



JONATHAN E. FIELDING, M.D., M.P.H.  
Director and Health Officer

CYNTHIA A. HARDING, M.P.H.  
Chief Deputy Director

313 North Figueroa Street, Room 806  
Los Angeles, California 90012  
TEL (213) 240-8117 · FAX (213) 975-1273

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

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January 21, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

19 February 4, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO EXECUTE THREE ALCOHOL AND OTHER DRUG PREVENTION SERVICES CONTRACT AMENDMENTS AND A SUBSTANCE USE DISORDER SERVICES CONTRACT AMENDMENT (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute two contract amendments to support additional Alcohol and Other Drug Prevention Services, one contract amendment to adjust contract reimbursement rates for Alcohol and Other Drug Prevention Services, and one Substance Use Disorder Services contract amendment to support additional Adolescent Intervention, Treatment, and Recovery Program residential services.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to amend Contract Number PH-002001, substantially similar to Exhibit I, with the Institute for Public Strategies (IPS), 100 percent offset by federal Strategic Prevention Framework – State Incentive Grant (SPF-SIG) funds, to: a) provide additional Alcohol and Other Drug Prevention Services (AODPS) and increase the contractual maximum obligation by \$42,196 from \$580,846 to \$623,042, effective February 1, 2014 through June 30, 2014; and b) add a new service exhibit for AODPS SPF - SIG to meet funding requirements.
2. Approve and instruct the Director of DPH, or his designee, to amend Contract Number PH-002007, substantially similar to Exhibit II, with Behavioral Health Services (BHS) to provide additional AODPS Comprehensive Prevention Services (CPS) and increase the contractual maximum obligation by \$160,000 from \$400,000 to \$560,000, effective date of Board approval through June 30, 2014; 100 percent offset by federal Substance Abuse Prevention and Treatment

(SAPT) Block Grant funds.

3. Approve and instruct the Director of DPH, or his designee, to adjust the fee-for-service reimbursement rates for AODPS-CPS Contract Number PH-002015 with Didi Hirsch Psychiatric Service (Didi Hirsch), based on an analysis conducted by DPH, with no change to the contract maximum obligation.
4. Approve and instruct the Director of DPH, or his designee, to amend Substance Use Disorder (SUD) Contract Number PH-002247, substantially similar to Exhibit III, with Phoenix Houses of Los Angeles, Inc. (PHLA) to provide additional Adolescent Intervention, Treatment, and Recovery Program (AITRP) residential services and increase the contractual maximum obligation by \$231,790 from \$2,901,649 to \$3,133,439, effective date of Board approval through June 30, 2014; 100 percent offset by federal SAPT Block Grant funds.
5. Delegate authority to the Director of DPH, or his designee, to execute amendments to the contracts, as identified in Recommendations 1, 2, and 4, that allow the rollover of unspent contract funds; provide an internal reallocation of funds between budgets or Statements of Work, as applicable, up to 10 percent of each term's revised Board approved annual base maximum obligation; and/or provide an increase or decrease in funding up to 10 percent above or below each term's revised Board approved annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of Recommendation 1 will increase AODPS SPF-SIG services in the Santa Monica area to reduce alcohol availability and access to minors and young adults ages 12 to 25. Recommendation 1 will also add a new AODPS SPF-SIG service exhibit to better track utilization of funds and provide the California Department of Health Care Services (DHCS), formerly the California Department of Alcohol and Drug Programs, with the required reports for these funded services.

In April 2012, DHCS provided DPH \$95,000 in annual funding for three federal fiscal years to deliver SPF-SIG services in Santa Monica, with a portion of the funds allocated to DPH for planning and implementation. DHCS identified Santa Monica and other California cities for these services using a data-driven needs assessment process that compared county and state level indicators of substance abuse, including prevalence and consequences. In response to DHCS, IPS was selected by DPH since the agency was the only contractor providing prevention services including environmental/population-based prevention in Santa Monica, and thus could launch a program expansion immediately. Therefore, DPH processed a contract amendment under Board delegated authority to augment the existing agreement with IPS to include SPF-SIG funds allocated for community-level prevention strategies that reduce underage and excessive drinking by 12-25 year olds. In Years Two and Three, with the project in the implementation phase, DPH will redirect the planning and implementation funds allocated to DPH to IPS, to support additional community-level prevention strategies. This recommended augmentation exceeds DPH's current delegated authority.

Approval of Recommendation 2 will allow DPH to execute a contract amendment with BHS to provide additional AODPS-CPS to address a gap in services in the Hollywood area of SPA 4 resulting from the termination of the AODPS-CPS contract with The Los Angeles Free Clinic (The Free Clinic).

On November 30, 2012, DPH notified your Board that The Free Clinic had terminated their AODPS-CPS agreement effective November 15, 2012 and that DPH was to identify a qualified contractor currently providing similar services in Hollywood or with the capacity to immediately implement these services in the area. DPH identified BHS as the provider with the capacity to provide these additional services in Hollywood. BHS currently provides AODPS-CPS services in Hermosa Beach, Lomita, Manhattan Beach, and Torrance, and other contracted substance abuse intervention and treatment services in Hollywood, thereby enabling the agency to effectively and efficiently implement additional AODPS-CPS in the area no longer served by The Free Clinic.

Approval of Recommendation 3 will allow DPH to make necessary adjustments to reflect the negotiated rate for services provided under the AODPS contract with Didi Hirsch. Didi Hirsch notified DPH that the budget needed this adjustment to correctly reflect the full-time equivalent positions required to provide direct services. DPH accounting and finance staff conducted a cost analysis that supports the recommended rate adjustment. While your Board has granted delegated authority to DPH to annually adjust the Contractor's fee-for-service reimbursement rate(s) up to 10 percent of the existing rate for the AODPS, this recommendation exceeds that authority.

Approval of Recommendation 4 will allow DPH to execute an amendment with PHLA to restore funds to the SUD contract to support AITRP residential services to minors. As a result of a reduction in federal SAPT Block Grant in fiscal year (FY) 2012-13, DPH reduced funding for all youth and adult treatment contractors receiving federal SAPT Block Grant funds. This reduction impacted four SUD contractors, including PHLA, providing residential AITRP services to minors only. Subsequently, DPH was able to identify funds to restore these services; however, the increase in funding for PHLA exceeds the current authority delegated by your Board to DPH to augment contracts.

Approval of Recommendation 5 will allow DPH to execute contract amendments to rollover unspent funds; internally reallocate funds between budgets or Statements of Work, as applicable, up to 10 percent of the revised annual base maximum obligation; and/or increase or decrease funding up to 10 percent above or below the revised annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable contract term, and make corresponding service adjustments, as necessary.

Recommendation 5 will also enable DPH to amend contracts to allow for the provision of additional units of funded services that are above the service level identified in the current contract and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed contract, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

### **Implementation of Strategic Plan Goals**

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

### **FISCAL IMPACT/FINANCING**

The total cost for the recommended amendments is \$433,986, consisting of \$42,196 for the IPS contract amendment, \$160,000 for the BHS contract amendment, and \$231,790 for the PHLA

contract amendment; 100 percent offset by SPF-SIG and SAPT Block Grant funds.

Funding is included in DPH's FY 2013-14 Final Adopted Budget and will be requested in future FYs, as necessary.

There is no net County cost associated with this action.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The agencies recommended for contract amendments are in compliance with federal and State laws and regulations for substance abuse services and current contractual requirements.

County Counsel has reviewed and approved Exhibits I, II, and III as to use.

### **CONTRACTING PROCESS**

IPS, BHS and Didi Hirsch were originally awarded contracts as a result of a competitive selection process for AODPS completed in December 2011.

On September 4, 2012, your Board approved a new agreement structure that replaced 168 Alcohol and Drug Services agreements and consolidated, under one agreement per agency, numerous SUD services. PHLA is among the 168 agencies awarded a consolidated contract.

On January 9, 2013, your Board was notified that DPH was exercising delegated authority to augment Agreement Number PH-002001 with IPS to increase the annual funding by \$52,804 for FYs 2012-13 and 2013-14 to expand AODPS-EPS services in Santa Monica.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow DPH to ensure that AODPS and SUD services continue, without interruption, throughout Los Angeles County.

The Honorable Board of Supervisors

1/21/2014

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Respectfully submitted,

A handwritten signature in blue ink that reads "Jonathan E. Fielding". The signature is written in a cursive style.

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:yl

BL#02782

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

Contract No. PH-002001

ALCOHOL AND DRUG SERVICES AGREEMENT

Amendment No. 3

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014,

by and between COUNTY OF LOS ANGELES  
(hereafter "County"),  
and INSTITUTE FOR PUBLIC STRATEGIES  
(hereafter "Contractor").

WHEREAS, reference is made to that certain document  
entitled "ALCOHOL AND DRUG SERVICES AGREEMENT", dated January 1,  
2012, and further identified as Agreement No. PH-002001, and any  
Amendments thereto (all hereafter "Agreement"); and

WHEREAS, Amendment No. 2 dated "January 9, 2012", shall be  
revised to correctly reflect the date the Amendment was entered  
into as "January 9, 2013."

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to add Alcohol and Other Drug Prevention Services  
(Strategic Prevention Framework - State Incentive Grant) Exhibit  
C, increase the maximum obligation of County, and make other  
hereafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective February 1, 2014.

2. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph A, shall be revised to read as follows:

"A. Contractor shall provide services in the form as described in the body of this Agreement and in the following documents, which are attached hereto and incorporated herein by reference:

- (1) ADDITIONAL PROVISIONS - DEPARTMENT OF PUBLIC HEALTH - SUBSTANCE ABUSE PREVENTION AND CONTROL - ALCOHOL AND DRUG SERVICES AGREEMENT - October 1, 2011
- (2) Exhibit A - Alcohol and Other Drug Prevention Services - (Comprehensive Prevention Services)
- (3) Exhibit B-2-Alcohol and Other Drug Prevention Services - (Environmental Prevention Services)
- (4) Exhibit C - Alcohol and Other Drug Prevention Services (Strategic Prevention Framework - State Incentive Grant)
- (5) COUNTY OF LOS ANGELES YOUTH TREATMENT STANDARDS AND PRACTICES - JANUARY 2008

Contractor hereby acknowledges receipt of the above referenced documents numbers (1) through (5) attached hereto. In addition, Contractor further acknowledges receipt of any applicable Schedule(s), Budget(s), and/or Statement of Work forms (which further defines the rates and services to be provided by Contractor herein), as referenced and attached to the above listed Exhibit(s)."

3. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, third subparagraph shall be revised to read as follows:

"During the period of July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided under this Agreement total Six Hundred Twenty-Three Thousand, Forty-Two Dollars (\$623,042). This sum represents the total maximum obligation of County as determined by adding each maximum allocation shown in the Exhibit(s), attached hereto, subject to availability of funds."

4. Effective on the date of this Amendment, Exhibit B-1 and Schedule B-1 (period of 07/01/12 - 06/30/13 and period of 07/01/13 - 06/30/14) shall be replaced with Exhibit B-2 and Schedule B-2 (period of 07/01/12 - 06/30/13 and period 07/01/13 - 06/30/14), attached hereto and incorporated herein by reference.

5. Effective on the date of this Amendment, Exhibit C and Schedule C (period of 07/01/13 - 06/30/14) shall be attached hereto and incorporated herein by reference.

6. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director and has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

INSTITUTE FOR PUBLIC STRATEGIES  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
JOHN F. KRATTLI  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

#02782

INSTITUTE FOR PUBLIC STRATEGIES

EXHIBIT B-2

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
**(Environmental Prevention Services)**

1. DEFINITION: Alcohol and Other Drug ("AOD") Prevention Services - "Environmental Prevention Services" (all hereafter "EPS") aim to decrease underage drinking and binge drinking, especially among youth and young adults by reducing alcohol availability and accessibility in Los Angeles County through culturally competent evidence-based environmental efforts that change the policies, ordinances, and practices that facilitate alcohol use and develop methods to ensure efforts are enforced and sustained once implemented. The alcohol problems and contributing factors identified in the Comprehensive Community Assessment (CCA) determine the selection of EPS/efforts for these services. Environmental efforts include, but are not limited to, addressing where and how alcohol is sold and marketed, alcohol outlet density/zoning, alcohol serving and sales practices, alcohol sales to minors, passage of alcohol related ordinances/policies, and compliance with local alcohol related regulations.

Active participation by local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers, and others are integral to understanding the local alcohol related problems and community conditions, and participating in identifying and driving sustainable change for the alcohol related environmental efforts and the selected policy effort. The SPA-based coalition coordinated by the EPS contractor involves these key individuals and agencies from the target Service Planning Area (SPA), including "Comprehensive Prevention Services" (CPS) contractors, to address the alcohol related environmental efforts selected based on the results of the "CCA."

All services shall be delivered in accordance with County requirements and the SAPC Prevention Standards and Practices.

2. TARGET AREA: The Los County city (ies) and/or community (ies) within the target Service Planning Area (SPA) for these activities, as defined by the contractor and approved by the Substance Abuse Prevention and Control (SAPC) Director, or his/her designee, (all hereafter "SAPC Director") are as follows: The target SPA is 5, and the more defined services locations are (include specific boundaries such as cities or

street names): beach communities such as Santa Monica, Malibu, Venice and West Los Angeles.

3. TARGET POPULATIONS: Populations to be served include, but are not limited to, youth, adults, and community members within the targeted area (as described in Paragraph 2). Unless a specific population(s) is/are identified immediately below, EPS shall be made available to males and females of all ages, and to all population groups within the target area. Contractor shall ensure culturally competent programming that reflects the target population(s) within the target area.

Specific population(s) to be served is/are males and females of all population groups within the target area. The EPS program will serve: X Males/X Females. The primary target age group(s) for direct services is/are (select all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Children 0-5 years old  | <input checked="" type="checkbox"/> Young Adults 18-24 years old |
| <input type="checkbox"/> Children 6-11 years old | <input type="checkbox"/> Adults 25-59 years old                  |
| <input type="checkbox"/> Youth 12-17 years old   | <input type="checkbox"/> Older Adults 60+ years old              |
| <input type="checkbox"/> Other: _____            |  |

4. PREVENTION PROGRAM SITE(S) OF OPERATION: Contractor's facility (ies) and the days and hours of operation where EPS and planning are conducted and program documentation maintained as follows:

Facility 1 is located at 5701 W. Slauson Ave, Suite 204, Culver City, California 90230. Contractor's facility telephone number is (310)215-9924, facsimile/FAX number is (310) 215-9926, and electronic-mail ("e-mail") address is bsimmons@publicstrategies.org. Contractor's facility days and hours of operation are Monday through Friday 8:30 a.m. to 5:00 p.m.

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at such location(s) and/or before commencing such services at any other location. If the days and hours of operation, telephone number, facsimile/FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

5. MAXIMUM ALLOCATION:

A. During the period of January 1, 2012 through June 30, 2012, that portion of the maximum obligation of County which is allocated for the facility(ies) listed in this Exhibit for EPS totals One Hundred Sixty-Four Thousand, Twenty-One Dollars (\$164,021). Other financial

information for this Exhibit is contained in the Schedule(s) and/or Budget(s), attached hereto and incorporated herein by reference.

B. During the period of July 1, 2012 through June 30, 2013, that portion of the maximum obligation of County which is allocated for the facility(ies) listed in this Exhibit for EPS totals Three Hundred Eighty Thousand, Eight Hundred Forty-Six Dollars (\$380,846). Other financial information for this Exhibit is contained in the Schedule(s) and/or Budget(s), attached hereto and incorporated herein by reference.

