



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.  
Director  
ROBIN KAY, Ph.D.,  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

November 18, 2014

35 of November 18, 2014

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

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

Dear Supervisors:

**AUTHORIZATION TO AMEND CALIFORNIA INSTITUTE FOR BEHAVIORAL HEALTH  
SOLUTIONS SOLE SOURCE CONSULTANT SERVICES AGREEMENT FOR SPIRITUALITY AND  
MENTAL HEALTH TRAINING  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

### **SUBJECT**

Request approval to amend the current sole source Consultant Services Agreement with California Institute for Behavioral Health Solutions for the purpose of adding a training program on the integration of spiritual interests into the recovery and wellness plans of mental health clients.

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Chief Deputy Director of Mental Health (Chief Deputy), or her designee, to prepare, sign and execute an amendment, substantially similar to the Attachment, to the sole source Consultant Services Agreement No.MH050144 (Agreement) with California Institute for Behavioral Health Solutions (CIBHS), previously known as California Institute for Mental Health, (CIMH), for the purpose of adding a training program on spirituality for Fiscal Years (FYs) 2014-15 and 2015-16. The estimated training costs total \$147,200, fully funded with State Mental Health Services Act (MHSA) revenue. The amendment will increase the annual contract amount by \$52,843 for FY 2014-15, and by \$94,357 for FY 2015-16. The revised annual Total Compensation Amounts (TCA) are \$457,843 and \$482,357, for each respective fiscal year.
2. Delegate authority to the Chief Deputy, or her designee, to prepare, sign and execute future amendments to the Agreement, provided that: 1) the County's total payments to CIBHS for each

fiscal year do not exceed a 10 percent increase from the applicable Board-approved annual TCA; 2) any such increase is used to provide additional services or to reflect program and/or policy changes; 3) your Board has appropriated sufficient funds for all changes; 4) approval of County Counsel, or designee, is obtained prior to any such amendment; 5) County and CIBHS may by written amendment reduce services or programs without reference to the 10 percent limitation and revise the applicable TCA; and 6) the Chief Deputy notifies your Board and Chief Executive Officer (CEO) of changes to the Agreement in writing within 30 days after execution of each amendment.

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

This amendment will enable DMH and its contractors to obtain training on the knowledge and skills of integrating spirituality into their clients' mental health recovery and wellness plans. The California Mental Health Services Oversight and Accountability Commission has included a specific focus on spirituality in its California Strategic Plan on Reducing Mental Health Stigma and Discrimination.. The Plan calls for the utilization of spirituality and faith-based practices as tools for wellness and recovery.

DMH assumed a leadership role in supporting the State's initiative and has developed a spirituality plan for providers, faith communities, clients and their families. This training project is an integral part of that plan and is also a continuation of DMH's on-going effort to promote awareness of spirituality as a resource within the diverse ethnic populations of Los Angeles County.

DMH is recommending that CIBHS provide this spirituality training because this agency has the personnel, experience and technical competence to provide quality training in the area of integrating spirituality into mental health practices. Similar trainings were previously provided by CIBHS to a limited number of DMH and contract staff. Those trainings were considered effective based on evaluations by trainees. CIBHS' Center for Multicultural Development also houses the California Mental Health and Spirituality Initiative. This Initiative was created to promote awareness of spirituality as a resource in mental health wellness, recovery and multicultural competency, and it specializes in in trainings for mental health services on the interrelation of mental health and spirituality.

Board approval will support the commitment of DMH to partner with faith-based communities in order to create hope, wellness and recovery for clients and their families.

Additionally, your Board's approval for the amendment is required because the annual contract increases exceed the 10 percent delegated authority.

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

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

### **FISCAL IMPACT/FINANCING**

The total cost of this amendment is \$147,200 which is \$52,843 for FY 2014-15 and \$94,357 for FY 2015-16, fully funded with State MHSA revenue. The \$ 52,843 for FY 2014-15 is included in DMH's FY 2014-15 Adopted Budget. Funding for FY 2015-16 will be incorporated into the budget through DMH's annual budget request process.

