



FESIA A. DAVENPORT
Acting Chief Executive Officer

County of Los Angeles Health and Mental Health Services

DATE: Wednesday, January 6, 2021
TIME: 10:00 a.m.

**DUE TO CLOSURE OF ALL COUNTY BUILDINGS,
MEETING WILL BE HELD BY PHONE.
TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:
DIAL-IN NUMBER: 1 (323) 776-6996
CONFERENCE ID: 479494149#**

**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO
UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

AGENDA

Members of the Public may address the Health and Mental Health Services Meeting on any agenda item. Three (3) minutes are allowed for each item.

I. Call to order

II. NOTICE OF CLOSED SESSION

**CS-1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –
(Set for 9:00 am)
(Subdivision (a) of Government Code Section 54956.9)**

Marie Russell v. County of Los Angeles
Los Angeles Superior Court Case No. BC642848
Department: Health Services

**CS-2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION –
1 CASE – (Set for 9:30 am)
(Paragraph (1) of Subdivision (d) of Government Code section 54956.9)**

Michael Brown v. County of Los Angeles, et al.,
Los Angeles Superior Court Case No. MC027757
Department of Public Health

III. **Information Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):

- a. **DHS:** Request for Delegated Authority to Execute Agreements for Supplemental Medi-Cal Managed Care Payments
- b. **DHS:** Authorize Acquisition of the O-Arm Surgical Imaging System and Stealthstation S8 Surgical Navigation System for LAC+USC Medical Center
- c. **DHS:** Authorize Acquisition of a Stealthstation S8 Surgical Navigation System for Harbor-UCLA Medical Center
- d. **DHS:** Request to Accept Compromise Offers of Settlement for Patients Seen Under the Trauma Center Service Agreement

IV. **Presentation Item(s):**

- a. **DMH:** Adopt a Resolution to Accept the Los Angeles Workforce Education and Training Regional Partnership Grant Funding from the State of California Office of Statewide Health Planning and Development
- b. **DPH:** Approval to Execute a Master Agreement Work Order for the Provision of Temporary Personnel Services to Support the Substance Abuse Prevention and Control Program (#05377)

V. Items Continued from a Previous Meeting of the Board of Supervisors or from the Previous Agenda Review Meeting

VI. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda

VII. Public Comment

VIII. Adjournment

BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

II. RECOMMENDED ACTIONS (summarized)

III. COST AND FUNDING SOURCES

Cost:

Funding:

IV. BACKGROUND (critical and/or insightful)

V. POTENTIAL ISSUE(S)

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

January 19, 2021

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

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY TO EXECUTE AGREEMENTS FOR
SUPPLEMENTAL MEDI-CAL MANAGED CARE PAYMENTS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request for delegation of authority to the Director of Health Services, or authorized designee, to execute agreements with the California Department of Health Care Services related to intergovernmental transfers that fund supplemental Medi-Cal Managed Care Rate Increases, to make such transfers, and to pay the State for administering the rate range increases. To also request delegation of authority to amend agreements with the Local Initiative Health Authority for Los Angeles County and Health Net of California, Inc. to specify the terms for making payments to the Department of Health Services providers from the rate range increases the plans will receive as a result of the intergovernmental transfers.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of Health Services (Director), or authorized designee, to prepare and execute any and all agreements and amendments with applicable federal or state agencies and health plans for supplemental rate range payments related to Fiscal Year (FY) 2019-20 and future service periods, with the following caveats: (a) with respect to health plans, the authority provided herein shall be consistent with the term of each health plan's provider participation and hospital services agreements and contingent upon the Medi-Cal Managed Care Rate Increases (MMCRI) agreement/amendment's terms and conditions remaining substantially similar; (b) corresponding Health Net of California, Inc. (Health Net) administrative fees shall not exceed 2% of the total amount of the Intergovernmental Transfer (IGT) MMCRI; (c) execution shall be contingent upon funding being available within the Department of Health

Service's (DHS') existing resources; and, (d) with all transactions subject to prior review and approval by County Counsel -with subsequent notification to the Board and Chief Executive Office once final agreements and/or amendments have been executed.

2. Delegate authority to the Director, or authorized designee, to transfer and receive funds in accordance with such agreements and amendments as are provided above in Recommendation 1.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Starting with the October 1, 2006 service period, the State and federal governments have approved the County-developed rate range increases that use IGTs to match federal revenues to fund Medi-Cal Managed Care capitation rate range payments that are made to DHS facilities. Under Cal. Welf. & Inst. Code § 14301.4, to participate in the rate range increases, the County is assessed a 20 percent administrative fee by California Department of Health Care Services (DHCS), which is applied to the applicable IGT amounts; however, the administrative fee is not assessed on IGTs that are used to fund rate range payments associated with services for the Medicaid expansion population (under the Affordable Care Act).

The recommended actions are designed to provide DHS continuous delegated authority to enter into and effectuate the agreements or amendments necessary to implement the rate range increases for (FY) 2019-20 and future service periods.

The Centers for Medicare and Medicaid Services (CMS) must approve all MMCRI and review all relevant documentation. In the event that CMS imposes material changes to the rate range increases that increase the burden on DHS, DHS will return to the Board to request a new delegation of authority. Otherwise, DHS will notify the Board when the agreements/amendments are fully executed.

Implementation of Strategic Plan Goals

The recommended actions support "Goal III, Realize Tomorrow's Government Today and III.3 Pursue operational effectiveness, fiscal responsibility and accountability" of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

As an example of how the recommended action functions, DHS made IGT and DHCS administrative fee payments of \$112.4 million and \$20.5 million, respectively, in March 2020, and received \$364.8 million in May 2020 for service period July 1, 2018 through June 30, 2019. DHS is expected to make IGT and DHCS administrative fee payments

of approximately \$116.8 million and \$20.7 million, respectively, in March 2021, and receive approximately \$390.9 million in May 2021 for service period July 1, 2019 through June 30, 2020.

The payments received by DHS providers from Local Initiative Health Authority for Los Angeles County (L.A. Care) and Health Net hereunder must be expended for health care services; no part of such payments may be distributed to the County's general fund or used by other County entities. These revenues were included in the November 24, 2020 DHS Fiscal Outlook.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The State must pay health plans actuarially sound capitation rates for Medi-Cal Managed Care services. Such rates fall within a range. The rate range IGT provides the non-federal share necessary to increase the capitation payments made to L.A. Care and Health Net from the lower to the higher end of that range.

The rate range IGT agreements with DHCS require DHS to certify that the transferred funds qualify for federal financial participation, and do not constitute improper "recycling" of Medicaid funds. They provide that any IGT funds that cannot be used to fund the non-federal share of increased capitation payments to L.A. Care and Health Net will be returned to DHS; however, they also require the County to hold the State harmless for any federal disallowances.

The County does not receive Medi-Cal Managed Care payments directly from the State; rather, DHCS contracts with L.A. Care and Health Net, which then subcontracts for services with various provider networks, including DHS providers. Accordingly, in order to receive the benefit of the IGT-funded payments, DHS must execute amendments to its plan-provider agreements with L.A. Care and Health Net. These amendments stipulate that the health plans will pay to DHS the full amount of the IGT-funded supplemental payments they receive, except for Health Net's administrative fee of 2% of the total amount of the IGT MMCRI, and the amounts necessary to pay the Medi-Cal Managed Care Seller's tax imposed on the supplemental capitation payments that DHCS will make to both health plans. The payments made under the amendments represent compensation for Medi-Cal services rendered to the respective plan's Medi-Cal members, and are patient care revenues.

The amendments contain indemnification language requiring DHS to hold L.A. Care and Health Net harmless for any losses they incur as a result of the receipt of IGT-funded supplemental payments under the rate range increases.

The Honorable Board of Supervisors
January 19, 2021
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Once CMS approval is received, DHCS is likely to impose a short time frame for the completion of these agreements and the provision of the payments. To meet that time frame and to expedite receipt of these supplemental funds, DHS is requesting delegation of authority from the Board to execute the DHCS, L.A. Care, and Health Net agreements and amendments. Since August 2008, the Board has authorized the DHS to enter into similar agreements for the rate range increases. (Those relate to the periods beginning in 2006 and have been continuing since then.)

CONTRACTING PROCESS

Advertising on the County's Online Website is not applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services as a result of this authorization. However, approval of this action will allow DHS to increase federal revenue sources and meet revenue projections included in the DHS Fiscal Outlook.

Respectfully submitted,

Christina R. Ghaly, M.D.,
Director

CRG:aw

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

BOARD LETTER FACT SHEET

Agenda Review Date: January 6, 2021

Board Meeting Date: January 19, 2021

Sup. Dist. / SPA No.: 1st

DEPARTMENT: **Department of Health Services (DHS)**

SUBJECT: **AUTHORIZE ACQUISITION OF THE O-ARM SURGICAL IMAGING SYSTEM AND STEALTHSTATION S8 SURGICAL NAVIGATION SYSTEM FOR LAC+USC MEDICAL CENTER**

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

Authorize the Director of the ISD as the County's Purchasing Agent to proceed with the sole source acquisition of the O-arm Surgical Imaging System & Stealthstation S8 Surgical Navigation System for the Department of Health Services' LAC+USC Medical Center

II. RECOMMENDED ACTIONS (summarized)

Authorize the Director of the Internal Services Department, as the County's Purchasing Agent, to proceed with the sole source acquisition of the O-arm Surgical Imaging System (O-arm) and Stealthstation S8 Surgical Navigation System (Stealthstation S8) from Medtronic, Inc., for LAC+USC Medical Center (LAC+USC MC), with a combined total cost of approximately \$1,295,000. The purchase of Stealthstation S8 is to replace prior generation Stealthstation 7 that is nearing end of serviceable use, as it will not be repairable when it breaks.

III. COST AND FUNDING SOURCES

Cost: Estimated total cost is approximately \$1,295,000

Funding: DHS Fiscal Year 2020-21 Final Budget

IV. BACKGROUND (critical and/or insightful)

The acquisition of the O-arm and Stealthstation S8 is needed for surgical navigation of brain and spine operations. The O-arm is a mobile, intraoperative 2-D/3-D (CT-like) fluoroscopy device that acquires imaging once the patient is positioned for surgery. The images are automatically registered with the Stealthstation navigation platform. The purchase of Stealthstation S8 is to replace prior generation Stealthstation 7 that is nearing end of serviceable use, as it will not be repairable when it breaks. The Stealthstation enables precise resections of tumors, hemorrhages, and other disorders in the brain, spine, nasal cavities, ears, and neck as well as accurate catheter placement in the brain. LAC+USC Medical Center has determined that acquiring the O-arm and Stealthstation S8 will save surgery time in the operating room, reduce the frequency of redo operations ("takebacks") for incorrect hardware position, and enhance the surgeon's ability to continue providing high quality care and reduce surgical risks. In addition, the new navigation system will reduce radiation exposure to staff and patients; and increase the accuracy for tumor resections and placement of implants.

V. POTENTIAL ISSUE(S)

LAC+USC MC will not have the Stealthstation S8 Surgical Navigation System when the Stealthstation 7 breaks, as it will not be repairable.

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

Department of Health Services, Jason Ginsberg, jginsberg@dhs.lacounty.gov, (323) 914-7989
Department of Health Services, Daniel Amaya, damaya@dhs.lacounty.gov, (323) 409-4066
County Counsel, Kelly Hassel, KHassel@counsel.lacounty.gov, (213) 974-1803

January 19, 2021

DRAFT
DHS Letterhead

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:

**AUTHORIZE ACQUISITION OF THE O-ARM SURGICAL IMAGING SYSTEM AND
STEALTHSTATION S8 SURGICAL NAVIGATION SYSTEM FOR LAC+USC
MEDICAL CENTER
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Authorize the Director of the Internal Services Department as the County's Purchasing Agent to proceed with the sole source acquisition of the O-arm Surgical Imaging System and Stealthstation S8 Surgical Navigation System for the Department of Health Services' LAC+USC Medical Center.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Director of the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the sole source acquisition of the O-arm Surgical Imaging System (O-arm) and Stealthstation S8 Surgical Navigation System (Stealthstation S8) from Medtronic, Inc., for LAC+USC Medical Center (LAC+USC MC), with a combined total cost of approximately \$1,295,000, as this purchase will exceed the \$250,000 capital asset threshold established by the Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will allow ISD to acquire the O-arm and Stealthstation S8 for LAC+USC MC with an estimated total cost of approximately \$1,295,000.

The acquisition of the O-arm and Stealthstation S8 is needed for surgical navigation of brain and spine operations. The O-arm is a mobile, intraoperative 2-D/3-D (CT-like) fluoroscopy device that acquires imaging once the patient is positioned for surgery. The images are automatically registered with the Stealthstation navigation platform. The

purchase of Stealthstation S8 is to replace prior generation Stealthstation 7 that is nearing end of serviceable use, as it will not be repairable when it breaks. The Stealthstation enables precise resections of tumors, hemorrhages, and other disorders in the brain, spine, nasal cavities, ears, and neck as well as accurate catheter placement in the brain.

LAC+USC MC is requesting that the O-arm and Stealthstation S8 be acquired from a sole source vendor, because this equipment is proprietary to Medtronic, Inc., thus is the only vendor that can provide it. The choice of these products has been vetted by subject matter experts at the LAC+USC MC as well as the other Department of Health Services (DHS) hospitals. Other systems on the market were considered, but they lack the features and advantages of the Medtronic system. LAC+USC MC has determined that acquiring the O-arm and Stealthstation S8 will save surgery time in the operating room, reduce the frequency of redo operations ("takebacks") for incorrect hardware position, and enhance the surgeon's ability to continue providing high quality care and reduce surgical risks. In addition, the new navigation system will reduce radiation exposure to staff and patients; and increase the accuracy for tumor resections and placement of implants. It obviates the need for post-operative imaging to confirm hardware position, thus alleviating radiology backlog. Furthermore, by reducing the potential for surgical errors, it reduces medical legal liability for the County. These products have become standard of care since their introduction more than a decade ago.

Implementation of Strategic Plan Goals

The recommended action will support Goal I.2, "Enhance Our Delivery of Comprehensive Interventions" and II.2 "Support the Wellness of Our Communities", of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The combined total estimated cost for the O-arm and Stealthstation S8 is approximately \$1,295,000. The estimated acquisition cost includes the O-arm and Stealthstation S8, a one-year manufacturer's warranty, accessories, installation, shipping and handling, and tax. Funding is included in the DHS Fiscal Year 2020-21 Final Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed assets (now referred to as capital assets) acquisitions requiring County departments to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000, or greater, prior to submitting their requisitions to ISD.

CONTRACTING PROCESS

The acquisition of equipment falls under the statutory authority of the County Purchasing Agent and will be accomplished in accordance with the County's purchasing policies and procedures for sole sources established by ISD.