C. During the period of July 1, 2013 through June 30, 2014, that portion of the maximum obligation of County which is allocated for the facility(ies) listed in this Exhibit for EPS totals Three Hundred Twenty-Eight Thousand, Forty-Two Dollars (\$328,042). Other financial information for this Exhibit is contained in the Schedule(s) and/or Budget(s), attached hereto and incorporated herein by reference.

6. REIMBURSEMENT: County agrees to compensate Contractor for actual reimbursable costs incurred during Fiscal Year (FY) 2011-12 and an hourly rate (Fee-For-Service (FFS) rate per staff

hour) for FY 2012-13 and FY 2013-14 as described hereunder. The definition of "services" for the purpose of this Paragraph shall include time spent performing any services or activities designated in this Exhibit as outlined in the attached County approved Work Plan, Statement of Work, and Strategic Prevention Framework plan; and it shall also include any time spent on the preparation for such service activities.

For the period of January 1, 2012 through June 30, 2012, County agrees to compensate Contractor for actual reimbursable costs incurred while providing services designated in this Exhibit in accordance with the dollar amounts listed in the Schedule(s) and detailed in the Budget(s) attached hereto and incorporated herein by reference, as such costs are reflected in Contractor's billing statements.

Contractors shall be reimbursed up to eighty (80) percent of the maximum monthly allocation for the first six (6) months of the agreement term; upon submission of the CCA, approved by the County and inclusive of all County requirements, the balance of the funds shall be reimbursed if justified by actual costs. Failure to submit a CCA inclusive of all County requirements shall result in a breach of this Agreement.

For the period of July 1, 2012 through June 30, 2014, County agrees to compensate Contractor for the services provided under this Agreement at the hourly rate (FFS rate per staff hour), as set forth in the Schedule(s) referenced herein, that directly corresponds with achievement of the services and activities outlined in the County approved Work Plan. Contractor agrees that only services (i.e., staff hours) performed by such designated staff position titles shall be reimbursable under this Agreement. The definition of "staff hour" for the purposes of this Agreement is an hour worked by designated staff for which Contractor compensates an employee for providing the services as described in Paragraph 9, SERVICES TO BE PROVIDED, described in this Exhibit. A listing of such designated staff position titles shall be provided to SAPC within ten (10) calendar days prior to the effective date of this Agreement, and shall be listed in the Schedule(s) referenced herein. Contractor's "staff hours" billed during a reporting month that do not directly correspond with achievement of services in the County approved Work Plan shall not be reimbursable for payment by the County. Furthermore, if payment is made by the County for services for a reporting month (s) that according to the County approved Work Plan are not

completed in-full and on-time, reimbursement shall be reduced and/or disallowed accordingly.

Contractor shall maintain daily time records for those staff performing under designated staff position titles, and providing approved Work Plan services, which shall be signed by the employee and by his/her supervisor confirming the accuracy of the number of staff hours and the corresponding Work Plan services being claimed for reimbursement. In no event shall County's compensation to Contractor exceed the maximum allocation stated herein.

Reimbursement can be delayed and/or disallowed if Contractor is non-compliant with the terms of the Agreement including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full, submit data/documentation reflective of all services as outlined in the County approved Work Plan and as required for the community assessment and evaluation, and appropriately document or input service data into the California Outcome Measurement Service for Prevention (CalOMS Pv) database as required, and as set forth in the BILLING AND PAYMENT Paragraph of the ADDITIONAL PROVISIONS of this Agreement.

7. STAFFING: Subject to requirements outlined in STAFFING Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall comply with the following requirements:

A. AOD Use Policy: Contractor shall establish and maintain a written policy regarding AOD use in the workplace by its employees.

B. Minimum Full-Time Equivalent ("FTE"): As outlined in the STAFFING Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall employ at least one (1) individual (i.e., 1.0 FTE position) specifically assigned to work full time on this EPS Agreement. Contractor shall operate continuously throughout the term of this Agreement with the number of staff FTEs identified in Contractor's budget and as presented to County during the development and negotiation of this Agreement. Contractor shall fill any vacant budgeted position within sixty (60) calendar days after the vacancy occurs.

During the term of this Agreement, Contractor shall make available and shall provide upon request to authorized representatives of SAPC, a list of persons by name, title,

professional degree, salary, and experience who are providing prevention services hereunder. If an Executive Director, Program Director, Prevention Coordinator or equivalent position becomes vacant during the term of this Agreement, Contractor shall, prior to filling said vacancy, notify the SAPC Director about Contractor's plans to fill the vacancy and document that prospective candidates meet the minimum qualifications for vacant positions.

Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this Agreement. Contractor shall be responsible for the training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this Agreement shall participate.

C. Minimum Qualifications: The following minimum qualifications shall apply to all staff and management employed in-full or in-part under this Agreement, including

employees directly involved in the administration,  
supervision and/or provision of services:

1) Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services; education may be substituted for experience where coursework is directly related to the ATOD prevention or Public Health fields.

2) Knowledge and understanding of alcohol use prevention planning and implementation, including community-based and environmental prevention (e.g., policy, media);

3) Knowledge and understanding of the Strategic Prevention Framework (SPF) and its integral role in program planning, development, and evaluation;

4) Ability to plan, implement, and evaluate prevention services;

5) Knowledge of evidence-based strategies and prevention concepts for addressing alcohol related community problems and contributing factors;

6) Ability to coordinate and facilitate coalition membership meetings comprised of CPS

contractors, key individuals and community members within a target SPA;

7) Ability to deliver and document services correctly and in accordance with the County approved Work Plan;

8) Competency to work with the various ethnic/cultural groups in the target area/community; and

9) Ability to train program staff on required contracted services, CalOMS Pv data entry, and other required reporting.

D. Program Director: Contractor shall designate a Program Director to administer the prevention services provided under this Agreement. In addition to the Minimum Qualifications described above in Section C, such person shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation, volunteer supervision, and knowledge of State and County funding and other requirements for AOD prevention services.

E. Prevention Coordinator: Contractor shall employ at least one (1) individual for this position (i.e., 1.0 FTE) specifically assigned to work full time on this prevention service Agreement whose responsibilities include oversight of daily operations, implementation of the County approved Work Plan, and ensuring compliance with County, State and federal funding contract requirements, ensuring compliance with and data entry into CalOMS Pv, and who is under the direct supervision of the Contractor's Program Director.

F. Fingerprint Clearance: Contractors whose prevention services require contact with, or participation of, individuals less than 18 years of age, shall not employ staff on active probation or parole within the last three (3) years, and shall require a Live Scan fingerprint clearance for criminal history background through the Department of Justice and Federal Bureau of Investigation prior to employment. Contractor shall not employ any person if they have a criminal conviction record or pending criminal trial for offenses specified by County, including that described in the Prevention Standards and Practices, (i.e., felonies, falsification of public records, sex

offenses, and offenses against children), unless such information has been fully disclosed and employment of employee for this program has been formally approved by the County's Probation Department and the Department of Public Health. County reserves the right to prohibit Contractor and, if applicable, its subcontracted agencies, from employment or continued employment of any such person. Contractor must monitor for subsequent notifications from the Department of Justice regarding employee convictions or arrests to maintain compliance with the aforementioned fingerprint requirements.

8. PROGRAM CAPACITY AND PRODUCTIVITY BASELINE TO ESTABLISH PROJECTED MINIMUM UNITS OF SERVICE FOR AGREEMENT TERM FY 2012-2013 AND FY 2013-2014:

A. The total number of full time equivalent ("FTE") positions budgeted to the program hereunder is 2.22 for FY 2012-2013 and 2.02 for FY 2013-2014.

B. The total number of FTE positions dedicated to perform staff hours during the Agreement term is 2.22 for FY 2012-2013 and 1.92 for FY 2013-2014.

C. Contractor shall provide a minimum of 1,601 actual staff hours for each dedicated FTE position(s) during the Agreement term.

D. Contractor shall provide a minimum of 3,566 staff hours for FY 2012-2013 and 3,072 staff hours for FY 2013-2014 during the Agreement term (multiply Subparagraph "B" amount by Subparagraph "C" amount as described hereinabove).

9. SERVICES TO BE PROVIDED: For the purpose of this Agreement, services to be provided include, but are not limited to, the criteria described hereunder, and inclusive of all aspects of the accepted EPS Proposals submitted in response to the AODPS Request for Proposal released in October 2010, and at

the level and quality detailed therein unless otherwise required or approved by the County. These prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for substance abuse or dependence. Contractor shall comply with the following requirements:

A. Strategic Prevention Framework (SPF): Contractor shall use the SPF to guide program planning, development, and evaluation throughout the Agreement term. Contractor shall submit their SPF plan to SACP for review and approval; any modifications must be justified in writing within 30 days of completion of the County approved comprehensive community assessment and approved by SACP Director.

B. Comprehensive Community Assessment: Contractor shall conduct a comprehensive community assessment within six (6) months of the agreement award and throughout the agreement term as required by the County and in accordance with the *Prevention Standards and Practices*. The purpose of the comprehensive community assessment is to better articulate actual community conditions/needs, and identify what environmental prevention efforts will lead to the

greatest decrease in alcohol availability and accessibility within the specified geographic area(s) of the target SPA. SAPC-identified survey tools/questions, other data collection methods, and a data collection schedule shall be required. Upon completion of the comprehensive community assessment, the Contractor shall submit all raw data and other documentation of findings and results to SAPC electronically to be incorporated in the County-wide community assessment database. Data integrity refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe. Failure of Contractor to ensure the integrity of data submitted to County shall constitute a breach of contract and this Agreement may be terminated. The Contractor shall not begin direct services until the comprehensive community assessment has been completed and approved by the SAPC Director.

An exception to the requirement to complete the six (6) month assessment prior to initiation of direct services may be requested by the Contractor after ninety (90) days of the agreement term provided specified assessment

activities are completed as required. The request shall be submitted in writing and approved by the SAPC Director prior to implementation of limited direct services. If approved, the Contractor is still required to complete all aspects of the assessment as required by the County, and may be required to reduce any approved direct services if assessment activities are not completed as required and by the due date(s).

C. Coalition: Contractor shall establish and coordinate a coalition comprised of local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers (including CPS contractors in the specified SPA), and others from the target city(ies)/community(ies) to better understand local alcohol related issues, and participate in implementation of the environmental alcohol-related prevention efforts and identified policy effort. The coalition shall convene at least bi-monthly in FY 2011-2012 and quarterly thereafter unless otherwise directed by the County. The collaboration among ESP contractors and CPS contractors is required to effectively inform and engage local community members and agencies to address the County's identified goals and

objectives. Contractor shall take minutes of all meetings, which shall include record statements of proceedings, listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken; this shall be submitted as an attachment to the Quarterly Report as required.

D. Required Policy Effort: The policy effort to be addressed is/are: Responsible Sales and Service-related policies including one or more of the following: mandatory Responsible Sales and Service training, effective use of Conditional Use Permits and Deemed Approved Ordinances, and revised retailer' house' policies related to alcohol sales and service. Specific policies will be selected based on community assessment result.

E. EVIDENCE-BASED PRACTICES: Contractor is required to select AOD prevention services, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level AOD use and related outcomes. This includes 1) evidence-based programs or curricula categorized under substance abuse prevention on the National Registry of Evidence-based Programs and Practices or Communities That

Care Prevention Strategies Guide; 2) substantiated AOD environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the intended outcomes. Contractor selected evidence-based practices/programs is/are:

- A) Use of a comprehensive multi-component approach, represented by the IPS Environmental Prevention Implementation (EPI) Model which includes the components of media advocacy, community organizing, applied data, policy and enforcement.
- B) High Visibility Enforcement Operations to deter illegal alcohol sales and consumption as well as drinking and driving. Enforcement operations could include, but would not be limited to: shoulder tape and other decoy operations, ID checks at bar and club entrances, and DUI checkpoints.

C) Responsible Sales and Services-related policy(ies) to address alcohol accessibility. Specific policy(ies) will be selected based on results of community assessment.

Failure to document implementation of the evidence-based practices listed above with fidelity each fiscal year of the agreement term shall be determined a breach of contract, and may result in a funding reduction up to and including agreement termination.

F. ANNUAL WORK PLANS: Contractor shall develop an annual Work Plan (using the required template) that outlines the services selected based on the comprehensive community assessment to achieve the Contractor's objectives and outcomes, and impact SAPC's goals and objectives (listed herein).

The County approved FY 2011-12 Work Plan shall be attached hereto, and may be amended within 30 days after completion of the comprehensive community assessment to reflect findings and must be approved by SAPC Director before implementation of services; the FY 2012-2013 and FY 2013-2014 Work Plan shall be submitted to the County at least sixty (60) calendar days prior to the start of each

fiscal year for approval. The Contractor must complete the County approved Work Plan in-full and on-time.

The Work Plan must include all major and minor activities necessary to complete the comprehensive community assessment, achieve the selected environmental prevention services including the policy effort (identified in subparagraph D), develop/maintain the coalition, maintain fidelity to the evidence-based practices (identified in subparagraph E), and conduct the evaluation. The Work Plan must include key target completion dates by month for the fiscal year (e.g. start date of July 1, 2011 and end date of June 30, 2012 are not permitted). At a minimum, Goal 1, Long-Term Objective 1.1 and two Short-Term Objectives are required.

**Goal 1:** Decrease underage drinking and binge drinking among youth and young adults in Los Angeles County.

- o **Long-Term Objective 1.1:** Reduce availability of and access to alcohol by underage youth.
  - **Short-Term Objective 1.1.1:** Decrease rates of retail access to alcohol by underage youth.
  - **Short-Term Objective 1.1.2:** Decrease rates of social access to alcohol by underage youth.

- **Short-Term Objective 1.1.3:** Decrease the availability of alcohol in the community to underage youth.

Over the thirty (30) month agreement term, the Work Plan must reflect a logical progression to achieve the goals and objectives; be strategic, include measurable objectives, and evidence-based strategies; and include evaluation measures as stated in this Agreement.

G. CALIFORNIA OUTCOMES MEASUREMENT SERVICES FOR PREVENTION ("CalOMS Pv"): Contractor shall comply with the CalOMS Pv data collection requirements as required by the California State Department of Alcohol and Drug Program (CA-ADP) and the County. Contractor shall participate in CalOMS Pv training sessions and meetings as instructed by the County. Contractor shall train program staff to use the CalOMS Pv web-based system within thirty (30) calendar days of hire, and provide or arrange for technical support thereafter. Contractor shall designate a minimum of one (1) staff and one (1) alternate to serve as the primary contact person for CalOMS Pv data or system issues.

Contractor shall enter program service data into the CalOMS Pv database on a daily or at a minimum weekly basis,

and as required by the County. Data shall be entered to reflect all services outlined in the Contractor's County approved Work Plan. Contractor shall refer to the CalOMS Pv Description of Services, and other County requirements, for reporting prevention services into the CalOMS Pv database. Contractor shall comply with submitting CalOMS Pv data as scheduled by the County.

Billing reimbursement may be delayed if Contractor's CalOMS Pv data entry is delinquent, consistently inaccurate, does not fully represent completion of services in the County approved Work Plan, or otherwise does not comply County and CA-ADP data reporting requirements.

H. REPORTS: Subject to the reporting requirements outlined in the REPORTS Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit the following reports: Annual Work Plans, Work Plan Amendments (as required), Quarterly Reports, Year-End Reports, Comprehensive Community Assessment results, survey data and results (as required), and evaluation data and reports. Additional reports may be required by County as necessary. Report formats/templates will be provided by County.