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

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

DMH first obtained your Board's authorization to engage CIMH (now known as CIBHS) for spirituality training services in FYs 2011-12 and 2012-13 through a Board letter adopted on February 7, 2012. This engagement accomplished its original objectives. Subsequently, DMH renewed its Sole Source Consultant Services Agreement with CIBHS for three fiscal years, adopted on July 30, 2013, continual through June 30, 2016. Funding for this training project was not included in the renewal agreement because DMH had not completed a Statement of Work which would justify additional funding at that time. As a result, this training was not continued during the 2013-14 fiscal year. DMH is now requesting to allocate funds for FYs 2014-15 and 2015-16 to continue this much needed and successful program, which will include training clinical staff on the use of a toolkit produced during the previous Agreement. This training will be used by DMH and contractors' clinical staff in their clients' recovery and wellness plans.

CIBHS, previously known as CIMH, is a private, non-profit agency established by the California Mental Health Director's Association in 1993 with a mission to promote excellence in California's public mental health services system. Effective July 1, 2014, CIMH merged with Alcohol and Drug Policy Institute, Inc. As a result of the merger, CIMH has assumed the new name of CIBHS and expanded its mission to incorporate prevention, mental health, and substance use disorders. The agency assumes a statewide role in supporting the public mental health system through technical assistance, research, policy development, and evidence-based practices.

CIBHS is the primary training provider for the State of California in statewide projects such as the implementation of Managed Care and the Mental Health Services Act. The agency has been successful in implementing its vision of wellness, resiliency, recovery, and full community integration of services for adults, children, and families who are dealing with mental health and substance abuse-related issues.

The Amendment requires CIBHS to provide training to DMH and its contractors' clinical staff on the implementation of integrating spirituality into their clients' recovery and wellness. The Statement of Work (Attachment, Exhibit A-2) provides comprehensive and detailed performance requirements of CIBHS on training curriculum, training materials, recruitment of trainees, trainee geographic participation, linguistic and culturally competency, post-training technical assistances and other training related matters.

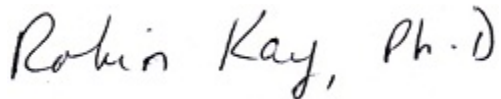
The amendment has been approved as to form by County Counsel. The CEO has been advised of the proposed actions.

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

This amendment will allow DMH to continue its effort to enhance the trainings and tools on

integrating spirituality and mental health services into clients' recovery and wellness, and to develop partnerships with faith-based organizations to enhance opportunities for clients to utilize their spiritual choices to support their recovery goals.

Respectfully submitted,

A handwritten signature in black ink that reads "Robin Kay, Ph.D." The signature is written in a cursive, flowing style.

ROBIN KAY, Ph.D.

Chief Deputy Director

RK:DM:RK:KM:cc

Enclosures

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

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this \_\_\_ day of November, 2014, by and between the COUNTY OF LOS ANGELES (hereafter "County") and California Institute for Behavioral Health Solutions (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated July 30, 2013, identified as County Agreement No. MH050144, as subsequently amended (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Years (FYs) 2014-15 and 2015-16, County and Contractor intend to amend Agreement only as described hereunder; and

WHEREAS, for FYs 2014-15 and 2015-16, County and Contractor intend to add Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funding to the Total Compensation Amount (TCA) for the provision of training services on integrating spiritual interests of mental health clients into their recovery and wellness plan; and

WHEREAS, for FY 2014-15 and FY 2015-16, County and Contractor intend to add MHSA PEI funds in the amount of \$52,843 to the FY 2014-15 TCA, and add MHSA PEI funds in the amount of \$94,357 to the FY 2015-16 TCA, to fund the subject training services. Contractor shall provide services as specified in the attached Exhibit A-2, Statement of Work; and

WHEREAS, the revised FY 2014-15 TCA will be \$457,843; and the revised FY 2015-16 TCA will be \$482,357.

