



DEPARTMENT OF MENTAL HEALTH
hope. recovery. wellbeing.

LISA H. WONG, Psy.D.
Director

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

Connie D. Draxler, M.P.A.
Acting Chief Deputy Director

December 19, 2023

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

49 December 19, 2023

CELIA ZAVALA
EXECUTIVE OFFICER

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 EXTEND THE TERM AND INCREASE FUNDING FOR THE EXISTING
MEMORANDUM
OF AGREEMENT NO. MHMOA208 AND ROLLOVER UNSPENT FUNDS WITHIN MEMORANDUM
OF
AGREEMENT NO. MHMOA227 WITH THE LOS ANGELES COUNTY OFFICE OF EDUCATION
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval to amend two existing Memoranda of Agreement, No. MHMOA208 and No. MHMOA227, with the Los Angeles County Office of Education to extend the term through June 30, 2026, and increase funding for Fiscal Year 2023-24, and reallocate unspent funding to subsequent grant years, respectively.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Director of Mental Health (Director), or designee, to prepare, sign, and execute an amendment (Attachment I) to the Memorandum of Agreement (MOA) No. MHMOA208 with the Los Angeles County Office of Education (LACOE) to increase funding for Fiscal Year (FY) 2023-24, and to extend the term of the MOA for two additional fiscal years, through June 30, 2026. For FY 2023-24 the increase is \$1,329,785, for a revised total funding amount of \$8,420,067. Funding for FY 2024-25 and for FY 2025-26 are \$10,793,395 and \$10,767,015, respectively, fully

funded by State Mental Health Services Act (MHSA) revenue.

2. Approve and authorize the Director, or designee, to prepare, sign, and execute an amendment (Attachment II) to MOA No. MHMOA227 with LACOE to reallocate \$1,251,116 in unspent State Mental Health Student Service Act (MHSSA) grant funding from Year 1 throughout the term of the MOA, which expires on December 31, 2026.

3. Delegate authority to the Director, or designee, to prepare, sign, and execute future amendments to the MOAs in Recommendation 1 and 2 to extend the term; revise the MOA language; allow for the rollover of unspent funds with prior written approval from the Mental Health Services Oversight and Accountability Commission (MHSOAC) for MOA No. MHMOA227; and/or reflect federal, State, and County regulatory and/or policy changes provided that sufficient funds are available. The amendments will be subject to the prior review and approval as to form by County Counsel, with written notification to your Board and CEO.

4. Delegate authority to the Director, or designee, to terminate the MOAs in accordance with the MOA termination provision. The Director, or designee, will provide written notification to your Board and CEO of such termination action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 15, 2019, your Board adopted Motion No. 19-2422 instructing the Department of Mental Health (DMH) to provide funding to enhance mental health and wellbeing services among students, families, and staff. The Board approved a subsequent amendment to this Motion instructing DMH, in partnership with LACOE, CEO, and the Auditor-Controller (A-C), to develop a countywide plan for providing school based mental health services including prevention and early intervention services, education, support, and outreach. As the result, DMH executed two MOAs with LACOE – MOA No. MHMOA208 and No. MHMOA227.

Board approval of Recommendation 1 will allow DMH to amend the MOA No. MHMOA208 to increase funding for FY 2023-24, and to extend the term of the MOA for two fiscal years for the purpose of expanding the program to include psychiatric social workers, peer leadership, and Margaret's Place at all LACOE Community Schools Initiative (CSI) sites.

Board approval of Recommendation 2 will allow DMH to amend the MOA No. MHMOA227 to reallocate MHSSA grant funding to subsequent grant years due to the delay of program implementation and staffing shortages.

Board approval of Recommendation 3 will allow DMH to make any modifications to the MOAs as needed; increase the funding amounts; rollover unspent funds; and/or reflect federal, State, and County regulatory and/or policy changes.

Board approval of Recommendation 4 will allow DMH to terminate the MOAs in accordance with the MOA termination provision.

Implementation of Strategic Plan Goals

These recommended actions are consistent with the County's Strategic Plan Goal I, Make Investments that Transform Lives, specifically Strategy I.1 – Increase Our Focus on Prevention Initiatives and Strategic Plan Goal II, Foster Vibrant and Resilient Communities via Strategy 11.2 – Support the Wellness of our Communities.

FISCAL IMPACT/FINANCING

The funding increase of \$1,329,785 for MHMOA208, for FY 2023-24 will be fully funded by State MHSA revenue and is included in DMH's FY 2023-24 supplemental budget.

The total reallocated MHSSA grant for MHMOA227 is \$1,251,116, with funds being allocated annually at the beginning of each grant year with an expiration date of December 31, 2026.

Funding for future fiscal 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

In response to the January 15, 2019, Board motion, DMH in partnership with LACOE, CEO, and the A-C proposed to enhance school mental health services countywide by providing supportive services, training, and coordination at selected school sites. The proposed framework focused on three key initiatives, including developing trauma-informed schools, implementing the CSI approach focused on developing community partnerships that reinforce mental health supports, and DMH School Based Services Coordination Teams to develop and improve the infrastructure of school mental health services.

As a result, LACOE, in collaboration with DMH, established at least one Community School at each of the five Supervisorial Districts to provide comprehensive, culturally sensitive, strengths-based services to increase protective factors and promote social-emotional wellbeing of children, youth and families residing in public school districts within Los Angeles County that are served and supported by LACOE.

The current MOA No. MHMOA208 with LACOE is set to expire on June 30, 2024. DMH is seeking your Board's approval to amend the MOA to increase the funding amount to allow for expansion of the program. In FY 2023-24, the expansion of the program will include the hiring of two Coordinators. One of the Coordinators will provide oversight of the development, monitoring and implementation of the LACOE Community School Social Work Intern Program. Annually, sixteen students enrolled in Social Work Bachelor's and Master's programs will be trained to provide triage services and receive professional development from LACOE CSI leadership to prepare them for future careers in school-based mental health services. The other Coordinator will focus on the development and implementation of mental health focused peer leadership programs at LACOE Community Schools. Beginning in FY 2024-25, the expansion of the program will include the hiring of eleven Psychiatric Social Workers who will provide mental health prevention and early intervention services to students and their families. Additionally, the expansion of the program will have Margaret's Place, a youth empowerment and violence prevention program, located at all fifteen LACOE funded CSI sites when it was initially only at five sites. The number of students anticipated to be served yearly is 23,474, from the fifteen school sites.

MHSSA grant funding is being used to support the LACOE CSI, through MOA No. MHMOA227, which focuses on creating trauma and resilience informed schools to support students' academic, emotional, and physical wellbeing. During Year 1, program implementation was delayed due to challenges LACOE encountered in hiring staff and the MHSOAC approved the reallocation of funds from Year 1 throughout the term on the MOA to maximize usage of the funds and continue to provide and expand support for the CSI model.

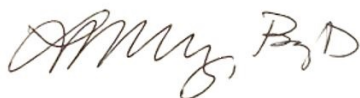
The attached amendment formats (Attachments I and II) have been approved as to form by County Counsel.

As mandated by your Board, the performance of the Contractor is evaluated by DMH on an annual basis to ensure the Contractor's compliance with all contract terms and performance standards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow DMH, in partnership with LACOE, to continue providing school based mental health services countywide by providing supportive services, training, and coordination at selected school sites, and expand the program to include psychiatric social workers, peer leadership, and Margaret's Place at all LACOE CSI sites.

Respectfully submitted,



LISA H. WONG, Psy.D.

Director

LHW:CDD:KN:SK:MG:atm

Enclosures

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



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EXISTING MEMORANDUM OF AGREEMENT NO. MHMOA208
AND
ROLLOVER UNSPENT FUNDS WITHIN MEMORANDUM OF AGREEMENT
NO. MHMOA227
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2. Approve and authorize the Director, or designee, to prepare, sign, and execute an amendment (Attachment II) to MOA No. MHMOA227 with LACOE to reallocate \$1,251,116 in unspent State Mental Health Student Service Act (MHSSA) grant funding from Year 1 throughout the term of the MOA, which expires on December 31, 2026.
3. Delegate authority to the Director, or designee, to prepare, sign, and execute future amendments to the MOAs in Recommendation 1 and 2 to extend the term; revise the MOA language; allow for the rollover of unspent funds with prior written approval from the Mental Health Services Oversight and Accountability Commission (MHSOAC) for MOA No. MHMOA227; and/or reflect federal, State, and County regulatory and/or policy changes provided that sufficient funds are available. The amendments will be subject to the prior review and approval as to form by County Counsel, with written notification to your Board and CEO.
4. Delegate authority to the Director, or designee, to terminate the MOAs in accordance with the MOA termination provision. The Director, or designee, will provide written notification to your Board and CEO of such termination action.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On January 15, 2019, your Board adopted Motion No. 19-2422 instructing the Department of Mental Health (DMH) to provide funding to enhance mental health and wellbeing services among students, families, and staff. The Board approved a subsequent amendment to this Motion instructing DMH, in partnership with LACOE, CEO, and the Auditor-Controller (A-C), to develop a countywide plan for providing school based mental health services including prevention and early intervention services, education, support, and outreach. As the result, DMH executed two MOAs with LACOE – MOA No. MHMOA208 and No. MHMOA227.