Billing reimbursement may be delayed if reports are not submitted on time and as required.

I. MEETINGS AND TRAININGS: Contractor's Executive Director and/or Program Director shall conduct coalition meetings with designated prevention service partners in their SPA (outlined in Section 8, SERVICES TO BE PROVIDED, in this Agreement) and participate in all County required prevention provider meetings and workgroups. In addition, Contractor's Program Director, Prevention Coordinator, and all direct services staff as required by County, shall participate in trainings as required by County. (See outlined in Staffing Paragraph of the "ADDITIONAL PROVISIONS", incorporated herein.)

J. EVALUATION REQUIREMENTS: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the SPF and the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within 60 days of the agreement award and update the plan each

fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, verification that a minimum of five (5) percent of the budget is allocated for program evaluation each fiscal year, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by County.

Contractor also agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not be limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described in this Paragraph shall constitute a breach of contract and this Agreement may be terminated by County.

K. PUBLIC ANNOUNCEMENTS, LITERATURE, AND OUTREACH:  
Subject to the requirements of the PUBLIC ANNOUNCEMENTS,

LITERATURE, AND OUTREACH PARAGRAPH of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit all materials, public announcements, literature, audiovisuals, and printed materials utilized in association with this Agreement, which may be an allowable cost for review and approval by SAPC Director prior to publication, printing, duplication, and implementation for this Agreement. All such materials, public announcements, literature, audiovisuals, printed materials, and community assessment surveys distributed by Contractor, materials describing services provided herein, shall include an acknowledgment that funding for such public announcements, literature, audiovisuals, and printed materials was "made possible by County of Los Angeles, Department of Public Health, Substance Abuse Prevention and Control". Submission forms shall be provided by SAPC and used by Contractor to obtain the necessary review and approval from SAPC for all materials as described herein, prior to publication and/or use.

L. Property of County: All data and reports generated from the Contractor's comprehensive community assessment, evaluation, and any other assessment activities

required by the County (as described in paragraph 9 SERVICES TO BE PROVIDED subparagraphs A, B, H, and J), as well as materials developed (as described in paragraph 9 SERVICES TO BE PROVIDED subparagraph K) with County funding are considered property of the County and may be included as part of County publications as needed or required.

10. PERFORMANCE EVALUATION: Pursuant to COUNTY'S QUALITY ASSURANCE PLAN Paragraph of the ADDITIONAL PROVISIONS of this Agreement, incorporated herein, Contractor's performance shall be measured by County to determine the adequacy of Contractor's performance and to develop recommendations for continuation of funding for the EPS for successive fiscal years. Review of the approved comprehensive community assessment, completion of the County approved Work Plan, CalOMS Pv submissions, evaluation report, utilization, results of the on-site audit reports, and others may be considered in this determination. Failure to document and complete the above as required by the County at the end of each fiscal year of the agreement term shall be determined a breach of contract, and may result in a reduction in funding up to and including agreement termination.

Program audits will take place twice during the initial FY 2011-2012, with the first audit conducted during the second

quarter and the second audit during the fourth quarter, and once thereafter during the fourth quarter within FYs 2012-2014, in order to determine completion of service activities and compliance with this agreement including, but not limited to, County approved Work Plan. Contractor shall maintain service activity documentation to support the provision of activities and services outlined in County approved Work Plan.

Incomplete Work Plan activities/services by the Contractor identified during an audit will be determined as an area of deficiency on the site visit report. The auditor shall require a written Plan of Corrective Action (POCA). Contractor shall describe in the POCA the steps taken to complete the activities/services and/or correct the area(s) of deficiency within the Agreement term. A POCA follow-up site visit shall be conducted after July 1<sup>st</sup> and no later than July 30th of the following fiscal year.

EPS

INSTITUTE FOR PUBLIC STRATEGIES

SCHEDULE B-2

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

	Period of (01/01/12- 06/30/12)
1. Maximum Allocation .....	\$ <u>164,021</u>
2. Projected Revenue .....	\$ <u>0</u>
3. Gross Program Allocation .....	\$ <u>164,021</u>
(Item 1 plus Item 2)	
4. Maximum Monthly Amount/Allocation .....	\$ <u>27,336</u>
(Item 1 divided by the number of months in the period)	

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement and ADDITIONAL PROVISIONS.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

BUDGET B-2

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

<u>ITEM</u>	Period of (01/01/12- 06/30/12)
Salaries .....	\$ <u>97,304</u>
Facility Rent/Lease .....	\$ <u>10,529</u>
Equipment Leases .....	\$ <u>326</u>
Services and Supplies .....	\$ <u>24,953</u>
Administrative Overhead .....	\$ <u>30,909</u>
Gross Budget*	\$ <u>164,021</u>

\* Contractor may revise the amount of any existing line item(s) by a maximum of ten percent (10%) of the gross budget without prior written approval of, and not more than twenty-five percent (25%) of the gross budget with prior written approval of, Director or his authorized designee. Therefore, any increase in any line item(s) of the budget shall be offset by a corresponding decrease in the other line item(s) of the budget. In any event, any revisions made in the gross budget, shall not result in any increase in County's maximum obligation during the term of this Agreement.

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement, including, but not limited to Paragraph 12, subparagraph A, subsection (5) and Paragraph 14, subparagraph H, of the ADDITIONAL PROVISIONS.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

SCHEDULE B-2

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

	(a) Period of (07/01/12- 06/30/13)	(b) Period of (07/01/12- 06/30/13)	Total Period of (07/01/12- 06/30/13)
1. Units of Service ..... (Service Hour)	<u>3,072</u>	<u>494</u>	<u>3,566</u>
2. Maximum Allocation .....	\$ <u>328,042</u>	\$ <u>52,804</u>	\$ <u>380,846</u>
3. Projected Revenue .....	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
4. Projected Total Gross Program Cost .....	\$ <u>328,042</u>	\$ <u>52,804</u>	\$ <u>380,846</u>
(Item 2 plus Item 3)			
5. Projected Gross Program Cost per Service Hour .....	\$ <u>106.78</u>	\$ <u>106.78</u>	\$ <u>106.78</u>
(Item 4 divided by Item 1)			
6. Fee-For-Service Rate Per Staff Hour Amount/Allocation .....	\$ <u>106.78</u>	\$ <u>106.78</u>	\$ <u>106.78</u>
(Item 2 divided by Item 1)			
6. Maximum Monthly Amount/Allocation .....	\$ <u>27,337</u>	\$ <u>4,400</u>	\$ <u>31,737</u>
(Item 2 divided by the number of months in applicable period)			

Legend: (a) ADPS  
(b) ADPS (SPF-SIG)

Contractor's employee position eligible to perform Staff Hours hereunder:

Project Director	_____	_____
Prevention Coordinator	_____	_____
Preventionist	_____	_____

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement, including, but not limited to Paragraph 12, subparagraph A, subsection (5) and Paragraph 14, subparagraph H, of the Additional Provisions.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

SCHEDULE B-2

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

	Period of (07/01/13) <u>06/30/14)</u>
1. Units of Service ..... (Staff Hour)	<u>3,072</u>
2. Maximum Allocation .....	\$ <u>328,042</u>
3. Projected Revenue .....	\$ <u>0</u>
4. Projected Total Gross Program Cost ..... (Item 2 plus Item 3)	\$ <u>328,042</u>
5. Projected Gross Program Cost per Staff Hour ..... (Item 4 divided by Item 1)	\$ <u>106.78</u>
6. Fee-For-Service Rate per Staff Hour ..... (Item 2 divided by Item 1)	\$ <u>106.78</u>
7. Maximum Monthly Amount/Allocation ..... (Item 2 divided by the number of months in applicable period)	\$ <u>27,337</u>

Contractor's employee position eligible to perform Staff Hours hereunder:

<u>Project Director</u>	_____
<u>Prevention Coordinator</u>	_____
<u>Preventionist</u>	_____

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement, including, but not limited to Paragraph 12, subparagraph A, subsection (5) and Paragraph 14, subparagraph H, of the Additional Provisions.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

STATEMENT OF WORK

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

OVERALL GOAL: Contractor shall indicate the overall environmental prevention program goal to be achieved. A goal is a broad statement (i.e., statement of work or mission statement) which describes the services to be provided by Contractor and the overall goal and objective(s) that such services will achieve.

Overall Goal:

IPS' vision is to empower communities to affect community level, systemic change to address unwanted community norms and conditions. Its mission is to enable sustainable community change by providing communities with the tools and training they need to address health and safety concerns at the environmental and population-based levels. IPS' four goals for this prevention project are: (1) build community capacity for environmental prevention by establishing an effective regional coalition and young adult advocacy group, where members actively participate as authentic community voices; (2) fully implement all elements of the Environmental Prevention Implementation model - community organizing, media advocacy, applied data and research, policy, and enforcement - to ensure the delivery of comprehensive

environmental prevention services (3) effect sustainable  
community change through the adoption and / or enforcement of  
appropriate policies and practices, both formal and informal,  
related to youth and young adults' accessibility to alcohol; and  
(4) work closely with law enforcement to support the enforcement  
of existing laws addressing youth and young adult alcohol  
accessibility issues .

ENVIRONMENTAL PREVENTION SERVICE/PROGRAM DESCRIPTION: Contractor shall provide a clear and concise prevention program description that describes strategies/activities for addressing specific objective(s) directly associated to alcohol use problems that are related to the overall goal:

The institute for Public Strategies (IPS) proposes to implement a comprehensive, multi-component environmental prevention project targeting college-aged youth and young adults in the SPA 5 region of Los Angeles County. By focusing on responsible beverage sales and service (RBSS) policies and high visibility enforcement, IPS will work with the community to put in place appropriate alcohol policies and enforcement strategies that will protect residents, business owners, visitors and, ultimately, the tourism industry in SPA 5. A SPA-wide community coalition will be established and heavily involved in the project, especially serving as authentic community voices in the project's media advocacy efforts .

INSTITUTE FOR PUBLIC STRATEGIES

STATEMENT OF WORK (CONTINUED)

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Environmental Prevention Services)

Attached is the County approved FY 2011-2012 Work Plan which includes program objectives, activities, timelines, expected outcomes, and evaluation methods to be provided in order to achieve the goals and objectives (as described in paragraph 9 SERVICES TO BE PROVIDED, subparagraph F). The approved FY 2011-2012 Work Plan may be amended within 30 days after completion of the comprehensive community assessment and must be approved by SAPC Director before implementation of services. FY 2012-2013, and FY 2013-2014 Work Plans shall be submitted by Contractor within sixty (60) calendar days prior to start of each fiscal year for approval by SAPC Director where approved Work Plans may be amended if justified in writing by September 30<sup>th</sup> of the agreement year and are approved by SAPC Director before implementation of services.

INSTITUTE FOR PUBLIC STRATEGIES

EXHIBIT C

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
**(Strategic Prevention Framework - State Incentive Grant)**

1. DEFINITION: Alcohol and Other Drug ("AOD") Prevention Services - "Strategic Prevention Framework - State Incentive Grant" (all hereafter "SPF-SIG") aims to 1) reduce retail availability of alcohol to youth; 2) reduce social availability of alcohol to youth, and/or 3) reduce drinking and driving in Los Angeles County. This is achieved through culturally competent evidence-based programs/services that focus on community level efforts to reduce alcohol availability and accessibility and decrease the social norms and community conditions that contribute to alcohol use within the target population(s) and/or communities. The alcohol related problems and contributing factors identified in the comprehensive community assessment determine the selection of prevention services/efforts for these services. Selected services/efforts change the local environment and conditions that facilitate alcohol use and misuse, identify individuals who could benefit from or contribute to prevention services/efforts, and change the knowledge and behaviors of youth and adults that contribute to community norms about alcohol use or actual alcohol use.

Active participation by local community residents (youth and adults), leaders, non-alcohol focused businesses, alcohol services providers, and others are integral to understanding the local alcohol related problems and community conditions, and participating in identifying and driving sustainable change for the alcohol related prevention efforts. To ensure community involvement in implementing and sustaining the alcohol prevention efforts, the SPF-SIG contractor actively participates in all coalition meetings coordinated by the Environmental Prevention Services "EPS" contractor in the Service Planning Area(s) (SPA) where it provides services. Furthermore, the SPF-SIG contractor maintains formal and consistent community involvement in the development and implementation of its prevention efforts, through regular meetings with community members, local businesses, and governmental organizations, including the local police department.

All services shall be delivered in accordance with County requirements and the SAPC *Prevention Standards and Practices*.

2. TARGETED AREA: The Los Angeles County city(ies) and/or community(ies) within the target SPA for these activities, as defined by the Contractor and approved by the Substance Abuse Prevention and Control's ("SAPC") Director, or

his/her designee, (all hereafter "SAPC Director") are as follows: The target SPA is 5, and the more defined services locations are (include specific boundaries such as cities or street names): City of Santa Monica.

3. TARGET POPULATIONS: Populations to be served include, but are not limited to, youth, adults, and community members within the targeted area (as described in Paragraph 2). Unless a specific population(s) is/are identified immediately below, SPF-SIG shall be made available to males and females of all population groups within the target area. Contractor shall ensure culturally competent programming that reflects the target population(s) within the target area.

Specific population(s) to be served is/are N/A. The SPF-SIG will serve: X Males/X Females. The primary age group(s) for direct services is/are: (select all that apply):

- Children 0-5 years old     Young Adults 18-24 years old  
 Children 6-11 years old     Adults 25-59 years old  
 Youth 12-17 years old     Older Adults 60+ years old  
X Other: 12 to 25 years old.

4. PREVENTION PROGRAM SITE(S) OF OPERATION: Contractor's facility (ies) and the days and hours of operation where SPF-SIG services are planned, conducted, and program documentation are maintained as follows:

Facility 1 is located at 5701 West Slauson Avenue, Suite 204 Culver City, CA 90230. Contractor's facility telephone number is (310)215-9924, facsimile/FAX number is (310)215-9926, and electronic-mail ("e-mail") address is jamesbaker@publicstrategies.org; sneilson@publicstrategies.org. Contractor's facility days and hours of operation are Monday through Friday 8:30 AM to 5:00 PM.

Contractor shall obtain prior written approval from the SAPC Director, at least thirty (30) calendar days before terminating services at such location(s) and/or before commencing such services at any other location. If the days and hours of operation, telephone number, facsimile/FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SAPC Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

5. MAXIMUM ALLOCATION:

A. During the period of July 1, 2013 through June 30, 2014, that portion of the maximum obligation of County which is allocated for the facility(ies) listed in this Exhibit for SPF-SIG totals Ninety Five Thousand Dollars (\$95,000). Other financial information for this Exhibit is

contained in the Schedule(s) and/or Budget(s), attached hereto and incorporated herein by reference.

6. REIMBURSEMENT: County agrees to compensate Contractor during Fiscal Year (FY) 2013-2014 for an hourly rate (Fee-For-Service (FFS) rate per staff hour) for the period of July 1, 2013 through January 31, 2014 and for actual reimbursable costs incurred for the period of February 1, 2014 through June 30, 2014, as described hereunder. The County agrees to compensate Contractor for actual reimbursable costs incurred while providing services designated in this Exhibit in accordance with the dollar amounts listed in the Schedule(s) and detailed in the Budget(s) attached hereto and incorporated herein by reference, as such costs are reflected in Contractor's billing statements.