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

1. Paragraph 5.0 COMPENSATION, Subparagraphs A. and B. shall be deleted in their entirety and replaced by:

"5.0 COMPENSATION:

A. Consultant agrees to satisfactorily complete all work specified in Statements of Work (SOW), Exhibit A and Exhibit A-2. In consideration of the performance by Consultant in a manner satisfactory to County of the services described in Exhibits A and A-2, Statements of Work, Consultant shall be paid in accordance with the associated Deliverables Schedules and/or Fee Schedules specified in Exhibit A and Exhibit A-2, and by the funding sources established in Exhibit B-2.

B. Total Compensation Amount for this Agreement shall not exceed FOUR HUNDRED FIFTY-SEVEN THOUSAND EIGHT HUNDRED FORTY-THREE DOLLARS (\$457,843) for Fiscal Year 2014-15; FOUR HUNDRED EIGHTY-TWO THOUSAND THREE HUNDRED FIFTY-SEVEN DOLLARS (\$482,357) for Fiscal Year 2015-16."

2. EXHIBIT A-2, Statement of Work, attached hereto and incorporated herein by reference, shall be added to the Agreement.
3. EXHIBIT B-2, Funding Sources attached hereto and incorporated herein by reference, shall supersede and replace the previously effective Exhibit B, Funding Sources

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

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by County's Chief Deputy Director of Mental Health or her designee, and Contractor has caused this Amendment to be subscribed on its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Robin Kay, Ph. D.  
Chief Deputy Director of Mental Health

California Institute for Behavioral  
Health Solutions  
CONTRACTOR

By \_\_\_\_\_

Name Sandra Goodwin, Ph.D.

Title President  
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:  
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT  
ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By \_\_\_\_\_  
Chief, Contracts Development  
and Administration Division



## EXHIBIT A-2

## CALIFORNIA INSTITUTE FOR BEHAVIORAL HEALTH SOLUTIONS

SPIRITUALITY AND MENTAL HEALTH TRAINING  
FOR FISCAL YEARS 2014-15 AND 2015-16

## STATEMENT OF WORK

## I. PURPOSE

The Department of Mental Health (DMH) is committed to building the knowledge and skills of the mental health clinical staff to utilize spirituality as a resource for the recovery and wellness of the clients. The California Institute for Behavioral Health Solutions (CIBHS), formerly known as California Institute for Mental Health (CIMH), was engaged in the provision of trainings and tools on the interrelation of spirituality and mental health in the Fiscal Years (FYs) 2011-12 and 2012-13. This effort included the development of introductory, intermediate and advanced level trainings, a toolkit and a set of scripted vignettes. The trainings were then delivered to DMH and contract staff and included the integrated use of the vignettes. The toolkit was introduced to staff and individuals with lived experience to obtain feedback on content and how it could be effectively utilized.

This current project is a continuation and an integral part of DMH's on-going commitment to cultural competency. It aims to develop appropriate education resources for mental health staff on the impact of spirituality and build their skills to utilize spirituality to aid clients- children, youth, adults, older adults and families- in their recovery, wellness and social inclusion. This training is designed to provide principles, practices and methods of application to enhance mental health staff's competencies so they can:

- address the spiritual interests of the clients in a culturally-sensitive and strength-focused manner to support their recovery;
- assess the spiritual interests of the clients as a strength and a resource for their recovery and wellness;
- incorporate spiritual interests into care coordination plan and recovery goals; and
- assist the clients to exercise choices to use spirituality as one of the tools to support their recovery, and specifically facilitate the use of the aforementioned toolkit in exercising their choice.

The competencies gained by mental health staff will enable them to adhere to DMH practice guideline, *Parameters for Spiritual Support*, and the related policy, *Integration of Spiritual Interests of Clients in the Provision of Mental Health*

*Services and Supports.* The training goal is to equip mental health staff with the knowledge and skills to better support clients and families and collaborate with the faith community to further their support in the community, as identified in the DMH strategic plan Goal III, Strategy 6, to “develop partnerships with faith-based organizations to enhance opportunities for clients to utilize their spiritual choices in support of their recovery goals.”

