COUNTY OF LOS ANGELES

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

SUSAN KERR
Chief Deputy Director

RODERICK SHANER, M.D.
Medical Director

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

BOARD OF SUPERVISORS
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DEPARTMENT OF MENTAL HEALTH

http://dmh.lacounty.info

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

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

28 AUG 16 2005

Violet Varona-Lukens
VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

August 4, 2005

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

Dear Supervisors:

APPROVAL OF AMENDMENT TO EXISTING DEPARTMENT OF MENTAL HEALTH CONSULTING SERVICES AGREEMENT WITH CALIFORNIA INSTITUTE OF MENTAL HEALTH FOR FISCAL YEAR 2005-2006
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Mental Health or his designee to prepare, sign, and execute Amendment No. 4 (substantially similar to the Attachment) to the existing Department of Mental Health (DMH) Consulting Services Agreement with the California Institute of Mental Health (CIMH) (Agreement No. DMH-01934) to increase the Total Compensation Amount (TCA) by $280,000, from $220,000 to $500,000, for Fiscal Year (FY) 2005-2006. The Amendment will be effective upon Board approval for FY 2005-2006. The increase is fully funded by the Mental Health Services Act (MHSA) Community Program Planning Funds accepted by your Board on April 19, 2005, and approved for the planning process to create a Community Services and Supports Plan in accordance with provisions of the MHSA within guidelines established by the State Department of Mental Health (SDMH).

2. Delegate authority to the Director of Mental Health or his designee to prepare, sign, and execute future amendments to this Agreement and establish as a new TCA the aggregate of the original Agreement and all amendments through and including this Amendment, provided that: 1) the County's total payments to a contractor under this Agreement for FY 2005-2006 shall not exceed an increase of 20 percent from the applicable revised TCA; 2) any such increase shall be used to provide additional services or to reflect program and/or policy changes;

3) the Board of Supervisors has appropriated sufficient funds for all changes; 4) approval of County Counsel and the Chief Administrative Office (CAO) or their designee is obtained prior to any such Amendment; 5) the parties may, by written Amendment, reduce programs or services and revise the applicable TCA; and 6) the Director of Mental Health shall notify the Board of Supervisors of Agreement changes in writing within 30 days after the execution of this Amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the requested action is to enable CIMH to provide continued expert facilitation and consultation services to DMH and its MHSA Stakeholders' process. The action is necessary to provide DMH with the technical assistance, guidance, and expertise required to produce a Community Services and Supports Plan in accordance with the processes approved by your Board on April 19, 2005, and with the conditions of the MHSA funding approved by SDMH. Without this Amendment, DMH's Leadership Team and Stakeholders will lack sufficient resources and expertise to facilitate consensus on proposed priorities and program design within the aggressive schedule mandated by the MHSA and the State process.

Implementation of Strategic Plans Goals

The recommended Board action is consistent with the principles of the County's Organizational Goal No. 1, "Service Excellence," Goal No. 3, "Organizational Effectiveness," and Goal No. 4, "Fiscal Responsibility," within the Countywide Strategic Plan. Board approval will allow for the implementation of State requirements for planning and outcomes, in accordance with the MHSA, that will improve the efficiency and effectiveness of mental health operations across the entire service delivery system of directly-operated and contract providers, fee-for-service network providers, and hospitals. As designed, it will significantly improve the capacity of the system to provide outcomes-driven, evidence-based models of care.

FISCAL IMPACT/FINANCING

The requested action will have no impact on net County cost. The total cost of the proposed Amendment is $280,000, fully funded by MHSA Community Planning Funds. All funds will be expended before December 31, 2005. This funding is included in DMH's Adopted Budget for FY 2005-2006.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 19, 2005, your Board adopted the recommended Plan for Community Program Planning which continued the Stakeholders' process and authorized the Director of Mental Health or his designee to amend existing contracts within delegated authority, if needed, until authorized positions can be filled with permanent staff. The proposed action is necessary because the amount of the requested Amendment, $280,000, exceeds the delegated authority.

Upon Board approval, DMH will allocate $280,000 to CIMH to continue the Stakeholders group planning process and produce a Community Services and Support Plan in accordance with the provisions of the MHSA and SDMH guidelines.

CIMH was selected based on its established expertise and ongoing experience in the provision of consultation, facilitation, and other services required to prepare the Community Services and Support plans under the MHSA in Los Angeles County.

California Institute of Mental Health

CIMH is a statewide organization with a mission to promote excellence in mental health services through training, technical assistance, research, and policy development. CIMH has worked closely with the DMH Leadership Team and the Stakeholders group to provide facilitation, consultation, and planning services. The term of this Agreement expires on June 30, 2006.

