

CONTRACT AMENDMENT

PLACER COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

DESCRIPTION: Operation of Tahoe Wellness Centers
CONTRACT NO. **HHS000084-B**
BEGINS: July 1, 2020
ENDS: June 30, ~~2022~~ **2023**
ADMINISTERING AGENCY: Health and Human Services, Children's System of Care

Description: Second amendment to this contract with TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT to extend the contract term for a period of one year and increase compensation as appropriate to the addition of services.

WHEREAS, County of Placer (COUNTY) has contracted with TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT (CONTRACTOR) to provide services for those with a mental health condition or at risk for a mental health condition, and

WHEREAS, COUNTY wishes to exercise its second option to extend the contract term for one year, and

WHEREAS, CONTRACTOR has agreed to provide services to assist in this venture as a continuation of services already provided, and

WHEREAS, it is necessary to modify the current agreement to extend the contract term and increase compensation commensurate with the additional time of services,

NOW, THEREFORE, IT IS AGREED BY BOTH PARTIES THAT, EFFECTIVE JULY 1, 2022 the following amendment is made to the original contract, additions are shown in bold, italics, and underline, and deletions are shown in strike-through:

1. Section 1, SERVICES, is hereby amended as follows:
 1. SERVICES: CONTRACTOR agrees to provide COUNTY with services for those with a mental health condition or at risk for a mental health condition, as set forth in Exhibit ~~A-1~~, titled **REVISED** Scope of Services, attached hereto and incorporated herein by this reference.
2. Section 3, PAYMENT, is hereby amended as follows:
 2. PAYMENT: COUNTY will pay to CONTRACTOR as full payment for all services rendered pursuant to this Agreement in the amount set forth in Exhibit ~~B-4-2~~, titled REVISED Payment Provisions. The payment specified in Exhibit ~~B-4-2~~ shall be the only payment made to CONTRACTOR for services rendered pursuant to this Agreement. The total amount of this contract and payments made under this Agreement shall not exceed ONE HUNDRED TWO THOUSAND EIGHT HUNDRED NINETY-EIGHT DOLLARS (\$102,898). If one of the additional one-year options to extend this Agreement is exercised as set forth in Section 11 below, the contractual amount will increase in an amount not to exceed ONE HUNDRED TWO THOUSAND EIGHT HUNDRED NINETY-EIGHT DOLLARS (\$102,898) for a total contractual obligation not to exceed TWO HUNDRED FIVE THOUSAND SEVEN HUNDRED NINETY-SIX DOLLARS (\$205,796) if the first option is exercised. If both of the additional one-year options to extend this Agreement are exercised as set forth in Section 11 below, the contractual amount will increase in an additional amount not to exceed ~~ONE HUNDRED TWO THOUSAND EIGHT HUNDRED NINETY-EIGHT DOLLARS (\$102,898)~~ **TWO HUNDRED TWO THOUSAND DOLLARS (\$202,000)** for a total contractual obligation not to exceed ~~THREE HUNDRED EIGHT THOUSAND SIX~~

~~HUNDRED NINETY-FOUR DOLLARS (\$308,694)~~ **FOUR HUNDRED SEVEN THOUSAND SEVEN HUNDRED NINETY-SIX DOLLARS (\$407,796)** if the second option is exercised. This rate shall be inclusive of all CONTRACTOR costs, including, but not limited to travel, transportation, lodging, meals, supplies, and incidental expenses except as otherwise might be specifically set forth in this Agreement. CONTRACTOR shall charge for travel according to the Federal General Services Administration (GSA) guidelines.