Board approval of Recommendation 1 will allow DMH to amend the MOA No. MHMOA208 to increase funding for FY 2023-24, and to extend the term of the MOA for two fiscal years for the purpose of expanding the program to include psychiatric social workers, peer leadership, and Margaret's Place at all LACOE Community Schools Initiative (CSI) sites.

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FISCAL IMPACT/FINANCING

The funding increase of \$1,329,785 for MHMOA208, for FY 2023-24 will be fully funded by State MHSR revenue and is included in DMH's FY 2023-24 supplemental budget.

The total reallocated MHSSA grant for MHMOA227 is \$1,251,116, with funds being allocated annually at the beginning of each grant year with an expiration date of December 31, 2026.

Funding for future fiscal 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

In response to the January 15, 2019, Board motion, DMH in partnership with LACOE, CEO, and the A-C proposed to enhance school mental health services countywide by providing supportive services, training, and coordination at selected school sites. The proposed framework focused on three key initiatives, including developing trauma-informed schools, implementing the CSI approach focused on developing community partnerships that reinforce mental health supports, and DMH School Based Services Coordination Teams to develop and improve the infrastructure of school mental health services.

As a result, LACOE, in collaboration with DMH, established at least one Community School at each of the five Supervisorial Districts to provide comprehensive, culturally

sensitive, strengths-based services to increase protective factors and promote social-emotional wellbeing of children, youth and families residing in public school districts within Los Angeles County that are served and supported by LACOE.

The current MOA No. MHMOA208 with LACOE is set to expire on June 30, 2024. DMH is seeking your Board's approval to amend the MOA to increase the funding amount to allow for expansion of the program. In FY 2023-24, the expansion of the program will include the hiring of two Coordinators. One of the Coordinators will provide oversight of the development, monitoring and implementation of the LACOE Community School Social Work Intern Program. Annually, sixteen students enrolled in Social Work Bachelor's and Master's programs will be trained to provide triage services and receive professional development from LACOE CSI leadership to prepare them for future careers in school-based mental health services. The other Coordinator will focus on the development and implementation of mental health focused peer leadership programs at LACOE Community Schools. Beginning in FY 2024-25, the expansion of the program will include the hiring of eleven Psychiatric Social Workers who will provide mental health prevention and early intervention services to students and their families. Additionally, the expansion of the program will have Margaret's Place, a youth empowerment and violence prevention program, located at all fifteen LACOE funded CSI sites when it was initially only at five sites. The number of students anticipated to be served yearly is 23,474, from the fifteen school sites.

MHSSA grant funding is being used to support the LACOE CSI, through MOA No. MHMOA227, which focuses on creating trauma and resilience informed schools to support students' academic, emotional, and physical wellbeing. During Year 1, program implementation was delayed due to challenges LACOE encountered in hiring staff and the MHSOAC approved the reallocation of funds from Year 1 throughout the term on the MOA to maximize usage of the funds and continue to provide and expand support for the CSI model.

The attached amendment formats (Attachments I and II) have been approved as to form by County Counsel.

As mandated by your Board, the performance of the Contractor is evaluated by DMH on an annual basis to ensure the Contractor's compliance with all contract terms and performance standards.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will allow DMH, in partnership with LACOE, to continue providing school based mental health services countywide by providing

The Honorable Board of Supervisors
December 19, 2023
Page 5

supportive services, training, and coordination at selected school sites, and expand the program to include psychiatric social workers, peer leadership, and Margaret's Place at all LACOE CSI sites.

Respectfully submitted,

LISA H. WONG, Psy.D.
Director

LHW:CDD:KN:
SK:MG:atm

Attachments (2)

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

CONTRACT NO. MHMOA208

AMENDMENT NO. 5

THIS AMENDMENT is made and entered into this XX day of _____, 2023, by and between the COUNTY OF LOS ANGELES (hereafter "County") and the Los Angeles County Office of Education (LACOE) (hereafter "Provider").

WHEREAS, reference is made to that certain document entitled "Memorandum of Agreement for Community School Initiative (CSI) Services", dated September 17, 2019, and further identified as County MOA No. MHMOA208, and any amendments thereto (hereafter collectively "MOA"); and

WHEREAS, on February 8, 2022, the County Board of Supervisors delegated authority to the Director of Mental Health, or designee, to execute amendments to the MOA and make other certain designated changes; and

WHEREAS, on _____, the County Board of Supervisors delegated authority to the Director of Mental Health, or designee, to increase funding for Fiscal Year (FY) 2023-24 and extend the term of the MOA for two additional Fiscal Year (FYs) through FY 2025-26; and

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

WHEREAS, County and Provider intend to replace the original MOA executed on September 17, 2019 to expand the CSI Services Program for the provision of new services for FYs 2023-24, 2024-25 and 2025-26; and

WHEREAS, as the result of the above changes, additional funding will be added for the CSI Services Program expansion for FYs 2024-25 and 2025-26, and to replace Addendums B-4 (LACOE Budget) and C-3 (Invoice); and

WHEREAS, Provider warrants that it continues to possess the competence, expertise, and personnel necessary to provide services consistent with the requirements of this MOA, and consistent with the professional standard of care for these services.

NOW, THEREFORE, County and Provider agree as follows:

1. The amendment is effective _____.
2. For FY 2023-24 only, the Mental Health Services Block Grant American (MHGB) American Rescue Plan Act (ARPA) and Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) funding are added in the amount of \$1,329,785 from \$7,090,282 to \$8,420,067.
3. The staffing position of Psychiatric Social Worker will be added to the CSI Services Program; and
4. For FY 2024-25, the MHGB, ARPA and MHSA PEI funding are added in the amount of \$10,793,395 from \$10,807,527 to \$21,600,922.
5. For FY 2025-26, the MHGB, ARPA, and MHSA PEI funding will be added in the amount \$10,767,015 from \$21,600,922 to \$32,367,937.
6. Addendum B-4 (LACOE BUDGET) will be deleted in its entirety and replaced with Addendum B-5 (LACOE BUDGET), attached hereto and incorporated herein by reference. All references in MOA to "Addendum B-4 (LACOE BUDGET)" shall be deemed amended to state "Addendum B-5 (LACOE BUDGET)".
7. Addendum C-3 (INVOICE) will be deleted in its entirety and replaced with Addendum C-4 (INVOICE), attached hereto and incorporated herein by reference.

All references in MOA to "Addendum C-3 (INVOICE)" shall be deemed amended to state "Addendum C-4 (INVOICE)".

8. The original MOA executed on September 17, 2019 will be deleted in its entirety and replaced with the revised Exhibit 1 (Memorandum of Agreement between Los Angeles Department of Mental Health and the Los Angeles County Office of Education for Community Schools Initiative Services) and attached hereto and incorporated herein by reference.
9. Except as provided in this amendment, all other terms and conditions of the MOA 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 the County's Director of Mental Health or designee, and Provider 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 _____
LISA H. WONG, PSY.D
Director

Los Angeles County Office of Education
CONTRACTOR

By _____

Name Karen Kimmel

Title Chief Financial Officer
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL

By: Rachel Kleinberg
Senior Deputy County Counsel

**MEMORANDUM OF AGREEMENT BETWEEN
THE LOS ANGELES DEPARTMENT OF MENTAL HEALTH
AND THE LOS ANGELES COUNTY OFFICE OF EDUCATION
FOR COMMUNITY SCHOOLS INITIATIVE SERVICES**

I. OVERVIEW

On January 15, 2019 the Los Angeles County Board of Supervisors (Board) approved Motion No. 19-2422 instructing the Department of Mental Health (DMH) to provide funding to the Los Angeles Unified School District (LAUSD) to enhance mental health and wellbeing services among students, families, and staff. The Board approved a subsequent amendment to this motion instructing the Director of DMH, in partnership with the Los Angeles County Office of Education (LACOE), the Los Angeles County Chief Executive Office (CEO), and the Auditor-Controller (A-C), to develop a countywide plan for providing school based mental health services, including but not limited to, prevention services, education, support, and outreach.

DMH, in partnership with LACOE, CEO, and the A-C, will enhance school mental health services countywide by providing supportive services, training, and coordination at selected school sites. The proposed framework focuses on three key initiatives, including:

1. Developing trauma-informed schools;
2. Implementing the Community Schools Initiative (CSI) approach focused on developing community partnerships that reinforce mental health supports;
3. Developing and improving the infrastructure of school mental health services provided by DMH School Based Services Coordination Teams.

These initiatives will ensure optimal coordination of services and leveraging of available resources.

II. OBJECTIVE

DMH proposes the following framework, incorporating the development of trauma-informed schools and the implementation of Community Schools as a way to enhance mental health and wellbeing:

A. Developing Trauma-Informed Schools

Educating school staff and administrators on the impact of trauma and how to apply a trauma-informed lens in schools is essential to providing comprehensive services to address the whole child. The goal of these trainings is to facilitate a discussion to help staff understand the impact of trauma on students and learn strategies to support mental wellbeing and resilience.

