

**COUNTY OF LOS ANGELES**

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

ROBIN KAY, Ph.D.  
Chief Deputy Director

RODERICK SHANER, M.D.  
Medical Director



BOARD OF SUPERVISORS

GLORIA MOLINA  
MARK RIDLEY-THOMAS  
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DON KNABE  
MICHAEL D. ANTONOVICH

**DEPARTMENT OF MENTAL HEALTH**

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601  
Fax: (213) 386-1297

May 01, 2012

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:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

26 May 1, 2012

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

**APPROVAL TO AMEND TWO SOLE SOURCE  
FISCAL INTERMEDIARY AGREEMENTS**

**SUBJECT**

Request approval to amend two sole source fiscal intermediary agreements in order to increase the number of stipend graduate students who are pursuing a clinical career in the public mental health system.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of Mental Health (Director), or his designee, to prepare, sign, and execute amendments to two (2) sole source fiscal intermediary agreements (Agreements) with California State University, Long Beach Foundation (CSULBF) and Phillips Graduate Institute (PGI), substantially similar to Attachment I and Attachment II. The amendment in the amount of \$680,800 will revise the Total Compensation Amounts (TCA) for CSULBF to \$1,191,400 for Fiscal Year (FY) 2011-12 through FY 2012-13 and each of the three (3) successive one-year renewal options through FY 2015-16. The amendment in the amount of \$680,000 will revise the TCA for PGI to \$1,106,300 for FY 2011-12 through FY 2012-13 and each of the three (3) successive one-year renewal options through FY 2015-16. The Amendment will allow CSULBF to disburse stipends to an additional 30 students and allow PGI to disburse stipends to an additional 32 students, for a total of 56 and 52 students, respectively.
2. Delegate authority to the Director, or his designee, to prepare, sign, and execute future amendments to the Agreements provided that: 1) the County's total payments to each contractor under these Agreements for the applicable fiscal years do not exceed an increase of 20 percent beyond the revised Board-approved TCA; 2) any such increase is used to provide additional services or to reflect program or Board policy changes; 3) your Board has appropriated sufficient funds for all

increases;

4) approval of County Counsel, or their designees, is obtained prior to any such amendment; 5) the parties may, by written amendment, mutually agree to reduce and, if needed, restore to the Board-approved TCA established with this Board Letter for these Agreements, as deemed appropriate in relation to workforce needs; and 6) the Director provides written notification to your Board within 30 days after the execution of each amendment.

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

Board approval of the recommended actions will amend these fiscal intermediary Agreements expiring on June 30, 2013, to increase the number of stipends provided to full-time and part-time students who participate in the County of Los Angeles - DMH Stipend Program. In addition, Board approval will allow the Department to amend the Agreements as the needs of the public mental health system change. The purpose of the County of Los Angeles - DMH Stipend Program is to attract well trained, linguistically and culturally competent graduate level students who are interested in employment in the County of Los Angeles public mental health system and are committed to working in hard to recruit geographic areas and hard to fill programmatic positions. The proposed increase in each fiscal intermediary agreement will be utilized to increase the number of stipends currently offered in order to increase the number of culturally and linguistically competent clinicians in historically un- and under- served populations. The number of stipends currently offered is inadequate and does not address the significant need of these populations. The resulting increase will allow for better access to mental health resources for such communities.

The agreement with CSULBF focuses on the provision of stipends to students who are in career paths towards a Master in Social Work (MSW) or Nurse Practitioner (NP). The agreement with PGI is for the provision of stipends to Marriage and Family Therapist (MFT) students. The Department will benefit from these two (2) stipend programs as students are committed to provide public mental health services upon graduation in return for each year of stipend received.

CSULBF, acting as the lead agency for Inter-University Consortium of Social Work Schools, and PGI, that serves as a main conduit between DMH and the MFT Consortium, have consistently recruited and referred students to the County of Los Angeles - DMH Stipend Program since the inception of these two (2) Agreements. Students referred by CSULBF and PGI receive training to provide valuable services that are culturally and linguistically appropriate that ultimately benefit clients who are traditionally underserved due to location, cultural, or linguistic barriers.