For the period of July 1, 2013 through January 31 2014, County agrees to compensate Contractor for the services provided under this Agreement, at the hourly rate (fee-for-service rate per staff hour) as set forth in the Schedule(s) referenced herein that directly corresponds with achievement of the services and activities outlined in the County approved Work Plan. Contractor agrees that only services (i.e., staff hours) performed by designated staff position titles shall be reimbursable under this Agreement. The definition of "staff

hour" for the purposes of this Agreement is an hour worked by designated staff for which Contractor compensates an employee for providing the services as described in Paragraph 9, SERVICES TO BE PROVIDED of this Exhibit. A listing of such designated staff position titles shall be provided to SAPC within ten (10) calendar days prior to the effective date of this Agreement, and shall be listed in the Schedule(s) referenced herein.

Contractor's "staff hours" billed during a reporting month that do not directly correspond with achievement of services in the County approved Work Plan shall not be reimbursable for payment by the County. Furthermore, if payment is made by the County for services for a reporting month (s) that according to the County approved Work Plan are not completed in-full and on-time, reimbursement shall be reduced and/or disallowed accordingly.

Contractor shall maintain daily time records of those staff performing approved Work Plan services, which shall be signed by the employee and by his/her supervisor confirming the accuracy of the number of staff hours and the corresponding Work Plan Services. In no event shall County's compensation to Contractor exceed the maximum allocation stated herein.

Reimbursement can be delayed and/or disallowed if Contractor is non-compliant with the terms of the Agreement

including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full; submit data/documentation reflective of all services as outlined in the County approved Work Plan and as required for the community assessment and evaluation; and appropriately document or input service data into the California Outcome Measurement Service for Prevention (CalOMS Pv) database as required, and as set forth in the BILLING AND PAYMENT Paragraph of the ADDITIONAL PROVISIONS of this Agreement.

7. STAFFING: Subject to requirements outlined in STAFFING Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall comply with the following requirements:

A. AOD Use Policy: Contractor shall establish and maintain a written policy regarding AOD use in the workplace by its employees.

B. Minimum Full-Time Equivalent ("FTE"): Contractor shall employ at least one (1) individual (specifically assigned to work full time on this SPF-SIG Agreement. Contractor shall operate continuously throughout the term of this Agreement with the number of staff FTE's identified

in Contractor's budget and as presented to County during the development and negotiation of this Agreement.

Contractor shall fill any vacant budgeted position within sixty (60) calendar days after the vacancy occurs.

During the term of this Agreement, Contractor shall make available and shall provide upon request to authorized representatives of SAPC, a list of persons by name, title, professional degree, salary, and experience who are providing SPF-SIG hereunder. If an Executive Director, Program Director, Prevention Coordinator or equivalent position becomes vacant during the term of this Agreement, Contractor shall, prior to filling said vacancy, notify the SAPC Director about Contractor's plans to fill the vacancy and document that prospective candidates meet the minimum qualifications for vacant positions.

Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this Agreement. Contractor shall be responsible for training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program, that is approved by the

SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this Agreement shall participate.

C. Minimum Qualifications: The following minimum qualifications shall apply to all staff and management employed in-full or in-part under this Agreement, including employees directly involved in the administration, supervision and/or provision of services:

1) Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services; education may be substituted for experience where coursework is directly related to the ATOD prevention or Public Health fields.

2) Knowledge and understanding of AOD use prevention planning and implementation including education, screening and referral, community-based, and environmental prevention efforts;

3) Knowledge and understanding of the Strategic Prevention Framework (SPF) and its integral role in program planning, development, and evaluation;

4) Ability to plan, implement, and evaluate prevention services;

5) Knowledge of evidence-based strategies and prevention concepts for addressing AOD related community problems and contributing factors;

6) Ability to actively participate as a coalition member and effectively inform, engage, and mobilize community members around the prevention efforts;

7) Ability to deliver and document services correctly and in accordance with the County approved Work Plan;

8) Competency to work with the various ethnic/cultural groups in the target area/community; and

9) Ability to train program staff on required contracted services, CalOMS Pv data entry, and other required reporting

D. Program Director: Contractor shall designate a Program Director to administer the SPF-SIG provided under this Agreement. In addition to the Minimum Qualifications described above in Section C, such person designated shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal

management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation, volunteer supervision, and knowledge of State and County funding requirements and other requirements for AOD prevention services.

E. Prevention Coordinator: Contractor shall employ at least one (1) individual for this position specifically assigned to work full time on this SPF-SIG Agreement whose responsibilities include oversight of daily operations, implementation of the County approved Work Plan, and ensuring compliance with County, State, and federal funding contract requirements, ensuring compliance with data and entry into CalOMS Pv, and who is under the direct supervision of the Contractor's Program Director.

F. Fingerprint Clearance: Contractors whose prevention services require contact with, or participation of, individuals less than 18 years of age, shall not employ staff on active probation or parole within the last three (3) years, and shall require a Live Scan fingerprint clearance for criminal history background through the Department of Justice and Federal Bureau of Investigation prior to employment. Contractor shall not employ any

person if they have a criminal conviction record or pending criminal trial for offenses specified by County, including that described in the *Prevention Standards and Practices*, (i.e., felonies, falsification of public records, sex offenses, and offenses against children), unless such information has been fully disclosed and employment of employee for this program has been formally approved by the County's Probation Department and the Department of Public Health. County reserves the right to prohibit Contractor and, if applicable, its subcontracted agencies, from employment or continued employment of any such person. Contractor must monitor for subsequent notifications from the Department of Justice regarding employee convictions or arrests to maintain compliance with the aforementioned fingerprint requirements.

8. PROGRAM CAPACITY AND PRODUCTIVITY BASELINE TO ESTABLISH PROJECTED MINIMUM UNITS OF SERVICE FOR AGREEMENT TERMS FY 2013-2014:

A. The total number of full time equivalent ("FTE") positions budgeted to the program hereunder is 2.22 FY 2013-2014.

B. The total number of FTE positions dedicated to perform staff hours during the Agreement term is 1.92 for FY 2013-2014.

C. Contractor shall provide a minimum of 1,601 actual staff hours for each dedicated FTE position(s) during the Agreement term.

D. Contractor shall provide a minimum of 494 staff hours during the period of July 1, 2013 through January 31, 2014 (multiply Subparagraph "B" amount by Subparagraph "C" amount as described hereinabove).

9. SERVICES TO BE PROVIDED: For the purpose of this Agreement, services to be provided include, but are not limited to, the criteria described hereunder, and inclusive of all aspects of the services agreed to as part of the Work Plan, inclusive of services as agreed to with the SPF-SIG evaluator and as approved by the County. These prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for substance abuse or dependence. Contractor shall comply with the following requirements:

A. Strategic Prevention Framework (SPF): Contractor shall use the SPF to guide program planning, development,

and evaluation throughout the contract term. Contractor shall submit their SPF plan to SAPC for review and approval; any modifications must be justified in writing within 30 days of completion of the County approved comprehensive community assessment and approved by SAPC Director.

B. Comprehensive Community Assessment: Contractor shall conduct an initial comprehensive community assessment, and throughout the contract term as required by the County and in accordance with the *Prevention Standards and Practices*. The purpose of the comprehensive community assessment is to better articulate actual community conditions/needs, and identify what prevention efforts will lead to the greatest decrease in alcohol availability and accessibility and community norms and conditions that facilitate alcohol use within the specified geographic area(s) or target population(s). SAPC-identified survey tools/questions, other data collection methods, and a data collection schedule shall be required. Upon completion of the comprehensive community assessment, the Contractor shall submit all raw data and other documentation of findings and results to SAPC electronically to be

incorporated in the County-wide community assessment database. Contractor shall be responsible for the integrity of all data submitted to County for inclusion in the County-wide database. Data integrity refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe. Failure of Contractor to ensure the integrity of data submitted to County shall constitute a breach of contract and this Agreement may be terminated. The contractor shall not begin direct services until the comprehensive community assessment has been completed and approved by the SAPC Director.

C. Coalition and Community Involvement: Contractor shall actively participate in all mandatory coalition meetings coordinated by the EPS contractor in SPA(s) where it provides services, and effectively inform, engage, and mobilize community members around the coalition's prevention efforts.

D. SPF-SIG Services: To be considered SPF-SIG prevention services the overall program design must appropriately implement efforts to 1) change the local

environment and conditions that facilitate AOD use, 2) identify individuals who could benefit from or contribute to prevention services/efforts, and 3) change the knowledge and behaviors of youth and adults that contribute to community norms about AOD use or actual AOD use.

E. EVIDENCE-BASED PRACTICES: Contractor is required to select alcohol related, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level alcohol use and related outcomes. This includes 1) evidence-based programs or curricula categorized under substance abuse prevention on the National Registry of Evidence-based Programs and Practices or Communities That Care Prevention Strategies Guide; 2) substantiated alcohol related environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the

intended outcomes. Contractor selected evidence-based practices/programs is/are retail beverage seller/server training, compliance checks, party patrols, and DUI checkpoints.

Failure to document implementation of the evidence-based practices listed above with fidelity each fiscal year of the contract term shall be determined a breach of contract, and may result in a funding reduction up to and including contract termination.

F. ANNUAL WORK PLANS: Contractor shall develop an annual Work Plan (using the required template) that outlines the services selected based on the comprehensive community assessment and impact SAPC's goals and objectives (listed herein).

The County approved FY 2013-2014 Work Plan shall be attached hereto, and may be amended within 30 days after completion of the comprehensive community assessment to reflect findings and must be approved by SAPC Director before implementation of services; any subsequent Work Plans shall be submitted to the County at least sixty (60) calendar days prior to the start of each fiscal year for

approval. The Contractor must complete the County approved Work Plan in-full and on-time.

The Work Plan must include all major and minor activities necessary to complete the comprehensive community assessment; achieve the selected prevention services; maintain community involvement/participation; maintain fidelity to the evidence-based practices (identified in subparagraph E), and conduct the evaluation. The Work Plan must include key target completion dates by month for the fiscal year (e.g. start date of July 1, 2011 and end date of June 30, 2012 are not permitted).

At a minimum, the following three SPF-SIG goals are required.

**Goal 1:** Reduce alcohol availability of alcohol to youth in the city of Santa Monica.

**Goal 2:** Reduce social availability of alcohol to youth in the city of Santa Monica.

**Goal 3:** Reduce drinking and driving in the city of Santa Monica.

Over the Agreement term, the Work Plan must reflect a logical progression to achieve the goals and objectives; be strategic, include measurable objectives, and evidence-

based strategies; and include evaluation measures as stated in this Agreement.

G. CALIFORNIA OUTCOMES MEASUREMENT SERVICES FOR PREVENTION ("CalOMS PV"): Contractor shall comply with the CalOMS Pv data reporting requirements as required by the California Department of Health Care Services (DHCS) and County. Contractor shall participate in CalOMS Pv training sessions and meetings as instructed by County. Contractor staff shall train program staff to use the CalOMS Pv web-based system within thirty (30) calendar days of hire, and provide or arrange for technical support as needed thereafter. Contractor shall designate a minimum of one (1) staff and one (1) alternate to serve as the primary contact person for CalOMS Pv data system issues.

Contractor shall enter program service data into the CalOMS Pv database on a daily or at a minimum weekly basis, and as required by County. Data shall be entered to reflect all services outlined in the Contractor's County approved Work Plan. Contractor shall refer to the CalOMS Pv Description of Services, and other County requirements, for reporting prevention services into the CalOMS Pv database.

Contractor shall comply with submitting CalOMS Pv data as scheduled by County.

Billing reimbursement may be delayed if Contractor's CalOMS Pv data entry is delinquent, consistently inaccurate, does not fully represent completion of services in the approved County Work Plan, or otherwise does not comply with County and DHCS data reporting requirements.

H. REPORTS: Subject to the reporting requirements outlined in the REPORTS Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit the following reports: Annual Work Plans, Work Plan Amendments (as required), Quarterly Reports, Year-End Reports, Comprehensive Community Assessment results, survey data and results (as required), and evaluation data and reports. Additional reports may be required by SAPC as necessary. Report formats/templates will be provided by County. Billing reimbursement may be delayed if reports are not submitted on-time and as required.

I. MEETINGS AND TRAININGS: Contractor's Executive Director and/or Program Director shall participate in all County required prevention provider meetings and workgroups. In addition, Contractor's Program Director,

Prevention Coordinator, and all direct services staff as required by County, shall participate in trainings as required by County. (See outline in Staffing Paragraph of the ADDITIONAL PROVISIONS, incorporated herein.)

J. EVALUATION REQUIREMENTS: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the SPF and the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within 60 days of the contract award and update the plan each fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by the County.

Contractor also agrees to participate in a cross-system evaluation as coordinated and required by the County

to determine comparative program effectiveness. Contractor participation shall include, but is not be limited to, training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described in this Paragraph shall constitute a breach of contract and this Agreement may be terminated by County.

K. PUBLIC ANNOUNCEMENTS, LITERATURE, AND OUTREACH:

Subject to the requirements of the PUBLIC ANNOUNCEMENTS, LITERATURE, AND OUTREACH PARAGRAPH of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit all materials, public announcements, literature, audiovisuals, and printed materials utilized in association with this Agreement, which may be an allowable cost for review and approval by SAPC Director prior to publication, printing, duplication, and implementation for this Agreement. All such materials, public announcements, literature, audiovisuals, printed materials, community needs assessment surveys distributed by Contractor, materials describing services provided herein, shall include an acknowledgment

that funding for such public announcements, literature, audiovisuals, and printed materials was "made possible by County of Los Angeles, Department of Public Health, SAPC". Submission forms shall be provided by SAPC and used by Contractor to obtain the necessary review and approval from SAPC for all materials as described herein, prior to publication and/or use.

L. Property of County: All data and reports generated from the Contractor's comprehensive community assessment, evaluation, and any other assessment activities required by the County (as described in paragraph 9 SERVICES TO BE PROVIDED), as well as materials developed (as described in paragraph 9 SERVICES TO BE PROVIDED subparagraph K) with County funding are considered property of the County and may be included as part of County publications as needed or required.

10. PERFORMANCE EVALUATION: Pursuant to COUNTY'S QUALITY ASSURANCE PLAN Paragraph of the ADDITIONAL PROVISIONS of this Agreement, incorporated herein, Contractor's performance shall be measured by County to determine the adequacy of Contractor's performance and to develop recommendations for continuation of funding for prevention services for successive fiscal years.

Review of the approved comprehensive community assessment, completion of the County approved Work Plan, CalOMS Pv submissions, evaluation report, utilization, results of the on-site audit reports, and others may be considered in this determination. Failure to document and complete the above as required by the County at the end of each fiscal year of the contract term shall be determined a breach of contract, and may result in a reduction in funding up to and including contract termination.

Program audits will take place each FY, in order to determine completion of service activities and compliance with this Agreement including, but not limited to, the County approved Work Plan. Contractor shall maintain service activity documentation to support the provision of activities and services outlined in the County approved Work Plan.

Incomplete Work Plan activities/services by the Contractor identified during an audit will be determined as an area of deficiency on the site visit report. The auditor shall require a written Plan of Corrective Action (POCA). Contractor shall describe in the POCA the steps taken to complete the activities/services and/or correct the area(s) of deficiency within the Agreement term. A POCA follow-up site visit shall be

conducted after July 1<sup>st</sup> and no later than July 30th of the following fiscal year.