The Amendment (Attachment) has been approved as to form by County Counsel. The CAO and DMH's Fiscal and Program Administrations have reviewed the proposed actions. Administrative staff of DMH will continue to administer and supervise the Agreement and ensure that Agreement provisions and Departmental policies are being followed.

Contractor will perform services up to, but not exceeding, the approved TCA and will follow the scope of work as described in the Amendment.

CONTRACTING PROCESS

Upon Board approval, DMH will allocate $280,000 to CIMH to continue to provide facilitation and consultation services to the DMH Leadership Team and Stakeholders and to produce a Community Services and Support Plan for submittal to State DMH in accordance with the provisions of the MHSA and SDMH planning requirements. DMH has selected CIMH for these services based on its established expertise and experience in the provision of facilitation and consultation services pertaining to the MHSA planning process.

This action does not require Proposition A contracting processes and will, therefore, not be listed on the County's Bid Webpage. Additionally, these actions are part of the approved Stakeholders group plan for DMH to provide necessary support for its MHSA planning process.

IMPACT ON CURRENT SERVICES

Board approval of the proposed Amendment and allocation will lead to development of plans for the improvements envisioned by the MHSA, development of additional planning skills, and increased levels of supportive services for the Department's Leadership Team and its Stakeholders' process. Time is of the essence for the utilization of these funds since SDMH has mandated accelerated schedules for planning and implementation of the MHSA.

CONCLUSION

The Department of Mental Health will need one (1) copy of the adopted Board's action. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684 when this document is available.

Respectfully submitted,

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

MJS:SK:OC:RK

Attachment

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

A-11 CIMH:Amendment No. 4:Community Planning Grant funds:(07-28-05)final SK leo.

CONTRACT NO. DMH-01934

AMENDMENT NO. 4

THIS AMENDMENT is made and entered into this _____ day of _____, 2005 by and between the COUNTY OF LOS ANGELES (hereafter "County") and California Institute for Mental Health (CIMH) (hereafter "Contractor").

WHEREAS, County and Contractor have entered into a written Agreement, dated April 12, 2005, identified as County Agreement No. DMH-01934 and any subsequent amendment (hereafter collectively "Agreement"); and

WHEREAS, for Fiscal Year 2005-2006, County and Consultant intend to amend Agreement only as described hereunder; and

WHEREAS, for Fiscal Year 2005-2006, County and Contractor intend to amend Agreement to add Mental Health Services Act (MHSA) Community Program Planning funds in the amount of $280,000 to the Total Compensation Amount (TCA) for continuing the MHSA planning process to create a Community Services and Support Plan in accordance with provisions of the MHSA within guidelines established by the State Department of Mental Health (SDMH).

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

1. Paragraph 5.0 (COMPENSATION), Subparagraphs 5.1 and 5.2, shall be deleted in their entirety and the following substituted therefor:

   "5.1 In consideration of the performance by Consultant in a manner satisfactory to County of the services described in Exhibit A-4, Statement of

Work, Consultant shall be paid in accordance with the Fee Schedule established in Exhibit B-4. The Total Compensation Amount for all services furnished hereunder shall not exceed the sum of ONE MILLION ONE HUNDRED SEVENTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS ($1,178,500) for Fiscal Years 2004-2005 and 2005-2006. Notwithstanding such limitation of funds, and Consultant agrees to satisfactorily complete all work specified in Exhibit A-4 to request payment, Consultant shall present to County's Project Manager monthly in arrears invoices accompanied by a statement of the number of hours worked daily by each individual assigned to the project and a report of work completed for the invoice period. This report shall be prepared in a format satisfactory to County's Project Manager or his/her designated representative.

5.2 The total compensation for this Agreement shall not exceed ONE MILLION ONE HUNDRED SEVENTY-EIGHT THOUSAND FIVE HUNDRED DOLLARS ($1,178,500) for Fiscal Years 2004-2005 and 2005-2006. In no event shall County pay Consultant more than this Total Compensation Amount for Consultant's performance hereunder. Payment to Consultant shall be only upon written approval of the invoice and report by County's Project Manager or his/her designated representative.

Consultant shall submit invoices to:

County of Los Angeles
Department of Mental Health

Susan Kerr
Chief Deputy Director
550 South Vermont Avenue, 12th Floor
Los Angeles, CA 90020
ATTN: Olivia Celis, L.C.S.W. Director of Planning

2. Exhibit A - 3 (STATEMENT OF WORK) and Exhibit B - 3 (FEE SCHEDULE) shall be deleted in their entirety and replaced with Exhibit A - 4 (STATEMENT OF WORK) and Exhibit B - 4 (FEE SCHEDULE), attached hereto and incorporated herein by reference. All references in Agreement to Exhibit A - 3 (STATEMENT OF WORK) and Exhibit B - 3 (FEE SCHEDULE) shall be deemed amended to state "Exhibit A - 4 (STATEMENT OF WORK) and Exhibit B - 4 (FEE SCHEDULE)."