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

The recommended actions support the County's Strategic Plan Goal 4, Health and Mental Health.

### **FISCAL IMPACT/FINANCING**

The amendments in the amount of \$680,800 each for both CSULBF and PGI, fully funded by State MHSAs revenue, will revise the TCAs to \$1,191,400 and \$1,106,300, respectively. Funding for each amendment is included in the DMH's FY 2011-12 Final Adopted Budget. Funding for future years will be requested through DMH's annual budget request process.

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

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

DMH and its contracted agencies need social workers, therapists, and NPs who are culturally and linguistically competent to provide services that are sensitive and responsive to the needs of local communities, with particular focus on issues of ethnicity, age, gender, sexual orientation, and religious/spiritual beliefs. The amendments to these two (2) Agreements will further cultivate mental health professionals who are trained in a series of competency-based mental health service delivery models.

CSULBF and PGI will continue to solicit students interested in participating in the County of Los Angeles - DMH Stipend Program. Individuals selected for the stipend program are required to sign an agreement in which they commit to employment with DMH, or agencies that have a mental health contract with DMH, for at least one (1) calendar year of continuous and satisfactory employment in return for each year of stipend assistance.

CSULBF has served as the lead agency for the Inter-University Consortium of Social Work Schools, comprised of California State University, Long Beach; University of Southern California; University of California at Los Angeles; California State University, Dominguez Hills; California State University, Los Angeles; and California State University, Northridge. CSULBF was selected at inception to be the sole liaison between the Inter-University Consortium of Social Work Schools and DMH Student Professional Development Program for MSW students. In this capacity, CSULBF provides fiscal intermediary services and supports the recruitment of bilingual and bicultural MSW students to establish careers in the County of Los Angeles public mental health system.

Additionally, CSULBF was chosen by the DMH Psychiatric Mental Health Nurse Practitioner Project to serve in an expanded capacity to recruit and distribute stipends to NP students. CSULBF has an established connection with local universities offering NP graduate programs and has demonstrated its proficiency to refer quality students for the County of Los Angeles DMH – Stipend Program.

PGI has served as the lead school of the MFT Consortium since 1994 and assisted DMH in gaining direct access to MFT students who are bilingual and culturally sensitive. Students recruited and referred by PGI provide mental health services to underserved clients faced with cultural and linguistic barriers. Additionally, this MFT consortium is highly unique as it is comprised of over 25 graduate schools in Southern California and has direct contact with MFT students who are preparing for licensure.

The amendment format has been approved as to form by County Counsel. DMH will continue to monitor the contractor's performance to ensure its adherence to, and compliance with, agreement and quality management requirements. The increase in funding will allow PGI to provide stipends to 52 MFT students, reflecting an increase of 32 stipends. CSULBF will provide 52 MSW and four NP stipends, an increase of 30 and two stipends for each category, respectively. The increase funding is in direct proportion, when including the overhead, to the cost per stipend in the existing agreements.

## **CONTRACTING PROCESS**

CSULBF was selected by the Inter-University Consortium of Social Work Schools to be the lead fiscal representative to collaborate with DMH for MSW and NP students. CSULBF has access to the most diverse pool of MSW students through its affiliation with the Inter-University Consortium of Social Work as well as its established role as the single fiscal agency assisting DMH to distribute stipends to MSW students.

PGI was selected by the Consortium of MFT Schools to be the fiscal representative to collaborate with DMH for MFT students. PGI's leadership is central to organizing universities within the Consortium of MFT Schools in the Southern California area, ensuring that DMH will continue to have direct access to the most diverse pool of MFT students preparing for public mental health

employment.

A notification of intent to award a sole source contract was previously submitted to your Board on March 31, 2010.