CPS\_

INSTITUTE FOR PUBLIC STRATEGIES

SCHEDULE C

ALCOHOL AND OTHER DRUG PREVENTION SERVICES

(Strategic Prevention Framework - State Incentive Grant)  
Period of  
(07/01/13)  
01/31/14)

1	Units of Service .....	<u>494</u>
	(Staff Hour)	
2.	Maximum Allocation .....	\$ <u>52,804</u>
3.	Projected Revenue .....	\$ <u>0</u>
4.	Projected Total Gross Program Cost .....	\$ <u>52,804</u>
	(Item 2 plus Item 3)	
5.	Projected Gross Program Cost per Staff Hour .....	\$ <u>106.78</u>
	(Item 4 divided by Item 1)	
6.	Fee-For-Service Rate per Staff Hour .....	\$ <u>106.78</u>
	(Item 2 divided by Item 1)	
7.	Maximum Monthly Amount/Allocation .....	\$ <u>7,543</u>
	(Item 2 divided by the number of months in applicable period)	

Contractor's employee position eligible to perform Staff Hours hereunder:

Project Director \_\_\_\_\_

Prevention Coordinator \_\_\_\_\_

Preventionist \_\_\_\_\_

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement, including, but not limited to Paragraph 12, subparagraph A, subsection (5) and Paragraph 14, subparagraph H, of the Additional Provisions.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

SCHEDULE   C  

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Strategic Prevention Framework - State Incentive Grant)

	Period of (02/01/14- 06/30/14)
1. Maximum Allocation .....	\$ <u>42,196</u>
2. Projected Revenue .....	\$ <u>0</u>
3. Gross Program Allocation .....	\$ <u>42,196</u>
(Item 1 plus Item 2)	
4. Maximum Monthly Amount/Allocation .....	\$ <u>8,439</u>
(Item 1 divided by the number of months in the period)	

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement and ADDITIONAL PROVISIONS.

AODPS

INSTITUTE FOR PUBLIC STRATEGIES

BUDGET C

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Strategic Prevention Framework - State Incentive Grant)

<u>ITEM</u>	Period of (02/01/14- 06/30/14)
Salaries .....	\$ <u>0</u>
Facility Rent/Lease .....	\$ <u>0</u>
Equipment Leases .....	\$ <u>0</u>
Services and Supplies .....	\$ <u>34,195</u>
Administrative Overhead .....	\$ <u>8,001</u>
Gross Budget*	\$ <u>42,196</u>

\* Contractor may revise the amount of any existing line item(s) by a maximum of ten percent (10%) of the gross budget without prior written approval of, and not more than twenty-five percent (25%) of the gross budget with prior written approval of, Director or his authorized designee. Therefore, any increase in any line item(s) of the budget shall be offset by a corresponding decrease in the other line item(s) of the budget. In any event, any revisions made in the gross budget, shall not result in any increase in County's maximum obligation during the term of this Agreement.

County reserves the right to withhold payments to Contractor for reasons set forth in this Agreement, including, but not limited to Paragraph 12, subparagraph A, subsection (5) and Paragraph 14, subparagraph H, of the ADDITIONAL PROVISIONS.

INSTITUTE FOR PUBLIC STRATEGIES  
STATEMENT OF WORK

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Strategic Prevention Framework – State Incentive Grant)

OVERALL GOAL: Contractor shall indicate the overall prevention program goal to be achieved. A goal is a broad statement (i.e., statement of work or mission statement) which describes the services to be provided by Contractor and the overall goal(s) and/or objective(s) that such services will achieve.

Overall Goal:

To reduce retail availability of alcohol to youth, social availability of alcohol to youth, and drinking and driving in the city of Santa Monica.

SPF-SIG SERVICE/PROGRAM DESCRIPTION: Contractor shall provide a clear and concise prevention program description that describes strategies/activities for addressing specific alcohol and other drug associated problems that are related to the overall goal:

Implement population-based environmental prevention services including retail beverage seller/server training, compliance checks, party patrols, DUI checkpoints, and the promotion of a social host liability ordinance.

INSTITUTE FOR PUBLIC STRATEGIES

STATEMENT OF WORK (CONTINUED)

ALCOHOL AND OTHER DRUG PREVENTION SERVICES

(Strategic Prevention Framework - State Incentive Grant)

STRATEGIES: Attach the County approved FY 2013-2014 Work Plan which includes program objectives, activities, timelines, expected outcomes, and evaluation methods to be provided in order to achieve the goals and objectives (as described in Paragraph 9, SERVICES TO BE PROVIDED, Subparagraph F). The approved FY 2013-2014 Work Plan may be amended within 30 days after completion of the comprehensive community assessment and must be approved by SAPC Director before implementation of services. Any subsequent Work Plan shall be submitted by Contractor within sixty (60) calendar days prior to start of each fiscal year for approval by SAPC Director where approved Work Plans may be amended if justified in writing by September 30<sup>th</sup> of the contract year and are approved by SAPC Director before implementation of services.

EXHIBIT II

Contract No. PH-002007

ALCOHOL AND DRUG SERVICES AGREEMENT

Amendment No. 1

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014,

by and between COUNTY OF LOS ANGELES  
(hereafter "County"),  
and BEHAVIORAL HEALTH SERVICES,  
INC. (hereafter "Contractor").

WHEREAS, reference is made to that certain document  
entitled "ALCOHOL AND DRUG SERVICES AGREEMENT", dated January 1,  
2012, and further identified as Agreement No. PH-002007, and any  
Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend  
Agreement to provide additional Alcohol and Other Drug Prevention  
Services-Comprehensive Prevention Services and increase the  
maximum obligation of County and make other hereafter designated  
changes; and

WHEREAS, said Agreement provides that changes may be made  
in the form of a written amendment which is formally approved  
and executed by the parties; and

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective January 21, 2014.

2. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph A, shall be revised to read as follows:

"A. Contractor shall provide services in the form as described in the body of this Agreement and in the following documents, which are attached hereto and incorporated herein by reference:

- (1) ADDITIONAL PROVISIONS - DEPARTMENT OF PUBLIC HEALTH - SUBSTANCE ABUSE PREVENTION AND CONTROL - ALCOHOL AND DRUG SERVICES AGREEMENT - October 1, 2011
- (2) Exhibit A - Alcohol and Other Drug Prevention Services - (Comprehensive Prevention Services)
- (3) Exhibit B - Alcohol and Other Drug Prevention Services - (Comprehensive Prevention Services)
- (4) Exhibit C - Alcohol and Other Drug Prevention Services (Comprehensive Prevention Services)
- (5) COUNTY OF LOS ANGELES YOUTH TREATMENT STANDARDS AND PRACTICES - JANUARY 2008

Contractor hereby acknowledges receipt of the above referenced documents numbers (1) through (5) attached hereto. In addition, Contractor further acknowledges receipt of any applicable Schedule(s), Budget(s), and/or Statement of Work forms (which further defines the rates

and services to be provided by Contractor herein), as referenced and attached to the above listed Exhibit(s)."

3. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, third subparagraph shall be revised to read as follows:

"During the period of July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided under this Agreement total Five Hundred Sixty Thousand Dollars (\$560,000). This sum represents the total maximum obligation of County as determined by adding each maximum allocation shown in the Exhibit(s), attached hereto, subject to availability of funds."

4. Effective on the date of this amendment, Exhibit C and Schedule C (period of 07/01/13 - 06/30/14) shall be attached hereto and incorporated herein by reference.

5. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director and has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

BEHAVIORAL HEALTH SERVICES, INC  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
JOHN F. KRATTLI  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

#02782

BEHAVIORAL HEALTH SERVICES, INC.

EXHIBIT C

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
**(Comprehensive Prevention Services)**

1. DEFINITION: Alcohol and Other Drug ("AOD") Prevention Services - "Comprehensive Prevention Services" (all hereafter "CPS") aim to 1) decrease underage drinking and binge drinking; 2) decrease illicit drug use that is marijuana, methamphetamine, and ecstasy, and/or 3) decrease misuse of legal product that is inhalants, over-the-counter medications, and prescription drugs, among youth and young adults in Los Angeles County. This is achieved through culturally competent evidence-based programs/services that focus on both community and individual level efforts to reduce alcohol availability and accessibility and decrease the social norms and community conditions that contribute to AOD use within the target population(s) and/or communities. The AOD problems and contributing factors identified in the comprehensive community assessment determine the selection of prevention services/efforts for these services. Selected services/efforts change the local environment and conditions that facilitate AOD use, identify individuals who could benefit from or contribute to prevention services/efforts,

and change the knowledge and behaviors of youth and adults that contribute to community norms about AOD use or actual AOD use.

Active participation by local community residents (youth and adults), leaders, non-AOD focused businesses, AOD services providers, and others are integral to understanding the local AOD related problems and community conditions, and participating in identifying and driving sustainable change for the AOD related prevention efforts. To ensure community involvement in implementing and sustaining the AOD prevention efforts, the CPS contractor actively participates in all coalition meetings coordinated by the Environmental Prevention Services "EPS" contractor in the Service Planning Area(s) (SPA) where it provides services. Furthermore, the CPS contractor maintains formal and consistent community involvement in the development and implementation of its prevention efforts, including a) encouraging community involvement on the EPS led coalition and actively disseminating that information to the target community(ies) or population(s) and b) maintaining a mechanism (e.g., community advisory board, local coalition) to obtain community feedback on the CPS contractor's prevention services to effectively and efficiently adjust to the changing needs of that community.

All services shall be delivered in accordance with County requirements and the SAPC *Prevention Standards and Practices*.

2. TARGETED AREA: The Los Angeles County city(ies) and/or community(ies) within the target SPA for these activities, as defined by the Contractor and approved by the Substance Abuse Prevention and Control's ("SAPC") Director, or his/her designee, (all hereafter "SAPC Director") are as follows: The target SPA is 4, and the more defined services locations are (include specific boundaries such as cities or street names): Hollywood area.

3. TARGET POPULATIONS: Populations to be served include, but are not limited to, youth, adults, and community members within the targeted area (as described in Paragraph 2). Unless a specific population(s) is/are identified immediately below, CPS shall be made available to males and females of all population groups within the target area. Contractor shall ensure culturally competent programming that reflects the target population(s) within the target area.

Specific population(s) to be served is/are youth and young adults, parents and community members. The CPS will serve: X Males/X Females. The primary age group(s) for direct services is/are: (select all that apply):

- Children 0-5 years old       Young Adults 18-24 years old  
 Children 6-11 years old       Adults 25-59 years old  
 Youth 12-17 years old       Older Adults 60+ years old  
 Other: \_\_\_\_.

4. PREVENTION PROGRAM SITE(S) OF OPERATION: Contractor's facility (ies) and the days and hours of operation where CPS services are planned, conducted, and program documentation are maintained as follows:

Facility 1 is located at 6838 West Sunset Boulevard, Los Angeles CA 90028-7008. Contractor's facility telephone number is 323-461-3161, facsimile/FAX number is 323-461-5683, and electronic-mail ("e-mail") address is [dshook@bhs-inc.org](mailto:dshook@bhs-inc.org); [dlevan@bhs-inc.org](mailto:dlevan@bhs-inc.org); [ssummers@bhs-inc.org](mailto:ssummers@bhs-inc.org); [ceohenry@bhs-inc.org](mailto:ceohenry@bhs-inc.org); [xvalentine@bhs-inc.org](mailto:xvalentine@bhs-inc.org). Contractor's facility days and hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m.

Contractor shall obtain prior written approval from the SACP Director, at least thirty (30) calendar days before terminating services at such location(s) and/or before commencing such services at any other location. If the days and hours of operation, telephone number, facsimile/FAX number, or e-mail address of Contractor facility(ies), as noted above, are changed in any manner, Contractor shall inform the SACP

Director, via formal written letter/notice, at least ten (10) calendar days prior to the effective date(s) thereof.

5. MAXIMUM ALLOCATION:

A. During the period of January 21, 2014, 2013 through June 30, 2014, that portion of the maximum obligation of County which is allocated for the facility(ies) listed in this Exhibit for CPS totals One Hundred Sixty Thousand Dollars (\$160,000). Other financial information for this Exhibit is contained in the Schedule(s) and/or Budget(s), attached hereto and incorporated herein by reference.

6. REIMBURSEMENT: County agrees to compensate Contractor for actual reimbursable costs incurred during Fiscal Year (FY) 2013-14 and an hourly rate (Fee-For-Service (FFS) rate per staff hour) as described hereunder. The definition of "services" for the purpose of this Paragraph shall include time spent performing any services or activities designated in this Exhibit as outlined in the attached County approved Work Plan, Statement of Work, and Strategic Prevention Framework plan; and it shall also include any time spent on the preparation for such service activities.

For the period of January 21, 2014 through June 30 2014, County agrees to compensate Contractor for the services provided under this Agreement, at the hourly rate (fee-for-service rate per staff hour) as set forth in the Schedule(s) referenced herein that directly corresponds with achievement of the services and activities outlined in the County approved Work Plan. Contractor agrees that only services (i.e., staff hours) performed by designated staff position titles shall be reimbursable under this Agreement. The definition of "staff hour" for the purposes of this Agreement is an hour worked by designated staff for which Contractor compensates an employee for providing the services as described in Paragraph 9, SERVICES TO BE PROVIDED of this Exhibit. A listing of such designated staff position titles shall be provided to SAPC within ten (10) calendar days prior to the effective date of this Agreement, and shall be listed in the Schedule(s) referenced herein. Contractor's "staff hours" billed during a reporting month that do not directly correspond with achievement of services in the County approved Work Plan shall not be reimbursable for payment by the County. Furthermore, if payment is made by the County for services for a reporting month (s) that according to the

County approved Work Plan are not completed in-full and on-time, reimbursement shall be reduced and/or disallowed accordingly.

Contractor shall maintain daily time records of those staff performing under such designated staff position titles, and providing approved Work Plan services, which shall be signed by the employee and by his/her supervisor confirming the accuracy of the number of staff hours and the corresponding Work Plan Services being claimed for reimbursement. In no event shall County's compensation to Contractor exceed the maximum allocation stated herein.

Reimbursement can be delayed and/or disallowed if Contractor is non-compliant with the terms of the Agreement including, but not limited to, failure to complete County approved Work Plan services on-time and in-full, submit required reports on-time and in-full; submit data/documentation reflective of all services as outlined in the County approved Work Plan and as required for the community assessment and evaluation; and appropriately document or input service data into the California Outcome Measurement Service for Prevention (CalOMS Pv) database as required, and as set forth in the BILLING AND PAYMENT Paragraph of the ADDITIONAL PROVISIONS of this Agreement.

7. STAFFING: Subject to requirements outlined in STAFFING Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall comply with the following requirements:

A. AOD Use Policy: Contractor shall establish and maintain a written policy regarding AOD use in the workplace by its employees.

B. Minimum Full-Time Equivalent ("FTE"): As outlined in the STAFFING Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall employ at least one (1) individual (i.e., 1.0 FTE position) specifically assigned to work full time on this CPS Agreement. Contractor shall operate continuously throughout the term of this Agreement with the number of staff FTE's identified in Contractor's budget and as presented to County during the development and negotiation of this Agreement. Contractor shall fill any vacant budgeted position within sixty (60) calendar days after the vacancy occurs.

During the term of this Agreement, Contractor shall make available and shall provide upon request to authorized representatives of SAPC, a list of persons by name, title,

professional degree, salary, and experience who are providing CPS hereunder. If an Executive Director, Program Director, Prevention Coordinator or equivalent position becomes vacant during the term of this Agreement, Contractor shall, prior to filling said vacancy, notify the SAPC Director about Contractor's plans to fill the vacancy and document that prospective candidates meet the minimum qualifications for vacant positions.

Contractor shall institute and maintain appropriate supervision of all persons providing services pursuant to this Agreement. Contractor shall be responsible for training employees, as appropriate, concerning applicable federal, State and County laws, regulations, guidelines, directives, and administrative procedures. Contractor shall institute a training program, that is approved by the SAPC Director, and includes all County requirements in which all personnel employed in-full or in-part by this Agreement shall participate.