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

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

COUNTY OF LOS ANGELES

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

California Institute for Mental Health
Contractor

By _____

Name Sandra Goodwin, Ph.D.

Title Executive Director
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT ADMINISTRATION:

DEPARTMENT OF MENTAL HEALTH

By _____
Chief, Contracts Development
and Administration Division

H-Drive/Gray:A-11 CIMH: Amendment # 4 (07-27-05) # 1 SK (+$280K) [Olivia]

EXHIBIT A - 4

CALIFORNIA INSTITUTE FOR MENTAL HEALTH

STATEMENT OF WORK

TRAINING SERVICES TO BE PROVIDED BY CIMH

ADULT SYSTEMS OF CARE

California Institute for Mental Health (CIMH) will assist the Los Angeles County - Department of Mental Health (DMH) by providing training sessions, workshops, consultation, and technical assistance for both the Adult and Children's Systems of Care as follows:

CIMH will provide training for AB 34/2034 agencies in the area of housing assistance and development of housing resources for mental health clients.

CIMH will play a lead role in the development of the 3rd Annual AB 34/2034 Conference. The assistance provided will include, but is not limited to program support, facilities rental, and technical assistance in organizing a training conference addressing the needs of the homeless mentally ill.

CIMH will provide technical assistance in the development and implementation of an outcome measurement system for the California Work Opportunities and Responsibilities to Kids Act (CalWORKs) program to evaluate the effectiveness of supportive services to CalWORKs participants.

CIMH will conduct three (3) separate studies on supportive services to Los Angeles County's Welfare-to-Work efforts. These three (3) studies will examine program results, measure performance, identify outcomes, and present recommendations:

1. Provide technical assistance in the development and implementation of an outcome measurement system for the CalWORKs program to evaluate the effectiveness of supportive services to the CalWORKs participants;
2. Conduct an evaluation study of a pilot program serving the needs of homeless CalWORKs families; and
3. Conduct a study of Los Angeles County's General Relief Opportunities to Work (GROW) supportive services.

The data provided, based on the outcome measurement system, will assist in the development of treatment services to meet the needs of CalWORKs participants. Using the proposal for developing an outcome measurement system approach, the focus shifts from any given cohort of clients to changes in overall system performance over time.

These performance measures and outcomes will improve the accountability and serve as a tool for continued monitoring, planning, and managing the programs.

CHILDREN'S SYSTEMS OF CARE

CIMH will assist DMH by providing training sessions, workshops, consultation, and technical assistance for both the Adult and the Children's Systems of Care, as follows:

CIMH will provide training and facilitation in various relevant areas (e.g., strength-based assessment and treatment, school-based services, short-term group and in-home therapy, Wraparound services, and community stakeholder planning) for DMH directly-operated and contract providers.

For Fiscal Year 2004-2005, CIMH will provide consultation and technical assistance for the Infant Preschool Family Mental Health Initiative to expand efforts to serve children ages 0-5 and their families through the development and implementation of a comprehensive training program focusing on children who are attending First 5 LA School Readiness Centers.

The Children's Systems of Care in Los Angeles County is expanding rapidly. In support of the continued provision of high quality services, CIMH will provide training for DMH directly-operated and contract providers of mental health services in many areas, including, but not limited to, the following:

- Wraparound services
- Treatment of dually diagnosed (mental illness and substance abuse) consumers
- Working with parents of mentally ill children
- The Infant Mental Health Initiative
- Parent providers of care
- Cultural competency
- School-based services
- Short-term group and in-home therapy
- Strength-based assessment and treatment
- Suicide intervention
- The 4th biennial Parent Provider Partnership conference

PLANNING DIVISION

CIMH will assist DMH by providing training resources, consultation, and technical assistance to the Planning Division in the following areas:

- Community engagement strategies
- Mental Health Services Act Trainings
- Facilitation of Countywide workgroups
- Training conference
- Staff specialty skills development

OLDER ADULTS SYSTEMS OF CARE

CIMH will assist DMH by providing training resources, linkage, coordination, support, and technical assistance to the Older Adults Systems of Care in the following areas:

- Older adults assessment tool
- Older adults outcome measure
- Schools of social work intern training
- Training conference
- Training workshops
- Staff specialty skills development