B. *Implementing Community Schools*

The Community Schools (CS) Model is an evidence-based school improvement framework that recognizes the role of family and community as key stakeholders who can collaborate with educators to address external factors influencing student achievement, such as family circumstances, traumatic events (including adverse childhood experiences), poverty, and health concerns, while incorporating cultural differences, and student engagement. Additionally, Community Schools represent a site-based strategy of schools partnering with community agencies and allocating resources on campus to provide an accessible and integrated focus on academics, health and social services, and youth and community engagement and development. The four pillars that support the Community Schools framework are:

1. Integrated student supports: address out-of-school barriers to learning through partnerships with social and health service agencies and providers.
2. Expanded learning time and opportunities: thoughtfully selected additional enrichment supports and partnerships during and beyond the school day for students and their families; they are associated with positive academic and non-academic outcomes, including improvements in student attendance, behavior, and academic enrichment.
3. Family and community engagement: bring parents and other community members into the school as partners with shared decision-making power in their children's education.
4. Collaborative leadership and practice: build a culture of professional learning, collective trust, and shared responsibility.

Family involvement in children's learning, both at home and school, promotes strong student performance outcomes. As such, one of the guiding pillars aims to strengthen family and community engagement to support the learning and development of students more effectively. (Third Pillar: Active Family and Community Engagement¹). Through deep engagement and collaboration, students, families, communities, and schools become partners with mutually agreed upon strategies to help create a more nurturing, safe, and respectful school climate.

To promote family and community engagement and collaborative practices, LACOE Community School staff conduct ongoing needs assessments with students, families, and community members to identify services needed. In addition, Community School staff will provide leadership, integrated health, social supports and opportunities for parents/caregivers to leverage assets and build

¹ Community Schools Playbook: Chapter 5. Third Pillar: Active Family and Community Engagement.
<https://communityschools.futureforlearning.org/chapter-5>

capacity to support wellbeing and empowerment, not only for their children, but for themselves. Effective engagement increases family and community participation in school activities and decision-making, which in turn builds parent leadership in the school community.

Overall, trauma-informed schools and community schools are dedicated to building school capacity to increase protective factors and reduce risk factors for children, youth, and families in jeopardy of developing serious emotional mental health disturbances, and interrupting historical and intergenerational trauma and poverty.

III. LACOE BACKGROUND

LACOE is a state-funded public agency that promotes academic excellence and financial stability in the county's 80 K-12 public school districts. There are approximately 1.3 million K-12 students enrolled in school districts across the county, including 247,689 English Learners, 38,501 unhoused, and 9,993 foster youth. 7 out of 10 students are socioeconomically disadvantaged.²

LACOE is uniquely situated to implement the Community Schools Initiative (CSI). By partnering with LACOE, DMH can leverage LACOE's partnerships with all 80 public school districts to provide preventative mental health services countywide.

IV. SERVICES TO BE PROVIDED

LACOE, in collaboration with DMH, intends to provide comprehensive, culturally sensitive, strengths-based services to increase protective factors and promote social-emotional wellbeing. Services will be tailored to meet the needs of each school district's Community School(s). Interventions will target the universal and selected prevention and early intervention tiers. The CSI project will focus on four priority areas including:

1. Developing trauma-informed schools;
2. Developing and maintaining community partnerships;
3. Expanding and integrating student support services; and
4. Supporting strong student performance outcomes

The overall goal of CS is to improve the academic, emotional, and physical wellbeing of students to improve their educational outcomes.

For the purposes of this MOA, "Existing sites in Implementation Phase" will refer to sites previously receiving funding from LAC_DMH Community Schools Initiative Fiscal Year (FY) 2019-20 through FY 2022-23. "New sites in Planning Phase" will

² <https://www.lacoe.edu/About-LACOE>

refer to sites not originally identified for funding in previous FYs. These sites will be funded beginning in FY 2023-24.

New Sites in Planning Phase

New school sites selected from the CS Districts shall provide the following services:

1. Stakeholder engagement, including the development of a Community School Council.
2. Comprehensive Needs Assessment and Asset Mapping, including the development of a school site Gap Analysis.
3. Development of a shared leadership structure that includes data-driven, shared decision-making.
4. Support with the identification of sustainable funding beyond this contract period, including but not limited to the California Community Schools Partnership Program (CCSPP) grants, either through LACOE or the School District.

Existing sites in Implementation Phase

Existing school sites from the pilot CS, shall provide the following services:

1. Continue services listed above under “New sites in Planning Phase”.
2. Access to multi-tiered school mental health services and supports.
3. Access to concrete supports, including counseling and referrals to needed services.
4. Peer-led wellness activities.
5. Engagement opportunities for families, including parent education workshops and trainings on youth mental health and other related topics.
6. Expanded and enriched learning opportunities for students

Margaret’s Place

LACOE will be required to partner with Margaret’s Place to provide on-site violence prevention and early intervention services for identified secondary Community Schools sites who agree to the requirements of Margaret’s Place program implementation. Margaret’s Place utilizes the Youth Empowered to Speak (YES) curriculum, which educates middle and high school aged youth (ages 11-18) about issues related to violence and empowers them to seek alternatives to violence. The topics are intended to educate, elicit personal responses and support students in engaging in reflection. Topics include:

- Understanding violence
- Impact of trauma
- Coping skills and safety strategies
- How to help a friend and be a responsible bystander

- Empowerment

LACOE staff will be trained as trainers in peer leadership programming. LACOE staff will build upon and adapt the model according to the assets and needs of each school site. The peer leadership programming will be aimed at supporting the student body and school community by promoting peer-led mental health promotion and awareness on school campuses and empowering leadership roles among students. Through peer leadership programming, students will deliver mental health-oriented outreach and education campaigns and activities based on school and community needs. Campaigns and activities may include but are not limited to:

- School-Wide Mental Health Campaigns
- Trainings / Workshops for Peers
- School Community Outreach and Engagement

V. TARGET POPULATION

The target population to be served in the CS Initiative includes children, youth and families residing in public school districts within Los Angeles County that are served and supported by LACOE. A CS will be located at either a new or existing school site in one of the 15 originally identified CS Initiative school districts (refer to **Addendum A**).

As part of the original/pilot CS Initiative, LACOE targeted at least one school in each of the five (5) Supervisorial Districts utilizing the analysis of data included in *Measure of America's Portrait of LA County and LACDPH's Education and Health in LA County Report*. This data includes the education index, underrepresented students, high school graduation rates, graduates with A-G³ requirements, suspension rates, chronic absenteeism, and violent crimes. Santa Monica-Malibu Unified was selected based on a comparison with other school districts within its respective supervisorial district. Factors compared include attendance, chronic absenteeism, homelessness, poverty rates, and mental health needs.

For new expansion sites, LACOE targeted sites that met the California Community Schools Partnership Program (CCSPP) minimum eligibility and competitive priority requirements for funding, which include:

- Fifty percent (50%) of the pupil population for minimum eligibility, and 80% for competitive priority, are unduplicated pupils; i.e., living in poverty, English Learner, Foster Youth)
- Higher than state average dropout rates
- Higher than state average rates of suspension and expulsion

³ To be eligible to enter a four-year public college, students must meet a series of course requirements called A through G.

- Higher than state average rates of child homelessness, foster youth, or justice-involved youth

The intended outcome is for each selected school to become a “hub in its neighborhood, uniting educators, community partners, and families to provide all students with top-quality academics, enrichment, health and social services, and opportunities to learn and thrive.” (Coalition for Community Schools⁴).

VI. TRAININGS

Educating school staff and administrators on the impact of trauma and how to apply a trauma-informed lens in schools is essential to providing comprehensive services for the whole child. To achieve this goal, DMH partnered with the UCLA Center of Excellence to develop a trauma-based curriculum to provide trauma- and resilience-informed trainings. In FY 22-23, UCLA Center of Excellence provided a Training of Trainers for LACOE Sr. Program Specialists, Psychiatric Social Workers (PSW) and School Social Workers (SSW) in the curriculum for Trauma and Resilience Informed Care (TRIC) and Maintaining Wellbeing for Educators (MWB). These LACOE staff will customize trainings for the CS school sites and their respective school districts.

Additional supports include on-line trainings posted on Wellbeing4LA.org for educators, school mental health professional and paraprofessional staff to provide on-going support for the implementation trauma informed schools. The Wellbeing4LA website contains supports that focus on trauma-informed student and parent engagement, tiered prevention tools, and access to tools/materials that support wellbeing.