C. Minimum Qualifications: The following minimum qualifications shall apply to all staff and management employed in-full or in-part under this Agreement, including

employees directly involved in the administration,  
supervision and/or provision of services:

1) Minimum one (1) year experience providing alcohol, tobacco, and other drug (ATOD) prevention services; education may be substituted for experience where coursework is directly related to the ATOD prevention or Public Health fields.

2) Knowledge and understanding of AOD use prevention planning and implementation including education, screening and referral, community-based, and environmental prevention efforts;

3) Knowledge and understanding of the Strategic Prevention Framework (SPF) and its integral role in program planning, development, and evaluation;

4) Ability to plan, implement, and evaluate prevention services;

5) Knowledge of evidence-based strategies and prevention concepts for addressing AOD related community problems and contributing factors;

6) Ability to actively participate as a coalition member and effectively inform, engage, and

mobilize community members around the prevention efforts;

7) Ability to deliver and document services correctly and in accordance with the County approved Work Plan;

8) Competency to work with the various ethnic/cultural groups in the target area/community; and

9) Ability to train program staff on required contracted services, CalOMS Pv data entry, and other required reporting

D. Program Director: Contractor shall designate a Program Director to administer the CPS provided under this Agreement. In addition to the Minimum Qualifications described above in Section C, such person designated shall have a minimum of two (2) years of professional experience in the areas of budgeting, facility operation, fiscal management, personnel, evidence-based prevention program planning, report writing, documentation of specific activities, program evaluation, volunteer supervision, and knowledge of State and County funding requirements and other requirements for AOD prevention services.

E. Prevention Coordinator: Contractor shall employ at least one (1) individual for this position (i.e., 1.0 FTE) specifically assigned to work full time on this CPS Agreement whose responsibilities include oversight of daily operations, implementation of the County approved Work Plan, and ensuring compliance with County, State, and federal funding contract requirements, ensuring compliance with data and entry into CalOMS Pv, and who is under the direct supervision of the Contractor's Program Director.

F. Fingerprint Clearance: Contractors whose prevention services require contact with, or participation of, individuals less than 18 years of age, shall not employ staff on active probation or parole within the last three (3) years, and shall require a Live Scan fingerprint clearance for criminal history background through the Department of Justice and Federal Bureau of Investigation prior to employment. Contractor shall not employ any person if they have a criminal conviction record or pending criminal trial for offenses specified by County, including that described in the *Prevention Standards and Practices*, (i.e., felonies, falsification of public records, sex offenses, and offenses against children), unless such

information has been fully disclosed and employment of employee for this program has been formally approved by the County's Probation Department and the Department of Public Health. County reserves the right to prohibit Contractor and, if applicable, its subcontracted agencies, from employment or continued employment of any such person. Contractor must monitor for subsequent notifications from the Department of Justice regarding employee convictions or arrests to maintain compliance with the aforementioned fingerprint requirements

8. PROGRAM CAPACITY AND PRODUCTIVITY BASELINE TO ESTABLISH PROJECTED MINIMUM UNITS OF SERVICE FOR AGREEMENT TERMS FY 2013-2014:

A. The total number of full time equivalent ("FTE") positions budgeted to the program hereunder is 2.24 for FY 2013-2014.

B. The total number of FTE positions dedicated to perform staff hours during the Agreement term is 1.2 for FY 2013-2014.

C. Contractor shall provide a minimum of 1,601 actual staff hours for each dedicated FTE position(s) during the Agreement term.

D. Contractor shall provide a minimum of 1,972 staff hours FY 2013-2014 during the Agreement term (multiply Subparagraph "B" amount by Subparagraph "C" amount as described hereinabove).

9. SERVICES TO BE PROVIDED: For the purpose of this Agreement, services to be provided include, but are not limited to, the criteria described hereunder, and inclusive of all aspects of the accepted CPS Proposals submitted in response to the AODPS Request for Proposal released in October 2010, and at the level and quality detailed therein unless otherwise required or approved by the County. These prevention services shall be directed at individuals who never received nor require treatment services, and do not/would not meet criteria for substance abuse or dependence. Contractor shall comply with the following requirements:

A. Strategic Prevention Framework (SPF): Contractor shall use the SPF to guide program planning, development, and evaluation throughout the contract term. Contractor shall submit their SPF plan to SAPC for review and approval; any modifications must be justified in writing within 30 days of completion of the County approved

comprehensive community assessment and approved by SAPC Director.

B. Comprehensive Community Assessment: Contractor shall conduct a comprehensive community assessment within six (6) months of the contract award, and throughout the contract term as required by the County and in accordance with the *Prevention Standards and Practices*. The purpose of the comprehensive community assessment is to better articulate actual community conditions/needs, and identify what prevention efforts will lead to the greatest decrease in AOD availability and accessibility and community norms and conditions that facilitate AOD use within the specified geographic area(s) or target population(s). SAPC-identified survey tools/questions, other data collection methods, and a data collection schedule shall be required. Upon completion of the comprehensive community assessment, the Contractor shall submit all raw data and other documentation of findings and results to SAPC electronically to be incorporated in the County-wide community assessment database. Contractor shall be responsible for the integrity of all data submitted to County for inclusion in the County-wide database. Data

integrity refers to the assurance that facts stored in Contractor's database are consistent, can be reconciled, and accurately reflect the real world they are meant to describe. Failure of Contractor to ensure the integrity of data submitted to County shall constitute a breach of contract and this Agreement may be terminated. The contractor shall not begin direct services until the comprehensive community assessment has been completed and approved by the SAPC Director.

An exception to the requirement to complete the six (6) month assessment prior to initiation of direct services may be requested by the Contractor after ninety (90) days of the contract term provided specified assessment activities are completed as required. The request shall be submitted in writing and approved by the SAPC Director prior to implementation of limited direct services. If approved, the Contractor is still required to complete all aspects of the assessment as required by the County, and may be required to reduce any approved direct services if assessment activities are not completed as required by the due date.

C. Coalition and Community Involvement: Contractor shall actively participate in all mandatory coalition meetings coordinated by the EPS contractor in SPA(s) where it provides services, and effectively inform, engage, and mobilize community members around the coalition's prevention efforts. Contractor shall also develop a formal mechanism (e.g. community advisory meetings, collaborative, Town Halls) to obtain community feedback to guide the development of the prevention services and effectively and efficiently adjust to changing community needs. . Contractor shall report to SAPC regarding its participation on the SPA-based coalition meetings as required, as well as its formal mechanism to obtain community feedback which includes providing minutes of all meetings, record statements of proceedings, listings of attendees, absentees, topics discussed, resolutions, and motions proposed with actions taken; both shall be submitted as an attachment to the Quarterly Report as required.

D. Comprehensive Prevention Services: To be considered comprehensive prevention services the overall program design must appropriately implement efforts to 1) change the local environment and conditions that facilitate AOD

use, 2) identify individuals who could benefit from or contribute to prevention services/efforts, and 3) change the knowledge and behaviors of youth and adults that contribute to community norms about AOD use or actual AOD use.

To address part 2 above, Contractors must select one of the following Alcohol and Other Drug (AOD) Screening Tool/Instruments: the Substance Abuse Subtle Screening Inventory (SASSI) or Alcohol, Smoking, and Substance Involvement Screening Test (ASSIST) which are AOD validated (tested)/ standardized screening tools, or the Alcohol Use Disorders Identification Test - Consumption (AUDIT C+), as the screening tool to determine need for indicated prevention services. The Contractor selected tool is: N/A - Screening is not required for these services.

E. EVIDENCE-BASED PRACTICES: Contractor is required to select AOD CPS, activities, and/or programs that have been adequately substantiated by evidence/research to impact community and/or individual level AOD use and related outcomes. This includes 1) evidence-based programs or curricula categorized under substance abuse prevention on the National Registry of Evidence-based Programs and

Practices or Communities That Care Prevention Strategies Guide; 2) substantiated AOD environmental strategies such as those described in the RAND Preventing Underage Drinking Technical Report or the Centers for Disease Control and Prevention Community Guide; or 3) where the program or curricula is not a recognized best practice/model program (as described in one and two above), substantiated results of an evaluation/research conducted by an evaluator independent of the proposer that documents the ability of the program/curricula to achieve the intended outcomes. Contractor selected evidence-based practices/programs will be determined based on the target population in Hollywood and community needs. The evidence-based parenting program (Parenting Wisely) and an evidence-based, strengths-based assessment (BRIIM) are being considered.

Failure to document implementation of the evidence-based practices listed above with fidelity each fiscal year of the contract term shall be determined a breach of contract, and may result in a funding reduction up to and including contract termination.

F. ANNUAL WORK PLANS: Contractor shall develop an annual Work Plan (using the required template) that

outlines the services selected based on the comprehensive community assessment and impact SAPC's goals and objectives (listed herein).

The County approved FY 2013-2014 Work Plan shall be submitted to the County. The Contractor must complete the County approved Work Plan in-full and on-time.

The Work Plan must include all major and minor activities necessary to complete the comprehensive community assessment; achieve the selected prevention services; maintain community involvement/participation for Contractor's program and on the EPS led Coalition; maintain fidelity to the evidence-based practices (identified in subparagraph E), and conduct the evaluation. The Work Plan must include key target completion dates by month for the fiscal year (e.g. start date of July 1, 2011 and end date of June 30, 2012 are not permitted).

At a minimum, two goals (Goal 1 is required), two Long-Term Objectives (Long-Term Objective 1.1 is required) and, three associated Short-Term Objectives are required.

**Goal 1:** Decrease underage drinking and binge drinking among youth and young adults in Los Angeles County.

- **Long-Term Objective 1.1:** Reduce availability of and access to alcohol by underage youth.
  - **Short-Term Objective 1.1.1:** Decrease rates of retail access to alcohol by underage youth.
  - **Short-Term Objective 1.1.2:** Decrease rates of social access to alcohol by underage youth.
  - **Short-Term Objective 1.1.3:** Decrease the availability of alcohol in the community to underage youth.
- **Long-Term Objective 1.2:** Change social norms that contribute to alcohol use by decreasing favorable attitudes toward underage and binge drinking.
  - **Short-Term Objective 1.2.1:** Increase parent/guardian communication and disapproval of underage alcohol use.
  - **Short-Term Objective 1.2.2:** Increase recognition of high-risk alcohol use patterns among youth and young adults.
  - **Short-Term Objective 1.2.3:** Decrease social influences associated with alcohol use among youth and young adults.

- **Short-Term Objective 1.2.4:** Reduce exposure to outdoor and in-store alcohol advertising.

**Goal 2:** Decrease illicit drug use (i.e. marijuana, methamphetamine, ecstasy) among youth and young adults in Los Angeles County.

- **Long-Term Objective 2.1:** Reduce availability of and access to illicit drugs by youth and young adults.
  - **Short-Term Objective 2.1.1:** Decrease rates of access to illicit drugs in homes, parties, and public events.
  - **Short-Term Objective 2.1.2:** Decrease access to illicit drugs in retail settings.
- **Long-Term Objective 2.2:** Decrease community conditions conducive to illicit drug use.
  - **Short-Term Objective 2.2.1:** Decrease neighborhood tolerance for drug dealing.
  - **Short-Term Objective 2.2.2:** Decrease prevalence of nuisance locations.
- **Long Term Objective 2.3:** Change social norms that contribute to substance use by decreasing favorable attitudes toward illicit drug use.

- **Short-Term Objective 2.3.1:** Increase parent/guardian communication and disapproval of illicit drug use.
- **Short-Term Objective 2.3.2:** Decrease social influences associated with illicit drug use among youth and young adults.
- **Short-Term Objective 2.3.3:** Reduce exposure to pro-drug products and advertising.

**Goal 3:** Decrease misuse of legal products (i.e. inhalants, over-the-counter (OTC) medications, prescription (Rx) drugs) among youth and young adults in Los Angeles County.

- **Long-Term Objective 3.1:** Reduce availability of and access to legal products that can be misused among youth and young adults.
  - **Short-Term Objective 3.1.1:** Increase retail outlet management of substances that can be misused.
  - **Short-Term Objective 3.1.2:** Increase adult management of substances in the home that can be misused.

- **Long-Term Objective 3.2:** Change social norms that contribute to substance use by decreasing favorable attitudes toward use of legal products commonly available in the home or retail outlets that can be misused.
- **Short-Term Objective 3.2.1:** Increase parent/guardian communication and disapproval of OTC, Rx, and inhalants misuse.
- **Short-Term Objective 3.2.2:** Decrease social influences associated with misuse of legal products among youth and young adults.

Over the thirty (30) month Agreement term, the Work Plan must reflect a logical progression to achieve the goals and objectives; be strategic, include measurable objectives, and evidence-based strategies; and include evaluation measures as stated in this Agreement.

G. CALIFORNIA OUTCOMES MEASUREMENT SERVICES FOR PREVENTION ("CalOMS PV"): Contractor shall comply with the CalOMS Pv data reporting requirements as required by the California State Department of Alcohol and Drug Programs (CA-ADP) and County. Contractor shall participate in CalOMS Pv training sessions and meetings as instructed by

County. Contractor staff shall train program staff to use the CalOMS Pv web-based system within thirty (30) calendar days of hire, and provide or arrange for technical support as needed thereafter. Contractor shall designate a minimum of one (1) staff and one (1) alternate to serve as the primary contact person for CalOMS Pv data system issues.

Contractor shall enter program service data into the CalOMS Pv database on a daily or at a minimum weekly basis, and as required by County. Data shall be entered to reflect all services outlined in the Contractor's County approved Work Plan. Contractor shall refer to the CalOMS Pv Description of Services, and other County requirements, for reporting prevention services into the CalOMS Pv database. Contractor shall comply with submitting CalOMS Pv data as scheduled by County.

Billing reimbursement may be delayed if Contractor's CalOMS Pv data entry is delinquent, consistently inaccurate, does not fully represent completion of services in the approved County Work Plan, or otherwise does not comply with County and CA-ADP data reporting requirements.

H. REPORTS: Subject to the reporting requirements outlined in the REPORTS Paragraph of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit the following reports: Annual Work Plans, Work Plan Amendments (as required), Quarterly Reports, Year-End Reports, Comprehensive Community Assessment results, survey data and results (as required), and evaluation data and reports. Additional reports may be required by SAPC as necessary. Report formats/templates will be provided by County. Billing reimbursement may be delayed if reports are not submitted on-time and as required.

I. MEETINGS AND TRAININGS: Contractor's Executive Director and/or Program Director shall participate in all coalition meetings coordinated by the CPS contractor in SPA(s) where the agency provides CPS (outlined in Section 8, SERVICES TO BE PROVIDED, in this Agreement) and participate in all County required prevention provider meetings and workgroups. In addition, Contractor's Program Director, Prevention Coordinator, and all direct services staff as required by County, shall participate in trainings as required by County. (See outline in Staffing Paragraph of the ADDITIONAL PROVISIONS, incorporated herein.)

J. EVALUATION REQUIREMENTS: Contractor shall conduct a process and an outcome evaluation to determine whether the Contractor's services, objectives, and outcomes outlined in the SPF and the County approved Work Plan were achieved, how County goals and objectives were impacted, and whether modifications to the services are required based on the results. The Contractor shall submit a detailed evaluation plan for approval by the County within 60 days of the contract award and update the plan each fiscal year. The plan includes, but is not limited to, methods and timelines for conducting the process and outcome evaluations, verification that a minimum of five (5) percent of the budget is allocated for program evaluation each fiscal year, how fidelity to the evidence-based model(s) or practice(s) is to be maintained and measured, and the qualifications of the evaluator. The Contractor shall also submit detailed data and summary data as required by the County.