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

Your Board's authorization to amend these sole source agreements will enhance the continued development efforts for a culturally competent mental health workforce that promotes recovery and wellness for adults and older adults with severe mental illness and resiliency for children and youth with emotional disorders.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mg Southard". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

MARVIN J. SOUTHARD, D.S.W.

Director of Mental Health

MJS:MM:DM:RK

Enclosures

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

CONTRACT NO. MH190075

AMENDMENT NO. 3

THIS AMENDMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2012, by and between the COUNTY OF LOS ANGELES (hereafter "County") and California State University, Long Beach Foundation (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated June 9, 2009, identified as County Agreement No. MH190075, as subsequently amended (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Year (FY) 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intend to amend Agreement as described hereunder; and

WHEREAS, for FY 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intend to amend Agreement to **add** Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) one time funding in the amount of **\$680,800**, to increase the number of stipends to Masters of Social Work (MSW) students and Nurse Practitioner (NP) students who participate in the Department of Mental Health (DMH) Student Professional Development Programs (SPDP); and

WHEREAS, FYs 2011-12 and 2012-13, the Total Contract Amount (TCA) will be increased by **\$680,800** with a revised TCA of **\$1,191,400** and **\$1,191,400** respectively; and

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

1. For FY 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intent to amend Agreement to add Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) one time funding in the amount of **\$680,800** to increase the number of stipends to Masters of Social Work (MSW) students and Nurse Practitioner (NP) students who participate in the Department of Mental Health (DMH) Student Professional Development Programs (SPDP).
2. For FYs 2011-12 and 2012-13, the Total Contract Amount (TCA) will be increased by **\$680,800** with a revised TCA of **\$1,191,400** and **\$1,191,400** respectively;
3. Paragraph 11 COMPENSATION, Subparagraphs 11 B. and 11 C. shall be deleted in its entirety and the following substituted therefore:

“11. COMPENSATION:

  - B. For the term beginning on July 1, 2011 through June 30, 2012, total compensation for all services furnished hereunder shall not exceed the sum of **\$1,191,400**.
  - C. For the term beginning on July 1, 2012 through June 30, 2013, total compensation for all services furnished hereunder shall not exceed the sum of **\$1,191,400**.”
4. The EXHIBIT A-2, Statement of Work – Mental Health Services Act (MHSA) Workforce Training and Development Services, attached hereto and incorporated

herein by reference, shall supersede and replace the previously effective EXHIBIT A-1, Statement of Work – Workforce Training and Development Services, of the Agreement.

5. 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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**Attachment I**

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

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

California State University, Long  
Beach Foundation  
\_\_\_\_\_  
CONTRACTOR

By \_\_\_\_\_

Name Sandra A. Shereman

Title Senior Director Sponsored

Programs/Business Development

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

CSULBF Am #3 NM



**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
FISCAL INTERMEDIARY FOR ACADEMIC TRAINING AGREEMENT**

**STATEMENT OF WORK**

I. Objective:

To establish a fiscal intermediary for academic training between the California State University, Long Beach Foundation, hereinafter called the "CSULB Foundation," and the County of Los Angeles Department of Mental Health, hereinafter called "DMH." The CSULB Foundation will be responsible for dispersing funds provided under this Agreement to the student stipend recipients to be identified by DMH Student Professional Development Program Coordinator, both Masters of Social Work students (MSW) and Nurse Practitioner students (NP). As consideration for its services as a fiscal intermediary, the CSULB Foundation will receive a 15% administrative overhead cost based upon the total amount of stipends issued to students. CSULB Foundation agrees to use all funds provided hereunder, less allowable overhead cost reimbursement, for stipends that will be specifically provided to qualifying student stipend awardees of the LA County DMH Stipend Program, both MSW and NP. During the Academic Year, student recipients shall be paid a one lump sum.

