year budget provided by the BHSD.
3. Contractor shall provide a match for family engagement/service coordination at district level according to the Fiscal Year budget provided by the BHSD.
4. Contractor shall provide a match for family engagement at feeder schools according to the Fiscal Year budget provided by the BHSD.
5. Contractor shall submit monthly invoices to the BHSD Program Monitor for costs incurred under this Agreement.
  - a. District employees with benefits: If an SLS Coordinator is a district staff member, the position may be salaried.
  - b. Contracted positions: If an SLS Coordinator is a contracted staff, the BHSD funding should be used to reimburse for only times worked and not for vacation or sick leave. The school

- district is responsible for developing the hourly wage amount and maximum hours per year for the contracted staff, based on the approved funding amount. The SLS Coordinator should be paid the set hourly wage amount for the times worked for each pay period.
- c. Contractor shall invoice for services within two (2) months of completion of events, programs, and workshops.
  - d. Contractor shall invoice for purchases within one (1) month.
6. Format of invoices shall comply with the Children, Youth, and Families Division's Cost Reimbursement Invoice (provided by the BHSD). Contractor's invoices shall include the following:
    - a. Contractor's name and address, date, invoice number, total invoice amount, invoice date, invoice period being billed, prior drawdowns, current balance, current drawdown, and available balance;
    - b. Description of the services/deliverable and total hours of services rendered; and
    - c. Invoices, receipts, and supporting documents.
  7. Contractor's invoices shall not exceed any of the designated totals as outlined in this Agreement.
  8. Contractor shall be reimbursed upon receipt of a complete and approved invoice within forty-five (45) days.
  9. Contractor shall provide the BHSD with contact information of the fiscal representative responsible for submitting invoices.
  10. Contractor shall provide a monthly invoice.
  11. Contractor shall return all purchased electronics (e.g., Chromebooks, iPads, Laptops) and supplies (e.g., translation headset, laminator) at the completion of the Agreement.

## Exhibit B2 (FY22)

SANTA CLARA VALLEY HEALTH & HOSPITAL SYSTEM, DEPARTMENT OF BEHAVIORAL HEALTH SERVICES

AGENCY NAME: Mountain View Whisman School District  
 PROGRAM NAME: School Linked Services Coordinator  
 DIVISION: Children, Youth & Family System of Care  
 SUBDIVISION: PEI-P2, (SLS) Initiative

PO NUMBER: TBD  
 Cost Center: 4383  
 START DATE: July 1, 2021  
 END DATE: June 30, 2022

### PERSONNEL COSTS

| Budget Items                     | FY2022        | Total         |
|----------------------------------|---------------|---------------|
| <u>FTE</u> <u>Classification</u> | <u>Budget</u> | <u>Budget</u> |
| 0.55   SLS Coordinator           | \$29,229      | \$29,229      |
| 0.55   SLS Coordinator           | \$29,229      | \$29,229      |
| 0.65   SLS Coordinator           | \$34,543      | \$34,543      |
| Subtotal Salaries                | \$93,001      | \$93,001      |
| Subtotal Personnel Costs         | \$93,001      | \$93,001      |

### NON-PERSONNEL COSTS

| Budget Items                           | FY2022        | Total         |
|--|---------------|---------------|
| <u>Other Operation Costs</u>           | <u>Budget</u> | <u>Budget</u> |
| Family Engagement/Service Coordination | \$47,000      | \$47,000      |
| Training & Travel                      | \$2,174       | \$2,174       |
| Food/Childcare                         | \$3,000       | \$3,000       |
| Feeder Model: Family Engagement        | \$47,000      | \$47,000      |
| Feeder Model: Training & Travel        | \$4,348       | \$4,348       |
| Feeder Model: Food/Childcare           | \$3,000       | \$3,000       |
| Subtotal Operations Costs              | \$106,522     | \$106,522     |
| Subtotal Non-Personnel Costs           | \$106,522     | \$106,522     |
| TOTAL PERSONNEL/NON-PERSONAL COSTS     | \$199,523     | \$199,523     |

### REVENUE SOURCES

| <u>Revenue Sources</u>   | <u>Budget</u> | <u>Cost Center</u> |         |
|--------------------------|---------------|--------------------|---------|
| PEI-P2, (SLS) Initiative | \$199,523     | 4383               | 100.00% |
| Total Revenue            | \$199,523     |                    |         |

FY22: School District will match for one Feeder School Coordinator.  
 School District will provide a match (\$50k) for family engagement/service coordination at district level.  
 School District will provide a match (\$50k) for family engagement at feeder schools.