Contractor also agrees to participate in a cross-system evaluation as coordinated and required by the County to determine comparative program effectiveness. Contractor participation shall include, but is not be limited to,

training on program evaluation procedures, data collection and reporting, administration of standardized evaluation and outcome reporting instruments, and other requirements as detailed by the County. Failure of Contractor to participate in the evaluation activities as described in this Paragraph shall constitute a breach of contract and this Agreement may be terminated by County.

K. PUBLIC ANNOUNCEMENTS, LITERATURE, AND OUTREACH:

Subject to the requirements of the PUBLIC ANNOUNCEMENTS, LITERATURE, AND OUTREACH PARAGRAPH of the ADDITIONAL PROVISIONS of this Agreement, Contractor shall submit all materials, public announcements, literature, audiovisuals, and printed materials utilized in association with this Agreement, which may be an allowable cost for review and approval by SAPC Director prior to publication, printing, duplication, and implementation for this Agreement. All such materials, public announcements, literature, audiovisuals, printed materials, community needs assessment surveys distributed by Contractor, materials describing services provided herein, shall include an acknowledgment that funding for such public announcements, literature, audiovisuals, and printed materials was "made possible by

County of Los Angeles, Department of Public Health, SAPC". Submission forms shall be provided by SAPC and used by Contractor to obtain the necessary review and approval from SAPC for all materials as described herein, prior to publication and/or use.

L. Property of County: All data and reports generated from the Contractor's comprehensive community assessment, evaluation, and any other assessment activities required by the County (as described in paragraph 9 SERVICES TO BE PROVIDED subparagraphs A, B, H, and J), as well as materials developed (as described in paragraph 9 SERVICES TO BE PROVIDED subparagraph K) with County funding are considered property of the County and may be included as part of County publications as needed or required.

10. PERFORMANCE EVALUATION: Pursuant to COUNTY'S QUALITY ASSURANCE PLAN Paragraph of the ADDITIONAL PROVISIONS of this Agreement, incorporated herein, Contractor's performance shall be measured by County to determine the adequacy of Contractor's performance and to develop recommendations for continuation of funding for prevention services for successive fiscal years. Review of the approved comprehensive community assessment, completion of the County approved Work Plan, CalOMS Pv

submissions, evaluation report, utilization, results of the on-site audit reports, and others may be considered in this determination. Failure to document and complete the above as required by the County at the end of each fiscal year of the contract term shall be determined a breach of contract, and may result in a reduction in funding up to and including contract termination.

Program audits will take place twice during the initial FY 2011-12, with the first audit conducted during the second quarter and the second audit during the fourth quarter, and once thereafter during the fourth quarter within FYs 2012-14, in order to determine completion of service activities and compliance with this Agreement including, but not limited to, the County approved Work Plan. Contractor shall maintain service activity documentation to support the provision of activities and services outlined in the County approved Work Plan.

Incomplete Work Plan activities/services by the Contractor identified during an audit will be determined as an area of deficiency on the site visit report. The auditor shall require a written Plan of Corrective Action (POCA). Contractor shall describe in the POCA the steps taken to complete the

activities/services and/or correct the area(s) of deficiency within the Agreement term. A POCA follow-up site visit shall be conducted after July 1<sup>st</sup> and no later than July 30th of the following fiscal year.

CPS\_



BEHAVIORAL HEALTH SERVICES, INC.

STATEMENT OF WORK

ALCOHOL AND OTHER DRUG PREVENTION SERVICES  
(Comprehensive Prevention Services)

OVERALL GOAL: Contractor shall indicate the overall prevention program goal to be achieved. A goal is a broad statement (i.e., statement of work or mission statement) which describes the services to be provided by Contractor and the overall goal(s) and/or objective(s) that such services will achieve.

Overall Goal:

The goal is to decrease the use of alcohol and illicit drugs by youth in the Hollywood area through decreasing access to alcohol and increasing preventative parenting skills in the population and increasing risk reducing assets in identified at-risk youth.

COMPREHENSIVE PREVENTION SERVICE/PROGRAM DESCRIPTION:

Contractor shall provide a clear and concise prevention program description that describes strategies/activities for addressing specific alcohol and other drug associated problems that are related to the overall goal:

The above goals will be accomplished by increasing the enforcement of existing social host ordinances and obtaining the passage of new social host ordinances, delivering an evidence-

based parenting program (Parenting Wisely) and an evidence-based,  
strengths-based assessment (BRRIIM), referral and follow-up  
process to at-risk youth .

BEHAVIORAL HEALTH SERVICES, INC.

STATEMENT OF WORK (CONTINUED)

ALCOHOL AND OTHER DRUG PREVENTION SERVICES

(Comprehensive Prevention Services)

STRATEGIES: Attach is the County approved FY 2011-2012 Work Plan which includes program objectives, activities, timelines, expected outcomes, and evaluation methods to be provided in order to achieve the goals and objectives (as described in Paragraph 9, SERVICES TO BE PROVIDED, Subparagraph F). The approved FY 2011-2012 Work Plan may be amended within 30 days after completion of the comprehensive community assessment and must be approved by SAPC Director before implementation of services. FY 2012-2013, and FY 2013-2014 Work Plans shall be submitted by Contractor within sixty (60) calendar days prior to start of each fiscal year for approval by SAPC Director where approved Work Plans may be amended if justified in writing by September 30<sup>th</sup> of the contract year and are approved by SAPC Director before implementation of services.

**DEPARTMENT OF PUBLIC HEALTH  
SUBSTANCE USE DISORDER SERVICES**

Amendment No. 4

THIS AMENDMENT is made and entered into this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014,

by and between

COUNTY OF LOS ANGELES (hereafter  
"County")

and

PHOENIX HOUSES OF LOS ANGELES,  
INC. (hereafter "Contractor")

WHEREAS, reference is made to that certain document entitled "Substance Use Disorder Services", dated October 1, 2012, and further identified as Contract No. PH-002247, and any Amendments thereto (all hereafter "Contract"); and

WHEREAS, it is the intent of the parties hereto to amend Contract to reflect funding adjustments and other hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

NOW THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective on January 21, 2014.

2. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph A shall be revised to read as follows:

“A. Contractor shall provide services in the manner described in Exhibit A (Statement(s) of Work identified as Exhibits A-1.2, A-2.1, A-3, A-4.1, A-5.2, and A-6.1) and all its attachments, attached hereto and incorporated herein by reference.”

3. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, Subparagraph B shall be revised to read as follows:

“B. Effective July 1, 2013 through June 30, 2014, the maximum obligation of County for all services provided hereunder shall not exceed Three Million, One Hundred Thirty-Three Thousand, Four Hundred Thirty-Nine Dollars (\$3,133,439), as set forth in Exhibit B-4, attached hereto and incorporated herein by reference.”

4. Effective on the date of this Amendment, Exhibit A-5.1 shall be replaced with Exhibit A-5.2, attached hereto and incorporated herein by reference.

5. Effective on the date of this Amendment, Exhibit B-3 shall be replaced with Exhibit B-4, attached hereto and incorporated herein by reference.

6. Effective on the date of this Amendment, wherever “Exhibit B-3” is referenced in this Contract it shall now be referred to as “Exhibit B-4.”

7. Except for the changes set forth hereinabove, Contract shall not be changed in any other respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

PHOENIX HOUSES OF  
LOS ANGELES, INC. \_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_  
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
JOHN F. KRATTLI  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Patricia Gibson, Chief  
Contracts and Grants Division

#02782

**PHOENIX HOUSES OF LOS ANGELES, INC.**

**STATEMENT OF WORK**

**Adolescent Intervention, Treatment, and Recovery Programs**

**Prevention and Treatment Services**

**A. SERVICE MODALITIES**

Funding provided under this Statement of Work (SOW) shall cover the following service modalities for Substance Use Disorder (SUD):

1. Treatment Services for Youth and Young Adults (Residential)

Residential AOD treatment is a twenty-four (24) hour residential program where treatment services and/or specialized recovery services are made available to qualifying individuals who have AOD problems that require intensive services. Participants are involved in no less than six (6) hours of planned treatment and recovery activities per day and are under the supervision of trained staff.

Depending on the modalities offered by the Contractor, and to the extent allowable under the program and/or funding requirements, the Contractor shall be responsible for determining service appropriateness for stepping down or stepping up participants from one level of services to another based on clinical assessment.

**B. DEFINITIONS**

1. Treatment Services for Youth and Young Adults (Residential)

SUD treatment services target youth ages twelve (12) through seventeen (17), and up through twenty-one (21) as clinically appropriate, whose AOD use has escalated to a qualifying SUD and who do require residency at a Contractor's facility as part of the treatment process. This also includes collaborative treatment services projects such as DYSAT Protocol for youth involved in the dependency system and the JJCPA Program for youth involved in the delinquency system. These projects are further defined in the respective required protocols and in Sections 2.1 and 2.2 under Treatment Services for Youth and Young Adults (Non-Residential) above.

**C. PERSONS TO BE SERVED**

1. Persons to be provided services under this SOW are youth and young adults who require AOD prevention or SUD treatment services and who reside in Los Angeles County. Further restrictions on age populations to be served are described in Section B: Definitions.

Services must also be available to youth and young adults who are homeless. For purposes of this SOW, "homeless" persons are defined as those individuals who lack shelter and the financial resources to acquire shelter, and whose regular nighttime dwelling is or may be different every night to include, but not limited to, the streets, parks, subways, bus terminals, railroad stations, airports, shelters and/or other similar locations.

2. Unless a specific special population(s) is identified, services will be made available to men and women of all ages, and to all ethnic and special population groups.

Specific special population(s) to be served: None

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3. Services will be made available to  males  females.

4. Services will be made available to the following age group(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Children 0-7 years old           | <input type="checkbox"/> Adults 25-59 years old              |
| <input type="checkbox"/> Children 8-11 years old          | <input type="checkbox"/> Older Adults 60+ years old          |
| <input checked="" type="checkbox"/> Youth 12-17 years old | <input type="checkbox"/> Parent/Guardian of Minors Served    |
| <input type="checkbox"/> Young Adults 18-24 years old     | <input type="checkbox"/> Other: <u>13 To 17 Years Of Age</u> |

5. Placement to the level and intensity of SUD treatment, including initial duration of participation in the program by any participant, shall be based on a clinical assessment, and any extension on the initial prescribed length of stay shall be fully and appropriately justified in the participant's treatment plan. Placement in AOD prevention services shall be based on an appropriate screening. In evaluating participants for admission to the program, preferential consideration shall be given to homeless persons with substance use problems.

6. The approved duration of participation for the entire continuum of care, including movement to a lower or higher level of care is 365 days.

7. The static capacity (number of individuals who can receive the full scope of services at any given time) and the estimated total number of persons served in a Fiscal Year by service type are as follows:

NON-RESIDENTIAL SERVICES		
MODALITY	STATIC CAPACITY	FISCAL YEAR ESTIMATE
Prevention		
Treatment General (including DYSAT)		
Treatment JJCPA		

RESIDENTIAL SERVICES		
MODALITY	STATIC CAPACITY	FISCAL YEAR ESTIMATE
Treatment General (including DYSAT)	21.99	29.33
Treatment JJCPA	1	2

#### D. SPECIFIC SERVICES TO BE PROVIDED

1. Contractor shall provide services in accordance with the following:
  - a) Specific Services to be Provided, not attached but included herein by reference;
  - b) Facility Directory, as listed in Attachment 1 of this SOW;
  - c) Any and all County policies and procedures, including but not limited to the *Youth Treatment Standards and Practices, Prevention Services Standards and Practices, Dependent Youth Substance Abuse Treatment Protocol July 2008, DYSAT Provider Fact Sheet, and JJCPA Provider Fact Sheet*; and
  - d) Any and all procedures formulated and adopted by Contractor, and approved by SAPC Director.
2. Outcome measures and performance objectives:
  - a) Contractor must ensure that all referrals are responded to within five (5) business days or receipt and enroll participants immediately after screening/assessment if appropriate.
  - b) Contractor shall maintain an accurate database of all individuals referred and served (including frequency and types of services), that also includes demographic and outcome data. The Contractor will also submit a standardized monthly report to SAPC regarding participants (referrals, admissions, service frequency etc.) as well as accurate expenditures/billing.
3. Required reports and documents:
  - a) Submit an Annual Work Plan that reflects all services to be provided under this SOW at least thirty (30) days prior to the close of the current Fiscal Year for the subsequent Fiscal Year for review and approval by SAPC.
  - b) Enter prevention service activities into the web-based CalOMS for Prevention database by the monthly due date in accordance with the approved Annual Work Plan and as conducted. Enter treatment youth into the LACPRS system as required.
  - c) Submit monthly reports for collaborative projects (e.g., DYSAT, JJCPA) as required by SAPC.

- d) Submit a Year-End Report that reflects a summary of services provided and outcomes achieved as required by SAPC.
4. Reimbursement for Nonresidential
- a) For non-residential services under this SOW, prevention services constitute [44.51%], general treatment services constitute [43.64%] and JJCPA treatment services constitute [11.85%].
- b) Contractors are required to deliver services in accordance with the allocation percentages outlined in 4.1 above and remain in compliance with SAPC's respective funding requirements. All submitted documents (e.g., Work Plan, Annual Report), data reporting (e.g., CalOMS for Prevention, LACPRS), and claims reimbursement forms must reflect the allocations above.
- c) Contractor agrees to be reimbursed for services under this SOW, at the hourly rate (provisional rate per staff hour) as set forth in the Schedule(s). A "staff hour" is an hour worked by designated Contractor staff preparing for or directly providing an activity allowable under this SOW.
- d) Only services (i.e., staff hours) performed by designated staff position titles included in the Schedule(s) will be reimbursable under this SOW. Daily time records for all designated staff persons performing allowable services under this SOW must be signed by the employee and his/her supervisor confirming the accuracy of the number of staff hours being claimed for reimbursement. In no event will the County's compensation to the Contractor exceed the maximum allocation stated herein.
- e) Staff and Full-Time Equivalent (FTE) Positions for Nonresidential Services:
- i. The total number of FTE positions budgeted is  N/A .
- ii. The total number of FTE positions dedicated to perform direct staff hours during the term is  N/A .
- iii. Contractor shall provide a minimum of 1,601 actual staff hours for each dedicated FTE position(s) during the term.
- iv. Contractor shall provide a minimum of  N/A  staff hours (subparagraph e.ii multiplied by subparagraph e.iii) during the term.

5. Residential Services

- a) For residential services under this SOW, general treatment services constitute [90.58%] and JJCPA treatment services constitute [9.42%].
- b) Contractor will be reimbursed for services provided to participants under this SOW at the daily rate (a fee-for-service rate for each resident day or portion thereof) as set forth in the Schedule(s) where a "resident day" is a twenty-four (24) hour period during which a specified licensed bed is assigned to and occupied by a registered participant. The contractor will be reimbursed for the

total days that a registered participant stays in the program including the first day but not the last day. If a registered participant stays in the program only a portion of one (1) day, and if sobering services are provided that person, the County will pay the contractor for one (1) resident day if said person remains in the program at least three (3) hours after being registered.

c) Facility Capacity and Persons Served:

- i. The total number of beds licensed by the State in the facility(ies) identified is as follows: Facility 1: 140; Facility 2: N/A.
- ii. The total number of beds to be used by program participants served under this SOW is as follows: Facility 1: 26/38; Facility 2: N/A.
- iii. The total bed capacity to be used by program residents during the term of this SOW is 9,490/13,870 (subparagraph 5.3.2 multiplied by 365 days).
- iv. During the term of the SOW, the Contractor shall maintain an occupancy level of 90/89 percent of the total bed capacity.
- v. Contractor shall provide a minimum of 8,628/12,472 resident day units of services during the SOW (subparagraph 5.3.3 multiplied by subparagraph 5.3.4).