## **II. SERVICES TO BE PROVIDED**

CIMH shall specifically perform and provide the following:

### **1. Spiritual Self-Care Facilitator Training**

- a. By March 31, 2015, develop a training curriculum and materials to teach mental health staff on using the Spiritual Self-Care Manual and Toolkit (SSCMT) to facilitate a group of individuals in self-actualization of their spirituality goals to aid their recovery and wellness.
- b. By March 31, 2015, develop longitudinal evaluation and outcome measures for gathering and reporting on the effective implementation of spirituality groups as per the SSCMT by trainees.
- c. By June 30, 2015, organize, recruit, register and train 40 mental health staff (two cohorts of 20 each in separate sessions) from LACDMH and its contract agencies using the curriculum.
- d. By June 30, 2016, conduct six monthly post-training technical assistance sessions.
- e. By June 30, 2016, conduct a one-day, in-person refresher course.

### **2. Mental Health & Spirituality – Introductory Course**

- a. By June 30, 2015, organize, recruit, register and deliver the previously developed *Introduction to Mental Health & Spirituality* training (Attachment 1) to at least 100 mental health staff (from both LACDMH and its contract agencies) in two sessions at two different locations within Los Angeles County to maximize geographic participation; work with the LACDMH WET Division to ensure CEs are offered for applicable disciplines; and provide a summary report of training evaluations.
- b. By December 31, 2015, organize, recruit, register and deliver the previously developed *Introduction to Mental Health & Spirituality* training (Attachment 1) to an additional 100 mental health staff (from both LACDMH and its contract agencies) in two additional sessions at two

different additional locations within Los Angeles County to maximize geographic participation; work with the LACDMH WET Division to ensure CEs are offered for applicable disciplines; and provide a summary report of training evaluations.

### **3. Mental Health & Spirituality – Advanced Course for Professionals**

- a. By June 30, 2015, merge the previously developed intermediate (see Attachment 2) and advanced (see Attachment 3) level courses into a single advanced course tailored for two tracks: one for assessment and care planning for adults and older adults, and another for children, youth and families. The course will be focused on the learning needs of mental health staff whose scope of service includes conducting clinical assessments and developing care plans. It will focus on enhancing the ability of mental health staff at LACDMH and contract agencies to effectively: i) inquire about, assess and include the spiritual interests of individuals as a resource for their wellness and recovery in an ethical and culturally competent way; and ii) use the information to conceptualize and write clinical case formulations, and develop associated care coordination plan and recovery goals.
- b. By December 31, 2015, convene and deliver four webinar sessions in synchrony with the four advanced course sessions to prepare advanced course participants through a review of the content of the Introductory Course.
- c. By December 31, 2015, organize, recruit, register and deliver four sessions of the advanced course to 120 qualified mental health staff (two sessions focused on services to adults and older adults and two sessions on services to children, youth and families).
- d. By February 15, 2016, provide a summary report of the training evaluations that includes recommendations for future efforts.

### **4. E-Learning Course on 4.15 Parameters for Spiritual Support**

- a. By December 31, 2015, develop an e-learning course for staff to learn about the LACDMH *Parameters for Spiritual Support*, its related policy *Integration of Spiritual Interests of Clients in the Provision of Mental Health Services and Support*, and their application in supporting the recovery of individuals and families. The course will include a test and will be formatted for use in the LACDMH Learning Management System.

## **5. Mental Health & Spirituality – Advanced Course for Paraprofessionals**

- a. By June 30, 2015, develop a training curriculum to assist paraprofessional staff (whose scope of practice does not include conducting clinical assessments) from LACDMH and contract agencies to understand their roles and responsibilities in supporting individuals and families who choose to include their spiritual interests in their recovery. The course will use relevant parameters and policies as the basis and appropriate case studies as illustrations to teach strategies, techniques and boundaries with regards to the provision of support services, documentation and community linkage.
- b. By June 30, 2016, organize, recruit, register and deliver four sessions of the advanced course to 120 qualified paraprofessional staff (two sessions focused on services to adults and older adults and two sessions on services to children, youth and families).
- c. By June 30, 2016, provide a summary report of the training evaluations that includes recommendations for future efforts.