IMPACT ON CURRENT SERVICES

Approval of the recommendation will allow LAC+USC MC to continue to improve Neurosurgery procedural capability, safety, and efficiency in the operating room, resulting in optimal surgical treatment and improve patient outcomes.

Respectfully submitted,

Christina R. Ghaly, M.D.
Director

CG:jc

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Internal Services Department

BOARD LETTER FACT SHEET

Agenda Review Date: January 6, 2021

Board Meeting Date: January 19, 2021

Sup. Dist. / SPA No.: 2nd

DEPARTMENT: **Department of Health Services (DHS)**

SUBJECT: **AUTHORIZE ACQUISITION OF A STEALTHSTATION S8 SURGICAL NAVIGATION SYSTEM FOR HARBOR-UCLA MEDICAL CENTER**

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

Authorize the Director of the ISD, as the County's Purchasing Agent, to proceed with the sole source acquisition of a Stealthstation S8 Surgical Navigation System from Medtronic, Inc., for Harbor-UCLA Medical Center.

II. RECOMMENDED ACTIONS (summarized)

Authorize the Director of the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the sole source acquisition of a Stealthstation S8 Surgical Navigation System from Medtronic, Inc., for Harbor-UCLA Medical Center (H-UCLA MC), with a total cost of approximately \$516,000. As this purchase will exceed the \$250,000 capital asset threshold established by the Board.

III. COST AND FUNDING SOURCES

Cost: Estimated total cost is approximately \$516,000

Funding: DHS Fiscal Year 2020-21 Final Budget

IV. BACKGROUND (critical and/or insightful)

The Stealthstation S8 Surgical Navigation System will be used to replace the current outdated Stealthstation S7 system, which reached its end of service in December 2019 & will be used by the departments of Orthopedics, Neurosurgery, and Otolaryngology (ENT). Presently, ENT does not have access to this type of equipment, as the Stealth System used by this department was salvaged in 2018 & not replaced. This navigation system works with the existing O-Arm & the Kinevo microscope systems that are in place in the operating rooms. This equipment is a cranial procedure software advancement that enables exact precision for resections of tumors in the brain, spine, nasal cavities, ears, neck, and catheter placement. In addition, it is a navigation system can be used with the existing Medtronic intraoperative imaging equipment for spinal & cranial procedures. H-UCLA MC has determined that by acquiring the Stealthstation S8 navigation system will save surgery time in the operating room and enhance the surgeon's ability to continue providing high quality care & reduce surgical risks. In addition, the new navigation system will reduce radiation exposure to staff and patients & increase the accuracy for tumor resections and placement of implants.

V. POTENTIAL ISSUE(S)

The departments of Orthopedics, Neurosurgery, and Otolaryngology will not have access to this type of equipment.

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

Department of Health Services, Jason Ginsberg, jginsberg@dhs.lacounty.gov, (323) 914-7989

Department of Health Services, Azar Kattan, akattan@dhs.lacounty.gov, (424) 306-6312

County Counsel, Natasha Mosley, nmosley@counsel.lacounty.gov, (213) 974-8572

January 19, 2021

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:

**AUTHORIZE ACQUISITION OF A STEALTHSTATION S8 SURGICAL NAVIGATION
SYSTEM FOR HARBOR-UCLA MEDICAL CENTER
(SUPERVISORIAL DISTRICT 2)
(3 VOTES)**

SUBJECT

Authorize the Director of the Internal Services Department as the County's Purchasing Agent to proceed with the sole source acquisition of a Stealthstation S8 Surgical Navigation System for the Department of Health Services' Harbor-UCLA Medical Center.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Director of the Internal Services Department (ISD), as the County's Purchasing Agent, to proceed with the sole source acquisition of a Stealthstation S8 Surgical Navigation System from Medtronic, Inc., for Harbor-UCLA Medical Center (H-UCLA MC), with a total cost of approximately \$516,000. As this purchase will exceed the \$250,000 capital asset threshold established by the Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will allow ISD to acquire a new surgical navigation system for H-UCLA MC to replace the current out dated system. The Stealthstation S8 Surgical Navigation System will be used to replace the current Stealthstation S7 system, which reached its end of service in December 2019 and will be used by the departments of Orthopedics, Neurosurgery, and Otolaryngology (ENT). Presently, ENT does not have access to this type of equipment, as the Stealth System used by this department was salvaged in 2018 and not replaced. This navigation system works with the existing O-Arm and the Kinevo microscope systems that are in place in the operating rooms. This equipment is a cranial procedure software advancement that enables exact precision for resections of tumors in the brain, spine, nasal cavities, ears, neck, and catheter

placement. In addition, it is a navigation system can be used with the existing Medtronic intraoperative imaging equipment for spinal and cranial procedures.

H-UCLA MC is requesting that the Stealthstation S8 Navigation System be acquired from a sole source vendor, Medtronic, Inc., because it is the only vendor that can provide the navigation system that will work with the existing intraoperative surgical equipment. H-UCLA MC has determined that by acquiring the Stealthstation S8 navigation system will save surgery time in the operating room and enhance the surgeon's ability to continue providing high quality care and reduce surgical risks. In addition, the new navigation system will reduce radiation exposure to staff and patients and increase the accuracy for tumor resections and placement of implants.

Implementation of Strategic Plan Goals

The recommended action will support Goal I.2, "Enhance Our Delivery of Comprehensive Interventions" and II.2 "Support the Wellness of Our Communities", of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total estimated cost for the Stealthstation S8 Surgical Navigation System is approximately \$516,000. The estimated acquisition cost includes the navigation system, a one-year manufacturer's warranty, accessories, software applications and license, training, shipping and handling, and tax. Funding is included in the DHS Fiscal Year 2020-21 Final Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On October 16, 2001, the Board approved the classification categories for fixed assets and new requirements for major fixed assets (now referred to as capital assets) acquisitions requiring County departments to obtain Board approval to purchase or finance equipment with a unit cost of \$250,000, or greater, prior to submitting their requisitions to ISD.

CONTRACTING PROCESS

The acquisition of equipment falls under the statutory authority of the County Purchasing Agent and will be accomplished in accordance with the County's purchasing policies and procedures for sole sources established by ISD.

IMPACT ON CURRENT SERVICES

Approval of the recommendation will allow H-UCLA MC to continue to improve surgical procedural capability and efficiency in the operating room, resulting in optimal patient surgical treatment and improve patient outcomes.

Honorable Board of
Supervisors January 19, 2021
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Respectfully submitted,

Christina R. Ghaly, M.D.
Director

CG:jc

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Internal Services Department

BOARD LETTER FACT SHEET

Agenda Review Date:

Board Meeting Date:

Sup. Dist. / SPA No.:

DEPARTMENT:

SUBJECT:

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

II. RECOMMENDED ACTIONS (summarized)

III. COST AND FUNDING SOURCES

Cost:

Funding:

IV. BACKGROUND (critical and/or insightful)

V. POTENTIAL ISSUE(S)

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

January 19, 2021

DRAFT
DHS Letterhead

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

Dear Supervisors:

**REQUEST TO ACCEPT COMPROMISE OFFERS OF SETTLEMENT
FOR PATIENTS SEEN UNDER THE
TRAUMA CENTER SERVICE AGREEMENT
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

To request Board approval for the Director of Health Services, or authorized designee, to accept compromise offers of settlement for patients who received medical care at either County facilities and/or at non-County operated facilities under the Trauma Center Service Agreement. The compromise offers of settlement referenced below are not within the Director's authority to accept.

IT IS RECOMMENDED THAT YOUR BOARD:

Authorize the Director of Health Services (Director), or authorized designee, to accept the attached compromise offers of settlement, pursuant to Section 1473 of the Health and Safety Code, for the following individual accounts:

Patients who received medical care at County facilities:

Harbor UCLA Medical Center – Account Number 101039174 in the amount of \$325,000.00

Rancho Los Amigos National Rehabilitation Center – Account Number 100236291 in the amount of \$7,150.66

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Patients who received medical care at County facilities: The compromise offer of settlement for these patient accounts is recommended because the patients are unable

to pay the full amount of charges and the compromise offers represent the maximum amount the Department of Health Services (DHS) was able to negotiate or was offered.

The best interest of the County would be served by approving the acceptance of these compromises, as it will enable the DHS to maximize net revenue on these accounts.

Implementation of Strategic Plan Goals

The recommended actions will support Strategy III.3 “Pursue for Operational Effectiveness, Fiscal Responsibility, and Accountability” of the County’s Strategic Plan.

FISCAL IMPACT/FINANCING

This will expedite the County’s recovery of revenue totaling approximately \$332,150.66. There is no net cost to the County.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under County Code Chapter Section 2.76.046, the Director, or authorized designee, has the authority to reduce patient account liabilities by the greater of i) \$15,000, or ii) \$75,000 or 50 percent of the account balance, whichever is less. Any reduction exceeding the Director’s, or authorized designee’s, authority requires Board approval.

On January 15, 2002, the Board adopted an ordinance granting the Director, or authorized designee, authority to compromise or reduce patient account liabilities when it is in the best interest of the County to do so.

On November 1, 2005, the Board approved a revised ordinance granting the Director, or authorized designee, authority to reduce, on an account specific basis, the amount of any liability owed to the County which relates to medical care provided by third parties for which the County is contractually obligated to pay and related to which the County has subrogation or reimbursement rights. The revised ordinance was adopted by the Board on December 8, 2005.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Maximizing net revenues on patients who received medical care at County facilities will help DHS meet its budgeted revenue amounts. All payments received for the trauma accounts (non-County facilities) will replenish the Los Angeles County Trauma Funds.

The Honorable Board of Supervisors
January 19, 2021
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Respectfully submitted,

Christina R. Ghaly, M.D.
Director

CRG:ANW:VP

Enclosures (2)

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

DATA FOR COMPROMISE SETTLEMENT

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
TRANSMITTAL 21-2-A

Amount of Aid	\$3,161,890.00	Account Number	101039174
Amount Paid	0.00	Name	Adult Male
Balance Due	\$3,161,890.00	Service Date	06/26/2017
Compromise Amount Offered	\$325,000.00	Facility	Harbor UCLA Medical Center
Amount to be Written Off	\$2,836,890.00	Service Type	Inpatient/Outpatient

JUSTIFICATION

The patient was treated at Harbor UCLA Medical Center at a cost of \$3,161,890.00. Molina Medi-Cal Managed Care offered a good-faith amount of \$325,000.00 to settle the case. The claim for this account had several billing issues that caused the initial non-payment. Therefore this compromise offer of settlement is recommended because it represents the maximum amount the County was able to negotiate for payment after much deliberation.

DATA FOR COMPROMISE SETTLEMENT

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
TRANSMITTAL 21-2-B

Amount of Aid	\$51,975.00	Account Number	100236291
Amount Paid	0.00	Name	Adult Male
Balance Due	\$51,975.00	Service Date	02/15/2015-03/03/2020
Compromise Amount Offered	\$7,150.66	Facility	Rancho Los Amigos National Rehabilitation Center
Amount to be Written Off	\$44,824.34	Service Type	Inpatient

JUSTIFICATION

The patient was treated at Rancho Los Amigos National Rehabilitation Center at a total cost of \$51,975.00.

The attorney has settled the case in the amount of \$15,000.00. Due to the low recovery and the insufficient funds to fully satisfy all liens the attorney proposes the following disbursement:

Disbursements	Total Claim	Proposed Settlement	Percent of Settlement
Attorney Fees	\$5,000.00	\$0.00	0.0%
Attorney Cost	\$0.00	\$0.00	0.0%
Other lien holders	\$17,661.94	\$2,849.34	19.0%
Los Angeles Department of Health Services	\$51,975.00	\$7,150.66	47.67%
Net to Client (Heirs)	\$0.00	\$5,000.00	33.33%
Total	\$74,636.94	\$15,000.00	100.00%

BOARD LETTER FACT SHEET

DRAFT

Agenda Review Date: January 6, 2021

Board Meeting Date: January 19, 2021

Sup. Dist. / SPA No.: All Supervisorial Districts

DEPARTMENT: *Mental Health*

SUBJECT: Request adoption of a resolution to accept the Los Angeles Workforce Education and Training Regional Partnership Grant Funding from the State of California, Office of Statewide Health Planning and Development

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

Board approval will allow DMH to strengthen recruitment, training, education, and retention of the Public Mental Health System workforce thereby ensuring residents of Los Angeles County have access to a diverse and competent workforce.

II. RECOMMENDED ACTIONS (summarized)

Adopt and instruct the Chair of your Board to sign a resolution authorizing the DMH Director, or his designee to accept the Los Angeles Workforce Education and Training (WET) Regional Partnership Grant Funding from the State of California, Office of the Statewide Health Planning and Development (OSHPD) in the total amount of \$10,057,516 and authorize 33 percent Local Match funding in the total amount of \$3,318,980. Delegate authority to the Director or his designee to amend the OSHPD Grant Agreement to reflect revisions requested by either party, allow for rollover of funds, adjust the term and allow for any increase in funding with any such amendment subject to prior review and approval as to form by County Counsel, with written notice to the Board and Chief Executive Officer.

III. COST AND FUNDING SOURCES

Cost: \$3,318,980

Funding: State Mental Health Services Act (MHSA)

IV. BACKGROUND (critical and/or insightful)

On September 15, 2020, OSHPD awarded the County of Los Angeles the WET Regional Partnership Grant Agreement No. 20-10017, which offers the Los Angeles County Region opportunities to train and sustain public mental health system workforce efforts consistent with the MHSA mandates. Adoption of the resolution and Board approval of the recommended actions are required to accept the OSHPD Grant funding and authorize DMH to provide employment and education resources, and ongoing staffing support. In accordance with MHSA mandates, DMH will utilize the OSHPD Grant funds and Local Match allocation to fund the Mental Health Loan Repayment Program for a total of 1,070 recipients to provide educational loan repayment assistance for the Public Mental Health System workforce.

V. POTENTIAL ISSUE(S)

N/A

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

DMH: Debbie Innes-Gomberg, DIGomberg@dmh.lacounty.gov

County Counsel: Emily Issa, Elssa@counsel.lacounty.gov



DEPARTMENT OF MENTAL HEALTH

hope. recovery. wellbeing.