Examples of trainings offered on the Wellbeing4LA website:

Engaging Disengaged Students	Making Schools Safer for LGBTQIA+ Youth
Mental Health in the Classroom	Parent Engagement for Schools
Race Equity in Education	Recognizing Commercial Sexual Exploitation in Schools
Recognizing Substance Use in Students	Responding to Racial Injustice: Implications for Teachers and Schools
Restorative Justice for Schools – Rethinking Disciplinary Action	Supporting Basic Student and Family Needs
Trauma and Resilience Informed Care Foundations for Educators	Intergenerational Trauma: Understanding and Addressing Racial Trauma in Behavioral Health

LACOE will continue to assess the training needs of each community school and evaluate for additional professional development trainings needed to ensure that school communities are trauma-informed. LACOE shall, as part of their continued community development efforts, leverage resources to continue to train staff in

⁴ Coalition for Community Schools <http://coordinators.communityschools.org/page/community-schools>

trauma- and resilience- informed practices. Educational engagement will also be delivered to parents/caregivers and others within the school community to cultivate a deeper understanding of trauma and the factors that shape young children's social emotional development. LACOE will offer at least 10 trauma-informed trainings annually at CSI sites, such as Trauma and Resilience Informed Care, Wellbeing for Educators, Youth Mental Health First Aid, etc. for staff, parents/caregivers, or other educational partners.

VII. **OUTCOME MEASURES**

The intention of Community Schools is to reduce risk factors and increase protective factors, which aligns with the MHSA Regulations. Community Schools will offer a range of supports and opportunities to achieve improvement in the following five goals:

1. Students attending school consistently
2. Students succeeding academically
3. Students engaging in learning and participating in their communities
4. Parents/caregivers engaging with their children's education

Students improving physical, social and emotional health

Deliverables

The Community Schools Specialist (CSS), Educational Community Worker (ECW), Psychiatric Social Workers (PSW), and Coordinators under the Director of Community Schools Initiative will assist in the implementation of the Community Schools Initiative in public school districts served by LACOE. A dedicated CSS and ECW will be assigned to each of the identified school sites. By the second year of the contract, a PSW will be assigned to each identified school site who agrees to the services.

These school-based positions will liaise with multiple Los Angeles County offices and agencies to assist the school community in understanding the Community Schools' framework, navigate the process of developing a Community School, identify resources, foster partnerships with county agencies and community-based organizations, and develop or expand multi-tiered systems of school mental health supports. The CSS and ECW will engage in a professional learning community that will share, learn, and support one another.

Outcome Measure Tools

Ongoing assessment and monitoring of the Community Schools project is essential to determining the impact of its services in reducing risk factors and increasing protective factors with participating children and families. Community Schools' staff will review the outcome measures collected from teachers, students, and parent/caregivers, as well as LACOE reports to evaluate and track program impact and outcomes.

School-Level long-term outcome measures at the new and existing sites will include:

- School attendance rates
- Chronic absenteeism rates

- Middle school dropout rates
- High school dropout rates
- Proficiency scores - English Language Arts and Mathematics proficiency scores - if/when available
- High school graduation rates
- Pupil suspension rates
- Pupil expulsion rates
- School climate surveys
- Other locally determined measures

DMH and LACOE will collaborate on identifying data elements and developing data collection methods to evaluate wellbeing and educational outcomes based on CCSPP requirements.

Community School Survey

LACOE CS and DMH will agree upon a Community School Survey that allows the school district to document, track, and advance their quality and sustainability improvement goals, and assess trauma responsiveness. The survey will be completed annually by educators, students, and parents/caregivers. A summary of the survey results aggregated by school site must be submitted to DMH at the end of each fiscal year, no later than July 15th.

VIII. DATA COLLECTION

LACOE will cooperate with DMH in the regularly scheduled monitoring of the Community Schools, including the review of the agency and program records, site visits, telephonic conferences, correspondences, and attendance at any meetings where LACOE adherence to the performance-based criteria will be assessed or evaluated as part of LACOE's performance of this Memorandum of Agreement (MOA). LACOE will develop a process for systematically collecting required service delivery evaluation data. LACOE/CSI staff will administer surveys to evaluate the CSI program and prepare linked student and school data. LACOE will develop the program evaluation design, survey collection platform, data analysis and evaluation reports on the CSI initiative.

LACOE and each participating school district will develop a Data Use Agreement (DUA), which will enable sharing of unidentified student level data including academic, attendance, climate, social emotional, and well-being metrics outlined in this MOA that can be linked to analyze the impact of CSI services. LACOE will analyze the necessary fields to link across data sets prior to delivery to DMH. This report will be transmitted to DMH to complete the reporting requirements of this funding. Data will be analyzed by LACOE no less than every six (6) months to complete the required semi-annual and annual reporting requirements of this funding. LACOE will prepare and submit an annual summative report to DMH that will include both quantitative and qualitative data.

Development of Data Tracking Processes

LACOE will develop a process for systematically collecting required data elements. LACOE will share data with DMH to monitor and evaluate the required data elements, as well as evaluate the quality and performance indicators and outcomes at the program level. Should there be a change in federal, state, and/or county policies/regulations, DMH at its sole discretion, may amend these performance-based criteria via an amendment to this MOA.

Socio-Demographic Data

LACOE will gather and report client socio-demographic information in accordance with the reporting guidelines identified in the [MHSA Prevention and Early Intervention Regulations](#). LACOE will share socio-demographic information with DMH as needed for data analysis and reporting. Data will be reported to DMH as outlined in the regulations.

The following socio-demographic data shall be collected:

- Age,
- Race,
- Ethnicity,
- Language,
- Disability, and
- Current Gender Identity.

Data Report and Schedule

Data will be gathered and reflected in the required semi-annual and annual reports submitted to DMH:

Data Required	Report Form	Submission Dates
Numbers Referred and Served: Students/Parents/Families/ Staff	Aggregate Summary of the Program and individual school sites	Semi-Annually January 15 & July 15
Numbers Referred and Linked to: Concrete supports Community resources	Aggregate Summary of the Program and individual school sites	Semi-Annually January 15 & July 15
Outcome Measures Data	Aggregate Summary of the Program and individual school sites	Semi-Annually January 15 & July 15
Outreach and Engagement Activities	Aggregate Summary of the Program and individual school sites	Semi-Annually January 15 &

Advisory Councils		July 15
Trainings/Workshops	Aggregate Summary of the Program and individual school sites	Semi-Annually January 15 & July 15
Survey Results	Aggregate Summary of the Program and individual school sites	Annually July 15
Informal and Formal Partnerships	Aggregate Summary of the Program and individual school sites	Annually July 15
Demographic Data	Aggregate Summary of the Program and individual school sites	Annually July 15
Comparison School Data on the following: Absenteeism Suspensions and expulsions Graduation rates	Aggregate Summary of the Program and individual school sites in contrast to the identified comparison schools	Annually July 15

Data Sharing

Data will be collected with individual identifiers by LACOE. LACOE will link data elements and shared de-identified linked data (such as individual student universal screening outcomes, academic outcomes and service participation) with DMH. Linking student level service participation and outcome data will be central to the evaluation. LACOE will share aggregate data with DMH. LACOE will provide data requested under the Performance-Based Criteria section.

IX. PERFORMANCE BASED CRITERIA

The Community School model will allow the selected school districts to have hubs for community school programming that will improve the academic, emotional, and physical wellbeing of participating students so they improve their educational outcomes. The Community Schools Initiative will be measured by all of the following performance-based criteria:

PERFORMANCE BASED CRITERIA	METHODS OF DATA COLLECTION	PERFORMANCE TARGETS
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PERFORMANCE BASED CRITERIA	METHODS OF DATA COLLECTION	PERFORMANCE TARGETS
Professional Development (PD) focused on Trauma Informed and Healing centered practices	LACOE Reports School Climate Survey	<ul style="list-style-type: none"> • LACOE will ensure that at least one (1) training/workshop around trauma-informed practices is offered once a year at each school site • Increased # of program and school staff who participate in PD related to trauma-informed practices
Community Collaborative Development	LACOE Reports	<ul style="list-style-type: none"> • Increase and/or maintain the number of informal and formal community partners (e.g., MOUs) that support vulnerable and underserved populations • Participation of community partners in collaborative meetings (e.g. Community School Council, sub-committees)
Increase social connectedness	LACOE Reports School Climate Survey Success Stories in EPS	<ul style="list-style-type: none"> • Increased involvement by educational partners (students, staff, parents/caregivers) in the school site community school council, workshops, support groups, wellness activities, and other community/school events • Enhance positive, supportive, inclusive, and racially just school climates

PERFORMANCE BASED CRITERIA	METHODS OF DATA COLLECTION	PERFORMANCE TARGETS
Increase collaborative leadership opportunities	LACOE Reports	<ul style="list-style-type: none"> • Development and maintenance of an Advisory/Community School Council with a diverse group of key educational partners who develops and continuously reviews/adapts in response to the assets and needs analysis and the annual Community School plan • Participation in interdisciplinary shared decision-making meetings
Referral and Linkage	LACOE Reports	<ul style="list-style-type: none"> • Linkages of students and families to concrete supports and community resources (e.g. mental health, health, housing, legal) in the community • Number of referrals to Psychiatric Social Worker • Increased positive student engagement and experience • Increased number of students who report knowledge of mental health supports available on campus
Professional Growth of Mental Health Practitioners	LACOE Reports	Clinical Supervision Hours and Trainings Provided to Mental Health Practitioners and Interns
Peer Leadership	LACOE Reports	Development of peer leaders to engage the student body in wellness topics

PERFORMANCE BASED CRITERIA	METHODS OF DATA COLLECTION	PERFORMANCE TARGETS
Expanded learning times and opportunities	LACOE Reports	Increase the number of enrichment and educational support programming being delivered and available to the school community (e.g. services being delivered by partners)

Further evaluation of the impact of the Community School model implementation includes the identification of a comparison school within the same school district or another school district. LACOE will collect the following data elements from the comparison schools to evaluate the impact of existing Community Schools in Implementation Phases on these universal data points.