MENTAL HEALTH SERVICES ACT

PLANNING SUPPORT TO BE PROVIDED BY CIMH

CIMH will provide technical assistance, facilitation, and consultation to the Planning Division and the Chief Deputy Director in the following areas:

- Conduct and facilitate the stakeholders group process for consensus building on the implementation of the Mental Health Services Act.
- Prepare, produce, review, and revise necessary documents to complete the planning process, including the Plan as authorized by the Community planning Grant accepted by the Board of Supervisors on April 19, 2005.
- Support the DMH submittal of the Plan to the State Department of Mental Health, including any revisions required by the State for Plan approval, facilitation of consensus building among all participants and organizations affected by the Plan, and institutional participants such as the Mental Health Commission and the Board of Supervisors.

EXHIBIT B - 4

CALIFORNIA INSTITUTE FOR MENTAL HEALTH

FEE SCHEDULE

ADULT SYSTEMS OF CARE

FY 2004-2005 $150,000 ($150,000 CalWORKs)
FY 2005-2006 $200,000 ($150,000 CalWORKs and $50,000 GROW Funding)

The California Institute for Mental Health (CIMH) shall submit monthly invoices for actual costs incurred for studies provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to DMH at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Deputy Director
Adult Systems of Care
County of Los Angeles – Department of Mental Health
550 S. Vermont Ave., 11th Floor
Los Angeles, CA 90020
Telephone: (213) 738-2756
ATTN: Mental Health District Chief, CalWORKs

FY 2004-2005 $20,000 (One-time only Sales Tax Realignment Funds)
FY 2004-2005 $ 5,000 (One-time only AB 2034 State General Funds)

Deputy Director
Adult Systems of Care
County of Los Angeles – Department of Mental Health
550 S. Vermont Ave., 11th Floor
Los Angeles, CA 90020
Telephone: (213) 738-4385
ATTN: Countywide District Chief

Funding for CIMH training under the Adult Systems of Care portion of the Agreement shall not exceed $375,000 for the term of the Agreement, effective July 1, 2004 through June 30, 2006.

CHILDREN'S SYSTEMS OF CARE
FY 2004-2005 $ 20,000 (One-time only Sales Tax Realignment Funds)
$100,000 (State CSOC funds)
$ 90,000 (CGF funds)
$100,000 (MHSA Funds)
FY 2005-2006 $ 20,000 (CSOC)

CIMH shall submit monthly invoices for actual costs incurred for studies provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to DMH at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Deputy Director
Children's Systems of Care
County of Los Angeles – Department of Mental Health
550 S. Vermont Ave., 4th Floor
Los Angeles, CA 90020
Telephone: (213) 351-8903
ATTN: Caroline Lee, Mental Health Analyst III

Funding for CIMH training under the Children's Systems of Care portion of the Agreement shall not exceed $330,000 for the term of the Agreement, effective July 1, 2004 through June 30, 2006.

OLDER ADULTS SYSTEM OF CARE
FY 2004-2005 $148,500 (Sales Tax Realignment funds from the Trust Account)

CIMH shall submit monthly invoices for actual costs incurred for the work and services provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to DMH at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Deputy Director
Countywide Older Adults Program Administration
County of Los Angeles – Department of Mental Health
550 S. Vermont Ave., 6th Floor
Los Angeles, CA 90020
Telephone: (213) 351-5244
ATTN: Angela McConner, Mental Health Analyst III

One-time only funding for CIMH training under the Older Adults System of Care portion of the Agreement shall not exceed $148,500 for the term of the Agreement, effective upon Board approval through June 30, 2005.

MENTAL HEALTH SERVICES ACT

FY 2004-2005 $45,000 (Community Planning Grant, MHSA, Accepted April 19, 2005)
FY 2005-2006 $280,000 (Community Planning Grant, MHSA, Accepted April 19, 2005)

CIMH shall submit monthly invoices for actual costs incurred for the work and services provided under the Statement of Work. CIMH shall retain all relevant supporting documents and make them available to DMH at any time for audit purposes. Invoices shall be specific as to the type of services provided and shall be submitted to:

Susan Kerr
Chief Deputy Director
County of Los Angeles – Department of Mental Health
550 S. Vermont Ave., 12th Floor
Los Angeles, CA 90020
Telephone: (213) 738-4108
ATTN: Olivia Celis, Director of Planning

For FY 2005-2006 one-time only funding for facilitation, consultation, and support of the DMH planning and stakeholders deliberation processes as authorized by the Community Planning Grant under the MHSA. CIMH services under the MHSA Planning portion of the Agreement. Total compensation shall not exceed $325,000 for the term of the Agreement, effective upon Board approval.