JONATHAN E. SHERIN, M.D., Ph.D.
Director

Gregory C. Polk, M.P.A.
Chief Deputy Director

Curley L. Bonds, M.D.
Chief Medical Officer

Lisa H. Wong, Psy.D.
Senior Deputy Director

January 19, 2021

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

Dear Supervisors:

**ADOPT A RESOLUTION TO ACCEPT THE LOS ANGELES
WORKFORCE EDUCATION AND TRAINING REGIONAL PARTNERSHIP
GRANT FUNDING FROM THE STATE OF CALIFORNIA
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request adoption of a resolution to accept grant funding from the State of California, Office of Statewide Health Planning and Development for Workforce Education and Training Regional Partnership efforts to strengthen recruitment, training, education, and retention of the Public Mental Health System workforce in Los Angeles County.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt and instruct the Chair of your Board to sign a resolution (Attachment I), authorizing the Department of Mental Health (DMH) Director, or his designee, to accept the Los Angeles Workforce Education and Training (WET) Regional Partnership Grant Funding from the State of California, Office of Statewide Health Planning and Development (OSHDP) in the total amount of \$10,057,516. Acceptance of OSHDP grant funding requires a 33 percent Local Match in the total amount of \$3,318,980 by July 31, 2024, fully funded by State Mental Health Services Act (MHSA) revenue. The term of the OSHDP Regional Partnership (OSHDP Grant) Agreement No. 20-10017 (Attachment II) is September 15, 2020 through June 30, 2026.
2. Delegate authority to the Director, or his designee, to prepare, sign, and execute future amendments to the OSHDP Grant, provided that any such amendment is necessary

to: 1) reflect revisions required by OSHPD or non-material revisions requested by either party to the Grant's terms and conditions; 2) allow for rollover of unspent funds upon OSHPD approval; 3) extend the term of OSHPD Grant Agreement after the expiration of its original term; and 4) provide for an increase in funding; with any such amendment subject to prior review and approval as to form by County Counsel, with written notice to the Board and Chief Executive Officer (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 15, 2020, OSHPD awarded the County of Los Angeles the WET Regional Partnership Grant Agreement No. 20-10017 (Attachment II) which offers the Los Angeles County Region opportunities to train and sustain public mental health system (PMHS) workforce efforts consistent with MHSA mandates. Adoption of the resolution and Board approval of these recommended actions are required to accept the Grant funding and authorize DMH to provide employment and education resources, and ongoing staffing support to coordinate and administer WET Regional Partnership programs and activities in Los Angeles County.

Board approval of the first Recommendation will adopt the resolution and authorize the Director, or his designee, to accept Grant funding in the total amount of \$10,057,516 from OSHPD and authorize 33 percent Local Match funding in the total amount of \$3,318,980 for the Los Angeles WET Regional Partnership.

Board approval of the second Recommendation will allow DMH to amend the OSHPD Grant Agreement to reflect revisions requested by either party, allow for the rollover of funds, adjust the term and allow for any increase in funding.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County's Strategic Plan Goal III, Realize Tomorrow's Government Today, specifically Strategy III.1 – Continually Pursue Development of Our Workforce.

FISCAL IMPACT/FINANCING

The total OSHPD Grant award is \$10,057,516. OSHPD will disburse Grant funds on an on-going basis through June 30, 2026, contingent upon satisfactory completion of the Scope of Work and Deliverables outlined in the OSHPD Grant Agreement No. 20-10017 (Attachment II).

As a requirement of the OSHPD Grant Agreement, 33 percent Local Match funding must be completed by July 31, 2024, otherwise a portion of the OSHPD Grant award will be returned to OSHPD. Local match will be fully funded by State MHSA revenue in the total

amount of \$3,318,980. Funding is included in DMH's Fiscal Year (FY) 2020-21 Adopted Budget.

There is no net County cost impact associated with the recommended actions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The State Budget Act of 2019 (SB109) allocated funding and authorized OSHPD to award grants to WET Regional Partnerships (Los Angeles County) with a requirement that Regional Partnerships provide a 33 percent Local Match funding to support WET Regional Partnership programs. OSHPD supports healthcare accessibility through the promotion of a diverse and competent workforce while providing analysis of California's healthcare infrastructure and coordinating healthcare workforce issues.

Section 5822 (d) of the Welfare and Institutions Code (WIC) sets forth Regional Partnerships as an important workforce strategy to assist PMHS professionals. Regional Partnerships are included as a priority strategy under the WET Five-Year Plan (WET Plan) approved by the California Behavioral Health Planning Council on January 2019 for FYs 2020-2025 with the intent to address regional needs by strengthening recruitment, training, education, and retention of the PMHS workforce.

In accordance with MHSA requirements, DMH posted the Mental Health Loan Repayment Program (MHLRP) for public comment on July 23, 2020. With the completion of the 30-day public comment period, the MHLRP is incorporated into the current MHSA Three Year Program and Expenditure Plan, which has been extended by statute for one additional year due to the COVID-19 pandemic.

MHSA mandates outreach, engagement, and services to the underserved/unserved communities. DMH will utilize OSHPD Grant funds and Local Match allocation to fund MHLRP for a total of 1,070 recipients to provide educational loan repayment assistance for PMHS professionals. In accordance with OSHPD's Grant Agreement, DMH will determine criteria eligibility as follows:

- Full-time employed direct mental health service personnel (peer/parent/family advocates, community workers, medical case workers, employment/housing specialists, substance abuse counselors, Master of Social Work/Licensed Clinical Social Workers, Marriage and Family Therapists/Licensed Marriage and Family Therapists, Supervisors, Psychologists, Psychiatric Mental Health Nurse Practitioners, and Pharmacists)
- Provide direct mental health services
- Work in a hard to fill/recruit programs (defined by DMH)
- Representative of unserved and/or underserved communities
- Speak a threshold language including sign language, in addition to English
- For supervisory position—provides clinical supervision

DMH intends to return to the Board at a later date to execute a contract with California Mental Health Services Authority (CalMHSA) for administration of the DMH's MHLRP. CalMHSA has managed a similar program for other counties and has proven to have subject matter expertise in all aspects of implementation, disbursement of awards, tracking and outcomes. CalMHSA is also identified as the exclusive agency managing all MHSA WET Regional Partnership funds for the State of California. DMH will collaborate and consult with OSHPD on other outcome reporting mandates as stipulated by program requirements.

As outlined in the OSHPD Grant Agreement, OSHPD will release Grant funds upon satisfactory performance and timely submission of the Scope of Work and Deliverables, including PMHS workforce surveys, reports, and the annual Regional Partnership WET Activities Report.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow DMH to strengthen recruitment, training, education, and retention of the PMHS workforce thereby ensuring residents of Los Angeles County have access to a diverse and competent workforce.

CONCLUSION

DMH requires three original executed resolutions. It is requested that the Executive Office, Board of Supervisors notify the DMH Contracts Development and Administration Division at (213) 738-4023 when the documents are available.

Respectfully submitted,

JONATHAN E. SHERIN, M.D., Ph.D.
Director

JES:GCP:ES
SK:SC:atm

Attachments

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Chairperson, Mental Health Commission

**RESOLUTION OF
THE BOARD OF SUPERVISORS OF
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA**

NOW, THEREFORE BE IT RESOLVED that the Board of Supervisors (Board) of the County of Los Angeles (County) does hereby approve and authorize the Director of Mental Health or his designee to accept Grant Agreement No. 20-10017 entered into by and between the County and the State of California, Office of Statewide Health Planning and Development. It is further resolved that the Board approves and authorizes the Director of Mental Health or his designee to sign future Amendments or modifications to Agreement No. 20-10017.

CELIA ZAVALA,
Executive Officer-Board of Supervisors of
the County of Los Angeles

By _____
Chair, Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:
RODRIGO A. CASTRO-SILVA
OFFICE OF THE COUNTY COUNSEL

By _____
Deputy County Counsel

Office of Statewide Health Planning and Development
Grant Agreement No. 20-10017
Page 1 of 21

**AGREEMENT BETWEEN THE
OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
(HEALTHCARE WORKFORCE DEVELOPMENT DIVISION) AND
COUNTY OF LOS ANGELES
AGREEMENT NUMBER 20-10017**

THIS REGIONAL PARTNERSHIP AGREEMENT ("Agreement") is entered into on September 15, 2020 by and between the State of California, Office of Statewide Health Planning and Development ("OSHPD") and County of Los Angeles, (the "Grantee").

WHEREAS, the State Budget Act of 2019 (SB109) allocated funding to OSHPD and authorized OSHPD to award grants to Workforce Education and Training ("WET") Regional Partnerships (RP) with a requirement that RPs provide a 33 percent match.

WHEREAS, the OSHPD Healthcare Workforce Development Division ("HWDD") supports healthcare accessibility through the promotion of a diverse and competent workforce while providing analysis of California's healthcare infrastructure and coordinating healthcare workforce issues.

WHEREAS, Section 5822 (d) of the Welfare and Institutions Code ("WIC") sets forth RPs as an important workforce strategy to assist the Public Mental Health System ("PMHS").

WHEREAS, RPs are included as a priority strategy under the 2020-2025 WET Five-Year Plan (WET Plan) approved by the California Behavioral Health Planning Council in January 2019.

WHEREAS, RPs will develop and implement mental healthcare workforce development strategies that align with the 2020-2025 WET Five-Year Plan and address regional needs by strengthening recruitment, training, education, and retention of the PMHS workforce.

WHEREAS, workforce training and education programs provided and or funded by RPs will adhere to the relevant WET Plan values that ensure PMHS professionals:

- Provide treatment and early intervention services that are culturally and linguistically responsive to California's diverse and dynamic needs.
- Promote wellness, recovery, and resilience and other positive behavioral health, mental health, substance use, and primary care outcomes. PMHS agencies need to extend these same values to their workforce.
- Work collaboratively to deliver individualized, strengths-based, consumer-and family-driven services.
- Use effective, innovative, community-identified, and evidence-based practices.

- Conduct outreach to and engage with unserved, underserved, and inappropriately served populations.
- Promote inter-professional care by working across disciplines.
- Include the viewpoints and expertise of persons with lived experience, including consumers and their families and caregivers, in multiple healthcare settings.

WHEREAS, the Grantee will provide ongoing staffing support to coordinate/administer programs and activities for individuals and entities that have made a commitment to work collaboratively in the local region.

NOW THEREFORE, OSHPD and the Grantee, for the consideration and under the conditions hereinafter set forth, agree as follows:

A. Definitions:

1. "Agreement Funds" means the money provided by OSHPD for the Program described by Grantee in the Scope of Work/Deliverables contained herein.
2. "Caregivers" means adoptive parents and their partners, foster parents and their partners, grandparents and their partners who are now or have in the past been the primary caregiver for a child, youth, or adolescent with a mental health challenge who accessed mental health services.
3. "Chief Deputy Director" is defined as the Chief Deputy Director of OSHPD or his/her designee.
4. "Consumer" means the same thing as "Client" in Cal. Code of Regulations, Title 9, section 3200.040, which defines "Client" as an individual of any age who is receiving or has received mental health services" and which further states that the term "Client" includes those individuals "who refer to themselves as clients, consumers, survivors, patients, or ex-patients."
5. "Culturally Diverse Communities" mean communities of different diversity dimensions including race/ethnicity, gender, sexual orientation/identity, socio-economic status, age, religion, physical and/or mental/neurological abilities, language, geographical location (i.e., urban/rural), veteran, and/or other pertinent characteristics.
6. "Deputy Director" means the Deputy Director of the Health Workforce Development Division (HWDD) or his/her designee.
7. "Family Member" means siblings, and their partners, kinship caregivers, friends, and others as defined by the family who is now or was in the past the primary caregiver for a child, youth, adolescent, or adult with a mental health challenge who accessed mental health services.

8. "Grantee" means the fiscally responsible entity in charge of administering the Agreement Funds and includes entities/organizations identified on the Agreement Scope of Work/Deliverables.
9. "Inappropriately Served" means populations that are not being provided appropriate culturally responsive and/or culturally appropriate services and are provided services often inconsistent with evidence-based and/or community-identified practices.
10. "Local Funds" means all funds received from local jurisdictions that are used to meet the 33 percent matching funds requirement under Section C.2 of this Agreement.
11. "Parents" means biological and adoptive parents and their partners, who are now or have in the past been the primary caregiver for a child, youth, or adolescent with a mental health challenge who accessed mental health services.
12. "Program" means the activity described in the Grantee's Scope of Work that the Grantee will accomplish with the Agreement Funds.
13. "Program Manager" means the individual employed by OSHPD to manage the grant program.
14. "Program Representative" means the individual representative of the Grantee for this Agreement.
15. "Public Mental Health System (PMHS)" means publicly funded mental health programs and/or services and entities that are administered, in whole or in part, by the State or one or more counties. It does not include programs and/or services administered, in whole or in part by federal, state, county or private correctional entities.
16. "Regional Partnership Agreement/Agreement Number" means Agreement Number 20-10017 awarded to Grantee.
17. "Regional Partnership" or "RP" means "a group of county approved individuals and/or organizations within geographic proximity that act as an employment and education resource for the PMHS. The group may include education and employment service entities, individuals and/or entities within the PMHS, and individuals and/or entities that have an interest in the PMHS, such as county staff, mental health service providers, clients, and clients' family members" (Cal. Code of Regulations, title 9, section 3200.255).

18. "State" means the State of California and includes all its Departments, Agencies, Committees and Commissions.
19. "Underrepresented" means populations that are underrepresented in the mental health professions relative to their numbers in the total population.
20. "Underserved" means "clients of any age who have been diagnosed with a serious mental illness and/or serious emotional disturbance and are receiving some services but are not provided the necessary or appropriate opportunities to support their recovery, wellness and/or resilience. When appropriate, it includes clients whose family members are not receiving sufficient services to support the client's recovery, wellness and/or resilience. These clients include, but are not limited to, those who are so poorly served that they are at risk of homelessness, institutionalization, incarceration, out-of-home placement or other serious consequences; members of ethnic/racial, cultural, and linguistic populations that do not have access to mental health programs due to barriers such as poor identification of their mental health needs, poor engagement and outreach, limited language access, and lack of culturally competent services; and those in rural areas, Native American Rancherias and/or reservations who are not receiving sufficient services." (Cal. Code of Regulations, title 9, section 3200.300.)
21. "Unserved" means "those individuals who may have serious mental illness and/or serious emotional disturbance and are not receiving mental health services. Individuals who may have had only emergency or crisis-oriented contact with and/or services from the County may be considered unserved." (Cal. Code of Regulations, title 9, section 3200.310.)

B. Term of the Agreement:

This Agreement shall take effect on September 15, 2020 and shall terminate on June 30, 2026.

C. Scope of Work and Deliverables:

1. The County of Los Angeles (Grantee) as the fiscal sponsor will provide ongoing staffing support to coordinate/administer programs and activities for individuals and entities that have committed to work collaboratively as a RP in the Los Angeles Region. The county included in the region is: The county of Los Angeles.

