COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.
Director

SUSAN KERR
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

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DEPARTMENT OF MENTAL HEALTH

http://dmh.co.la.ca.us

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601
Fax No.: (213) 386-1297

October 9, 2003

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

Dear Supervisors:

APPROVAL OF AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH THE MENTAL HEALTH ASSOCIATION IN LOS ANGELES COUNTY FOR FISCAL YEAR 2003-2004
AND
APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2003-2004
(SUPERVISORIAL DISTRICT 2)
(4 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of Mental Health to prepare, sign and execute Amendment No. 1 (substantially similar to Attachment I) to Contract No. DMH-01408 with the Mental Health Association in Los Angeles County (MHA), a Consultant Services Agreement, that shall increase the Maximum Contract Amount by $100,000 for Fiscal Year (FY) 2003-2004. The increase in dollars will be used for "Immersion Training" to management and direct service staff, as well as additional services for the collection and evaluation of outcomes data generated by participating agencies of the Assembly Bill (AB) 2034 Program. The revised Maximum Contract Amount will be $440,000 for FY 2003-2004 only and will be effective upon Board approval.

2. Approve the Request for Appropriation Adjustment in the amount of $100,000 for FY 2003-2004 (Attachment II), for the collection and evaluation of outcomes data and to provide Immersion Training to management and direct staff involved in the AB 2034 Program. The appropriation adjustment is fully funded with State AB 2034 funds.

3. Delegate authority to the Director of Mental Health to prepare, sign, and execute future amendments to the Consultant Services Agreement provided that: 1) the County's total payments to contractor under the Agreement for each fiscal year shall

not exceed a change of twenty percent from the applicable revised Maximum Contract Amount; 2) any increase shall be used to provide additional services or to reflect program and/or policy changes; 3) the Board of Supervisors has appropriated sufficient funds for all changes; 4) approval of County Counsel and the Chief Administrative Officer or his designee is obtained prior to any such Amendment; 5) the parties may, by written amendment, mutually agree to reduce programs or services without reference to the twenty percent limitation; and 6) the Director of Mental Health shall notify the Board of Supervisors of Agreement changes in writing within 30 days after execution of each Amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enable the Department of Mental Health (DMH) to continue meeting the State Department of Mental Health's (SDMH) requirements in collecting and evaluating outcomes data generated by service providers participating in the AB 2034 Program, and in training AB 2034 providers about the integrated services delivery model. The additional, one-time only AB 2034 funding will be utilized to fund increased staffing costs related to collecting and evaluating AB 2034 outcomes data, and to provide Immersion Training to both management and direct service staff involved in the AB 2034 Program.

Legislation requires counties participating in the AB 2034 Program to collect and evaluate outcomes data on a monthly basis. On June 10, 2003, your Board approved a Consultant Services Agreement with MHA to continue the collection and evaluation of outcomes data on AB 2034 providers, using the Caminar Case Management Software Program (Caminar).

The additional one-time funding for FY 2003-2004 also allows for the provision of Immersion Training for AB 2034 staff. Immersion Training provides an opportunity for AB 2034 providers to study the MHA Village's philosophy and structure and to learn how to incorporate these values in providing integrated services to effectively serve AB 2034 clients.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the County's third goal—"Organizational Effectiveness". MHA will collect and evaluate the State required outcomes data generated by agencies participating in the AB 2034 Program through data collection, ongoing technical support and data analysis. The emphasis of the AB 2034 Program is on reducing homelessness, psychiatric hospitalizations and incarcerations, as well as improving significant areas of functioning for clients such as residential and employment status.

FISCAL IMPACT/FINANCING

There is no impact on net County cost. For FY 2003-2004, the appropriation increase of $100,000 is fully funded with one-time only AB 2034 funding. This Amendment will increase MHA's Maximum Contract Amount by $100,000 of which $60,000 will be used for the Immersion Training and the remaining $40,000 will be utilized to fund increased staffing costs related to collecting and evaluating the AB 2034 outcomes data. MHA's revised Maximum Contract Amount will total $440,000 for FY 2003-2004 only.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

MHA is a nonprofit, multi-service agency whose mission is to advocate for and to provide mental health services to adults, families and transitional age youth. They currently have a DMH Legal Entity Agreement for comprehensive mental health services for severely and persistently mentally ill individuals. MHA has served severely and persistently mentally ill individuals since 1990 and has received national and worldwide recognition and numerous awards.

The AB 2034 Program (formerly AB 34) was established by the State Legislature in September 1999 to provide comprehensive services to severely mentally ill persons who are "homeless, recently released from a County jail or a State prison, or others who are untreated, unstable, and at significant risk of incarceration or homelessness unless treatment is provided to them." This Amendment will ensure that MHA has adequate resources to collect and analyze the outcomes data generated by AB 2034 program providers and to provide Immersion Training.