3. The first paragraph under Section 5, INVOICES, is hereby amended as follows:
 - 5.1 CONTRACTOR shall provide invoices to the COUNTY on a monthly basis, within 30 days of the close of each calendar month with the exception of June billing. For all CEC/Cash Claim contracts, invoices for actual services provided between June 1st and June 15th shall be received by COUNTY by 5pm June 20th, and invoices for actual services provided between June 16th and June 30th shall be received by COUNTY by 5pm July 15th. For all other contracts, invoices for services provided during the month of June shall be received by COUNTY by 5:00 p.m. on July 15th. Exhibit B-4-2, titled REVISED Payment Provisions shall indicate if this contract is reimbursed with funds from the CEC/Cash Claim. COUNTY will review, approve, and pay all valid invoices within 30 days of receipt. In the event of multiple invoices being submitted to the COUNTY at one time or insufficient documents supporting an invoice, payment by the COUNTY may be delayed beyond the 30 day timeline.
4. Section 6, EXHIBITS, is hereby amended as follows:
 6. EXHIBITS: All exhibits referred to in this Agreement, and/or identified in the list of exhibits following the signature page, and / or otherwise attached to the Agreement are hereby incorporated herein by this reference and collectively, along with this base document, form the Agreement. In the event of any conflict or inconsistency between provisions contained in the base agreement or exhibits such conflict or inconsistency shall be resolved by giving precedence according to the following priorities: Exhibit A-1, Exhibit B-4-2, base agreement, then followed by any remaining exhibits. Responsibilities and obligations mandated by federal or state regulations or otherwise at law shall be liberally construed to meet legal requirements. Responsibilities and services of CONTRACTOR identified in more than one location will be construed such that the provisions mandating the greater obligations shall control.
5. COUNTY is exercising its second option to extend this agreement as indicated in Section 11. The contract term is hereby extended for a period of one year, and the amended expiration date shall be June 30, 2023.
6. Exhibit B, Payment Provisions, is hereby amended as shown in Exhibit B-2, REVISED Payment Provisions, attached hereto and incorporated herein by this reference.
7. All other terms and conditions of the original contract shall remain unchanged, and in full force and effect.

// Signatures on the following page

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this contract amendment as of the day first above stated:

TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT ("CONTRACTOR")

Carmen Diaz Ghysels
Superintendent Chief Learning Officer

Date: _____

COUNTY OF PLACER ("COUNTY")

Robert L. Oldham, Director,
Department of Health & Human Services

Date: _____

Approved as to Form
Office of Placer County Counsel

Date: _____

EXHIBITS:

- Exhibit A-1 – **Revised** Scope of Services
- Exhibit B-4-2 – Revised Payment Provisions
- Exhibit C – Insurance and Indemnification Requirements
- Exhibit D – HIPAA Business Associate Agreement-Addendum
- Exhibit E – Reporting Exhibit

With the exception of B-2, exhibits are not attached. Please reference the original contract for those exhibits, which remain unchanged.

REVISED SCOPE OF SERVICES

Tahoe Wellness Centers

1. **Introduction:**

The Tahoe Wellness Centers shall provide a single-entry point for students to connect to supportive adults and access wellness services at the school. The Tahoe Truckee Unified School District (TTUSD) Wellness Program is a collaborative project between the TTUSD, Placer and Nevada County, Community Collaborative of Tahoe Truckee partners and youth designed to help high school students build protective factors, reduce risk factors/behaviors and increase access to a broad spectrum of mental health services. The program is financially supported by both Nevada County and Placer County and is comprised of **comprises** Wellness Centers at North Tahoe High, **Alder Creek Middle School, North Tahoe School**, and Truckee High, individualized wellness programming at Sierra High and the Community School (Placer County Court School), and outreach and education to North Tahoe Middle School, Alder Creek Middle School and the elementary schools. The Wellness Centers serve as hubs for high school students to talk with caring adults, connect to community resources and learn new skills to develop sustainable wellness practices. The Wellness Centers provide a safe, supportive environment at school where students can go to discuss a variety of issues from depression, anxiety, stress, grief, and family life to dating violence, sexual identity and health needs. Through both on-campus programming and community-based partnerships, students receive coordinated health education, **mental health** screenings, counseling and other supportive services to improve their mental and emotional health. **As part of the Wellness Hub of supports, School Social Workers support middle school and high school students who are experiencing emotional and/or behavioral problems that interfere with their school performance. The School Social Workers provide short-term counseling, risk assessments, and connect high need students to an array of school and community mental health supports.**

Contractor shall provide trained staff who will be available to talk to students, listen to them, and partner with community organizations to link them to supportive resources. Students will learn relevant skills for improving their well-being and understand how to navigate and access community resources. This project is intended to allow students to access services and supports that address physical, mental and emotional concerns and engage in activities that will increase their resiliency and overall well-being. The Wellness Centers are intended to be mental health prevention services but will partner with the early intervention and intensive mental health services as students require these services.