2. Matching Funds Requirement:

Grantee will match 33 percent of the Agreement Funds with Local Funds by July 31, 2024 as follows:

OSHDP Grant Award Amount ("Agreement Funds")	RP Local Match Funds (33 percent match)	Total Budget (100 percent)
\$ 10,057,516	\$ 3,318,980	\$ 13,376,496

The Grantee is responsible for returning any portion of the Agreement Funds that do not receive a 33 percent match from local jurisdictions by December 31, 2024. See Section H, "Breach," about this and additional damages for such a breach.

3. Grantee shall perform the Scope of Work and provide the Deliverables outlined below:**Scope of Work**

The Grantee shall administer all components (including entering into written agreements with individual awardees, worksite placement, monitoring paid or volunteer work requirements and training activities) in one or more of the following programs identified in their grant application to support the workforce needs in their region:

- **Pipeline Development:** Introduce the PMHS to kindergarten through 12th grades, community colleges, and universities. Ensure that these pipeline programs incorporate developmentally appropriate concepts of mental health needs, self-care, and de-stigmatization and target resources at educational institutions with underrepresented communities. The Grantee shall administer pipeline activities and may identify students as potential scholarship and stipend candidates.

Total Participants: # N/A

Total Budget: \$ N/A

- **Undergraduate College and University Scholarships:** Provide scholarships to undergraduate students in exchange for paid or volunteer work in a local mental health setting. The Grantee may consider the following factors in determining the scholarship level: student's academic aspirations (including certificate, associate degree, bachelor's degree, and career development), pre-placement training and education received, lived

experience, and or other possible factors. The Grantee shall determine the amount they award and length of volunteer or paid work commitment.

Total Participants: # N/A
Total Budget: \$ N/A

- **Clinical Master and Doctoral Graduate Education Stipends:** Provide funding for post-graduate clinical master and doctoral education work performed in a local PMHS agency. The Grantee selects students in advance of their final year of education, giving consideration to applicants who previously received a WET scholarship. The Grantee shall determine the amount they award and length of volunteer or paid work commitment.

Total Participants: # N/A
Total Budget: \$ N/A

- **Loan Repayment Program:** Provide educational loan repayment assistance to PMHS professionals that the local jurisdiction identifies as high priority in the region, giving consideration to applicants who previously received scholarships and/or stipends. The Grantee may take into consideration the following factors when determining award amounts: applicants who previously received scholarships and/or stipends, educational attainment, the level of unmet need in the community served, and years of service in the PMHS. The Grantee shall determine the amount they award and length of volunteer or paid work commitment.

Total Participants: # 1,070
Total Budget: \$ 10,701,196.80

- **Retention Activities:** Increase the continued employment of hard-to-find and hard-to-retain PMHS personnel, by developing and enhancing evidence-based and community-identified practices.

Total Participants: # N/A
Total Budget: \$ N/A

OSHDP's WET Program Central Application:

The Grantee agrees to use OSHDP's WET Program Central Application for recruiting and selecting participants for the following programs: undergraduate college and university scholarships, clinical Master and Doctoral graduate education stipends, and loan repayment. OSHDP will also send an Annual WET Applicant Survey to WET applicants/awardees for the purpose of collecting retention and other evaluation related data.

Grantee agrees that individual program participants must apply using OSHPD's Individual Online Application. OSHPD will collect individual applicant information, including demographics, and share applicant information with the RP for that region.

4. Grantee will provide OSHPD with the following completed deliverables:
 - a. Stakeholder Engagement Activities Report
 - b. 2020 PMHS Workforce Surveys
 - c. FY 2020-21 RP WET Activities Report
 - d. 2021 PMHS Workforce Surveys
 - e. FY 2021-22 RP WET Activities Report
 - f. 2022 PMHS Workforce Surveys
 - g. FY 2022-23 RP WET Activities Report
 - h. 2023 PMHS Workforce Surveys
 - i. FY 2023-24 RP WET Activities Report
 - j. 2024 PMHS Workforce Surveys
 - k. FY 2024-25 RP WET Activities Report
 - l. 2025 PMHS Workforce Surveys
 - m. FY 2025-26 RP WET Activities Report
 - n. Local Matching Funds Confirmation

Grantee will submit deliverables, including PMHS workforce surveys, reports, and the annual RP WET Activities Report, using the online forms that OSHPD provides.

Grantee shall report on program outcomes and complete the Deliverables as provided below:

Deliverable	Description	Due Date
a. Stakeholder Engagement Activities Report	<p>The Grantee shall report on Stakeholder Engagement Activities used to develop their Budget, Proposed Program Activities, and Projected Number of Program Participants.</p> <p>The Grantee shall:</p> <ul style="list-style-type: none"> A. Specify which WET Five-Year Plan 2020-2025 values each of the proposed activities address. B. Specify how the RP reached out to and included key stakeholder groups such as: state and local government partners, health systems, providers, educational institutions, faith-based organizations, training consortia, consumers, family members, local WIBs, non-profit organizations, social service agencies, children networks, TAY networks, aging networks, businesses, and other community and system partners. C. Specify the activities the RP engaged in to support the increase of groups such as: consumers, family members, parents/caregivers, culturally diverse communities, rural, and other underrepresented, underserved, unserved, and inappropriately served population in the PMHS workforce. D. Provide a budget detail and narrative for proposed activities, including but not limited to proposed training activities, individual award amounts, length of volunteer or paid work commitments, disciplines supported, county and contracted community-based organization (CBO) sites to be served, training activities, mentoring, and any other activities applicable to the programs to be administered. 	September 30, 2020
b. 2020 PMHS Workforce Surveys completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2020 PMHS workforce survey. OSHPD will use the information to estimate the size, makeup, and retention rate of the current PMHS workforce, assess the impact of WET program activities, and project future needs. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	September 30, 2020

Deliverable	Description	Due Date
c. FY 2020-21 RP WET Activities Report	The Grantee shall complete an online RP WET Activities Report that demonstrates outcomes of activities performed for FY 2020-21. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices.	July 31, 2021
d. 2021 PMHS Workforce Survey completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2021 PMHS workforce survey. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	September 30, 2021
e. FY 2021-22 RP WET Activities Report	The Grantee shall complete an online a RP WET Activities Report that demonstrates outcomes of activities performed for FY 2021-22. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices.	July 31, 2022
f. 2022 PMHS Workforce Survey completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2022 PMHS workforce survey. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	September 30, 2022
g. FY 2022-23 RP WET Activities Report	The Grantee shall complete an online RP WET Activities Report that demonstrates outcomes of activities performed for FY 2022-23. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices.	July 31, 2023
h. 2023 PMHS Workforce Survey completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2023 PMHS workforce survey. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	September 30, 2023
i. FY 2023-24 RP WET Activities Report	The Grantee shall complete an online RP WET Activities Report that demonstrates outcomes of activities performed for FY 2023-24. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices.	July 31, 2024
j. 2024 PMHS Workforce Survey completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2024 PMHS workforce survey. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	September 30, 2024

Deliverable	Description	Due Date
k. FY 2024-25 RP WET Activities Report	If program activities continue after June 30, 2024, the Grantee shall complete an online RP WET Activities Report that demonstrates outcomes of activities performed for FY 2024-25. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices. (OSHPD may waive this deliverable if the Grantee reported completion of all program activities in prior RP WET Activities Reports)	July 31, 2025
l. 2025 PMHS Workforce Survey completion	Grantee shall ensure that RP member counties and their contracted CBOs complete OSHPD's 2025 PMHS Workforce Survey. OSHPD will share the status of survey completions with the Grantee for their follow up with the RP member counties and CBOs.	On or before September 30, 2025
m. FY 2025-26 RP WET Activities Report	If program activities continue after June 30, 2025, the Grantee shall complete an online RP WET Activities Report that demonstrates outcomes of activities performed for FY 2025-26. The Grantee will use this tool to inform OSHPD on who was awarded, pipeline related activities, and retention best practices. (OSHPD may waive this deliverable if the Grantee reported completion of all program activities in prior RP WET Activities Reports)	July 31, 2026
n. Matching Local Funds Confirmation	<p>The Grantee shall provide documentation from the fiscal intermediary certifying the collection of local funds on behalf of the Grantee. The signed certification must confirm that the 33 percent matching funds as calculated below from local jurisdictions have been deposited in the Grantee's bank account authorized for RP activities.</p> <p> $\\$ 10,057,516 \times 33\% = \\$ 3,318,980$ (Agreement Funds) (Matching Local Funds) </p> <p>Matching Local Funds Requirement: \$ <u>3,318,980</u></p>	July 31, 2024 or at any time during this Agreement's term, whichever comes first.

5. The Grantee shall comply with the following additional conditions:
- a. Payments of Agreement Funds shall be contingent on the on-time submission of Deliverables outlined in Agreement Section E-1.
 - b. Grantee shall begin performance of the Deliverables on the date of execution of this Agreement.
 - c. OSHPD will provide technical assistance to the Grantee to finalize Deliverables described in Agreement Section C-4. The parties shall complete all Deliverables on or before July 31, 2026.
 - d. The Grantee shall be responsible for the performance of all tasks and Deliverables specified in Agreement Section C-4.
 - e. OSHPD may monitor the Grantee activities and progress by attending and or convening local or statewide RP meetings, and reviewing annual RP WET Activities Reports submitted by the Grantee. OSHPD reserves the right to require the Grantee to submit additional reports or documentation to evaluate the Program and performance of the Deliverables during the term of the Agreement.
 - f. Payments of Agreement Funds shall be contingent on the satisfactory submission of the Deliverables. OSHPD reserves the right to withhold funding for subsequent years until Grantee complies with the terms of this Agreement including this Scope of Work provision.
 - g. Grantee may submit any revisions to their Budget and Participant Information (Agreement Section D) to OSHPD for review and approval before June 30, 2025. Such revisions to the Budget and Participant Information shall not require an amendment pursuant to this Agreement so long as both OSHPD and the Grantee agree to the revisions in writing.
 - h. In the event that the Grantee has not encumbered and/or spent 80 percent of Agreement Funds by July 1, 2024, OSHPD may reduce the Grantee's grant award amount and recoup unspent and/or unencumbered amounts. OSHPD may reallocate these unspent funds towards other WET Plan activities.

D. Budget Detail:

1. Grantee shall expend the Agreement Funds in accordance with the Budget provided in the Grantee's application. The funds provided under this Agreement shall be the funds provided from FY 2020-21 through FY 2024-25 which shall cover the costs of activities under Section C, "Scope of Work and Deliverables," including administrative costs (defined below). Agreement Funds shall not be comingled with any of Grantee's other funds.

Budget and Participant Information (from the Budget in Grantee's Application)

Grant Program Activity	FY 2020-21		FY 2021-22		FY 2022-23		FY 2023-24		FY 2024-25	
	Funding	# of Participants	Funding	# of Participants	Funding	# of Participants	Funding	# of Participants	Funding	# of Participants
Pipeline Development	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Undergraduate College & University Scholarships	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Clinical Master & Doctoral Graduate Education Stipends	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Loan Repayments	\$ 0.00	# 0	\$ 3,570,000.00	# 357	\$ 3,570,000.00	# 357	\$ 3,561,196.80	# 356	\$ 0.00	# 0
Retention Activities	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative Costs (Shall not exceed 25 percent of the total budget)	\$ 0.00	N/A	\$ 892,500.00	N/A	\$ 892,500.00	N/A	\$ 890,299.20	N/A	\$ 0.00	N/A
Total	\$ 0.00	# 0	\$ 4,462,500.00	# 357	\$ 4,462,500.00	# 357	\$ 4,451,496.00	# 356	\$ 0.00	# 0

2. **Administrative Costs:** The costs indirectly attributed to the completion of the program services which can include, but not limited to utilities, rent, equipment, mentoring, worksite placement, monitoring paid or volunteer work requirements and training activities, fiscal intermediary costs for collecting local funds, and administrative service/payroll staff.

E. Invoicing and Payment

1. OSHPD will release Agreement Funds installments to Grantee upon approval of the reports and deliverables submitted by Grantee in accordance with the schedule below. Approval of the payments shall be based on the satisfactory performance and timely submission of Deliverables Items 4.a., 4.b. and 4.n. as outlined in Agreement Section C, "Scope of Work and Deliverables" above.

Payment Installment	Percent of OSHPD Grant Award	Payment Amount	Deliverables Requiring Approval Before Release of Payment	Deliverable Due Date
1	10%	\$1,005,751.60	Grant Agreement Execution	September 15, 2020
2	70%	\$7,040,261.20	Section C. Item 4.a. Stakeholder Engagement Activities Report	September 30, 2020
3	5%	\$502,875.80	Section C. Item 4.b. 2020 PMHS Workforce Surveys completion	September 30, 2020
4	15%	\$1,508,627.40	Section C. Item 4.n. Matching Local Funds Confirmation	On or before July 31, 2024

2. Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.
3. OSHPD may request additional information upon reviewing the Deliverables.

F. Budget Contingency Clause:

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for this grant program, this Agreement shall be of no further force and effect. In this event, the OSHPD shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this grant program, the OSHPD shall have the option to either

cancel this Agreement with no liability occurring to the OSHPD or offer an agreement amendment to Grantee to reflect the reduced amount.

G. Breach:

OSHPD reserves the right to recover any and all amounts provided to the Grantee for Grantee's failure to perform the Scope of Work set forth in this Agreement. OSHPD expressly reserves the right to pursue all legal and equitable remedies in the event of a breach by Grantee, including the right to disqualify Grantee from future funding opportunities. OSHPD shall also seek the following:

1. Damages for non-compliance of annual RP WET Activities Report and PMHS workforce survey requirements (Section C., Items 4.b.-m):

Grantee agrees to pay \$10,000 for each deliverable not submitted on time, or which does not substantially meet the content requirements for deliverables. These damages are to compensate OSHPD and the State for the damages, including additional costs, they will incur because of Grantee's delay. Grantee may appeal any such reductions per the "Disputes" Section of this Agreement.

2. Reductions for non-compliance of Local Match Requirement (Section C-2):

- a. Per the 2019 State Budget Bill, OSHPD must require RPs to provide a 33 percent match of local funds to support WET Plan programs. OSHPD shall recover Agreement Funds for which matching Local Funds are not provided by July 31, 2024. The Grantee agrees to return the portion of Agreement Funds that were not matched by December 31, 2024.
- b. Grantee agrees to pay OSHPD the amount from the following formula if the 33 percent match is not achieved:
$$(\text{Total Agreement Funds}) - (\text{Actual RP Local Match Funds} \div .33) = \text{Recovery Amount}.$$

Example:

*Total Agreement Funds = \$1,000,000;
Local Funds Match Requirement (.33 match) = \$330,000
Actual Amount Matched = \$100,000*

*$\$1,000,000 - (\$100,000 \div .33) = \text{Recovery Amount}$
 $\$1,000,000 - \$303,030.30 = \text{Recovery Amount}$
Recovery Amount = \$696,969.70*

- c. OSHPD shall waive any or all reductions associated with Grantee's failure to meet local match fund requirements at the regional level if the combined

total of all local match funds collected from the five RPs meet the 33 percent matching requirement of total grant funds available for all five RPs as outlined in the 2020-21 RP Grant Guide.