COMMUNITY SCHOOL & COMPARISON SCHOOL DATA ELEMENTS (REPORTED ANNUALLY)		
CATEGORY	DESCRIPTION	METHODS OF DATA COLLECTION
Absenteeism	The average number of days students in each grade level miss in a school year	LACOE Reports School Site Attendance Reports California Longitudinal Pupil Achievement Data System (CALPADS)
Suspensions and expulsions	The total number of suspensions and expulsions in a school year	LACOE Reports State Reports CALPADS EPS
Graduation rates	The total number of students who graduated in the school year	LACOE Reports State Reports EPS

X. BUDGET

The total amount of funding committed for CSI implementation at LACOE sites is \$32,367,937. This funding will be allocated over three (3) fiscal years beginning FY 2023-24 and concluding FY 25-26. The budget is outlined in **Addendum B-5 – LACOE budget**.

A. Staffing

LACOE will hire or contract for staff at their own discretion to meet the needs of the CSI, including a unit to oversee the administration of services and meet the responsibilities of LACOE as outlined in this MOA. LACOE will seek input from each school district during the hiring process to identify candidates that have knowledge of the districts and communities to be served. The unit will be comprised of the staff items listed below:

1. Community Schools Initiative Director

The Community Schools Initiative Director, under the Chief of Wellbeing and Student Support Services, will be a driving force for the CSI in Los Angeles County. The Director will work strategically with Los Angeles County departments, local city services, community-based organizations, businesses, and LACOE staff, as appropriate, to build partnerships and a network of high-quality resources. The Director will provide guidance and technical assistance to school districts, LACOE stakeholders and, as appropriate, to external stakeholders – county and city departments, community-based organizations, and businesses.

Duties:

- a. Provide outreach to school districts to engage school personnel and increase awareness of Community Schools as an evidence-based school improvement framework
- b. Organize ongoing professional development for schools, county agencies, community partners, businesses, LACOE staff, and institutes of higher education to support the Community Schools Initiative
- c. Utilize a Community School framework from a strengths-based, solution-focused perspective
- d. Establish a community of practice for Community School Leaders
- e. Use resource-mapping methodology annually to identify assets and resources that can be used to build Community Schools
- f. Develop a resource network of high-quality programs and services available to schools. Resources can include, but are not limited to, expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance
- g. Serve as a liaison for agencies and programs interested in partnering with school districts
- h. Provide a forum for stakeholders to build capacity and sustain the Community Schools

- i. Monitor progress of schools in the development and expansion of Community Schools
- j. Review progress and use data to report on outcomes of the Community School Initiative in Los Angeles County
- k. Develop a systematic referral process for Community Schools' programming, such as linkage to mental health services and concrete supports

2. Coordinator – Community Schools Initiative (CSI)

The Coordinator of Community Schools Initiative, shall provide administrative support to the Los Angeles County Office of Education's Community Schools Initiative. Position will assist with the oversight and monitoring of the initiative by providing direction with the implementation of the community school strategy at participating school districts. This will include providing and developing professional development tools focused on building a comprehensive community school model.

Duties:

- a. Uphold the vision of the LACOE Community Schools Initiative to transform schools into community hubs to address inequities and increase access to resources
- b. Provide ongoing supervision, consultation, and training services for community schools staff on procedural and operational strategies
- c. Design, organize, lead and deliver dynamic professional development presentations for LACOE staff, school, and LEA staff and partner agencies on the components of community schools
- d. Provide technical assistance to schools and LEAs planning and implementing community schools
- e. Provide consultative and coaching support to school and district personnel leading the work of the Community Schools Initiative
- f. Contribute to the development and implementation of the Community Schools Initiative vision and strategic plan to implement the Community Schools framework in schools across Los Angeles County
- g. Serve on internal and external advisories and committees that support the strengthening and expansion of community schools at the local, and regional levels
- h. Build capacity of staff in LACOE Community Schools partner LEAs, community agencies and other organizations for purposes of the implementation of the Community Schools strategy
- i. Supervise LACOE staff who implement support services in schools
- j. Plan, schedule, and facilitate countywide meetings, in-service training workshops, and conferences

- k. Serve as a liaison between school district agencies, State Department of Education, professional organizations, and other public and private agencies in the area of responsibility; assist in the identification of needs, as well as strategies to support
- l. Provide research and relevant data for management planning sessions and subsequent policy and procedural guidelines
- m. Prepare, organize, and develop management reports to communicate project milestones, accomplishments, and end of year reports
- n. Evaluate or provide technical evaluation of the performance of professional, technical, and clerical personnel to ensure compliance with the project policies and operational goals and objectives
- o. Provide support with the completion of grant applications and development of support programs that will enhance services at LACOE Community Schools sites

3. Coordinator – Psychiatric Social Worker (PSW)

The PSW promotes early identification of students with behavioral, social, and/or emotional problems, provides opportunities for ameliorative intervention, and recommends procedures for dealing with those effects on a student's learning and behavior.

Duties:

- a. Provide administrative supervision, management, and evaluation of assigned staff
- b. Provide for program quality improvement through the review of program and staff documentation and data
- c. Coordinate and collaborates with district and school level administrators regarding program implementation and improvement
- d. Develop, monitor, and evaluate program services and expectations
- e. Collaborate with LACOE, school district, school, and grant partners regarding grant and program expectations, and coordination of services
- f. Collaborate with LACOE Information Technology (IT) staff on the development, reporting, and monitoring of mental health related service documentation
- g. Collaborate with university partners regarding the ongoing development, monitoring, and implementation of the LACOE CSI Social Work Intern Program
- h. Provide oversight of the LACOE CSI Social Work Intern Program which includes the following: Intern recruitment, university Field Liaison

meetings and communications, MOU monitoring, development and implementation of the Intern training plan, development and implementation of the Preceptor training plan, development and implementation of the Field Instructor training plan, and ongoing program monitoring and support

4. Coordinator – Peer Leadership

The Coordinator promotes the adoption, development, and implementation of mental health focused peer leadership programs at LACOE Community Schools.

Duties:

- a. Complete assessment of peer leadership programming at participating schools, including training provided to students and participating staff/facilitators, to identify strengths and gaps
- b. Coordinate and provides training to school staff/facilitators of mental health peer programming
- c. Coordinate the development of a student training curriculum
- d. Coordinate the development and/or curation of a menu of student lead mental health workshops and outreach/promotion events and activities that schools can choose to adopt
- e. Provide ongoing consultation and support to facilitators of school based mental health peer leadership programs
- f. Collaborate with partner organizations, schools, and LACOE departments to coordinate annual peer leadership conference/event
- g. Provide clinical supervision to School Social Workers as required by the California Board of Behavioral Sciences

5. Community Schools Specialist (CSS)

The Community Schools Specialist is a dedicated staff member responsible for coordinating and supporting programs that address learning barriers for students. In partnership with the site administrator, the CSS develops a system of support for students, families, and community members. Additionally, the CSS is responsible for implementing administrative systems, procedures, and policies; monitoring administrative projects; and maintaining program fidelity.

Duties:

- a. Conduct needs assessments and identifies community school district priorities by working with school administrators, teachers, partner agencies, parents, and students to identify barriers to learning, available resources, and gaps in services

- b. Identify, engage, and recruit partners to offer programs and services to students and families based on the community's needs assessment
- c. Develop administrative agreements/MOUs with partners to provide services
- d. Develop the continuum of integrated services for students, families, and community members within the school neighborhood
- e. Create a referral system to assist with linkage and assists directly with information sharing and referral services to maintain an effective referral process to community resources
- f. Develop, maintain, and publicize a schedule of programs and activities offered at the school
- g. Create, strengthen, and maintain the bridge between the school and the community by creating regular and ongoing (minimum of bi-monthly) opportunities for shared leadership and trust; this can be done through the stakeholder group / Community School Council.
- h. Facilitate and provide leadership through collaboration in order to resolve related issues to service delivery, access and coordination
- i. Make assessments for improvement and shared accountability between partnerships
- j. Advocate for students, families and community members within the school neighborhood and community
- k. Facilitate an awareness of needs and trends within the community
- l. Coordinate all services and trainings that take place during and beyond the school day to support the CSI site plan. Services can include, but are not limited to, expanded learning opportunities, health services, mental health services, parent/family engagement and concrete supports
- m. Serve as the liaison between the expanded learning staff, teachers, and community partners
- n. Administer, collect, and review outcomes and progress through observation and identified data collection tools; assist in the preparation of outcome reports

6. Psychiatric Social Worker (PSW)

The PSW promotes a multi-tiered system of school mental health supports on assigned school campuses, with an emphasis on mental health prevention and early intervention services.