2. **Contractor Requirements:**

1.1. Contractor shall run Wellness Centers and/or supportive services at North Tahoe High School, North Tahoe Middle School, Sierra Continuation High School, Community School, and Truckee High School and Alder Creek Middle School (to serve students residing in Placer County who attend any of these schools). Contractor agrees that funds provided under this Agreement will be used to help support:

1.1.1. Wellness Manager's time to develop, implement and maintain wellness programming materials, manage the budget and supervise staff and volunteers;

1.1.2. Wellness Center Liaison's **Specialist's** time to coordinate on-site Wellness Services at North Tahoe, **North Tahoe School, and Alder Creek Middle School** and Truckee High;

- 1.1.3. TTUSD's contracted services with Gateway Mountain Center **and other community service providers** to provide support for Sierra High and the Community School's Wellness Programming, including: retreats, wellness workshops, support groups, core gifts;
- 1.1.4. Stigma reduction and suicide prevention activities in the TTUSD which may include, but is not limited to: staff, meeting space, coordinating the nomination and recruiting process and implementation of student Peer Leaders, creating and implementing a referral process for Peer Leaders, schedule, plan and implement Peer Leader trainings, schedule, plan, support and implement suicide prevention trainings and activities with Peer Leaders, and support ongoing links between youth and other trusted adults in the school
- 1.1.5. Resource Materials and operating supplies including desks, chairs, lamps and bookcases;
- 1.1.6. Food and supplies to host youth, parents and community meetings;
- 1.1.7. Expenses incurred to send Wellness Center Staff and youth to training events and bring trainers to local training events.

2. Subcontract Requirements

- 2.1. County reserves the right to approve or disapprove the selection of subcontractors and with advance written notice, require the substitution of subcontractors and require the Contractor to terminate subcontracts entered into in support of this Agreement. Upon written notice from County requiring the substitution and/or termination of a subcontract, the Contractor shall take steps to ensure the completion of any work in progress and select a replacement, if applicable, within 30 calendar days, unless a longer period is agreed to by County.
- 2.2. County assumes no responsibility for the payment of subcontractors used in the performance of this Agreement. Contractor accepts sole responsibility for the payment of subcontractors used in the performance of this Agreement.
- 2.3. The Contractor is responsible for all performance requirements under this Agreement even though performance may be carried out through a subcontract.
- 2.4. The Contractor shall ensure that all subcontracts for services include provision(s) requiring compliance with applicable terms and conditions specified in this Agreement.
- 2.5. Unless otherwise stipulated in writing by County, the Contractor shall be the subcontractor's sole point of contact for all matters related to performance and payment under this Agreement.

3. Scope of Work:

- 3.1. Contractor will operate Wellness Centers at Truckee High, **North Tahoe School, Alder Creek Middle School**, and North Tahoe High and programming at Sierra High, **and the Community School, North Tahoe Middle School and Alder Creek Middle School** by offering youth programs and community partnership development.
- 3.2. Contractor shall provide trained Peer Leaders to change the norms of students throughout their schools regarding the acceptability of suicide, enable help-seeking and youth-adult communication by conducting a set of well-defined messaging activities with ongoing adult support from the following Peer Mentor Programs: Link Crew/SOS, WEB, **Hope Squad**, and Safe School Ambassadors in the TTUSD middle school and high schools.
- 3.3. Contractor shall train 400 **150** youth in high school and middle school Peer Mentor Programs