Combined Regional Partnerships OSHPD Grant Award Amount	Combined Regional Partnerships Local Match Funds (33% match)
\$40,000,000	\$13,200,000

H. General Terms and Conditions:

1. **Timeliness:** Time is of the essence in this Agreement. The Grantee shall submit the required Deliverables as specified and adhere to the deadlines as specified in this Agreement. Anticipating potential overlaps, conflicts, and/or scheduling issues, to adhere to the terms of the Agreement, is the sole responsibility of the Grantee.
2. **Final Agreement:** This Agreement, along with the Grantee's application, attachments, and forms constitute the entire and final Agreement between the parties and supersedes any and all prior oral or written agreements or discussions.

In the event of a conflict between the provisions of this Agreement and the Grantee's Application, exhibits and forms, the provisions of this Agreement shall prevail.

3. **Ownership and Public Records Act:** All reports and the supporting documentation and data collected during the funding period that are embodied in those reports, shall become the property of OSHPD and subject to disclosure under the Public Records Act.
4. **Audits:** The Grantee agrees that OSHPD, the Department of General Services, the State Auditor, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after the final payment, unless a longer period of records retention is stipulated by the State. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement.
5. **Provisions Relating to Data**
 - a. "Data" as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may, for

example, document research, experimental, developmental or engineering work; or be usable or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical modes, collections or extrapolations of data or information, etc. It may be in machine form, as punched cards, magnetic tape, computer printouts, or may be retained in computer memory.

- b. "Generated data" are that data, which Grantee has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Grantee in the performance of this Agreement at State expense, together with complete documentation thereof, shall be treated in the same manner as generated data.
 - c. "Deliverable data" are that data which, under the terms of this Agreement, are required to be delivered to the State. Such data shall be the property of the State.
 - d. Prior to the expiration of any legally required retention period and before destroying any data, the Grantee shall notify the State of any such contemplated action; and the State may within 30 days of said notification, determine whether or not the data shall be further preserved. The State shall pay the expense of further preserving the data. The State shall have unrestricted, reasonable access to the data that are preserved in accordance with this Agreement.
 - e. The Grantee shall use its best efforts to furnish competent witnesses and to identify such competent witnesses to testify in any court of law regarding data used in or generated under the performance of this Agreement.
6. Independence from the State: The Grantee and the agents and employees of the Grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the State.
7. Non-Discrimination Clause (See Cal. Code Regs., title 2, section 11105):
- a. During the performance of this Agreement, Grantee and its subcontractors shall not deny the Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious

creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Grantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

- b. Grantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and any regulations or standards adopted by OSHPD to implement such article.
 - c. Grantee shall permit access by representatives of the Department of Fair Employment and Housing and OSHPD upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or OSHPD shall require to ascertain compliance with this clause.
 - d. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
 - e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.
8. Waiver: The waiver by OSHPD of a breach of any provision of this Agreement by the Grantee will not operate or be construed as a waiver of any other breach. OSHPD expressly reserves the right to disqualify the Grantee from any future grant awards for failure to comply with the terms of this Agreement.
9. Approval: This Agreement is of no force or effect until signed by both parties. The Grantee may not commence performance until such approval has been obtained.
10. Amendment: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or arrangement not incorporated in this Agreement is binding on any of the parties.
11. Assignment: This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of OSHPD in the form of a formal written amendment.

12. Indemnification: Grantee agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Grantee in the performance of this Agreement.
13. Disputes: Grantee shall continue with the responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement shall be resolved as follows:
 - a. Grantee will discuss the problem informally with the OSHPD Program Manager. If unresolved, the problem shall be presented, in writing, to the Deputy Director stating the issues in dispute, the basis for the Grantee's position, and the remedy sought. Grantee shall include copies of any documentary evidence and describe any other evidence that supports its position with its submission to the Deputy Director.
 - b. Within ten working days after receipt of the written grievance from the Grantee, the Deputy Director or their designee shall make a determination and shall respond in writing to the Grantee indicating the decision and reasons for it.
 - c. Within ten working days of receipt of the Deputy Director's decision, the Grantee may appeal the decision of the Deputy Director by submitting a written appeal to the Chief Deputy Director stating why Grantee does not agree with the Deputy Director's decision. The Chief Deputy Director or their designee (who shall not be the Deputy Director or their designee) shall meet with the Grantee within 20 working days of receipt of the Grantee's appeal. During this meeting, Grantee and OSHPD may present evidence in support of their positions.
 - d. Within ten working days after meeting with the Grantee, the Chief Deputy Director or their designee shall respond in writing to Grantee with their decision. The Chief Deputy Director's decision will be final.
14. Termination for Cause: In addition to the Breach provisions above, OSHPD may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. Grantee shall return any unused Agreement Funds that were previously provided to Grantee as of the date of termination.
15. Grantee's Subcontractors: Nothing contained in this Agreement shall create any contractual relationship between the State and any subcontractor of the Grantee, and no subcontract shall relieve the Grantee of its responsibilities and

obligations hereunder. The Grantee agrees to be fully responsible to the State for any and all acts and omissions of its subcontractors and of persons either directly or indirectly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from State's obligation to disburse funds to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any money to any subcontractor.

16. Governing Law: This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

17. Unenforceable Provision: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

I. Program Representatives

The program representatives during the term of this Agreement will be:

State Agency: Office of Statewide Health Planning and Development	Grantee: County of Los Angeles
Section/Unit: Healthcare Workforce Development Division/ Workforce Education and Training Program	
Name: Wes Salter Program Manager	Program Representative Name: Angelita Diaz-Akahori, Mental Health Clinical Program Manager III
Address: 2020 West El Camino Avenue, Suite 1222 Sacramento, CA 95833	Address: 695 S. Vermont Avenue, 15 th Floor, Los Angeles, CA 90005
Phone: (916) 326-3781	Phone: (213) 251-6879
Email: Wesley.Salter@oshpd.ca.gov	Email: adiaz@dmh.lacounty.gov

Direct all administrative inquiries to:

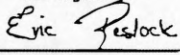
State Agency: Office of Statewide Health Planning and Development	Grantee: County of Los Angeles
Section/Unit: Healthcare Workforce Development Division/ Workforce Education and Training Program	
Name: Wes Salter Program Manager	Name: Angelita Diaz-Akahori, Mental Health Clinical Program Manager III
Address: 2020 West El Camino Avenue, Suite 1222 Sacramento, CA 95833	Address: 695 S. Vermont Avenue, 15th Floor, Los Angeles, CA 90005
Phone: (916) 326-3781	Phone: (213) 251-6879
Email: Wesley.Salter@oshpd.ca.gov	Email: adiaz@dmh.lacounty.gov

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

OFFICE OF STATEWIDE HEALTH
PLANNING AND DEVELOPMENT

GRANTEE: COUNTY OF LOS ANGELES

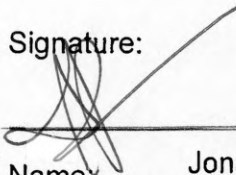
Signature:

DocuSigned by:

A1D2C7A99E90489

Name: Eric Reslock

Title: Budget and Facilities Operations
Service Manager

Signature:


Jonathan E. Sherin, M.D., Ph.D.

Title: Mental Health Director

BOARD LETTER FACT SHEET

Agenda Review Date: January 6, 2021
Board Meeting Date: January 19, 2021
Sup. Dist. / SPA No.: All Supervisorial Districts and SPAs

DRAFT

DEPARTMENT:

SUBJECT: Request approval to execute a Master Agreement Worker Order for Temporary Personnel Services to support the Department of Public Health Substance Abuse Prevention and Control.

I. PUBLIC BENEFIT (precise description, mandated or non-mandated)

- a. The temporary personnel will support the ongoing implementation of key Drug Medi-Cal Organized Delivery System. Projects that will impact and benefit the public include: increasing service access; planning new County-owned treatment facilities; making the public aware of recently expanded treatment benefits to eligible County residents; and the continuing implementation of 50 Student Well-being Centers at high schools located throughout the County, all of which will benefit the public.

II. RECOMMENDED ACTIONS (summarized)

- a. Authorize and instruct the Director of the Department of Public Health, or designee, to execute a Master Agreement Work Order with Partners in Diversity, Inc. for the provision of temporary personnel services to support DPH Substance Abuse Prevention and Control, effective upon date of execution through June 30, 2022.

III. COST AND FUNDING SOURCES

Cost: \$11,789,505
Funding: Substance Abuse Prevention and Treatment Block Grant funds.

IV. BACKGROUND (critical and/or insightful)

- a. The transformation and expansion of the County's substance use disorder service delivery system for both treatment and prevention required Substance Abuse Prevention and Control (SAPC) to assess, redesign, and create new policies, workflows, and strategies. The resulting new projects include: research and development of policies and procedures; administrative projects to increase service access; plan new County-owned treatment facilities; improve health care partner engagement and market the recently expanded treatment benefit to eligible County residents; and implement 50 Student Well-being Centers at high schools located throughout the County.
- b. DPH-SAPC is working with CEO to finalize a new organizational structure which includes many of the requested positions. The temporary personnel will allow SAPC to continue work on critical projects while the permanent County positions are finalized and staff are onboard. Once permanent county positions are secured, this solicitation will be defunded.

V. POTENTIAL ISSUE(S)

- a. DPH-SAPC has identified two key project leads who will collaborate with the vendor to oversee the hiring process for these items. This will ensure that qualified and appropriate individuals are selected to support the initiatives' success and increase the likelihood of positive outcomes.

VI. DEPARTMENT & COUNTY COUNSEL CONTACTS

- * Substance Abuse Prevention and Control, Gary Tsai, GTsai@ph.lacounty.gov
- * County Counsel, Craig Kirkwood Jr., CKirkwood@counsel.lacounty.gov

BL# 05377



BARBARA FERRER, Ph.D., M.P.H., M.Ed.
Director

MUNTU DAVIS, M.D., M.P.H.
County Health Officer

MEGAN McCLAIRE, M.S.P.H.
Chief Deputy Director

313 North Figueroa Street, Room 806
Los Angeles, California 90012
TEL (213) 288-8117 • FAX (213) 975-1273

www.publichealth.lacounty.gov



BOARD OF SUPERVISORS

Hilda L. Solis
First District

Holly J. Mitchell
Second District

Sheila Kuehl
Third District

Janice Hahn
Fourth District

Kathryn Barger
Fifth District

DRAFT

January 19, 2021

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 TO EXECUTE A MASTER AGREEMENT WORK ORDER FOR THE
PROVISION OF TEMPORARY PERSONNEL SERVICES TO SUPPORT THE
SUBSTANCE ABUSE PREVENTION AND CONTROL PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to execute a Master Agreement Work Order for Temporary Personnel Services to support the Department of Public Health Substance Abuse Prevention and Control.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to execute a Master Agreement Work Order (MAWO), substantially similar to Exhibit I, with Partners In Diversity, Inc. (PID), for the provision of temporary personnel services to support Public Health Substance Abuse Prevention and Control (SAPC), effective upon date of execution through June 30, 2022, at a total maximum obligation of \$11,789,505; funded by Substance Abuse Prevention and Treatment (SAPT) Block Grant funds, Catalog of Federal Domestic Assistance (CFDA) number 93.959.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of Recommendation 1 will allow Public Health to execute a MAWO with PID to provide up to 87 temporary personnel to support the ongoing implementation of the Drug Medi-Cal (DMC) Organized Delivery System (ODS), and support the operation of 50 Student Wellbeing Centers (SWC) across the County.

SAPC continues to oversee the transformation and expansion of the County's substance use disorder (SUD) service delivery system for both treatment and prevention. This transition requires SAPC to assess, redesign, and create new policies, workflows, and strategies. The full-time temporary personnel will support the planning and implementation of key DMC-ODS and prevention services enhancements. These projects include the research and development of policies and procedures to improve managed care operations and the quality of care; administrative projects to increase service access, plan new treatment facilities, improve healthcare partner engagement, market the recently expanded treatment benefit to eligible County residents; and, continue the implementation of 50 SWC at high schools located throughout the County. During the COVID-19 Health Order period, SWC staff continue necessary activities to sustain the centers, including: developing curricula, drafting policies and procedures, and meeting with appropriate staff and school leadership. Additionally, these staff provide technical assistance and guidance to support schools to open safely, implementing COVID-19 school protocols.

Public Health SAPC has been actively pursuing permanent County items in addition to those provided in the Public Health staffing ordinance pursuant to Section 6.06.020 of the County Code, subject to allocation by the CEO. Public Health SAPC is working with the Department of Human Resources to request permanent County items; however, the request is still under review. In the interim, Public Health conducted a Work Order Solicitation (WOS) for temporary personnel to fulfill needed services until these County items have been allocated and filled. At that time, the corresponding temporary personnel positions will be de-funded.

Implementation of Strategic Goals

The recommended actions support Strategy II.2, Support the Wellness of Our Communities, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total maximum obligation for the temporary personnel MAWO is \$11,789,505 for the period effective date of execution through June 30, 2022, fully supported by the SAPT Block Grant funds, CFDA number 93.959.

There is no net County cost associated with this action. Funding is included in Public Health's fiscal year (FY) 2021-22 Adopted Budget, and will be included in future FYs as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 22, 2016, Public Health informed your Board of its intent to opt into the DMC-ODS Waiver demonstration project. In that notification, Public Health indicated that there was a critical need for resources to provide technical assistance and training to its provider network in order to successfully implement required business, clinical, and program changes. Public Health submitted the County's DMC-ODS Implementation Plan to the State on February 11, 2016 and received approval on July 27, 2016. The Fiscal and Rates Plan was submitted on August 11, 2016 and was approved by the State. Expanded services began on July 1, 2017.

On April 5, 2016, your Board approved execution of Master Agreements with six agencies for the provision of temporary personnel services and delegated authority to the Director of Public Health, or designee, to execute work orders under the Master Agreements with the following criteria for each work order: a) \$399,999 or less annually, Public Health will notify your Board of the work order once approved by County Counsel; b) \$400,000 to \$699,999 annually, upon approval from County Counsel, Public Health will provide two weeks advance written notice to your Board and, unless otherwise instructed, will execute the work order; and c) \$700,000 or more annually, Public Health will return to your Board for approval.