## **6. Guide to Utilizing Scripted Vignettes**

- a. By June 30, 2016, develop a comprehensive Mental Health and Spirituality Vignette Manual that includes the existing eight (8) scripted vignettes to help mental health staff apply them in learning and practice development. The manual will include an introductory chapter that outlines their value in clinical training and practice, the strategies on utilizing them, and the desired outcomes. Each vignette chapter will include the following sections: a) Introduction and overview, b) reflection points, c) discussion questions, and d) evaluation.

## **7. Summary Report for the Mental Health & Spirituality Pilot Project**

- a. By June 30, 2016, complete a report summarizing the work in developing and implementing project components in Fiscal Years 11-12 and 12-13. The report will include the evaluation summaries.

### **III. SERVICE DELIVERY SITE(S)**

For in-person training, contractor shall use sites that maximize the geographic accessibility for DMH and contract agency trainees from around Los Angeles County. Sites should be conducive to interactive training and size of the audience. Sites should have sufficient audio-video capacity for presentation and audience participation. Contractor shall obtain prior approval from County Project Manager before confirming each in-person training site. Post-training technical assistance where stipulated shall be offered via conference call and/or online services as appropriate. E-learning courses and webinar sessions shall be in a generally acceptable format and accessible online to DMH and contract agencies. Contractor shall not have the responsibility to provide space, equipment or software necessary to access conference call, e-learning or webinar sessions.

## FEE SCHEDULE

### I. DISBURSEMENT SCHEDULE

For the services described in Section (II) ("Services To Be Provided") of Exhibit A-2, DMH shall pay the Contractor not to exceed \$147,200 for services rendered during Fiscal Year (FY) 2014-15 through FY 2015-16.

Payment to Contractor for the following funds shall be based on monthly invoices from Contractor to DMH as described below. No payment shall be made without prior approval of the DMH Project Manager who shall review the invoice and project report to determine whether Contractor is in substantial compliance with the terms and conditions of this Exhibit B.

### PAYMENT SCHEDULE FOR SERVICES

#### Fiscal Year 2014-15

No.	Services to be Provided in FY 2014-15	Due Date	Itemized Amount	Total Amount
<b>1a</b>	<b>Develop a training curriculum and materials to teach mental health staff on using the Spiritual Self- Care Manual and Toolkit</b>	<b>Mar. 31, 2015</b>		
	• Consultant (50 hours @ \$100.00/hour)		\$5,000.00	
	• CIBHS project staff (60 hours @ \$55.00/hour)		\$3,300.00	
	• CIBHS support staff (30 hours @ \$25.00/hour)		\$750.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Printing and publishing		\$250.00	
			<b>Sub-total</b>	<b>\$10,000.00</b>
<b>1b</b>	<b>Develop longitudinal evaluation and outcome measures for gathering and reporting on the effective implementation of spirituality groups</b>	<b>Mar. 31, 2015</b>		
	• CIBHS project and evaluation staff (50 hours @ 100.00/hour)		\$5,000.00	
			<b>Sub-total</b>	<b>\$5,000.00</b>