Duties:

- a. Provide mental health promotion and suicide prevention services directed towards school staff, parents, and students including

workshops, education/outreach events, school wide campaigns, and classroom curriculum

- b. Provide mental health consultation to school staff
- c. Provide mental health early intervention services to students and families including mental health triage; mental health screening; referral and linkage; case management; psycho-social assessments and treatment planning; and group, individual, and family counseling
- d. Participate in school site shared decision-making and school climate focused teams and workgroups such as: Community School Council, Coordination of Services Teams, and Positive Behavioral Intervention and Support planning meetings.
- e. Serve as preceptor and/or Field Instructor for Bachelor and Master level Social Work Interns
- f. Provide support to school site mental health peer leadership programming and peer-to-peer mental health promotion events and activities

7. Educational Community Worker (ECW)

The ECW supports the enhancement of family and community engagement within the Community School by providing meaningful family and community engagement which is associated with positive student outcomes and increased trust between students, parents, and staff.

Duties:

- a. Assist the CSS in the creation and implementation of CSI plan for their assigned school district
- b. Assist in the community needs assessment to prioritize services, identify gaps in services, and build on existing supports
- c. Assist with the coordination of all services and trainings that take place during and beyond the school day to support the CSI site plan. Services can include, but are not limited to, expanded learning opportunities, health services, mental health services, parent/family engagement, and concrete supports
- d. Establish and facilitate regularly scheduled (minimum of bi-monthly) parent group, which will include parent trainings to educate parents on topics related to student success and trauma-informed responsiveness
- e. Create, strengthen and maintain the bridge between the school and the community by creating regular and ongoing (minimum of bi-monthly) opportunities for shared leadership and trust; this can be done through the stakeholder group or Community School Advisory Board
- f. Assist students and families with referral and linkage to community resources including those for concrete supports

- g. Identify, collaborate, and build relationships with community-based organizations that can support and provide services to the school site
- h. Serve as a liaison for agencies, parents/caregivers and programs interested in partnering with the school district
- i. Administer, collect, and review outcomes and progress through observation and identified data collection tools, and assist in the preparation of outcome reports
- j. Communicate with caregivers/parents, on a routine basis, to ensure families' needs are being met and services are being maximized to the extent possible
- k. Work with CSS and school site administration to ensure that the voice and choice of the family is being heard

8. Research and Evaluation Coordinator (REC)

The REC, under administrative direction, provides technical support and advisement to LACOE divisions and school districts throughout Los Angeles County in the areas of research design, data collection analysis and reporting activities.

Duties:

- a. Collaborate with participating school district staff in the design of research collection methods, analysis, interpretation, and reporting of data
- b. Collaborate with Director of Development to construct a report and provide data informed feedback and program recommendations to school districts
- c. Conduct research to support data, recommendations, inquiries, training requests, and other matters as necessary
- d. Collaborate with the Director of Community Schools Initiative and CSSs in developing a method of assessing the need for technical assistance (TA), an implementation plan for the TA, and providing the TA within subject matter expertise
- e. Develop reports, tracking systems, solution-focused plans, and written communications utilizing various software applications to ensure that all projects are delivered within an appropriate timeframe
- f. Collaborate with CSS to collect data from the various CS groups, develop a method of tracking and disseminating relevant data, develop solution-focused plans to address identified issues within an appropriate time frame, and ensure that the goals are met

- g. Develop and maintain networks with community-based organizations, providers, and other CS members and ensures that all communication, verbal and written, is delivered in a culturally humble manner
- h. Develop and deliver formal presentations countywide to CS and stakeholders
- i. Develop, in collaboration with the Director and CSS, policies and procedures to guide the resolution of issues or conflict in the CS and ensure that CS stakeholder input is received and incorporated

XI. **FUNDING & PAYMENT PROVISIONS**

- A. DMH will establish an annual funding amount to provide MHSA funding for the LACOE CSI project as indicated in **Addendum B-5 – LACOE budget**. Up to 10% of the Project Budget may be reallocated within services. LACOE must notify the DMH Project Manager in writing at least 10 days in advance if 10% of the Project Budget is reallocated within services.
- B. Funding is contingent upon an analysis of (a) availability of funds; (b) an acceptable level of performance as evidenced by DMH monitoring of Performance Based Criteria listed in section IX of this MOA; (c) receipt of semi-annual and annual outcome and demographic data collection progress; (d) receipt of quarterly financial reports, including numbers served and socio-demographic data; and (e) receipt of annual report (please refer to section XII Term of MOA).
- C. The budget and MOA may be adjusted according to any change in state funding allocation and the performance of LACOE. Please refer to section XII Term of MOA and section IX Performance Based Criteria for more information.
- D. DMH shall reimburse LACOE the costs for services provided to LACOE CSI Project participants under this MOA from funds DMH has allocated for services to LACOE CSI Project, provided that DMH has received MHSA funding from the state.
- E. Reimbursement claims must be submitted using Addendum C, Invoice, each quarter on the following dates:

October 15th, January 15th, April 15th and July 15th
- F. Reimbursement to LACOE will be on a quarterly basis upon DMH's receipt of the following information from LACOE:
 - 1. Actual number of students, families, and staff served under the universal and selective levels of Prevention.
 - 2. Itemized indirect costs.

3. Payroll data to determine staff salaries and employee benefits; and expenditures data to define services and supplies relating to program services and supports expenses (e.g. workshops, mentoring, O&E activities, individual and group activities, personal development skills training, facility and equipment rentals, materials, etc.).
 4. Submission of outcome measures that adhere to MHSA regulation requirements. Reimbursement to LACOE for services provided in June will be billed in accordance with the Auditor-Controller Fiscal Year Closing Instruction deadline within thirty (30) days, for DMH to review and approve the invoice.
- G. In the event the MOA needs to be revised, DMH shall prepare and submit the revised MOA to LACOE. The revised MOA shall be signed and returned to DMH within thirty-five (35) working days. Any unresolved issues relating to the revised MOA shall be elevated to the level of LACOE and DMH executive management for resolution.
- H. In the event of state, and/or county audit exceptions that result in fiscal sanction or claim disallowance that arise out of this MOA, LACOE and its contractors or subcontractors shall be liable for any sanctions or disallowed costs.
- I. Increases or decreases in workload that result in any increase or decrease in funding may be made upon mutual agreement of the parties and memorialized through a formal amendment as provided in section XII (D), below.
- J. Invoices for services rendered under this MOA shall be electronically submitted to the Accounts Payable to the attention of the County's Project Manager:

Kanchana Tate, LCSW
Mental Health Clinical Program Manager II
APSVPUInquiries@dmh.lacounty.gov

- K. All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event shall the county be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.

XII. **TERM OF MOA**

- A. Subject to the availability of funds, the term of this MOA shall commence upon execution by both parties, through the end of the Fiscal Year (FY) on June 30, 2026, unless sooner terminated or extended, in whole or in part, as provided in this MOA.

- B. Renewal of the MOA and continuation of the LACOE CSI Project beyond the agreed upon term will be subject to each Party signing a renewal MOA at least fifteen (15) days before the end of the FY 2025-26.
- C. DMH shall notify LACOE in writing at least ninety (90) days in advance if the MOA will not be renewed for the subsequent FYs.
- D. Either Party may request changes to this MOA. Any changes, modifications, revisions, or amendments to this MOA that are mutually agreed upon by and between the Parties shall be incorporated in writing, and effective when executed and signed by the Parties.

XIII. NOTICES

All notices or demands required or permitted to be given or made under this MOA shall be in writing and delivered via electronic mail addressed to the Parties as identified in Exhibit 1 – DMH Administration and Exhibit 2 – LACOE Administration. Addresses may be changed by either Party giving 10 days' prior written notice to the other Party.

XIV. LIMITATION OF LIABILITY, INDEMNIFICATION, AND INSURANCE

To the maximum extent provided by law, in no event shall either Party be responsible for any special, indirect, consequential, exemplary damages of any kind, including loss of profits and/or indirect economic damages whatsoever, and regardless of whether such damages arise from claims based upon contract, negligence, tort or other.

DMH and LACOE mutually agree to defend, hold harmless, and indemnify the other and their Governing Board, officers, agents, employees, and volunteers from any and all liabilities including, but not limited to any claims for damages, death, sickness, or other personal injury or injury to property, including, without limitation all consequential damages, for any cause whatsoever arising from or connected with its services and or MOU in the normal course of business, unless resulting from the gross negligence or willful misconduct of their agents and/or employees.

Each Party shall be responsible for providing disability, workers' compensation, professional liability, or other insurance as well as licenses and permits usual or necessary for performing the services under this MOU.