On April 17, 2019 and June 23, 2020, I notified your Board that I was exercising delegated authority to execute MAs for Temporary Personnel Services with Healthcare Staffing Professionals, Inc. and 22nd Century Inc. that brought the total number of MAs to eight.

County Counsel has reviewed and approved Exhibit I as to form.

CONTRACTING PROCESS

On Oct 16, 2020, Public Health issued a Temporary Personnel Services WOS (TEMP-WOS-116) to the eight Public Health Temporary Personnel Master Agreement Contractors qualified to provide temporary personnel services.

Bidders' written questions were due by October 23, 2020. There were no requests for a Solicitations Requirement Review.

Public Health received five bids by the submission deadline. One bid was deemed non-responsive to the WOS and disqualified upon determination that the bidder's omissions were significant and fundamental to the project and proposed cost. The successful Bidder, PID, met all the requirements and submitted the lowest cost responsive bid.

Four bidders requested preference program consideration: PID, Healthcare Staffing Professionals Inc., and Superb Tech Inc. as a Local Small Business Enterprise and

Public Health Foundation Enterprises dba Heluna Health as a Social Enterprise. Each met the required criteria and was granted the preference.

On November 25, 2020, notifications of the WOS results were sent to the non-selected bidders. Three bidders submitted a Notice of Intent to Request a Proposed Contractor Selection Review (PCSR). No transmittal form to request a PCSR was received by the deadline.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to: provide programmatic support to increase SUD treatment access and service quality; enhance policies, procedures, and project management to improve managed care operations and meet the requirements of the DMC-ODS; meet the immediate need for additional staff to support key prevention activities, including the SWC located in schools throughout Los Angeles County.

Respectfully submitted,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

BF:jl
#05377

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

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL

1.0 DESCRIPTION OF SERVICES

- 1.1 Contractor and Contractor's personnel, providing services under this Master Agreement Work Order (MAWO), acknowledge they are to be used on a temporary or time-limited basis. Contractor's assigned personnel are subject to the benefits, discipline, termination, salaries, and all other personnel provisions, as applicable, of the Contracting agency. Additionally, the Department of Public Health (DPH) may terminate the use of any of Contractor's assigned temporary personnel immediately, when it is determined by the Director of DPH, or her designee, that it would be in the best interest of DPH and/or the County of Los Angeles (County) to do so.
- 1.2 The purpose of this project is to hire 87 Full time equivalent (FTE) temporary qualified staff positions for the Substance Abuse Prevention and Control (SAPC) Program to conduct necessary organizational activities in response to the expansion of all components of the Drug Medi-Cal Organized Delivery System (DMC-ODS).

2.0 PROJECT TERM

The term of the SAPC project shall be effective February 1, 2021 through June 30, 2022, unless sooner terminated or extended, in whole or in part, as provided in the MAWO.

3.0 COMPENSATION

- 3.1 County agrees to compensate Contractor on a cost reimbursement basis as described in the Master Agreement, Paragraph 5.6, COST REIMBURSEMENT.
- 3.2 Contractor shall provide the personnel in the specified job classifications at the specified rates submitted in response to the WOS, Attachment C, Line

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

STATEMENT OF WORK

SUBSTANCE ABUSE PREVENTION AND CONTROL

Item Budget. Contractor shall not add or replace County specified personnel without the prior written permission of the County Project Director, or designee.

- 3.3 Merit Increases - The County will evaluate temporary personnel on an annual basis. Those individuals who have consistently performed their job duties at significantly above the minimum requirements and gained the experience specified as Level II qualifications in this WOS, may be offered a merit increase in their salary according to the chart in WOS, Section 3.3 Temporary Staff Required For The Performance Of This Work Order, SALARY LEVEL I AND SALARY LEVEL II. The annual performance evaluation must indicate a sustained above average rating in job description expectations, including: Quality of Work, Quantity of Work, Interpersonal Communication Skills, and Work Performance Skills.
- 3.4 New Hires - The County will determine the Salary Level for staff. Candidates who meet the minimum job qualifications will be assigned the Salary Level I; and candidates who possess education and experience above the minimum requirements, according to the following criteria, will be assigned the Salary Level II. The following qualifications are necessary to offer a candidate the Level II starting salary:
- Two years or more, formal education related to the job, beyond the minimum required education; and,
 - Two years or more, professional work experience related to the job, beyond the minimum required experience.
- 3.5 Bidder must allocate funding for all budgeted positions at Salary Level II with the exception of Health Program Manager II and Program Manager positions at Salary Level I.

**COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH
STATEMENT OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

4.0 QUALITY ASSURANCE PLAN

- 4.1 The County will evaluate the Contractor's performance under this MAWO using the quality assurance procedures as defined in the Master Agreement, Paragraph 8.17, COUNTY'S QUALITY ASSURANCE PLAN.
- 4.2 The County will evaluate Contractor's personnel performance under the resultant MAWO using the measures defined in Attachment B, Scope of Work.

5.0 RESPONSIBILITIES

5.1 COUNTY

The County will administer the Contract according to Paragraph 6.0, ADMINISTRATION OF MASTER AGREEMENT – COUNTY.

5.2 CONTRACTOR

- 5.2.1 The Contractor will administer the Contract according to Master Agreement, Paragraph 7.0, ADMINISTRATION OF MASTER AGREEMENT – CONTRACTOR.
- 5.2.2 Pursuant to Master Agreement, Paragraph 7.5, BACKGROUND AND SECURITY INVESTIGATIONS, Contractor shall ensure that staff performing services under this MAWO undergo and pass a background and security investigation to the satisfaction of the County prior to hire and as a condition of continuing to perform services under this work order.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

STATEMENT OF WORK

SUBSTANCE ABUSE PREVENTION AND CONTROL

6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL

In order for DPH's SAPC Program to meet project goals and objectives, Contractor's assigned temporary personnel must meet all the minimum qualifications as a condition of beginning and continuing work throughout the project term.

In addition to the terms and conditions specified in Master Agreement, Paragraph 7.3, APPROVAL OF CONTRACTOR'S STAFF, Contractor must provide County with appropriate documentation (e.g., copies of all required certificates, insurance, background/medical clearances, etc.) for each assigned temporary personnel which clearly demonstrates that the minimum requirements specified in the MAWO have been satisfied prior to beginning and continuing services under the resultant MAWO. Such documentation shall include, if applicable, any of the specified desirable qualifications.

Please note, when referenced:

For staff assigned to work with Protected Health Information: Contractor will be responsible to ensure that staff have HIPAA training and must keep a copy of training certificate in individual personnel file(s).

For staff working in the schools, Contractor will be responsible to have staff tested for Tuberculosis and maintain a TB clearance, certified by a physician, in individual personnel file(s).

6.1 Health Program Manager II (1.0 FTE)

The Health Program Manager II has immediate charge of a large-sized public health program or comparably sized segment of a major public health program within the Department of Public Health.

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH

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6.1.1 The duties of the Health Program Manager II – include, but are not limited to:

- a. Direct all activities of the program, including planning, implementation, administration, and evaluation;
- b. Perform the full range of administrative and technical supervision to plan, assign, oversee, and evaluate the work of subordinate staff; provide technical guidance and support to staff where appropriate;
- c. Develop, implement, and interpret policies and procedures and advise and make recommendations to bureau administration on policy issues involving the work of the program;
- d. Participate in the development, negotiation, implementation, and management of the budgets for the program; ensure that budget and contract allocations reflect program priorities and take corrective action as necessary;
- e. Direct program administrative functions and internal support services; and, develop and implement solutions to complex problems within the program;
- f. Interface and collaborate with community groups and public and governmental agencies;
- g. Participate in the development, monitoring, and compliance of contracts specific to the program;
- h. Direct the review and analysis of existing and proposed federal, State, and local laws, regulations, legislation, or policies affecting the program;
- i. Supervise and lead division-wide strategic planning groups in the development of strategies and priorities for the division;
- j. Plan and lead the assessment of programmatic activities affecting the health and well-being of individuals served by the program and coordinate the development and dissemination of findings and recommendations developed from the evaluations conducted; and

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- k. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.1.2 Minimum Qualifications:

- Master's Degree from an accredited institution in a field related to the core business of the program, as referenced in WOS section 2.2.4;
- Ability to direct program administrative functions and support services; and, develop and implement solutions to complex problems within the program;
- Ability to perform the full range of administrative and technical supervision to plan, assign, oversee and plan the work of subordinate staff; provide technical guidance and support to staff where appropriate;
- Ability to develop, interpret and implement policies and procedures; and advise and make recommendations to bureau administration on policy issues involving the work of the program; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.1.3 Desirable Qualifications:

- Experience in directing all activities of a large behavioral health program, including planning, implementation, administration, and evaluation;
- Experience in developing, negotiating, implementation and management of budget; and
- Knowledge of the development, monitoring and compliance of contracts specific to the program.

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6.2 Program Manager (1.0 FTE)

The Program Manager will coordinate DPH's efforts to manage and develop collaborative Student Wellbeing Centers at 50 high schools in Los Angeles County (LAC).

6.2.1 The duties of the Program Manager include but are not limited to:

- a. Coordinates DPH efforts to manage and develop collaborative Student Wellbeing Centers at 50 high schools in LAC;
- b. Provides overall Student Well Being Center program management and oversight;
- c. Maintains relationships with schools, districts, County and other stakeholders to ensure program goals;
- d. Directs all activities of the program or program segment, including planning, implementation, administration, and evaluation;
- e. Performs the full range of administrative and technical supervision to plan, assign, oversee, and evaluate the work of subordinate staff; provides technical guidance and support to staff where appropriate;
- f. Develops, implements, and interprets policies and procedures and advises or makes recommendations to bureau administration on policy issues involving the work of the organizational unit or program;
- g. Directs program administrative functions and internal support services and develops and implements solutions to complex problems within the program or program segment; and
- h. Interfaces and collaborates with community groups and public and governmental agencies; and
- i. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

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6.2.2 Minimum Qualifications:

- A Master's Degree from an accredited college or university related to the core business functions of the department, such as Public Health, Education, Behavioral Science or Social Science;
- A minimum of five years of experience conducting youth-serving collaborative program planning and implementation, including developing and implementing workplans and timelines;
- A minimum of five years of experience working in a consultant capacity with K-12 schools and or public and private agencies on youth-targeted projects focused on any combination of at least three of the following areas: disease prevention, positive youth development, school-based sexual and reproductive health, mental health, social and behavioral wellness, substance use prevention; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.2.3 Desirable Qualifications

- More than five years of experience conducting culturally appropriate outreach to school administrators and any combination of teachers, students, and parents to build support and/or partnerships for youth-serving projects;
- More than five cumulative years of experience in positions requiring public speaking and/or production of written health related educational materials for lay audiences in English and Spanish;
- Three or more cumulative years of experience working closely with LA County K-12 education institutions or other LA County Government entities;

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- Three or more cumulative years of experience coordinating health focused partnerships for multi-agency projects, such as aligning reproductive health resources from various partners to targeted youth in LAC;
- Three or more years of experience working with people of diverse backgrounds, races, and ethnicities; and
- One or more cumulative years of experience conducting research on or evaluation of youth serving projects.

6.3 Youth/Health Educator –Substance Use Disorder (SUD) Level I, II (50.0 FTE)

Each position will be responsible for services delivered at one of the 50 Student Wellbeing Centers at school district sites throughout LAC.

6.3.1 The duties of the Youth/Health Educator – SUD (Level I, II), include, but are not limited to:

- a. Implement a comprehensive health-focused curriculum at assigned high school to support the well-being of students and provide education to minimize adverse health outcomes, including SUD;
- b. Develop and sustain a student-led peer youth/health educator training (e.g., SUD, tobacco, sexual health, emotional health) and wellness activities (e.g., classroom educational seminars, school wide wellness activities, resource distribution, school fairs) program to be conducted on campus by students for students;
- c. Assist with collecting, analyzing, and reporting data on delivered services; and
- d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

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6.3.2 Minimum Qualifications (Level I, II):

- Master's Degree from a program of study accredited by the Council on Education for Public Health with specialization in Public Health Education, Community Health Education, or equivalent;
- Computer literate and skilled in the use of MS Office (Word, Excel, PowerPoint);
- Excellent oral and written communication skills; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.3.3 Desirable Qualifications (Level I)

- Experience implementing and conducting evidence-based behavioral health programs.

6.3.4 Desirable Qualifications (Level II)

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.4 Senior Youth/Health Educator, Level I, II (15.0 FTE)

The Senior Youth/Health Educator (Level I, II) will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout LAC. There will 50 Student Wellbeing Centers at school district sites throughout LAC.

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6.4.1 The duties of the Senior Youth/Health Educator (Level I, II) include, but are not limited to:

- a. Plan, develop, implement, coordinate, and evaluate the Student Wellbeing Center services for the assigned schools as it relates to SUD screening and referral services, other public health priority subjects that are risk factors for SUD, and in collaboration with service and community partners;
- b. Supervise assigned youth/health educators to ensure program is implemented as designed;
- c. Coordinate with other locations and DPH leadership to ensure effective and consistent implementation across all locations; and
- d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.4.2 Minimum Qualifications (Level I, II):

- Master's Degree a program of study accredited by the Council on Education for Public Health with specialization in Public Health Education, Community Health Education, or equivalent; **-AND-** One year of health education experience;
- Computer literate and skilled in the use of MS Windows-based Programs, including MS Office (Word, Excel, PowerPoint);
- Excellent oral and written communication skills; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.4.3 Desirable Qualifications (Level I):

- Experience implementing and conducting evidence-based behavioral health programs; and

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- Experience supervising or leading a team of staff conducting behavioral health related functions.

6.4.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.5 Staff Analyst, Level I, II (11.0 FTE)

One Staff Analyst (Level I, II) will support the Program Manager in the daily management responsibilities of the Student Wellbeing Center's program, staffing, policies and procedures, and meeting the regulatory and contractual requirements.

Ten Staff Analysts (Level I, II) will support capacity building activities for implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and meet regulatory and contractual requirements.

6.5.1 The duties of the Staff Analyst (Level I, II) include, but are not limited to:

- a. Serve as a technical expert and consultant to management;
- b. Analyze and make recommendations to manager for the effective use of resources and personnel, the implementation and improvement of programs and operations, funding allocations, spending plans, and the refinement of management practices and policies;

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- c. Perform special assignments and projects;
- d. Act as a team leader of other analysts; and
- e. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.5.2 Minimum Qualifications (Level I, II):

- A Bachelor's Degree from an accredited college or university in a discipline related to the core business function of the department as referenced in WOS section 2.2.4 **-AND-** two years of experience in the analysis of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare. A Master's Degree from an accredited college or university in a discipline related to the core business function of DPH may be substituted for one year of the required experience;
- Experience researching and analyzing protocols, best practices, policy issues, pending legislation, regulations, potential funding sources, fiscal/accounting principles, and reports and makes recommendations to management regarding impact on services;
- Experience collecting, analyzing, and evaluating program data and making recommendations for program modifications, funding allocations, quality improvement or corrective action;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint);
- Excellent oral and written communication skills; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

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6.5.3 Desirable Qualifications (Level I):

- Experience leading the development, implementation, monitoring and evaluating of policies, goals and objectives for health-focused programs and/or fiscal systems;
- Experience with preparing reports for management and/or local, State, and/or federal agencies; and
- Experience with developing standards for evaluation for quality assurance.