6. Evidence-Based Practices

Contractor shall ensure use of evidence-based practices (EBP) that have been substantiated by research and evidence to reduce substance use and related consequences, particularly among youth involved in the juvenile justice system. All EBPs selected must be approved in advance by the SAPC Director or designee.

E. SERVICE DELIVERY SITE(S) AND DAYS AND HOURS OF OPERATION

To ensure access to services for in-school youth and working parent(s)/guardian(s) expanded service hours beyond 5 P.M. must be available at least two (2) days per week unless otherwise justified and agreed in writing by the County.

Hours of operation (excluding agency observed holidays) when these services are available to clients is as follows (insert tables if additional sites):

Insert Modality (residential)			
Site Address:	11600 Eldridge Avenue, Lake View Terrance, California 91342		
Day of Week	Hours of Operation	Day of Week	Hours of Operation
Sunday	24 Hours a day	Thursday	24 Hours a day
Monday	24 Hours a day	Friday	24 Hours a day
Tuesday	24 Hours a day	Saturday	24 Hours a day
Wednesday	24 Hours a day	Other Comments:	

Contractor shall provide services at, or administer services out of, the facility(ies) listed in Adolescent Intervention, Treatment, and Recovery Programs - Prevention and Treatment Services, Facility Directory Attachment 1, and submit participant data for treatment services provided therein, as set forth in the AUTOMATED LOS ANGELES COUNTY PARTICIPANT REPORTING SYSTEM Paragraph of the Contract. Facility may be removed as a service delivery site for this Statement of Work if Contractor does not submit participant data from the facility for three (3) consecutive months.

#### F. QUALITY ASSURANCE PLAN

The County will evaluate the Contractor’s performance under this Contract using the Substance Abuse Prevention and Control Master Audit Program; County Standard Terms and Conditions; as required in the PERFORMANCE BENCHMARKS AND DASHBOARDS Paragraph of the Contract; as required in the QUALITY CONTROL paragraph of this Statement of Work, and the following additional requirements:

1. Regular Meetings

Contractor is required to attend the scheduled regular meeting set up by the County Program Coordinator.

2. County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time during normal business hours. However, these personnel may not unreasonably interfere with the Contractor’s performance.

#### G. QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract. The Plan shall be submitted to the designated County Contract Program Auditor for review. The plan shall include, but may not be limited to the following:

1. Method of monitoring to ensure that Contract requirements are being met.
2. A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided to the County upon request.
3. As a result of federal, State, and local emphasis on better documenting and assessing program effectiveness, County may, at its sole discretion, require Contractors to participate in County-authorized process and outcome evaluations.

**PHOENIX HOUSES OF LOS ANGELES, INC.**

SCHEDULE A-5.2

**Treatment Services for Youth and Young Adults (Residential)**  
(Adolescent Intervention, Treatment and Recovery Program Services)

Fee-For-Service Daily Rate:

	Period of (10/01/12- 06/30/13)	Period of (07/01/13- 06/30/14)
1. Units of Service ..... (Resident Day)	<u>8,628</u>	<u>12,472</u>
2. Maximum Allocation .....	<u>\$1,283,826</u>	<u>\$1,855,750</u>
3. Projected Revenue .....	<u>\$ 0</u>	<u>\$ 0</u>
4. Projected Total Gross Program Cost .....	<u>\$1,283,826</u>	<u>\$1,855,750</u>
(Item 2 plus Item 3)		
5. Projected Gross Program Cost per Resident Day .....	<u>\$ 148.79</u>	<u>\$ 148.79</u>
(Item 4 divided by Item 1)		
6. Fee-For-Service Rate Per Resident Day	<u>\$ 148.79</u>	<u>\$ 148.79</u>
7. Maximum Monthly Amount/Allocation .....	<u>\$ 142,647</u>	<u>\$ 154,645</u>
(Item 2 divided by the number of months in applicable period)		

AITRPS.RS

**SUBSTANCE ABUSE PREVENTION AND CONTROL**

Exhibit B-4

**RATES, ALLOCATION PER STATEMENT OF WORK, AND CONTRACT MAXIMUM OBLIGATION**

Legal Entity	Contract #	Statement of Work Funding Source/Program	10/1/12-06/30/13 Funding	Current FY 2013- 2014 Funding	FY 2013-2014 Funding Adjustment	FY 2013-2014 Revised Funding	FY 2014-2015 Funding
PHOENIX HOUSES OF LOS ANGELES, INC.	PH-002247	AB 109	\$ 555,101	\$ 607,842	\$ -	\$ 607,842	\$ -
		General Program Services	\$ 149,326	\$ 210,925	\$ -	\$ 210,925	\$ -
		General Relief	\$ 43,337	\$ 58,922	\$ -	\$ 58,922	\$ -
		Adolescent Intervention, Treatment and Recovery Programs - Juvenile Probation Camp Services	\$ 345,441	\$ 400,000	\$ -	\$ 400,000	\$ -
		Adolescent Intervention, Treatment, and Recovery Programs Prevention and Treatment Services	\$ 1,283,826	\$ 1,623,960	\$ 231,790	\$ 1,855,750	\$ -
		Adolescent Intervention, Treatment, and Recovery Programs Mental Health Services Act, Prevention and Early Intervention Project	\$ 230,376	\$ -	\$ -	\$ -	\$ -
<b>CONTRACT MAXIMUM OBLIGATION</b>			<b>\$ 2,607,407</b>	<b>\$ 2,901,649</b>	<b>\$ 231,790</b>	<b>\$ 3,133,439</b>	<b>\$ -</b>

\* Case Management is capped. Please see Service and Reimbursement Matrix for details.

**SUBSTANCE ABUSE PREVENTION AND CONTROL**

Exhibit B-4

**RATES, ALLOCATION PER STATEMENT OF WORK, AND CONTRACT MAXIMUM OBLIGATION**

Legal Entity	Contract #	Statement of Work Funding Source/Program	10/1/12-06/30/13 Funding	Current FY 2013- 2014 Funding	FY 2013-2014 Funding Adjustment	FY 2013-2014 Revised Funding	FY 2014-2015 Funding
PHOENIX HOUSES OF LOS ANGELES, INC.							
		<b>Residential Treatment</b>					
	AB 109	X9999 Residential Room and Board, including treatment	\$ 110.85	\$ 114.85	\$ 114.85		
	A-1.2	H0001 Assessment	\$ 75.99	\$ 89.42	\$ 83.59		
		H0003 Laboratory Analysis	\$ 12.26	N/A	\$ 13.48		
		H0006 Case Management *	\$ 15.92	\$ 19.28	\$ 17.51		
		H0022 Intervention Services	\$ 19.00	\$ 22.36	\$ 20.90		
		H0048 Alc and/or Drg Testing	\$ 18.39	N/A	\$ 20.23		
		H0049 Alc and/or Drg Screening	\$ 16.10	\$ 19.46	\$ 17.71		
		T1007 Treatment Plan Development Modification	\$ 15.92	\$ 19.28	\$ 17.51		
		T1012 Skills Development	\$ 15.92	\$ 19.28	\$ 17.51		
		<b>Outpatient Counseling</b>					
		H0004 OC-Individual Counseling	\$ 76.00	\$ 89.44	\$ 83.60		
		H0005 OC-Group Counseling	\$ 28.50	\$ 33.54	\$ 31.32		
		H0001 Assessment	\$ 75.99	\$ 89.42	\$ 83.59		
		H0003 Laboratory Analysis	\$ 12.26	N/A	\$ 13.48		
		H0006 Case Management *	\$ 15.92	\$ 19.28	\$ 17.51		
		H0022 Intervention Services	\$ 19.00	\$ 22.36	\$ 20.90		
		H0048 Alc and/or Drg Testing	\$ 18.39	N/A	\$ 20.23		
		H0049 Alc and/or Drg Screening	\$ 16.10	\$ 19.46	\$ 17.71		
		T1007 Treatment Plan Development Modification	\$ 15.92	\$ 19.28	\$ 17.51		
		T1012 Skills Development	\$ 15.92	\$ 19.28	\$ 17.51		
		<b>Center</b>					
		S9976 Lodging	\$ 30.00	N/A	N/A		
		<b>Total Funding, AB 109</b>		\$ 555,101	\$ 607,842	\$ -	\$ 607,842
							0
		<b>Residential Treatment</b>					
	General Program Services	X9999 Residential Room and Board, including treatment	\$ 110.85	\$ 114.85	\$ 114.85		
	A-2.1	H0001 Assessment	\$ 75.99	\$ 89.42	\$ 83.59		
		H0003 Laboratory Analysis	\$ 12.26	N/A	\$ 13.48		
		H0006 Case Management *	\$ 15.92	\$ 19.28	\$ 17.51		
		H0022 Intervention Services	\$ 19.00	\$ 22.36	\$ 20.90		
		H0048 Alcohol and/or Drug Testing	\$ 18.39	N/A	\$ 20.23		
		H0049 Alcohol and/or Drug Screening	\$ 16.10	\$ 19.46	\$ 17.71		
		T1007 Treatment Plan Development Modification	\$ 15.92	\$ 19.28	\$ 17.51		
		T1012 Skills Development	\$ 15.92	\$ 19.28	\$ 17.51		
		<b>Total Funding, General Program Services</b>		\$ 149,326	\$ 210,925	\$ -	\$ 210,925
							0

\* Case Management is capped. Please see Service and Reimbursement Matrix for details.

**SUBSTANCE ABUSE PREVENTION AND CONTROL**

**RATES, ALLOCATION PER STATEMENT OF WORK, AND CONTRACT MAXIMUM OBLIGATION**

Legal Entity	Contract #	Statement of Work Funding Source/Program	10/1/12-06/30/13 Funding	Current FY 2013- 2014 Funding	FY 2013-2014 Funding Adjustment	FY 2013-2014 Revised Funding	FY 2014-2015 Funding																																																																
		<b>Residential Treatment</b>																																																																					
		General Relief A-3	<table border="1"> <tr> <td>X9999</td> <td>Residential Room and Board, including treatment</td> <td>\$ 110.85</td> <td>\$ 114.85</td> <td>\$ 114.85</td> <td></td> <td></td> </tr> <tr> <td>H0001</td> <td>Assessment</td> <td>\$ 75.99</td> <td>\$ 89.42</td> <td>\$ 83.59</td> <td></td> <td></td> </tr> <tr> <td>H0003</td> <td>Laboratory Analysis</td> <td>\$ 12.26</td> <td>N/A</td> <td>\$ 13.48</td> <td></td> <td></td> </tr> <tr> <td>H0006</td> <td>Case Management *</td> <td>\$ 15.92</td> <td>\$ 19.28</td> <td>\$ 17.51</td> <td></td> <td></td> </tr> <tr> <td>H0022</td> <td>Intervention Services</td> <td>\$ 19.00</td> <td>\$ 22.36</td> <td>\$ 20.90</td> <td></td> <td></td> </tr> <tr> <td>H0048</td> <td>Alcohol and/or Drug Testing</td> <td>\$ 18.39</td> <td>N/A</td> <td>\$ 20.23</td> <td></td> <td></td> </tr> <tr> <td>H0049</td> <td>Alcohol and/or Drug Screening</td> <td>\$ 16.10</td> <td>\$ 19.46</td> <td>\$ 17.71</td> <td></td> <td></td> </tr> <tr> <td>T1007</td> <td>Treatment Plan Development Modification</td> <td>\$ 15.92</td> <td>\$ 19.28</td> <td>\$ 17.51</td> <td></td> <td></td> </tr> <tr> <td>T1012</td> <td>Skills Development</td> <td>\$ 15.92</td> <td>\$ 19.28</td> <td>\$ 17.51</td> <td></td> <td></td> </tr> </table>	X9999	Residential Room and Board, including treatment	\$ 110.85	\$ 114.85	\$ 114.85			H0001	Assessment	\$ 75.99	\$ 89.42	\$ 83.59			H0003	Laboratory Analysis	\$ 12.26	N/A	\$ 13.48			H0006	Case Management *	\$ 15.92	\$ 19.28	\$ 17.51			H0022	Intervention Services	\$ 19.00	\$ 22.36	\$ 20.90			H0048	Alcohol and/or Drug Testing	\$ 18.39	N/A	\$ 20.23			H0049	Alcohol and/or Drug Screening	\$ 16.10	\$ 19.46	\$ 17.71			T1007	Treatment Plan Development Modification	\$ 15.92	\$ 19.28	\$ 17.51			T1012	Skills Development	\$ 15.92	\$ 19.28	\$ 17.51							
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T1012	Skills Development	\$ 15.92	\$ 19.28	\$ 17.51																																																																			
		<b>Total Funding, General Relief</b>	\$ 43,337	\$ 58,922	\$ -	\$ 58,922	0																																																																

Adolescent Intervention,  
Treatment and Recovery  
Programs - Juvenile  
Probation Camp Services  
A-4.1

**Juvenile Probation Camp  
Services (In-Custody)**

**Total Funding, Adolescent Intervention, Treatment and  
Recovery Programs - Juvenile Probation Camp Services**

\$ 345,441    \$ 400,000    \$ -    \$ 400,000    0

**The Rate Study is for adult treatment and will not apply to the contracts herein for youth population services. Please see the Statement of Work for the services and rates for Youth.**

Adolescent Intervention,  
Treatment, and Recovery  
Programs Prevention and  
Treatment Services

**Treatment Services for Youth  
and Young Adults  
(Residential)**

A-5.2

**Total Funding, AITRPS**

\$ 1,283,826    \$ 1,623,960    \$ 231,790    \$ 1,855,750    0

**The Rate Study is for adult treatment and will not apply to the contracts herein for youth population services. Please see the Statement of Work for the services and rates for Youth.**

\* Case Management is capped. Please see Service and Reimbursement Matrix for details.

**SUBSTANCE ABUSE PREVENTION AND CONTROL**

**RATES, ALLOCATION PER STATEMENT OF WORK, AND CONTRACT MAXIMUM OBLIGATION**

Legal Entity	Contract #	Statement of Work Funding Source/Program	10/1/12-06/30/13 Funding	Current FY 2013- 2014 Funding	FY 2013-2014 Funding Adjustment	FY 2013-2014 Revised Funding	FY 2014-2015 Funding
		Adolescent Intervention, Treatment, and Recovery Programs Mental Health Services Act, Prevention and Early Intervention Project A-6.1					
		Mental Health Service Act, Prevention and Early Intervention Project (MHSA-PEI) At- Risk Family Services Project and Early Care and Support for Transition-Age Youth (Non- Residential Services)					
		<b>Total Funding, AIRPS-PEI</b>	\$ 230,376	\$ -	\$ -	\$ -	0

The Rate Study is for adult treatment and will not apply to the contracts herein for youth population services. Please see the Statement of Work for the services and rates for Youth.

<b>TOTAL MAXIMUM CONTRACT OBLIGATION</b>	\$ 2,607,407	\$ 2,901,649	\$ 231,790	\$ 3,133,439	\$ -
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\* Case Management is capped. Please see Service and Reimbursement Matrix for details.