In accordance with California Government Code Section 989-991.2, County Code Chapter 5.32, and Articles 1 and 2 of the Los Angeles County Charter, the county, a political sub-division of the state, is authorized to self-insure for its liability. This self-insurance includes coverage for legal liability and defense costs for claims asserted by third parties for bodily injury and property damage, including general and professional liability (malpractice).

Each Party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all liabilities, claims, or losses of any nature, to the extent caused by, arising out of, or in connection with, the indemnifying party's negligent or wrongful acts or omissions arising from its respective activities pursuant to this MOU.

XV. **TERMINATION**

All parties involved in this MOA may terminate the MOA at any time without cause provided that a written notice is given at least 30 days in advance to the other party.

XVI. **COUNTERPARTS**

This MOU may be signed and delivered in two or more counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the MOU, and the MOU shall not be binding on any Party until all Parties have signed it. Facsimile signatures shall be deemed for all intents and purposes as binding as original signatures.

XVII. **CONFIDENTIALITY**

- A. LACOE will ensure that adequate provisions for disposing and keeping DMH participant records confidential are included in contracts and agreements entered into with third parties and other outside agents or agencies. Documents for record and retention purposes in accordance with this MOA are to be maintained for a period of five (5) years.
- B. LACOE will maintain the confidentiality of all records and information, including but not limited to, claims, county records, patient/client records and information, in accordance with Welfare and Institutions Code (WIC) sections 5328 through 5330, inclusive, and all other applicable county, state, and federal laws, ordinances, rules, regulations, manuals, guidelines, and directives related to confidentiality and privacy. Additionally, LACOE will ensure that all data received from participants is appropriately used only for the purposes set forth in this document and/or any subsequent agreements between LACOE and DMH. This will be in accordance with WIC sections 17006 and 10850, and CDSS Manual of Policies and Procedures Chapter 19-000.
- C. LACOE will not publish, disclose, or permit or cause to be published or disclosed, or include in any way the name, address, or any personal-identifying information concerning the condition or circumstances of any student, or family member, if applicable, from whom, or about whom, information is obtained. Should a report be published using data provided by LACOE, DMH retains the right to review, comment on, and edit all such reports prior to distribution.

- D. DMH agrees that it may create, receive from or on behalf of LACOE, or have access to records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 10 U.S.C. Section 1232g (collectively, the "FERPA Records"). DMH represents, warrants, and agrees that it will: (1) hold the FERPA Records in strict confidence and will not use or disclose the FERPA Records except as (a) permitted or required by this MOA, (b) required by law, or (c) otherwise authorized by LACOE in writing; (2) safeguard the FERPA Records according to commercially reasonable administrative, physical and, technical standards that are no less rigorous than the standards by which DMH protects its own confidential information; and (3) continually monitor its operations and take any action necessary to assure that the FERPA Records are safeguarded.

XVIII. **DMH RESPONSIBILITIES**

- A. Designate a DMH Project Manager responsible for the oversight of this program.
- B. Ensure all applicable policies and guidelines for the county's MHSa Plan are provided to LACOE CSI Project Manager.
- C. Monitor LACOE performance under this MOA utilizing data submitted by LACOE through semi-annual reports. Reports submitted by LACOE ensure that services provided and associated costs are valid. Monitoring activities shall address utilization and results of outcome measures, as well as fiscal, administrative, and service delivery reviews.
- D. Evaluate LACOE performance under this MOA to ensure compliance with the terms and performance standards on no less than a semi-annual basis. The evaluation will review the outcome measures, fiscal, administrative, and service delivery of the program.
- E. Identify deficiencies that may place the performance of this MOA in jeopardy and require that LACOE initiate corrective action measures.
- F. Retain on file, copies of all notices sent to LACOE that pertain to this MOA.
- G. Develop collaborative meetings and resources to increase service and resource access for program participants.

XIX. **LACOE RESPONSIBILITIES**

- A. Designate a LACOE CSI Project Program Manager responsible for oversight of this program.

- B. Designate a staff person to serve as the LACOE CSI liaison between DMH and LACOE for the CSI Program.
- C. Coordinate quarterly telephone conferences between DMH and LACOE CSI Project Manager and/or liaison(s) to discuss implementation issues.
- D. Deliver the services of the LACOE CSI Project as outlined in this MOA to the target population.
- E. LACOE will ensure the services provided support the outcome and goals established in this document.
- F. LACOE will be responsible for developing and/or supporting the participating school district in developing an MOU with any community-based organization and/or department that will partner with the school site to provide supports to students and their families.
- G. LACOE shall ensure outreach protocols are established to maintain a consistent level of student, family, and community participation.
- H. LACOE will utilize a referral tracking system to report referrals made to community resources and linkage outcomes.
- I. LACOE will administer an annual survey to students, families, and school staff. LACOE shall complete an analysis of the survey results per CS school site and make this information available to DMH by July 15th. LACOE shall provide DMH access to survey information if requested.
- J. Require and ensure potential LACOE CSI Project referral agencies and providers receive education and/or training to support CSI services.
- K. Gather and report client socio-demographic data for CSI participants in accordance with the reporting guidelines identified in the MHSA Regulations. Data shall be reported to DMH as outlined in the regulations.
- L. Keep a record of services that were provided, dates, agendas, and sign-in sheets for all LACOE CSI Project components for five (5) years.
- M. Provide claims for expenditures with appropriate back up documentation to DMH for all services.
- N. Comply with state and county MHSA policies and procedures for claiming, invoicing and reporting of data and outcomes for MHSA funded programs.
- O. Ensure that all data collected is entered into the LACOE identified or developed database templates.

- P. Be responsible for collecting, managing, and submitting specific demographic, and outcome data on a semi-annual basis to DMH to demonstrate client outcomes inclusive of guidelines set forth by DMH and the state. This includes collecting outcome data to assess the LACOE CSI Project and make mid-course corrections, as necessary, to ensure the achievement of positive client and program outcomes.
- Q. Submit semi-annual reports, as required by this MOA.
- R. Provide DMH all correspondence with inquiries regarding this MOA to:

Kanchana Tate, LCSW
Mental Health Clinical Program Manager II
Department of Mental Health
510 S. Vermont Ave 22nd Floor
Los Angeles, California 90020
Email address: KTate@dmh.lacounty.gov

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by the County's Director of Mental Health or designee, and Provider 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 _____
LISA H. WONG, PSY.D
Director

Los Angeles County Office of Education
CONTRACTOR

By _____

Name: DEBRA DURADO, M.S.W., Ed.D.

Title: Superintendent of Schools
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL

By: Rachel Kleinberg
Senior Deputy County Counsel

A Community Schools Initiative (CSI) hub will be located in at least one identified school site per school district. LACOE identified the following school districts to implement the CSI Project:

- Antelope Valley Union High*
- Azusa Unified*
- Baldwin Park*
- Bassett Unified*
- Bellflower Unified*
- Compton Unified*
- Duarte Unified^
- Inglewood Unified*
- Montebello Unified ^
- Norwalk-La Mirada Unified*
- Santa Monica-Malibu Unified^

*Denotes school districts that will be funded through this agreement with a new school site in the planning phase. In 2021 the Legislature passed the California Community Schools Partnership Act, followed by the Budget Act of 2021, that allocated funding for the goals presented in the legislation. As a result, the California Department of Education (CDE) developed the California Community Schools Partnership Program (CCSPP) aimed at addressing inequities in high need schools. Through this initiative, CDE will be accepting applications from qualifying entities for LEAs to plan for, implement, and help coordinate community schools. Funding will take place across several 5-year grant cycles and be available through the 2031 fiscal year.

^Denotes school districts that will be funded through this agreement as an existing pilot site in the implementation phase.

DMH ADMINISTRATION

MOU NAME: MOA by and between DMH and LACOE for Community School Initiative Services

DIRECTOR OF MENTAL HEALTH:

Name: Lisa H. Wong

Title: Director

Address: 510 S. Vermont Avenue

City, State, Zip: Los Angeles, CA 90020

Telephone: (213) 947-6670

E-mail Address: LWong@dmh.lacounty.gov

COUNTY MOU MANAGER:

Name: Kanchana Tate

Title: Mental Health Program Manager II

Address: 510 S. Vermont Avenue

City, State, Zip: Los Angeles, CA 90020

Telephone: (213) 943-9765

E-mail Address: KTate@dmh.lacounty.gov

COUNTY MOU ANALYST:

Name: Michael Preston

Title: Administrative Services Manager II

Address: 510 S. Vermont Avenue

City, State, Zip: Los Angeles, CA 90020

Telephone: (213) 943-9174

E-mail Address: Mpreston@dmh.lacounty.gov

LACOE ADMINISTRATION

MOU NAME: MOA by and between DMH and LACOE for Community School Initiative Services

LACOE AUTHORIZED SIGNATORY:

Name: Debra Durado, M.S.W., Ed.D.