6.5.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.6 Assistant Staff Analyst, Level I, II (6.0 FTE)

The Assistant Staff Analyst (Level I, II) will assist in research and analysis and make recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs.

6.6.1 The duties of the Assistant Staff Analyst (Level I, II) include, but are not limited to:

- a. Analyze and make recommendations for the effective use of resources and personnel, the implementation and improvement

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of programs and operations, and the refinement of management practices and policies;

- b. Make recommendations to manager for further discussion and review;
- c. Perform assignments with considerable independence within the limits of acceptable practices and administrative policy; and
- d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.6.2 Minimum Qualifications (Level I, II):

- Experience analyzing of public or non-public programs including those in health (e.g., medicine, physiology), public health, public policy and/or social work/social welfare;
- Ability to assist in researching and analyzing protocols, best practices, policy issues, pending legislation, regulations, potential funding sources, and reports and make recommendations to management regarding impact on services, including funding allocations;
- Computer literate and skilled in the use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint);
- Excellent oral and written communication skills; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.6.3 Desirable Qualifications (Level I):

- A Bachelor's degree from an accredited college or university and in a discipline related to the core business function of the department;

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- Ability to assist with developing, implementing, monitoring and evaluating policies, goals and objectives for health-focused programs and/or financial systems; and
- Ability to assist management with overseeing the administrative or programmatic operations of programs or projects including matters of budget, policy and procurement.

6.6.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.7 Graphic Artist, Level I, II (1.0 FTE)

The Graphic Artist (Level I, II) will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. Creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.

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6.7.1 The duties of the Graphic Artist (Level I, II) include, but are not limited to:

- a. Create graphics, layouts and design for SUD specialty managed care and prevention communication materials (i.e., look and feel for internal and external program communications);
- b. Develop consistent graphics for printed beneficiary and provider materials;
- c. Produce and establish constant brand recognition in the community, potential provider, and other stakeholders;
- d. Provide creative support in integrating brand guidelines of both the treatment and prevention efforts;
- e. Provide graphic support for the Division, including e-newsletters, reports, collateral, promotional items, research briefs, visual presentations and multimedia projects;
- f. Deliver creative expertise to assist in the production of website publications, including videos, presentations documents, surveys, and other online communications; and
- g. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.7.2 Minimum Qualifications (Level I, II):

- Three years of commercial art experience in the preparation and production of manual and graphic art presentations;
-OR-
One year of training in commercial art including coursework in graphic art procedures, layout and lettering, artwork preparation, graphic design, illustration, spot illustration, advertising design, typography, commercial design, drawing logic and color theory;
-AND-

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- Expertise in the use of commonly used graphic design software (Adobe, etc.); and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.7.3 Desirable Qualifications (Level I):

- Computer literate and skilled in the use of MS Office (Word, Excel, PowerPoint) and website-related software; and
- Excellent oral and written communication skills.

6.7.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.8 Website Designer, Level I, II (1.0 FTE)

The Website Designer (Level I, II) position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information Systems.

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6.8.1 The duties of the Website Designer (Level I, II) include, but are not limited to:

- a. Create digital web designs for the SAPC website to maintain cohesive branding using established DPH and SAPC graphic elements and identifiers;
- b. Develop user experience analytics;
- c. Deliver technical expertise in information architecture for health or public health users, managing the style and content organization of all SAPC web-placed communications including search engine optimization and social media, creating a platform where diverse users can easily navigate and access SUD specialty managed care, prevention, and education information;
- d. Develop standard protocols for maintaining and updating the SAPC website;
- e. Provide expertise in posting and sharing website publications (internal and external), including video content, links, surveys, and other online communications; and
- f. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.8.2 Minimum Qualifications (Level I, II):

- A Bachelor's degree from an accredited college or university in Website Design or related field of study **-AND-** three year of hands-on experience in designing, developing, and managing websites, utilizing the most efficient software and programming languages;

-OR-

- Five years of hands-on experience in designing, developing, and managing websites, utilizing the most efficient software and programming languages;

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-AND-

- Expertise in User Experience and Interface (UX & UI);
- Professional knowledge of HTML, CSS, Java Script and others; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.8.3 Desirable Qualifications (Level I):

- Experience implementing website creation and management with public health, health or community service users in mind;
- Proficiency with design applications such as Photoshop and Illustrator; and
- Excellent oral and written communication skills.

6.8.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

6.9 Staff Assistant I, Level I, II (1.0 FTE)

The Staff Assistant I (Level I, II) will provide high level administrative support to the program ensure effective management and program implementation.

6.10.1 The duties of the Staff Assistant I (Level I, II) include, but are not limited to:

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- a. Provide administrative support and guidance to employees on employee performance, staffing, organization and departmental procedures;
- b. Analyze and make recommendations on complex organizational problems and work procedures;
- c. Conduct administrative studies of internal operations and procedures and make recommendations to supervisor;
- d. Generate various reports from internal databases;
- e. Analyze contract funding information and prepare funding information sheets, as needed;
- f. Assume responsibilities, as assigned by supervisor, to perform specialized duties related to the program, and
- g. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.

6.9.2 Minimum Qualifications:

- One year of experience in either: (1) a staff capacity analyzing and making recommendations for the solution of problems of organization, procedure, program, budget or personnel, **or** (2) a highly responsible secretarial capacity, **or** (3) a responsible supervisory clerical capacity;
- Fluent in Microsoft Word, Excel and other programs necessary to efficiently execute clerical duties; and
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

6.9.3 Desirable Qualifications

- Excellent oral and written communication skills.

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6.9.4 Desirable Qualifications (Level II):

- All desirable qualifications listed above for Level I;
- Two years or more, formal education related to the job, beyond the minimum required education; and
- Two years or more, professional work experience related to the job, beyond the minimum required experience.

7.0 HOURS/DAYS OF WORK

7.1 Work shift for all temporary personnel

7.1.1 All positions will be required to work 40 hours per week, unless a flexible work schedule (e.g., 9/80) or an alternative work schedule is approved by the County Program Director or Supervisor. The normal working schedule will be daytime (within 7 a.m. and 7 p.m.), Monday through Friday. For select employees, there may be occasional evening and/or weekend hours. Staff scheduling may be adjusted to accommodate telecommuting, working off site, and flexible work schedules in order to meet program goals and objectives.

7.1.2 All schedules require the prior written authorization of the Director, or designee.

7.1.3 For staff located at schools, Staff must align any earned or accrued planned time off with school schedule and/or calendar.

7.1.3 Any temporary services personnel that tests positive for COVID-19 or may be exhibiting symptoms or signs of COVID-19 shall not report

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to a County worksite and/or will be directed to leave a County worksite. Contractor shall ensure that temporary services personnel that test positive for COVID-19 will not report to a worksite that could expose clients or other staff to COVID-19.

8.0 WORK LOCATION

Services described herein shall be provided as indicated in Section 6.0 SPECIFIC DESCRIPTION OF SERVICES – TEMPORARY PERSONNEL, or at 1000 South Fremont Avenue, Alhambra, CA 91803 and/or according to a written authorization to telecommute or remote working arrangement as needed.

9.0 TRAVEL ALLOCATION

Staff hired under this contract are eligible to travel for work-related activities and functions, as approved by the County. Travel costs will be reimbursed in accordance with the County Auditor Controller Fiscal Manual and will include, but not limited to, mileage, lodging, parking, fees associated with registrations or attendance to any work-related and approved functions.

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CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>1. Contractor will recruit and hire the following temporary personnel:</p> <ul style="list-style-type: none"> One (1) Health Program Manager II One (1) Program Manager Fifty (50) Youth/Health Educators - Substance Use Disorder (SUD) Focus, Level I, II Fifteen (15) Senior Youth/Health Educators, Level I, II Eleven (11) Staff Analysts, Level I, II Six (6) Assistant Staff Analysts, Level I, II One (1) Graphic Artist, Level I, II One (1) Website Designer, Level I, II One (1) Staff Assistant I, Level I, II <p>Attachment A, Statement of Work (SOW) provides a detailed description of temporary personnel needed.</p>	<p>a. Submit a hiring plan to DPH staff.</p> <p>b. Prepare job descriptions with DPH input and guidance, and recruit qualified candidates via websites, postings, email, or by direct referral from DPH. DPH to participate in interviews and provide final approval of candidates.</p> <p>c. Hire temporary personnel and prepare personnel files.</p> <p>d. Temporary personnel report to Contractor to initiate employment application process and submit for a background check.</p> <p>e. Temporary personnel report to DPH for orientation.</p>	<p>Within five (5) days of execution of this agreement</p> <p>Within 15 days of execution of this agreement</p> <p>Within 20 days of execution of this agreement</p> <p>Within 30 days of execution of this agreement</p> <p>Upon hire</p>	<p>a. Letter(s) of approval and related materials will be kept on file.</p> <p>b. Completed materials will be kept on file and results documented in the monthly reports to DPH.</p> <p>c. Selection process and personnel files will be kept on file with Contractor.</p> <p>d. Records to be maintained on file with Contractor for review by DPH during audit and technical reviews.</p> <p>e. Maintain employee time records.</p>

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SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153 WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
1A Contractor will manage administrative functions and personnel procedures for staff associated with this work order.	a. Contractor will provide employment procedures and policies to DPH for review, to include an overview of timekeeping and other key elements.	Within 5 days of execution of this agreement	a. Letter(s) of approval and related materials will be kept on file.
	b. Contractor will provide training regarding supervisory procedures, timekeeping, evaluation, disciplinary action, and other key components of supervising staff.	Upon hire and ongoing through June 30,2022	b. Contractor will maintain training records on file.
	c. Contractor in conjunction with DPH will provide training to meet the requirement of the school district assigned (e.g., student confidentiality, Sexually Transmitted Infection confidentiality, alcohol and drug rehabilitation records confidentiality, and any other identified required training).	Upon hire and ongoing through June 30,2022	c. Contractor will maintain all employee files.
	d. Contractor will maintain and update employee files with all employment records and performance evaluations.	Upon hire and ongoing through June 30,2022	d. Contractor will maintain an employee file with all employment records and evaluations.
	e. Contractor will disseminate an annual probationary performance review for SAPC to evaluate the appropriate temporary personnel (if applicable).	One (1) Year after hiring personnel (if applicable)	e. Contractor will initiate probationary performance review process and retain signed copy in employee files.
	f. Contractor will pay staff a minimum of twice a month and will provide a package of employee benefits including at a minimum, health and dental insurance coverage.	Upon hire and ongoing through June 30,2022	f. A monthly report of payments will be submitted with detailed invoice on a monthly basis, 30 days in arrears.
		Upon hire and monthly through June 30,2022	g. Contractor will submit vacation/holiday/sick time balances to DPH on a monthly basis.

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CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153 WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

CONTRACTOR'S RESPONSIBILITY: Identify, recruit, and hire temporary personnel and perform ongoing human resource functions.			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	g. Contractor will provide vacation/holiday/sick time balances for each employee and ensure they are used each term. h. Contractor will invoice DPH 30 days in arrears for costs incurred related to the Work Order. i. Contractor will comply with the annual requirements of the DPH administrative review. j. Contractor will submit a final invoice no later than 30 days after the end of the budget period.	Monthly through June 30,2022 Annually 30 days after end of budget period	h. Contractor invoices will be kept on file. Contractor will send hard copy and electronic PDF copy. i. Contractor responses will be maintained in e-records in PDF format by DPH. j. DPH Financial Services Division and SAPC will maintain record of invoicing.
1B Temporary personnel will be HIPAA-certified, in compliance with County DPH HIPAA policies, and trained in quality assurance measures for data collection prior to employment.	a. Contractor will assist candidates by making HIPAA training modules available. b. DPH HIPAA compliance trainings and any SAPC trainings will be completed.	Upon execution of MAWO Upon hiring and ongoing through June 30,2022	a. Certificates indicating completion of trainings will be kept on file. b. Certificates indicating completion of trainings will be kept on file.
1C Contractor will ensure that staff perform responsibilities of the contracted work as assigned.	a. Monitor progress of staff to ensure performance is at the required standards to fulfill the responsibilities of the contracted work.	Upon hiring through June 30,2022	a. Completed performance evaluation materials will be kept on file and results documented in the month incurred.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
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SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

HEALTH PROGRAM MANAGER II

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>2. Health Program Manager II (1.0 FTE)</p> <p>The Health Program Manager II has immediate charge of a large-sized public health program or comparably sized segment of a major public health program within the Department of Public Health.</p>	<p>a. Direct all activities of the program, including planning, implementation, administration, and evaluation.</p> <p>b. Perform the full range of administrative and technical supervision to plan, assign, oversee, and evaluate the work of subordinate staff; provides technical guidance and support to staff where appropriate.</p> <p>c. Develop, implement, and interpret policies and procedures and advises and makes recommendations to bureau administration on policy issues involving the work of the program.</p> <p>d. Participate in the development, negotiation, implementation, and management of the budget for the program; ensures that budget and contract allocations reflect program priorities and takes corrective action as necessary.</p> <p>e. Directs program administrative functions and internal support services and develops and implements solutions to complex problems within the program.</p> <p>f. Interface and collaborate with community groups and public and governmental agencies.</p> <p>g. Participate in the development, monitoring, and compliance of contracts specific to the program.</p> <p>h. Direct the review and analysis of existing and proposed Federal, state, and local regulations, legislation, and policies affecting the program.</p>	<p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p>	<p>a. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>e. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>f. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>g. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>h. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

HEALTH PROGRAM MANAGER II

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
	i. Supervise and lead division-wide strategic planning groups in the development of strategies and priorities for the division: and	Upon hire through June 30,2022	i. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.
	j. Plan and lead the assessment of programmatic activities affecting the health and well-being of individuals served by the program and coordinates the development and dissemination of findings and recommendations developed from the evaluations conducted.	Upon hire through June 30,2022	j. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.
	k. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022	k. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

PROGRAM MANAGER			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
3. Program Manager (1.0 FTE) The Program Manager will coordinate DPH efforts to manage and develop collaborative Student Wellbeing Centers at 50 high schools in Los Angeles County(LAC).	a. Coordinates DPH efforts to manage and develop collaborative Student Wellbeing Centers at 50 high schools in LAC. b. Provides overall Student Wellbeing Center program management and oversight. c. Maintains relationships with schools, districts, County and other stakeholders to ensure program goals. d. Directs all activities of the program or program segment, including planning, implementation, administration, and evaluation. e. Performs the full range of administrative and technical supervision to plan, assign, oversee, and evaluate the work of subordinate staff; provides technical guidance and support to staff where appropriate. f. Develops, implements, and interprets policies and procedures and advises or makes recommendations to bureau administration on policy issues involving the work of the organizational unit or program. g. Directs program administrative functions and internal support services and develops and implements solutions to complex problems within the program or program segment. h. Interfaces and collaborates with community groups and public and governmental agencies. i. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations. f. Documented on monthly statement of activities, interim progress reports, and performance evaluations. g. Documented on monthly statement of activities, interim progress reports, and performance evaluations. h. Documented on monthly statement of activities, interim progress reports, and performance evaluations. i. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

YOUTH/HEALTH EDUCATOR - SUD			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
4. Youth/Health Educator – Substance Use Disorder (SUD) Focus, Level I, II (50.0 FTE) Each position will be responsible for services delivered at one of the 50 Student Wellbeing Centers at school district sites throughout LAC.	a. Implement a comprehensive health-focused curriculum at assigned high school to support the well-being of students and provide education to minimize adverse health outcomes, including SUD. b. Develop and sustain a student-led peer health educator training (e.g., SUD, tobacco, sexual health, emotional health) and wellness activities (e.g., classroom educational seminars, school wide wellness activities, resource distribution, school fairs) program to be conducted on campus by students for students. c. Assist with collecting, analyzing, and reporting data on delivered services. d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on a monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on a monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on a monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on a monthly statement of activities, interim progress reports, and performance evaluations.