No.	Services to be Provided in FY 2014-15	Due Date	Itemized Amount	Total Amount
1c	<b>Organize, recruit, register and train 40 mental health staff (two cohorts of 20 each in separate sessions)</b>	<b>June 30, 2015</b>		
	<u>Itemized budget per session</u>			
	• CIBHS project and training staff (30 hours @ \$55.00/hour)		\$1,650.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Consultant (15 hours @\$100.00/hour)		\$1,500.00	
	• Materials		\$150.00	
	• Hospitality		\$225.00	
	• Venue		\$500.00	
	• Online registration, training packets, prep , certificates		\$500.00	
	<b>Sub-total per session</b>		<b>\$5,225.00</b>	
	<b>Sub-total for two sessions</b>			<b>\$10,450.00</b>
2a.	<b>Organize, recruit, register and deliver the previously developed Introduction to Mental Health &amp; Spirituality training in two sessions.</b>	<b>June 30, 2015</b>		
	<u>Itemized budget per session</u>			
	• Consultant (flat fee)		\$1,800.00	
	• CIBHS project staff (27 hours@ \$55.00/hour)		\$1,485.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Venue		\$1,000.00	
	• Online registration, materials, certificates of completion, evaluation for 50 participants each sessions		\$565.00	
	• Lived Experience Panel Stipend ( four participants )		\$200.00	
	<b>Sub-total per session</b>		<b>\$5,750.00</b>	
	<b>Sub-total for two sessions</b>			<b>\$11,500.00</b>
3a.	<b>Merge the previously developed intermediate (see Attachment 2) and advanced (see Attachment 3) level courses into a single advanced course tailored for two tracks: one for assessment and care planning for adults and older adults, and another for children, youth and families.</b>	<b>June 30, 2015</b>		
	CIBHS project staff (56 hours @ \$55.00/hour)		\$3,080.00	
	CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	Printing and materials		\$220.00	
	<b>Sub-total</b>			<b>\$4,000.00</b>

No.	Services to be Provided in FY 2014-15	Due Date	Itemized Amount	Total Amount
5a	Develop a training curriculum to assist paraprofessional staff to understand their roles and responsibilities in supporting individuals and families who choose to include their spiritual interests in their recovery.	June 30, 2015		
	• Consultant (20 hours @\$100.00/hour)		\$2,000.00	
	• CIBHS project staff (38 hours @ \$55.00/hour)		\$2,090.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Printing		\$210.00	
Sub-total for two sessions				\$5,000.00
Total for Items 1a, 1b, 1c, 2a, 3a and 5a				\$45,950.00
Indirect Cost at 15%				\$6,893.00
FY 2014-15 GRAND TOTAL				\$52,843.00



## Fiscal Year 2015-16

No.	Services to be Provided in FY 2015-16	Due Date	Itemized Amount	Total Amount
<b>1d.</b>	<b>Conduct <u>six</u> monthly post -training technical assistance sessions</b>	<b>June 30, 2016</b>		
	• Consultant (30 hours @\$100.00/ hour)		\$3,000.00	
	• CIBHS project and training staff (60 hours @ 55.00/hour)		\$3,300.00	
	• CIBHS support staff (40 hours @ \$25.00/hour)		\$1,000.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
			<b>Sub-total</b>	<b>\$8,000.00</b>
<b>1e.</b>	<b>Conduct a one-day, in-person refresher course.</b>	<b>June 30, 2016</b>		
	• Consultant (12hours @ 100.00/hour)		\$1,200.00	
	• CIBHS project and training staff (23 hours @ \$55.00/hour)		\$1,280.00	
	• CIBHS support staff (8 hours @\$25.00/hour)		\$200.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Materials		\$100.00	
	• Hospitality		\$200.00	
	• Venue		\$500.00	
	• Online registration, training packets, prep , certificates		\$370.00	
			<b>Sub-total</b>	<b>\$4,550.00</b>
<b>2b.</b>	<b>Organize, recruit, register and deliver the previously developed Introduction to Mental Health &amp; Spirituality training in two sessions.</b>	<b>Dec. 31, 2015</b>		
	<u>Itemized budget per session</u>			
	• Consultant (flat fee)		\$1,800.00	
	• CIBHS project staff (27 hours@ \$55.00/hour)		\$1,485.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Venue		\$1,000.00	
	• Online registration, materials, certificates of completion, evaluation for 50 participants each sessions		\$565.00	
	• Lived Experience Panel Stipend ( four participants )		\$200.00	
			<b>Sub-total per session</b>	<b>\$5,750.00</b>
			<b>Sub-total for two sessions</b>	<b>\$11,500.00</b>