The proposed action has been reviewed and approved by County Counsel, the Chief Administrative Office, and DMH's Fiscal and Program Staff. The attached format has been approved as to form by County Counsel.

CONTRACTING PROCESS

On June 10, 2003, your Board adopted a Consultant Services Agreement with MHA to allow MHA to continue collecting and evaluating the outcomes data of AB 2034 providers through Caminar. SDMH allocated additional funding specifically for MHA to enhance its capacity to continue providing outcomes data collection and to provide Immersion Training for AB 2034 staff to fulfill those requirements specified in the AB 2034 legislation. MHA was selected to provide AB 2034 outcomes data collection and analysis because of its experience in providing technical support, training and operation of Caminar for other DMH programs.

IMPACT ON CURRENT SERVICES

Tracking and analyzing outcomes data is even more critical in the current climate of budget curtailments. Ability to show positive outcomes of the AB 2034 Program will enhance the Department's accountability and cost-effectiveness in serving the target population. Additionally, AB 2034 legislation requires that all participating AB 2034 counties collect and analyze data to be submitted to the State legislation on an annual basis. Further, the Immersion Training will offer AB 2034 providers with the knowledge and tools to assist clients in working toward their recovery. Approval of this Amendment will ensure that there is no interruption in the collection of outcomes data or in the provision of integrated mental health services, as required by SDMH.

CONCLUSION

The Department of Mental Health will need one (1) copy of the adopted Board's action. It is requested that the Executive Officer, Board of Supervisors notify the Department of Mental Health's Contract Development and Administration Division at (213) 738-4684, when these documents are available.

Respectfully submitted,

Marvin J. Southard
SK

Marvin J. Southard, D.S.W.
Director of Mental Health

MJS:RK:CK:RL

Attachments (2)

c: Chief Administrative Officer
County Counsel
Chairperson, Mental Health Commission

RBLs H: MHAcnsltagmnt03-04BrdLtrAmend1

ATTACHMENT I

CONTRACT NO. DMH-01408

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2003, by and between the COUNTY OF LOS ANGELES (hereafter "County") and Mental Health Association in Los Angeles County (hereafter "Consultant").

WHEREAS, County and Consultant have entered into a written Agreement, dated JUNE 10, 2003, identified as County Agreement No. DMH-01408; and

WHEREAS, for Fiscal Year 2003-2004 only, County and Consultant intend to amend Agreement only as described hereunder; and

WHEREAS, for Fiscal Year 2003-2004 only, County and Consultant intend to amend Agreement to increase the Maximum Contract Amount by $100,000 in Assembly Bill (AB) 2034 Funds for the additional services of collection and evaluation of outcomes data generated by agencies participating in the AB 2034 Program.

NOW, THEREFORE, County and Consultant agree that Agreement shall be amended only as follows:

1. Paragraph 4 (COMPENSATION) shall be deleted in its entirety and the following substituted therefore:

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" 4.0 COMPENSATION:

In consideration of the performance by Consultant in a manner satisfactory to County of the services described in Exhibit A-1, Consultant shall be paid in accordance with the Fee Schedule set out in Exhibit B-1. Total compensation for all services furnished hereunder shall not exceed the sum of FOUR HUNDRED FORTY THOUSAND Dollars ($440,000) for Fiscal Year (FY), 2003-2004 and THREE HUNDRED FORTY THOUSAND Dollars ($340,000) for FY 2004-2005 and THREE HUNDRED FORTY THOUSAND Dollars ($340,000) for FY 2005-2006. Notwithstanding such limitation of funds, Consultant agrees to satisfactorily complete all work specified in Exhibit A-1. To request payment, Consultant shall present to County's Project Manager monthly invoices to the project and a report of work completed for the invoice period. This report shall be prepared in a format satisfactory to County's Project Manager or his/her designated representative. Payment to Consultant shall be only upon written approval of the invoice and report by County 's Project Manager or his/her designated representative.

Consultant shall submit invoices to:

County of Los Angeles
Department of Mental Health
Adult Systems of Care
550 South Vermont Avenue
Los Angeles, CA 90020
Attn: Maria Funk, Ph.D.
AB 2034 Project Manager"

2. Exhibit A (Statement of Work) shall be deleted in its entirety and replaced with Exhibit A-1 (Statement of Work) attached hereto and incorporated herein by reference. All references in Agreement to Exhibit A (Statement of Work) shall be deemed amended to state Exhibit A-1 (Statement of Work).