II. Contractor's Responsibilities:

The CSULB Foundation will be responsible for dispersing funds to the student recipients identified by the DMH Student Professional Development Program Coordinator. Stipends will be dispersed by the CSULB Foundation as indicated hereunder; the CSULB Foundation shall adhere to the following disbursement schedule for all student recipients:

Stipend Disbursement Schedule: Depending upon the stipend selection process and timing, the CSULB Foundation will distribute one lump sum payment to each student recipient during the academic year. The full stipend amount shall be distributed and paid in full before the end of the fiscal year, June 30<sup>th</sup> of each year, respectively.

The CSULB Foundation will be responsible for tracking graduation, completion of the employment payback obligations, and job retention of each stipend recipient. The CSULB Foundation will send DMH the graduation and employment payback tracking information regarding the stipend recipients via status report, at the intervals of September, December, and June of the

## Attachment I

respective academic year. The CSULB Foundation will also send to DMH, responses to a job retention survey at the point of one year after the stipend recipient completes the employment payback obligation.

Any student recipient who fails to fulfill his/her graduation or employment payback obligation, as specified in the Stipend Agreement will, in writing, alert students failing to fulfill the stipend agreement of the need to return the stipend money to the CSULB Foundation. The CSULB Foundation will accordingly forward all returned or unused stipend funds to DMH within 60 days of when the funds were returned by the student.

It is expected that CSULB Foundation will receive the following funds from DMH:

### For Academic Year 2011-2012:

\$ 1,191,400 will be allocated per this Academic Year. The purpose of this allocation to the Student Professional Development Program is the training of a maximum of 56 full and/or part time student interns per this fiscal year.

52 MSW students will be funded at \$18,500	=	\$ 962,000
4 NP students will be funded at \$18,500	=	\$ 74,000
Administrative Overhead at 15%	=	\$ 155,400
<b>TOTAL</b>	=	<b><u>\$ 1,191,400</u></b>

### For Academic Year 2012-2013:

\$ 1,191,400 will be allocated per this Academic Year. The purpose of this allocation to the Student Professional Development Program is the training of a maximum of 56 full and/or part time student interns per this fiscal year.

52 MSW students will be funded at \$18,500	=	\$ 962,000
4 NP students will be funded at \$18,500	=	\$ 74,000
Administrative Overhead at 15%	=	\$ 155,400
<b>TOTAL</b>	=	<b><u>\$ 1,191,400</u></b>

**Attachment II**

CONTRACT NO. MH190074

AMENDMENT NO. 2

THIS AMENDMENT is made and entered into this \_\_\_ day of \_\_\_\_\_, 2012, by and between the COUNTY OF LOS ANGELES (hereafter "County") and Phillips Graduate Institute (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated June 9, 2009, identified as County Agreement No. MH190074, as subsequently amended (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Year (FY) 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intend to amend Agreement as described hereunder; and

WHEREAS, for FY 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intend to amend Agreement to **add** Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) one time funding in the amount of **\$680,800**, to increase the number of stipends to Marriage and Family Therapist (MFT) students who participate in the Department of Mental Health (DMH) Student Professional Development Programs (SPDP); and

WHEREAS, FYs 2011-12 and 2012-13, the Total Contract Amount (TCA) will be increased by **\$680,800** with a revised TCA of **\$1,106,300** and **\$1,106,300** respectively; and

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

## Attachment II

1. For FY 2011-12 and any subsequent fiscal year(s) during the term of this Agreement, County and Contractor intent to amend Agreement to add Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) one time funding in the amount of **\$680,800** to increase the number of stipends to Masters of Social Work (MSW) students who participate in the Department of Mental Health (DMH) Student Professional Development Programs (SPDP).
2. For FYs 2011-12 and 2012-13, the Total Contract Amount (TCA) will be increased by **\$680,800** with a revised TCA of **\$1,106,300** and **\$1,106,300** respectively;
3. Paragraph 11 COMPENSATION, Subparagraphs 11 B. and 11 C. shall be deleted in its entirety and the following substituted therefore:  
“11. COMPENSATION:  
B. For the term beginning on July 1, 2011 through June 30, 2012, total compensation for all services furnished hereunder shall not exceed the sum of **\$1,106,300**.  
C. For the term beginning on July 1, 2012 through June 30, 2013, total compensation for all services furnished hereunder shall not exceed the sum of **\$1,106,300**.”
4. The EXHIBIT A-2, Statement of Work – Mental Health Services Act (MHSA) Workforce Training and Development Services, attached hereto and incorporated herein by reference, shall supersede and replace the previously effective EXHIBIT A, Statement of Work – Workforce Training and Development Services, of the Agreement.