No.	Services to be Provided in FY 2015-16	Due Date	Itemized Amount	Total Amount
3b.	Convene and deliver <u>four</u> webinar sessions in synchrony with the four advanced course sessions to prepare advanced course participants through a review of the content of the Introductory Course.	Dec. 31, 2015		
	<ul style="list-style-type: none"> <li>CIBHS project and training staff (36 hours@\$55.00/hour)</li> </ul>		\$1,980.00	
	<ul style="list-style-type: none"> <li>CIBHS Support Staff 20 hours @\$25.00 hour</li> </ul>		\$500.00	
			<b>Sub-total</b>	<b>\$2,480.00</b>
3c.	Organize, recruit, register and deliver <u>four</u> sessions of the advanced course to 120 qualified mental health staff (two sessions focused on services to adults and older adults and two sessions on services to children, youth and families).	Dec. 31, 2015		
	<u>Itemized budget per session</u>			
	<ul style="list-style-type: none"> <li>CIBHS project and training staff (40 hours @\$55.00/hour)</li> </ul>		\$2,200.00	
	<ul style="list-style-type: none"> <li>CIBHS support staff (20 hours@\$25.00/hour)</li> </ul>		\$500.00	
	<ul style="list-style-type: none"> <li>CIBHS staff travel, includes airfare, hotel accommodations and meals</li> </ul>		\$700.00	
	<ul style="list-style-type: none"> <li>Materials</li> </ul>		\$300.00	
	<ul style="list-style-type: none"> <li>Hospitality</li> </ul>		\$275.00	
	<ul style="list-style-type: none"> <li>Venue</li> </ul>		\$500.00	
	<ul style="list-style-type: none"> <li>Online registration, training packets, prep, certificates</li> </ul>		\$400.00	
			Sub-total per session	\$4,875.00
			<b>Sub-total for four sessions</b>	<b>\$19,500.00</b>
3d.	Provide a summary report of the training evaluations.	Feb. 15, 2016		
	CIBHS project staff (15 hours @\$55.00/hour)		825.00	
	CIBHS support staff (7 hours @\$25.00/hour)		175.00	
			<b>Sub-total</b>	<b>\$1,000.00</b>
4a.	Develop an e-learning course for staff to learn about the LACDMH <i>Parameters for Spiritual Support</i> and related policy.	Dec. 31, 2015		
	CIBHS webmaster/designer (40 hours @\$50.00/hour)		2,000.00	
	CIBHS project and training staff (40 hours @\$55./hour)		2,200.00	
	CIBHS IT technical assistance (32 hours @\$25.00/hour)		800.00	
			<b>Sub-total</b>	<b>\$5,000.00</b>

No.	Services to be Provided in FY-2015-16	Due Date	Itemized Amount	Total Amount
<b>5b.</b>	<b>Organize, recruit, register and deliver four sessions of the advanced course to 120 qualified paraprofessional staff (two sessions focused on services to adults and older adults and two sessions on services to children, youth and families).</b>	<b>June 30, 2016</b>		
	<u>Itemized budget per session</u>			
	• CIBHS project and training staff (40 hours @\$55.00/hour)		\$2,200.00	
	• CIBHS support staff (20 hours@\$25.00/hour)		\$500.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Materials		\$300.00	
	• Hospitality		\$275.00	
	• Venue		\$500.00	
	• Online registration, training packets, prep, certificates		\$400.00	
Sub-total per session			\$4,875.00	
Sub-total for four sessions				\$19,500.00
<b>5c.</b>	<b>Provide a summary report of the training evaluations with recommendations.</b>	<b>June 30, 2016</b>		
	• Consultant (10 hours @\$100/hour)		\$1,000.00	
	• CIBHS project staff (14.5 hours @\$55.00/hour)		\$800.00	
	• CIBHS support staff (4 hours @\$25.00/hour)		\$200.00	
Sub-total				\$2,000.00
<b>6a.</b>	<b>Develop a comprehensive Mental Health and Spirituality Vignette Manual that includes the existing eight (8) scripted vignettes.</b>	<b>June 30, 2016</b>		
	• Consultants (4 hours @\$100.00/hour)		\$400.00	
	• CIBHS project staff (74 hours@\$55.00/hour)		\$4,070.00	
	• CIBHS support staff (20 hours @\$25.00/hour)		\$500.00	
	• CIBHS staff travel, includes airfare, hotel accommodations and meals		\$700.00	
	• Printing and Reproduction		\$230.00	
	• Supplies and Materials		\$120.00	
Sub-total				\$6,020.00