- 3.4. Contractor shall create a safe space for youth to talk, seek support and get connected to outside community resources by offering Wellness Center Drop-In hours five days a week/seven (7) hours a day,
 - 3.5. Refer at least ~~30~~ **50** students to mental health community services, such as: Placer County Children System of Care, Child Protective Services, Tahoe Forest Hospital Youth Health Navigator, Sierra Community House, Gateway Mountain Center and Adventure Risk Challenge. All students referred to mental health treatment are supported until they have connected to the service provider and have been encouraged to participate in the services at least once.
 - 3.6. Provide at least ~~6~~ **8** student support groups for students identified as needing additional social emotional supports.
 - 3.7. Provide at least 50 Wellness Workshops to a variety of students, staff and Wellness Partners on the following topics: Healthy Ways to Deal with Stress, Mindfulness, Heart Math, Know the Signs, Trauma Informed Care, Restorative Practices, Mental Health Stigma, Understanding Gender and Sexual Identity.
 - 3.8. Contractor shall train all adult volunteers and peer mentors in basic mental health symptoms and signs of suicide, and how to access immediate mental health services.
4. Goals & Outcomes: Contractor will track goals and outcomes, which may include, but are not limited to:
- 4.1. At least ~~400~~ **150** youth will be trained in peer mentor and leadership skills to better support themselves, their peers and incoming 9th graders' transition to high school.
 - 4.2. At least ~~200~~ **400** youth will receive individual support from Wellness Center Staff to improve their social, emotional and mental health and opportunities to access community wellness resources.
 - 4.3. At least 500 youth will learn practical tools to improve their overall health and well-being.
 - 4.4. At least 60% of students participating in the high school Link Crew Peer Mentor. Program will report that they learned new mentor skills, were able to better support their friends and feel empowered to be leaders.
 - 4.5. At least 60% of 9th graders will report feeling safe and connected to school by participating in school activities.
 - 4.6. At least 60% of students utilizing the Wellness Centers will report satisfaction with the quality and usefulness of services.
 - 4.7. At least 60% of students participating in student support groups will report increased skill building and social connections.
 - 4.8. At least 100 students and 50% of students participating in Wellness Workshops will report increased knowledge and skills of healthy wellness practices
5. Assessment and Referral: Contractor shall assure that the staff providing the service are trained and knowledgeable about safety issues, mandated reporting requirements, mental health and substance use issues and can make necessary referrals and linkages to appropriate resources to meet the needs that arise.

6. Outreach and Engagement: Develop an outreach and engagement strategy to assist in the dissemination of mental health and wellness related information and stigma reduction and to recruit and retain key stakeholders.
7. Focus Population: Placer County and Nevada County youth and adolescent TTUSD middle school and high school Students
8. Staff Orientation: All staff shall receive a program orientation that includes information on program goals and objectives, policies and procedures, job duties and responsibilities and standards of performance. All employee files shall contain signed confirmation that an orientation was provided that meets these requirements.
9. Training: Training shall be designed to ensure that all program requirements are met and that, in addition, all staff are capable of assessing risk and making appropriate and timely referrals as warranted by the participants. Completion of training shall be documented in each employee's file.
10. Recordkeeping: The Contractor shall maintain detailed records of participant enrollment and participation and measurable outcomes and any other data required for monthly, quarterly and annual reports as outlined in Exhibit E.
11. Site Requirements: Services are primarily provided at the clubhouse locations during non-school hours, year around.
12. Computer/Data Requirements: The contractor must have the capability of a reliable internet connection for entering data into a county-provided MHSA data portal and creating data spreadsheets and electronically sending data reports as requested to the County MHSA Coordinator or designee.
13. Budget/Allowable Costs: Funds may be used for staffing, purchasing curriculum and supplies, evaluation costs, and other operating expenses that are directly related to the planning and implementation of the services. Funds may not be used to renovate or purchase a facility.
14. Required Program Documentation: The Contractor shall participate in a county driven program evaluation process to include, but not limited to, program/activity outcomes (e.g., demographic information, consumer satisfaction, cost effectiveness data, sign-in sheet etc.), and client outcomes (pre and post-test, evidence based practices evaluation tools). Contractor shall submit reports and data in accordance with Exhibit E. All Contractors are subject to modification of data collection, fiscal reporting, and evaluation practices in accordance with MHSA regulatory authorities.
15. Program Acknowledgement in Distribution of Information: All Mental Health Services Act-funded activities, brochures, advertisements, flyers, electronic media, goods, publications, etc. must include the following acknowledgement: "Funding has been provided, in part, by the County of Placer Mental Health Services Act."
16. Community Planning Process: Contractor shall participate in MHSA Community Planning Process (i.e., Campaign for Community Wellness) and/or sub-committees.
17. Mental Health Cost Report: Pursuant to Section 14705 (c) of the California Welfare and Institutions Code, COUNTY must provide cost reporting to the State in relation to this contract. CONTRACTOR agrees to provide COUNTY with an annual cost report in accordance with the California Department of Health Care Services (DHCS) requirements no later than October 31st for the preceding fiscal/contractual year.