5. 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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**Attachment II**

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

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
MARVIN J. SOUTHARD, D.S.W.  
Director of Mental Health

\_\_\_\_\_  
Phillips Graduate Institute  
CONTRACTOR

By \_\_\_\_\_

Name Yolanda J. Gorman, Ph.D.

Title President

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

PGI Am#2 NM

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
FISCAL INTERMEDIARY FOR ACADEMIC TRAINING AGREEMENT**

**STATEMENT OF WORK**

I. Objective:

To establish a fiscal intermediary for academic training between the Phillips Graduate Institute, hereinafter called the “PGI,” and the County of Los Angeles Department of Mental Health, hereinafter called “DMH.” PGI will be responsible for dispersing funds provided under this Agreement to the student stipend recipients to be identified by DMH Student Professional Development Program Coordinator. As consideration for its services as a fiscal intermediary, PGI will receive a 15% administrative overhead cost based upon the total amount of stipends issued to students. PGI agrees to use all funds provided hereunder, less allowable overhead cost reimbursement, for stipends that will be specifically provided to qualifying student stipend awardees of the DMH Student Professional Development Program. During the Academic Year, student recipients shall be paid a one lump sum.

II. Contractor’s Responsibilities:

PGI will be responsible for dispersing funds to the student recipients identified by the DMH Student Professional Development Program Coordinator. Stipends will be dispersed by the PGI as indicated hereunder; PGI shall adhere to the following disbursement schedule for all student recipients:

Stipend Disbursement Schedule: Depending upon the stipend selection process and timing, PGI will distribute one lump sum payment to each student recipient during the academic year. The full stipend amount shall be distributed and paid in full before the end of the fiscal year, June 30<sup>th</sup> of each year, respectively.

PGI will be responsible for tracking graduation, completion of the employment payback obligations, and job retention of each stipend recipient. PGI will send DMH the graduation and employment payback tracking information regarding the stipend recipients via status report, at the intervals of September, December, and June of the respective academic year. PGI will also send to DMH, responses to a job retention survey at the point of one year after the stipend recipient completes the employment payback obligation. Any student recipient who fails to fulfill his/her graduation or employment payback obligation, as specified in the Stipend Agreement, will be required to reimburse the full amount of the stipend issued. DMH will, in writing, alert students failing to fulfill the stipend agreement of the need to return the stipend money to PGI. PGI will accordingly forward all returned or unused stipend funds to DMH within 60 days of when the funds

## Attachment II

were returned by the student.

It is expected that PGI will receive the following funds from DMH:

### For Academic Year 2011-2012:

\$ 1,106,300 will be allocated per this Academic Year. The purpose of this allocation to the Student Professional Development Program is the training of a maximum of 52 full and/or part time student interns per this fiscal year.

52 MFT students will be funded at \$18,500	=	\$ 962,000
Administrative Overhead at 15%	=	\$ 144,300
<b>TOTAL</b>	=	<b><u>\$ 1,106,300</u></b>

### For Academic Year 2012-2013:

\$ 1,106,300 will be allocated per this Academic Year. The purpose of this allocation to the Student Professional Development Program is the training of a maximum of 52 full and/or part time student interns per this fiscal year.

52 MFT students will be funded at \$18,500	=	\$ 962,000
Administrative Overhead at 15%	=	\$ 144,300
<b>TOTAL</b>	=	<b><u>\$ 1,106,300</u></b>