Title: Superintendent of Schools

Address: 9300 Imperial Highway

City, State, Zip: Downey, CA 90242

Telephone: (562) 922-6127

E-mail Address: Durado_debra@lacoedu

LACOE MOU MANAGER:

Name: Karen Kimmel

Title: Chief Financial Officer

Address: 9300 Imperial Highway

City, State, Zip: Downey, CA 90242

Telephone: (562) 922-6124

E-mail Address: Kimmel_karen@lacoedu

LACOE MOU ANALYST:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____

E-mail Address: _____

CONTRACT NO. MHMOA227

AMENDMENT NO. 3

THIS AMENDMENT is made and entered into this XX day of _____, 2023, by and between the COUNTY OF LOS ANGELES (hereafter "County") and the Los Angeles County Office of Education (LACOE) (hereafter "Provider").

WHEREAS, reference is made to that certain document entitled "Memorandum of Agreement " for community school initiative services, dated March 1, 2022, and further identified as County MOA No. MHMOA227, and any amendments thereto (hereafter collectively "MOA"); and

WHEREAS, on February 15, 2022, the County Board of Supervisors delegated authority to the Director of Mental Health, or designee, to execute amendments to the MOA to make other certain designated changes; and

WHEREAS, on _____, the County Board of Supervisors delegated authority to the Director of Mental Health, or designee, to rollover unspent Mental Health Student Services Act (MHSSA) grant funding to address the delay in program implementation during Grant Year 1 (3/1/22 – 2/28/23) due to staffing shortages and to replace Addendum A-2 (LACOE BUDGET) and Addendum B-2 (INVOICE); and

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

WHEREAS, the MHSSA funds for Grant Year 1 (3/1/22 – 2/28/23) will be reallocated to Grant Years 2-5 (3/1/23 – 2/28/24, 3/1/24 – 2/28/25, 3/1/25 – 2/28/26, 3/1/26 – 12/31/26); and

WHEREAS, the above changes shall not result in an increase to funding or service delivery levels; and

WHEREAS, Provider warrants that it continues to possess the competence, expertise, and personnel necessary to provide services consistent with the requirements of this MOA, and consistent with the professional standard of care for these services.

NOW, THEREFORE, County and Provider agree as follows:

1. The amendment is effective upon execution.
2. For Grant Year 1 only, the MHSSA grant funds are decreased in the amount of \$1,251,116 from \$1,819,617 to \$568,501.
3. For Grant Year 2, the MHSSA grant funds are increased in the amount of \$172,915 from \$1,868,093 to \$2,041,008.
4. For Grant Year 3, the MHSSA grant funds are increased in the amount of \$168,432 from \$1,914,063 to \$2,082,495.
5. For Grant Year 4, the MHSSA grant funds are increased in the amount of \$174,693 from \$2,017,630 to \$2,192,323.
6. For Grant Year 5, the MHSSA grant funds are added in the amount of \$735,076.
7. Addendum A-2 (LACOE BUDGET) will be deleted in its entirety and replaced with Addendum A-3 (LACOE BUDGET), attached hereto and incorporated herein by reference. All references in MOA to "Addendum A-2 (LACOE BUDGET)" shall be deemed amended to state "Addendum A-3 (LACOE BUDGET)".
8. Addendum B-2 (INVOICE) will be deleted in its entirety and replaced with Addendum B-3 (INVOICE), attached hereto and incorporated herein by reference. All references in MOA to "Addendum B-2 (INVOICE)" shall be deemed amended to state "Addendum B-3 (INVOICE)".

9. Except as provided in this amendment, all other terms and conditions of the MOA 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 the County's Director of Mental Health or designee, and Provider 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 _____
LISA H. WONG, PSY.D
Director

Los Angeles County Office of Education
CONTRACTOR

By _____

Name Karen Kimmel

Title Chief Financial Officer
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM:
OFFICE OF THE COUNTY COUNSEL

By: Rachel Kleinberg
Senior Deputy County Counsel

Addendum A-3 (LACOE BUDGET)

LOS ANGELES COUNTY OFFICE OF EDUCATION MENTAL HEALTH STUDENT SERVICES ACT GRANT

Personnel	<u>Grant Year 1</u> <u>(3/1/22- 2/28/23)</u>	<u>Grant Year 2</u> <u>(3/1/23-2/28/24)</u>	<u>Grant Year 3</u> <u>3/1/24-2/28/25</u>	<u>Grant Year 4</u> <u>3/1/25-2/28/26</u>	<u>Grant Year 5</u> <u>(3/1/26-6/30/26)</u>	<u>Total</u>
School Social Worker (Certificated)						
Salary (@ 3% COLA)	219,039	\$115,924	\$119,560	\$123,147	41,451	\$619,121
Benefits	<u>119,414</u>	<u>48,124</u>	<u>51,705</u>	<u>52,657</u>	<u>18,992</u>	<u>290,892</u>
Total S & B per position	338,453	164,048	171,265	175,804	60,443	910,013
8 School Social Worker	338,453	1,312,384	1,370,120	1,406,432	483,544	4,910,933
Coordinator III (Certificated)						
Salary (@ 3% COLA)	58,894	147,952	152,596	157,174	52,905	569,521
Benefits	<u>29,453</u>	<u>56,269</u>	<u>60,466</u>	<u>61,681</u>	<u>22,030</u>	<u>229,899</u>
Total S & B per position	88,347	204,221	213,062	218,855	74,935	799,420
1 Coordinator III	88,347	204,221	213,062	218,855	74,935	799,420
Data Processing Assistant (Classified)						
Salary (@ 3% COLA)	37,474	65,082	67,124	69,138	23,272	262,090
Benefits	<u>24,654</u>	<u>45,728</u>	<u>47,064</u>	<u>47,893</u>	<u>17,353</u>	<u>182,692</u>
Total S & B per position	62,128	110,810	114,188	117,031	40,625	444,782
1 Data Processing Assistant	62,128	110,810	114,188	117,031	40,625	444,782
Student Stipend	-	64,000	64,000	64,000	19,200	211,200
Other expenses						
Mileage	998	12,000	13,263	21,600	3,600	51,461
Workshop/Training	-	22,600	8,000	38,600	7,892	77,092
Supplies	938	14,775	15,033	23,650	4,000	58,396
Office Equipment_Computer/Laptop	8,649	26,800	6,000	9,000	3,000	53,449
Cell Phone Stipend	<u>180</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>2,400</u>	<u>24,180</u>
Total Other expenses	10,765	83,375	49,496	100,050	20,892	264,578
Total Operational Cost	499,693	1,774,790	1,810,866	1,906,368	639,196	6,630,913
Indirect	9.12%/8.05% <u>40,292</u>	8.05%/10.12% <u>167,766</u>	10.12%/9.12% <u>171,183</u>	9.12% <u>173,860</u>	9.12% <u>58,295</u>	<u>611,396</u>
Total Proposal	<u>539,985</u>	<u>1,942,556</u>	<u>1,982,049</u>	<u>2,080,228</u>	<u>697,491</u>	<u>7,242,309</u>

Budget Including DMH Admin Costs						
LACOE Operational Cost	499,693	1,774,790	1,810,866	1,906,368	639,196	6,630,912
LACOE Indirect	<u>40,292</u>	<u>167,766</u>	<u>171,183</u>	<u>173,860</u>	<u>58,295</u>	<u>611,397</u>
LACOE Total	539,985	1,942,556	1,982,049	2,080,228	697,491	7,242,309
DMH Indirect	28,516	6.95%/4.88% <u>98,452</u>	4.88%/5.88% <u>100,446</u>	5.88% <u>112,095</u>	5.88% <u>37,585</u>	<u>377,094</u>
Grand Total	568,501	2,041,008	2,082,495	2,192,323	735,076	7,619,403

**LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
PREVENTION SERVICES ADMINISTRATION
MENTAL HEALTH STUDENT SERVICES ACT GRANT AWARD
ADDENDUM B-3 - INVOICE**

Month(s) Claimed & Year: _____

Invoice Number: _____

Attention: Kanchana Tate, LCSW

Submit invoices to:
Department of Mental Health, Accounts Payable
510 S Vermont Ave, 15th Fl
Los Angeles, CA 90020
APSVPUInquiries@dmh.lacounty.gov

	Costs
Personnel	
School Social Worker (8 FTE)	
Coordinator III (1 FTE)	
Data Processing Assistant (1 FTE)	
Other Expenses	
Student stipends	
Workshops/Training	
Mileage	
Supplies	
Office Equipment	
Cell Phone Stipend	
Administration	
Indirect Costs	
Total	

Please address any questions to:	Please send payment to:
Michelle Castelo Alferes, Ed.D, MSW Director III, Community Schools Los Angeles County Office of Education 12830 Columbia Way, Downey, CA 90242 Alferes_Michelle@lacoedu	Samantha Ruan Los Angeles County Office of Education 12830 Columbia Way, ECW-114 Downey, CA 90242 Ruan_Samantha@lacoedu

LACOE Approver: _____
Signature
Date

DMH Approver: _____
Signature
Date