It is agreed between COUNTY and CONTRACTOR that the report referenced above is intended to represent the CONTRACTOR'S actual cost as presented in the required year-end cost report. Should

the year-end cost report reflect a rate that is less than that stated herein, CONTRACTOR agrees to reimburse COUNTY for all amounts paid in excess of the year-end cost report rate. Reimbursement shall be remitted to COUNTY not later than December 31st for the preceding fiscal/contractual year.

18. Cultural Competence: CONTRACTOR shall provide services pursuant to this Agreement in accordance with current State statutory, regulatory and policy provisions related to cultural and linguistic competence as defined in California State Department of Mental Health (DMH) Information Notice No: 10-02, 2010 Cultural Competence Plan Requirements (CCPR), which establishes new standards and criteria for the entire County Mental Health System, including Medi-Cal services, MHSA, and Realignment as part of working toward achieving cultural and linguistic competence. The CCPR standards and criteria as cited in California Code of Regulations, Title, 9, Section 1810.410, are applicable to organizations/agencies that provide mental health services via Medi-Cal, MHSA, and/or Realignment.
19. Completion of Services: All services described in this Agreement shall be completed and all funds allocated hereunder must be fully expended by no later than the end of the contract term, indicated in Section 11 of the main Agreement.

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REVISED PAYMENT PROVISIONS

This is a cost reimbursement contract. CONTRACTOR will be reimbursed based on its actual cost, in accordance with the Budget below, and subject to other limitations and specifics contained in this Agreement and at law.

In the event a budget change is required, CONTRACTOR shall submit to COUNTY any data requested by COUNTY to explain how CONTRACTOR intends to accommodate the required budget change. All such requested documents shall be forwarded to COUNTY by CONTRACTOR no later than 30 days after COUNTY issues a notice to CONTRACTOR of the change in budget.

This payment provision is subject to modification with written approval of the County Contract Administrator and the Revenue and Budget Manager, not to exceed the total payment indicated in Section 3 of the main Agreement, and limited to moving identified funding amounts between lines while not exceeding a yearly maximum.

Tahoe Wellness Centers – Tahoe Truckee Unified School District (TTUSD)

	Prevention 2020-2021	Prevention 2021-2022	<u>Prevention</u> <u>2022-2023</u>
Wellness Coordinator (.9 FTE) & Benefits			
Wellness Center Liaisons & Benefits			
<u>Wellness Manager (1 FTE) & Benefits</u>			
<u>High School Wellness Specialist & Benefits</u>			
<u>Stipend/Extra Duty</u>			
<u>Social Workers</u>			
Subtotal Personnel Costs	\$89,075.75	\$87,105	<u>\$149,225</u>
Professional Services Contracts to run groups and workshops (Gateway Mountain Center for Sierra High)	\$1,404	\$2,362	
<u>SEL Wellness Specialist Contract</u>			
Program Expenses:			
Link Crew Stipends*			
Resources			
Office Supplies			
Office Equipment			
Hosting (Includes SoS funding for SoS activities)			
Travel/Training			
Subtotal Program Expenses	\$8,842.25	\$9,855	
<u>Subtotal Professional Services and Program Expenses</u>			<u>\$41,900</u>
Indirect/Admin 3.6% (<u>5.69% for 2022-23</u>)			
Subtotal Indirect/Admin Costs	\$3,576	\$3,576	<u>\$10,875</u>
Totals	\$102,898	\$102,898	<u>\$202,000</u>
TOTAL COSTS 2020-2022		\$205,796	
<u>TOTAL COSTS 2020-2023</u>			<u>\$407,796</u>
*A portion of FY 20-21 Link Crew expenses were paid in Personnel			

Purchase of cash equivalents including, but not limited to, gift cards and cash stipends shall require the CONTRACTOR to submit a full accounting of the distribution of such cash equivalents to the individual recipients on a quarterly basis throughout the term of this Agreement, including recipient name, signature, amount, date of distribution, the form of distribution (i.e. cash stipend or gift card) and the merchant name if the distribution is in the form of a gift card or comparable instrument. All cash equivalents that are purchased but not distributed prior to the expiration or termination of this Agreement shall be surrendered to the COUNTY, and any balance that is not reconciled shall be refunded by CONTRACTOR to the COUNTY within 30 days.

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