No.	Services to be Provided in FY 2015-16	Due Date	Itemized Amount	Total Amount
7a.	Complete a report summarizing the work in developing and implementing project components in FYs 11-12 and 12-13.	June 30, 2016		
	• CIBHS staff (40 hours @\$55.00/hour)		2,200.00	
	• CIBHS support staff (8 hours @\$25.00/hour)		200.00	
	• Printing & Reproduction		100.00	
<b>Sub-total</b>				<b>\$2,500.00</b>
<b>Total for Items 1d, 1e, 2b, 3b, 3c, 3d, 4a, 5b, 5c, 6a and 7a</b>				<b>\$82,050.00</b>
<b>Indirect Cost at 15%</b>				<b>\$12,307.00</b>
<b>FY 2015-16 GRAND TOTAL</b>				<b>\$94,357.00</b>

## **II. SUBMISSION AND CERTIFICATION OF INVOICES**

Contractor shall invoice DMH for each item of service listed in Section II upon its completion. Multiple items may be consolidated into a single invoice. Each invoice shall be submitted within thirty (30) days of the last date the invoiced services were provided. The Contractor Program Administrator shall certify that invoices are for services and costs eligible under the terms and conditions for reimbursement. Contractor shall submit invoices to the DMH Project Manager at:

**DEPARTMENT OF MENTAL HEALTH  
COMMUNITY & GOVERNMENT RELATIONS  
OFFICE OF THE DIRECTOR  
550 SOUTH VERMONT AVENUE, 12TH FLOOR  
LOS ANGELES, CALIFORNIA 90020  
ATTN: KUMAR MENON, MSPA**

DMH shall send reimbursement payable to CIBHS by mail to:

**CALIFORNIA INSTITUTE FOR BEHAVIORAL HEALTH SERVICES  
2125 19<sup>TH</sup> STREET, 2<sup>ND</sup> FLOOR  
SACRAMENTO, CA 95818  
ATTN: KHANI GUSTAFSON, MSW**

## California Institute for Behavioral Health Solutions \*

FYS 2013-14, 2014-15 &amp; 2015-16

Exhibit B -2

## Funding Sources

<u>Funding Sources</u>	<u>FY 2013-14</u>	<u>FY 2014-15</u>	<u>FY 2015-16</u>
DPSS-CalWORKS	\$ 150,000	\$ 150,000	\$ 150,000
Probation -FFT (Star View & SHIELDS for Family Project)	24,000	24,000	24,000
MHSA Consultation	200,000	200,000	200,000
MHSA FFT CDT Long Beach Child and Adolescent	14,000	31,000	14,000
<b>Original Board Adopted Total Compensation Amount</b>	<b>\$ 388,000</b>	<b>\$ 405,000</b>	<b>\$ 388,000</b>
Adopted date: July 30, 2013			
Amendment No. 1 Name Change 9-26-14 **	NA	NA	NA
<u>Amendment No. 2 Spirituality and Mental Health Training</u>			
add MHSA PEI funding	NA	52,843	94,357
<b>Amendment No. 2 Board adopted Total Compensation Amount</b>		<b>\$ 457,843</b>	<b>\$ 482,357</b>
Adopted Date:			

\* California Institute for Mental Health (CIMH) changed its name to California Institute for Behavioral Health Solutions (CIBHS), July 1, 2014.

\*\* Amendment No. 1 action: CIMH changes its name to CIBHS, with no impact on the Total Compensation Amounts.