SENIOR YOUTH/HEALTH EDUCATOR			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
5. Senior Youth/Health Educator, Level I, II (15.0 FTE) The Senior Health Educator (Level I, II) will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout LAC.	a. Plan, develop, coordinate, and evaluate the Student Wellbeing Center services for the assigned schools as it relates to SUD screening and referral services, other public health priority subjects that are risk factors for SUD, and in collaboration with service and community partners. b. Supervise assigned health educators to ensure program is implemented as designed. c. Coordinate with other locations, and DPH leadership, to ensure effective and consistent implementation across all locations.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153 WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

	d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022	d. Documented monthly.
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
6. Staff Analyst, Level I, II (11.0 FTE) One Staff Analyst (Level I, II) will support Program Manager in the daily management responsibilities of the Student Wellbeing Center's program, staffing, policies and procedures, and meeting the regulatory and contractual requirements. Ten Staff Analysts (Level I, II) will support capacity building activities for implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and meet regulatory and contractual requirements.	a. Serve as a technical expert and consultant to management in major behavioral health division; b. Analyze and make recommendations to manager for the effective use of resources and personnel, the implementation and improvement of programs and operations, and the refinement of management practices and policies. c. Perform special assignments and projects; d. Act as a team leader of other analysts; and e. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented monthly.

ASSISTANT STAFF ANALYST

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
7. Assistant Staff Analyst, Level I, II (6.0 FTE) The Assistant Staff Analyst (Level I, II) will assist in research and analysis and makes recommendations regarding the use and	a. Analyze and make recommendations for the effective use of resources and personnel, the implementation and improvement of programs and operations, and the refinement of management practices and policies;	Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

ASSISTANT STAFF ANALYST

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
deployment of resources and the implementation and refinement of operations and programs.	b. Make recommendations to manager for further discussion and review; and c. Perform assignments with considerable independence within the limits of acceptable practices and administrative policy. d. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented monthly.

GRAPHIC ARTIST

Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
8. Graphic Artist, Level I, II (1.0 FTE) The Graphic Artist (Level I, II) will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. By creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.	a. Create graphics, layouts and design for SUD specialty managed care and prevention communication materials (i.e. look and feel for internal and external program communications). b. Develop consistent graphics for printed beneficiary and provider materials. c. Produce and establish constant brand recognition in the community, potential provider, and other stakeholders. d. Provide creative support in integrating brand guidelines of both the treatment and prevention efforts. e. Provide graphic support for the Division, including e-newsletters, reports, collateral, promotional items, research briefs, visual presentations and multimedia projects. f. Deliver creative expertise to assist in the production of website publications, including videos, presentations documents, surveys, and other online communications. g. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations. f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

GRAPHIC ARTIST			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
			g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

WEBSITE DESIGNER			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
<p>9. Website Designer, Level I, II (1.0 FTE)</p> <p>The Website Designer (Level I, II) position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information Systems.</p>	<p>a. Create digital web designs for the SAPC website to maintain cohesive branding using established DPH and SAPC graphic elements and identifiers.</p> <p>b. Develop user experience analytics.</p> <p>c. Deliver technical expertise in information architecture for health or public health users, managing the style and content organization of all SAPC web-placed communications including search engine optimization and social media, creating a platform where diverse users can easily navigate and access SUD specialty managed care, prevention, and education information.</p> <p>d. Develop standard protocols for maintaining and updating the SAPC website.</p> <p>e. Provide expertise in posting and sharing website publications (internal and external), including video content, links, surveys, and other online communications.</p> <p>f. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.</p>	<p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p> <p>Upon hire through June 30,2022</p>	<p>a. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>b. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>c. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>d. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>e. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p> <p>f. Documented on monthly statement of activities, interim progress reports, and performance evaluations.</p>

**COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC HEALTH
SCOPE OF WORK
SUBSTANCE ABUSE PREVENTION AND CONTROL**

CONTRACTOR NAME: TBD

MASTER AGREEMENT NUMBER: PH-03153

WORK ORDER NUMBER: PH-03153-W17

WORK ORDER SOLICITATION NUMBER: TEMP-WOS-116

TERM: FEBRUARY 1, 2021 THROUGH JUNE 30, 2022

STAFF ASSISTANT I			
Objectives	Activities	Timeline (Activity Completed By)	Documentation/ Evaluation
10. Staff Assistant I, Level I, II (1.0 FTE) The Staff Assistant I (Level I, II) will provides high level administrative support to the program ensure effective management and program implementation.	a. Provide administrative support and guidance to employees on employee performance, staffing, organization and departmental procedures. b. Analyze and make recommendations on complex organizational problems and work procedures. c. Conduct administrative studies of internal operations and procedures and make recommendations to supervisor. d. Generate various reports from internal databases. e. Analyze contract funding information and prepare funding information sheets, as needed. f. Assume responsibilities, as assigned by supervisor, to perform specialized duties related to the program g. Other duties as assigned; may be temporarily reassigned to COVID-19 assignments as needed.	Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022 Upon hire through June 30,2022	a. Documented on monthly statement of activities, interim progress reports, and performance evaluations. b. Documented on monthly statement of activities, interim progress reports, and performance evaluations. c. Documented on monthly statement of activities, interim progress reports, and performance evaluations. d. Documented on monthly statement of activities, interim progress reports, and performance evaluations. e. Documented on monthly statement of activities, interim progress reports, and performance evaluations. f. Documented on monthly statement of activities, interim progress reports, and performance evaluations. g. Documented on monthly statement of activities, interim progress reports, and performance evaluations.

LINE ITEM BUDGET SUMMARY

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **February 1, 2021 through June 30, 2022 (17 months)**
 County Requesting Department: **SAPC**
 County Project Director: **Judith Robb**
 County Work Order Director: **Daniel Deniz**


BUDGET SUMMARY (Schedule of Projected Costs)		
COST CATEGORY		AMOUNT
Salaries		\$ 8,635,762
Employee Benefits		\$ 2,158,941
Travel		\$ 71,200
Supplies		
Consultant/Contractual		
Other		
Indirect Costs*	8.5%	\$ 923,602
TOTAL COST TO MEET THE REQUIREMENTS OF THE WORK		\$ 11,789,505

* Indirect Cost must not exceed 10% of total direct costs

CERTIFICATION

I certify that the following required costs (check boxes, as applicable) are included in this budget for Full-Time staff:

- ☒ 100% Basic Health and Dental Benefits
- ☒ 12 County-observed Holidays annually, at least 10 vacation days (accrued monthly), and 12 sick days (accrued monthly) per year. All accrued vacation and sick leave must be used each term and cannot be rolled over.


 **Contractor's Authorized Official Signature

Date

11/6/2020

NOTE: No E-signatures will be accepted

** Pursuant to Master Agreement, Paragraph 7.2 Contractor's Authorized Official(s). The authorized official must be the same person identified in Master Agreement, Exhibit B.
 LINE ITEM BUDGET

BUDGET JUSTIFICATION FOR SALARIES

ATTACHMENT C

Contractor Name:

Partners In Diversity, Inc

Project Title:

Substance Abuse Prevention and Control (SAPC)

Period of Performance:

February 1, 2021 to June 30, 2022 (17 months)

PERSONNEL SERVICES FORM (FULL TIME)

Title/Name (if position is vacant, indicate TBH and approx. date of hire)	Monthly Salary	FTE	# of Months	Proposed Cost
Health Program Manager II	\$ 10,258	1.000	17	\$ 174,386
TBH				
Position description: The Health Program Manager II has immediate charge of a large-sized public health program or comparably sized segment of a major public health program within the Department of Public Health.				
Program Manager	\$ 9,542	1.000	17	\$ 162,214
TBH				
Position description: The Program Manager will coordinate DPH efforts to manage and develop collaborative Student Wellbeing Centers at 50 high schools in Los Angeles County(LAC).				
Youth /Health Educator SUD, Level I, II	\$ 5,399	50.000	17	\$ 4,589,150
TBH				
Position description: Each position will be responsible for services delivered at one of the 50 Student Wellbeing Centers at school district sites throughout LAC.				
Senior Youth/Health Educator, Level I, II	\$ 5,706	15.000	17	\$ 1,455,030
TBH				
Position description: The Senior Health Educator (Level I, II) will supervise the implementation of an evidence-based curriculum at multiple school-based venues throughout LAC.				
Staff Analyst Level I,II	\$ 7,221	11.000	17	\$ 1,350,327
TBS				
Position description: One Staff Analyst (Level I, II) will support Program Manager in the daily management responsibilities of the Student Wellbeing Center's program, staffing, policies and procedures, and meeting the regulatory and contractual requirements. Ten Staff Analysts (Level I, II) will support capacity building activities for implementing the expanded responsibilities under the Drug Medi-Cal Organized Delivery System (DMC-ODS) Waiver and meet regulatory and contractual requirements.				
Assistant Staff Analyst Level I, II	\$ 6,479	6.000	17	\$ 660,858
TBH				
Position description: The Assistant Staff Analyst (Level I, II) will assist in research and analysis and makes recommendations regarding the use and deployment of resources and the implementation and refinement of operations and programs.				
Graphic Artist, Level I, II	\$ 4,198	1.000	17	\$ 71,366
TBH				
Position description: The Graphic Artist (Level I, II) will develop strategies to better engage the public by increasing knowledge that the no-cost SUD treatment and preventive services benefit package has been significantly expanded for Medi-Cal and My Health LA eligible beneficiaries. Feedback has also been received that the public and community-based providers do not always see DPH and SAPC as the lead agency for SUD services. By creating clearly branded materials and conducting outreach events, both in the community and for network provider sites, will advance the ability to achieve this objective.				
Website Designer, Level I, II	\$ 6,260	1.000	17	\$ 106,420
TBH				
Position description: The Website Designer (Level I, II) position will develop an intranet and internet website that is Americans with Disabilities Act (ADA) and 42 CFR part 438 compliant and that transitions the current primary website audience from providers to one that first engages and informs the public, and secondarily serves as a resource for providers. The structure of the website and included documents/links would be developed in a manner that is inviting and branded, and that would also enable a transition to the new format under the purview of DPH's Public Health Information Systems.				
Staff Assistant I, Level I, II	\$ 3,883	1.000	17	\$ 66,011
TBH				
Position description: The Staff Assistant I (Level I, II) will provides high level administrative support to the program ensure effective management and program implementation.				

Salary Subtotal

\$ 8,635,762

Employee Benefits (enter percentage)

25.00%

\$ 2,158,941

(enter percentage)

Total Personnel Costs - Full Time

\$ 10,794,703

LINE ITEM BUDGET

BUDGET JUSTIFICATION FOR EMPLOYEE BENEFITS

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **February 1, 2021 through June 30, 2022 (17 months)**

PERSONNEL SERVICES

BUDGET CATEGORY - EMPLOYEE BENEFITS (FULL TIME)

COMPONENT	PERCENTAGE
F.I.C.A.	7.65%
Health and Dental Insurance	8.15%
Unemployment Insurance	7.20%
Disability Insurance	1.00%
Workers Compensation	1.00%
Other (itemize):	
TOTAL*	<u>25.00%</u>

If your agency has multiple rates, include a separate page for each rate and an explanation as to when each rate is used.

*Limited to a maximum of 30% of salary costs.

BUDGET JUSTIFICATION FOR TRAVEL

ATTACHMENT C

Contractor Name: **Partners In Diversity, Inc**
 Project Title: **Substance Abuse Prevention and Control (SAPC)**
 Period of Performance: **February 1, 2021 through June 30, 2022 (17 months)**

BUDGET CATEGORY- TRAVEL	(A) Proposed Cost
Item: Mileage Methodology Used: Mileage allowance of \$43,000 for the entire performance period, for the required staff positions. Mileage reimbursement cannot exceed County's reimbursement rate, currently \$0.545 per mile. Miles traveled x \$0.545 per mile= total reimbursement.	\$ 43,000
	\$ 43,000
Item: Parking Methodology Used: Parking allowance of \$6,200 for the entire performance period, for required staff positions.	\$ 6,200
	\$ 6,200
Item: Travel Methodology Used: An allowance of \$22,000 for out-of-town travel for the entire performance period. These funds are required for program staff to attend mandatory meetings, conferences, and trainings to support all program objectives.	\$ 22,000
	\$ 22,000
Total Travel Requested	\$ 71,200

BUDGET JUSTIFICATION FOR "OTHER"

ATTACHMENT C

Contractor Name:
Project Title:
Period of Performance:

Partners In Diversity, Inc
Substance Abuse Prevention and Control (SAPC)
February 1, 2021 through June 30, 2022 (17 months)

BUDGET CATEGORY- OTHER	(A) Proposed Cost
Item: Methodology Used:	
Item: Methodology Used:	
Item: Methodology Used:	
Item: Methodology Used:	
Item: Methodology Used:	
Item: Methodology Used:	
Item: Methodology Used:	
Total Requested -- Other	