3. Exhibit B (Fee Schedule) shall be deleted in its entirety and replaced with Exhibit B-1 (Fee Schedule) attached hereto and incorporated herein by reference. All references in Agreement to Exhibit B (Fee Schedule) shall be deemed amended to state Exhibit B-1 (Fee Schedule).

4. Except as provided in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

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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 County's Director of Mental 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.

APPROVED AS TO FORM:

LLOYD W. PELLMAN
County Counsel

By _____
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

By_____
MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

Mental Health Association in Los Angeles County
CONTRACTOR

By_____

Name Richard Van Horn

Title Executive Director
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development and
Administration Division

RBLsH: MHAcnsltagrmntFY03-04Amend1.doc

EXHIBIT A-1

STATEMENT OF WORK

The Mental Health Association in Los Angeles County (MHA) agrees to perform the following services for Los Angeles County Department of Mental Health (DMH) in the provision of collecting and evaluating outcome data generated by agencies participating in the AB 34/2034 Program:

I. DATA COLLECTION, ANALYSIS AND EVALUATION

- Assist in conducting an analysis of AB 34 and AB 2034 programs and their effect on the quality of life outcomes of the mental health consumers they serve. The focus will be on significant areas of functioning for clients such as their residential and employment status. There will be a heavy emphasis on the impact these programs have on reducing homelessness, incarceration, and contact with law enforcement agencies.

- MHA will assist DMH in three broad management areas:

  1. Data Collection System
     a) Software development
     b) Ongoing technical support
     c) Maintenance of databases for providers who choose to use the "direct data submission" method

  2. Ongoing Technical Support
     a) Assistance to all direct service staff in the use of data collection forms
     b) Assistance to data entry staff on entering data into the software system
     c) Assistance to provider management staff on generating reports for quality improvement

  3. Data Analysis
     a) Aggregation of data
     b) Generation and dissemination of all reports required by the State

- MHA Outcomes and Research Division will periodically upgrade the software code of the Caminar Software system to implement changes in the data reporting requirements of the California State Department of Mental Health (SDMH).

- MHA will conduct ongoing training workshops for the staff of all AB 34/2034 programs in the use of the outcome tracking forms and in the entry of data into the Caminar Software system. These workshops will cover the following:

1. State required data elements and reporting format
2. Overview of the MHA Outcome Tracking System
3. Discussion of options for outcome reporting
4. Training of direct service staff in the filling out of data entry forms
5. Training of data entry staff in the entry of data into the Caminar software system

- MHA will hire technical support specialists to collect data on a monthly basis from the AB 34/2034 programs. The Outcomes and Research Division will generate a monthly report for both Los Angeles County AB 34/2034 programs and for the State as a whole.

- The MHA Outcomes and Research Division will assist SDMH in organizing ongoing meetings of the AB 34/2034 Data Committee. These meetings will be held four times a year and will allow all programs participating in the AB 34/2034 program to provide input into data collection and analysis procedures, and to receive and discuss updates to the system.

- The MHA Outcomes and Research Division will assist SDMH in the preparation of the annual legislative report on the progress of the AB 34/2034 programs.

- The MHA Outcomes and Research Division will provide initial and ongoing technical support that will allow participating agencies to maintain the Caminar Software system at their site as their means of data collection.

II. IMMERSION TRAINING

MHA agrees to perform the following services for DMH in the provision of training for a maximum of 80 program managers and direct service staff participating in the AB 34/2034 Program.

MHA will provide "immersion training" to both management and direct service staff involved in the AB 34/2034 Program. Immersion training consists of trainees going to MHA for three days to study the Village's program philosophy and structure, and observe how they implement their values in practice.

The training includes lectures, role-playing, group discussion, field experience and an introduction to the principles of recovery and psychosocial rehabilitation. Some of the topics covered will include:

1. Focusing on wellness and health rather than on illness and symptoms
2. Determining service/treatment based on abilities rather than on disabilities
3. Establishing high rather than low expectations of members (clients)
4. Using normalized rather than institutional settings
5. Focusing on functional behavior rather than on intra-psychic dynamics
6. Helping members to take acceptable risks to achieve their goals rather than working to minimize their stress
7. Members and staff collaborating rather than staff prescribing unilaterally
8. Focusing on self-help and independence rather than on care-taking
9. The generalist vs. the specialist orientation toward service provision
10. Expanding the definition of what it means to be a "case manager"
11. Working in teams
12. Working with dually diagnosed members
13. Focusing on work and fun

Training directed more toward management orientation will include:

1. Outcome evaluation
2. Staff and member recruitment
3. Personnel evaluation
4. Finding alternatives to hospitalization

Exhibit B-1

FEE SCHEDULE for Fiscal Year (FY) 2003-2004 ONLY

	Wages	Benefit	PR Taxes	Total	FTE	FTE Total
Personnel						
David Pilon	92,700	11,983.50	10,660.50	$115,344.00	1.00	$115,344
Yiling Hu	36,550	6,087.75	4,203.25	$46,841.00	1.00	$46,841
Monica Davis	33,000	5,715.00	3,795.00	$42,510.00	1.00	$42,510
Dan Wong	30,600	5,463.00	3,519.00	$39,582.00	1.00	$39,582
Roger Casem	28,950	5,289.75	3,329.25	$37,569.00	0.50	$18,785
Total Personnel	**221,800**	**34,539.00**	**25,507.00**	**$281,846.00**	**4.50**	**$263,062**

Salaries & Benefits	**263,062**
Professional Services	4,000
Computer Programming	15,000
Computer Hardware/Furniture	10,000
Mileage--Local	1,750
Office Supplies	7,500
Program Supplies	7,500
Rent	17,430
Printing	3,000
Telephone	7,500
Travel	4,500
Staff Development Recruitment	2,300
Insurance	1,500
Alarm	413
Bookkeeping/Admin	34,545

$ 380,000 = Total Billings for Data Collection only

+

60,000 = 80 "Immersion Slots" @ $750 per slot

$ 440,000 = TOTAL BILLINGS FOR FY 2003-2004

Invoices for all billings shall be submitted for approval and processing as costs are incurred to:

Maria Funk, Ph. D., Program Manager
DMH -- Countywide Programs
550 S. Vermont Ave., 12th Floor
Los Angeles, CA 90020
Tel: (213) 738-4385 Fax: (213) 381-5497

Exhibit B-1

FEE SCHEDULE for FYs 2004-2005 and 2005-2006 ONLY

	Wages	Benefit	PR Taxes	Total	FTE	FTE Total
Personnel						
David Pilon	92,700	11,983.50	10,660.50	$115,344.00	0.75	$86,508
Yiling Hu	36,550	6,087.75	4,203.25	$46,841.00	0.75	$35,131
Monica Davis	33,000	5,715.00	3,795.00	$42,510.00	0.75	$31,883
Dan Wong	30,600	5,463.00	3,519.00	$39,582.00	0.75	$29,687
Roger Casem	28,950	5,289.75	3,329.25	$37,569.00	0.50	$18,785
TBH - Tech Support	30,000	5,400.00	3,450.00	$38,850.00	0.75	$29,138
Total Personnel	**251,800**	**39,939.00**	**28,957.00**	**$320,696.00**	**4.25**	**$231,130**
Professional Services	5,000					
Computer Programming	15,000					
Computer Hardware/Furniture	10,000					
Mileage--Local	1,750					
Office Supplies	5,000					
Program Supplies	5,000					
Rent	17,430					
Printing	3,000					
Telephone	7,500					
Travel	4,500					
Staff Development/Recruitment	2,300					
Insurance	1,229					
Alarm	400					
Bookkeeping/Admin	30,761					
Sub Total	$108,870					**$108,870**
				YEARLY TOTAL for FYs 2004-2005 and 2005-2006		**$340,000**

Invoices for all billings shall be submitted for approval and processing as costs are incurred to:

Maria Funk, Ph. D., Program Manager
DMH -- Countywide Programs
550 S. Vermont Ave., 12th Floor
Los Angeles, CA 90020
Tel: (213) 738-4385 Fax: (213) 381-5497

RBLsH: MHAcnsltagrmntFY03-04Amend1FeeSched

ATTACHMENT II

BOARD OF SUPERVISORS OFFICIAL COPY

76R 352M (11/83)

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF Mental Health

19

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-Votes

Sources:

Department of Mental Health
State AB2034 Funds
A01-MH-20500-R215
$100,000

Uses:

Department of Mental Health
Services & Supplies
A01-MH-20500-2000
$100,000

This appropriation adjustment is needed to increase Services & Supplies for the collection and evaluation of outcomes data and Immersion Training for management and direct service staff for the AB2034 Program, to be provided by the Mental Health Association in Los Angeles County. This increase is fully funded by State AB2034 funds. There is no net County cost.

Marvin J. Southard, D.S.W.
Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR — ACTION ✓ RECOMMENDATION

AUDITOR-CONTROLLER NO. 36

BY [signature] SEPT 9 2003

APPROVED AS REQUESTED ✓ AS REVISED

Oct 7, 2003

S. Kikkawa for D.E. Janssen
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY
DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER