

Seneca Family of Agencies
Amendment Number 1
to the Agreement to Provide
WRAPAROUND PROGRAM SERVICES
Funding Amount: **\$4,367,000**
Term: **07/01/2023 to 06/30/2025**
Agreement Number: FYC-SFA-WRAP-2325

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Seneca Family of Agencies, a California non-profit Corporation, (hereinafter "Contractor").

As provided by Article 13.7, Merger, the parties hereby evidence their intent and desire to amend the Agreement. The parties mutually desire to amend said Agreement to make the following changes:

1. Revise Article 2, Payment, to increase the Agreement amount by Ninety-Nine Thousand Dollars (\$99,000.00) for a new total of Four Million, Three Hundred Sixty-Seven Dollars (\$4,367,000.00); and
2. Replace Exhibit A: Scope of Work; and
3. Replace Provision 9. Budget. in Exhibit B: Fiscal Provisions/Budget.

R E C I T A L S

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2023, for Wraparound Services; and

WHEREAS, County and Contractor desire to amend the Agreement to provide additional funding for support to foster youth to be placed in family homes;

NOW, THEREFORE, the parties hereto are desirous of modifying the Agreement in accordance with the terms and conditions set forth herein and hereto agree as follows:

SPECIFIC PROVISIONS

2. **Payment.**

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed Four Million, Three Hundred Sixty-Seven Dollars (\$4,367,000.00) without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Exhibit A: Scope of Work

I. Program Goal

The goal of the Integrated Wraparound Program is to increase permanency outcomes for youth and families by providing mental health and other 'wraparound' supports that effectively stabilize the family dynamics, help families develop skills to manage crisis, and establish and strengthen natural networks of support by locating permanent, supportive homes or places for respite when needed as well as building authentic relational connections.

II. General Program Provisions

- A. Contractor will provide a comprehensive program that fully integrates wraparound, relationship development and mental health services and offers supports and services that are individualized and adapted to each family's needs.
- B. Contractor will provide all services in a linguistically appropriate and culturally competent manner. A Child and Family Team (CFT) will coordinate the assessment of each family's unmet needs, and work alongside the family and youth to create a structure of services and supports for that youth and family. The approach will be strength based and family centered, and will focus on promoting connections and family self-sufficiency.
- C. This contract will fund up to fifty-four (54) Wraparound slots. Up to six (6) of the fifty-four (54) slots will be allocated to Expedited Wraparound for a total of forty-eight to fifty-one (48-51) Traditional Wraparound slots. Slots may be increased incrementally at a mutually agreed upon pace and based on the demonstrated need through Sonoma County referrals from the Human Services Department (HSD) Family, Youth & Children's Division (FY&C), Sonoma County Behavioral Health (non-dependents/non-wards) and the Sonoma County Probation Department (Probation). However, no minimum number of children or families can be guaranteed by the County for this program.
- D. County and Contractor will determine how Wraparound Services will be provided for a youth placed outside of Sonoma County and/or in a County where Contractor is not contracted to provide Wraparound Services.
- E. Contractor shall ensure that Wraparound staff are well-trained in work with families and high-risk youth, crisis stabilization efforts, supporting goal attainment, and creating plans that are actionable. Contractor shall also ensure that all appropriate staff attend required State Wraparound trainings. Contractor shall provide a copy of the training plan to designated HSD staff prior to the start of the contract period.
- F. Contractor will accept all youth and their families referred to their program by Sonoma County agencies. Contractor will provide unconditional care for youth and their families with a policy of "no reject, no eject" from the program.

III. Core Services

The Wraparound Program will include the following core services to provide a comprehensive web of support for families with complex needs. These services will

be provided under the direction of and in close collaboration with the County and augmented by contracted service providers.

Service Goal (All 3 Tiers):

Annual goal:	85-100 families that will complete Wrap services in a year
Average caseload per facilitator:	Six-seven (6-7) families at any time
Number of Facilitators:	8 full time positions
Family Partner:	1.0 FTE Family Partner
Permanency Specialist	1.75 FTE Permanency Specialist

A. Accepting Referrals

1. Referrals will be received from Child Welfare Social Workers, Probation Officers or Behavioral Health through the Placement, Assessment, Review Committee (PARC) meeting structure.
2. A team will be assigned within twenty-four (24) hours and will make first face to face contact within five (5) business days.
3. A member of the Contractor's team and a Parent Partner will meet with the family to explain the program and engage the family in services.

B. Assessment

1. Contractor will utilize the Integrated Practice Child and Adolescent Needs and Strengths (IP-CANS) assessment to identify safety and risk factors, permanency factors, family strengths, unmet needs, mental health issues, and connectivity and attachment issues that will then be addressed in the individualized plan for services.
2. Contractor may utilize already completed IP-CANS when available from County.
3. At a time that is mutually agreed upon between the County and the Contractor, IP-CANS data may be entered or retrieved from the CWS/CMS system per Section XV, Item G.

C. Team Building

The Child and Family team utilized by the Wraparound program will be the same Child and Family team supporting all Child Welfare matters. Contractor shall work with the family to identify any additional members to add to the established Child and Family team. The Child and Family team will be made up of family and individuals who care about the child and who are willing to work with them over time.

D. Team Facilitation and Plan Development

1. The Facilitator will facilitate meetings of the Child and Family Team to create an Individualized Service Plan that addresses the unmet needs of the youth and family, including placement preservation and stability strategies.
2. The team will develop creative, individualized and actionable strategies that build upon the youth and family's strengths, are linguistically and culturally

appropriate, and will be sustainable given available community and family resources.

3. The Facilitator and Social Worker will work together to ensure that the Service Plan coordinates with court case plans, probation and other requirements.
 4. The Facilitator will meet weekly with the family to provide overall case management, assess mental health needs, placement preservation and stability needs, and provide support and direct the clinical services, parent coaching, and oversee the work of the assigned Wraparound team.
 5. The Wraparound Team will share resources and connections to pro-social services identified by the Child and Family Team that will help to build the youth's self-esteem such as sports and other extra-curricular activities.
 6. The Facilitator will serve as the primary point of contact for the family and FY&C Social Worker or Probation Officer.
- E. Medi-Cal/Early Periodic Screening, Diagnosis, and Treatment Program (EPSDT) Services
1. Contractor will offer a full array of Medi-Cal covered specialty mental health services to enrolled youth and families.
 2. Wraparound Facilitators will either provide or ensure that the following services are provided by other designated staff: clinical assessment; individual and family therapy, and group therapy as needed; crisis intervention; and case management.
 3. Support Counselors will provide individual rehabilitation and group rehabilitation as needed, as well as crisis intervention services.
 4. Contractor will provide psychiatry services for youth and/or family members when identified as a need.
 5. Youth must be seen by a psychiatrist as quickly as possible after internal psychiatry referral has been submitted for Wrap Program and/or the start of a new medication and no longer than thirty (30) days after either of these events.
 6. Youth under the care of a psychiatrist must also meet with the psychiatrist at least every six (6) months.
 7. Contractor will provide regular individual and/or family therapy as identified in the Service Plan.
 8. Contractor shall immediately assess for client need and capacity to begin therapy services. Services shall begin promptly and no more than thirty (30) days after the need is identified by the CFT in Wrap. Therapy services shall be goal focused, support the overall Service Plan, and time limited for the duration of Wrap services.
 9. Therapists will be master's level and Board of Behavioral Services (BBS) registered clinicians and with at least two (2) years of experience working with high needs youth.

10. Evidence based modalities including Cognitive Behavioral Therapy (CBT), Dialectical Behavior Therapy (DBT), Motivational Interviewing, narrative therapy, and/or play therapy will be provided
 11. Contractor will match youth and families with counselors who can best meet their cultural and clinical needs.
 12. If the family is already engaged in therapy prior to a Wraparound referral, and it is jointly decided between the Contractor and the social worker or probation officer that it would be detrimental to change therapists, then therapy may continue with the existing therapist.
 13. All costs for therapy will be the responsibility of the Contractor, unless covered by Medi-Cal or other insurance.
 14. Contractor may subcontract with a community organization, such as Child Parent Institute, and Humanidad for the provision of therapy services outlined in this section.
 15. Therapy services shall result in clearly identifiable outcomes in such areas as improved skills in parenting, communication, and problem-solving, an increase in positive family relationships, and coping skills during times of stress or crisis.
- F. Development of new youth-focused relationships to expand the network of support and support placement stabilization (for up to 12 youth per year).
1. Stabilize and expand the youth's natural support team to increase the number of adults with authentic and invested relationships with the youth. These relationships are defined by the youth's perception of the level of trust and connection and potentially being able to stay with or reside permanently with that person as needed. Supportive adults would provide respite, and support other obligations related to care for the youth.
 2. In alignment with the Wrap model, provide youth and caregiver/supportive adult coaching to reinforce permanency, achieve stabilization and foster authentic relationships.
 3. All services will be specifically tailored for the identified youth and/or caregiver in consultation with the Child and Family Team (CFT).
 4. Participate in all Wrap meetings and lead discussions and actions that support relationship building with identified adults.
 5. Collaborate to provide respite care as needed, and in consultation with the CFT.
 6. Proactively link the youth and family to natural supports, formal services and community resources to help ensure sustainability of the placement and relationships and contribute to the positive well-being of the youth and caregiver. Work with the County to create a sustainability plan with community partners to ensure that appropriate services for youth and families are sustainable after the contract period.
 7. If applicable, ensure prospective caregivers will be supported through the Resource Family Approval process, which may include becoming an Intensive

Services Foster Care (ISFC) provider, a Therapeutic Foster Care (TFC)-approved home, or an Emergency Placement.

8. Contractor may need to travel out of the area to identify and support relationship building efforts with potential natural supports for youth.

G. Family Mentoring

1. Contractor will provide Family Partner services.
2. To the extent possible, Family Partners will be residents of Sonoma County and will include bilingual Spanish speakers.
3. Family Partners will be assigned to specific families and are trained and supervised to:
 - a. Listen to concerns and problem-solve with family members.
 - b. Identify engagement strategies for the family to participate in supportive services.
 - c. Assist families in searching and accessing appropriate services.
 - d. Encourage family participation in supporting behaviorally challenged or mentally ill adults, children, or family members.
 - e. Supply educational materials.
 - f. Provide information about support groups, workshops, and conferences.
 - g. Inform family of their rights and the limits to family involvement.
 - h. Provide information and help in accessing resources in the community.
 - i. Provide support during times of crisis (in person whenever possible).

H. Crisis Support, Intervention and Stabilization

1. As part of the development of the Service Plan, the Facilitator shall ensure that plans for any imminent mental, emotional or other type of crisis are created at the start of services and evaluated and updated regularly. The plan shall include actionable strategies and concrete resources to deal with such crisis and maintain safety, stability, and placement preservation.
2. When a crisis is imminent, the Facilitator shall engage members of the CFT, including the FYC social worker, to support the family and offer preventative measures to the extent possible.
3. Facilitator will proactively and urgently connect the family to available supports, including respite services, Wraparound Support Line, Family Urgent Response System (FURS) and the County Mobile Response Team in an effort to mitigate the crisis as quickly as possible.
4. If a crisis has occurred, the assigned Wraparound team will follow up with youth, family and referring party within 24 hours of crisis occurring
5. Wraparound team will address any immediate physical safety needs (e.g. support family with room sweeps, purchase lockbox etc.) and re-evaluate the youth + family's safety plan to make updates as needed.

6. Depending on the severity of the crisis or what response may be needed, the team may coordinate a provider meeting and/or an emergency Child and Family Team Meeting (CFTM) to address the safety concern. Provider may increase dosage of direct service from the assigned Wraparound team to gather and coordinate natural supports, and further support the stabilization of youth, family and/or overall home environment.

I. Support to Address Alcohol or Substance Abuse

Contractor will screen for and provide or refer clients to professional services for initial and ongoing treatment around alcohol and substance abuse issues. Intervention, whether provided by Contractor or a community provider, shall be provided by a substance abuse expert with appropriate certification or licensure.

J. Service Closure

Services are closed when the family and their natural supports are able to effectively problem solve around any family and safety needs with decreased support from the provider team.

IV. Service Tiers

There are two (2) Tiers of the Wraparound program. HSD, Probation and the Contractor will share responsibility to refer clients to each Tier accordingly.

Duration of services is nine to twelve (9-12) months. Extensions of ninety (90) days can be granted with FY&C Supervisor approval. Extensions beyond the initial ninety (90) days require FY&C Section Manager approval.

A. Tier One - Wraparound

Services are less intensive than Tier Two services and will primarily focus on building a natural and professional support network team to collaboratively develop goals, action steps and support the family toward self-sufficiency. The team's goals will target the highest area of need and set measurable objectives toward progress in this area. Tier One services may be used as a step down to successful closure of services.

1. Staffing

One (1) MA level or equivalent facilitator, three to four (3-4) hours per week. Equivalent qualifications include any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities needed to complete the duties listed below that would normally be acquired through experience from a MA or BA level accredited institution.

2. Services

- a. One to two (1-2) team meetings per month
- b. Case Management and referrals
- c. Engaging natural support network to increase participation in meetings and follow up on action steps
- d. Parent support/coaching meetings
- e. Family partner and permanency specialist, as needed

- f. Individual & Family Therapy services, as needed
- g. Psychiatry services, as needed
- h. Crisis intervention, as needed
- i. Twenty-four (24) hour support line availability
- j. Identify and support respite options for the family

B. Tier Two– Wraparound Plus

Services are more intensive than Tier One services and will provide home based behavioral support to stabilize youth in their placement, build natural and professional support network team to develop goals, action steps and collaboratively support the family toward self-sufficiency.

1. Staffing

One (1) MA level or equivalent facilitator and one (1) BA level or equivalent Support Counselor providing six to eight (6-8) hours per week. Equivalent qualifications include any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities needed to complete the duties listed below that would normally be acquired through experience from a MA or BA level accredited institution.

2. Services

- a. Two to four (2-4) team meetings per month as determined by CFT
- b. Case Management and referrals
- c. Crisis intervention, as needed
- d. Safety Planning
- e. One on One Behavioral Intervention with youth
- f. Behavioral Coaching & psychoeducation for Caregivers
- g. Engaging natural support network to increase participation in meetings and follow up on action steps
- h. Parent support/coaching meetings
- i. Parent Partner and Permanency Specialist support, as needed
- j. In-home/community behavioral health services including assessment, intervention and parent coaching
- k. Individual & Family Therapy services, as needed
- l. Psychiatry services, as needed
- m. Twenty-four (24) hour support line availability
- n. Identify and support respite options for the family

C. Expedited Wraparound

Expedited Wraparound is a short-term intensive support to stabilize youth in their home in order to prevent placement in the county's designated ten (10)

day shelter, as well as support to stabilize youth while at the shelter, and support youth in successfully transitioning home from the shelter.

The team's goals will target the biggest areas of concern and focus on addressing the needs, behaviors and dynamics that have put the youth's placement at risk. Services are closed when the family and their natural supports are able to effectively manage safety concerns and/or the youth and family are referred to long-term supportive services (such as Tier One or Tier Two Wraparound services), which is to occur within thirty to forty-five (30-45) days from enrollment date.

A team will be assigned within twenty-four (24) hours and will make first face to face contact within five (5) business days.

1. Staffing

- a. One (1) MA level or equivalent facilitator and one (1) BA level or equivalent Support Counselor providing an average of eight to twelve (8-12) hours of service per week, with the option to increase services in accordance with the needs of the youth/family, as determined in collaboration by FY&C and Contractor.
- b. Equivalent qualifications include any combination of training and experience which would provide an opportunity to acquire the knowledge and abilities needed to complete the duties listed below that would normally be acquired through experience from a MA or BA level accredited institution.

2. Services

- a. Crisis intervention, as needed
 - b. Safety Planning
 - c. One on One Behavioral Intervention with youth
 - d. Behavioral Coaching & psychoeducation for Caregivers
 - e. Brief Counseling, as needed
 - f. Case Management, including Linkage & Referral to Community Resources
 - g. Identification & Engagement of Natural Supports
 - h. One to three (1-3) team meetings as determined by CFT and/or provider team
 - i. Psychiatry services and Permanency Specialist, as needed
 - j. Twenty-four (24) hour support line availability
 - k. Identify and support respite options for the family
3. Length of Services: Six (6) weeks maximum, with the option to extend to eight (8) weeks to support a child in transitioning to a family-like setting.

V. Additional Services Provided Internally or through Collaborating Agencies

In addition, the following services will be part of the Sonoma County Integrated Wraparound Program design and available to youth and families as needed to meet their goals.

- A. Alcohol and Substance Abuse Issues. Contractor shall ensure that youth and/or family members, who require help for drug addiction or alcoholism at any stage of recovery, are provided with appropriate services through contracted partnerships. Services will also include support to family members who have been affected by someone else's drug or alcohol use.
- B. Outside Support for Crisis Intervention and Stabilization. Contractor shall utilize community or statewide resources [e.g. verity, youth school district staff, S.A.F.E. team, suicide hotline] to mitigate significant risk when it arises.
- C. Youth and families will be referred to the Family Urgent Response System (FURS) program as part of their exit planning from Wrap, in order to have an ongoing resource for crisis intervention and stabilization.
- D. Anger Management. Contractor will provide research-based anger management classes, either through the Contractor's own programs or by referral/partnership with other local agencies.
- E. Youth Employment. Contractor will work collaboratively with VOICES Sonoma to provide Employment and Education services to youth in Wraparound. VOICES supports youth to develop personal plans for success in education, employment, and career development. Youth have access to one on one (1:1) coaching, tutoring, GED preparation, pre-employment skill development, and assistance with jobs and internships.

VI. Wraparound Services to Youth in Short Term Residential Treatment Homes (STRTP)

In accordance with the model for High Fidelity Wraparound services, Wrap services will be provided to all youth transitioning from an STRTP to a home placement.

When a youth is residing at an STRTP, upon referral and within forty-five to sixty (45-60) days prior to discharge, Contractor will contact the STRTP in order to partner during transition planning and deliver Wraparound services.

Contractor shall maintain formal, collaborative agreements with each STRTP outlining required supports as part of High Fidelity Wraparound.

FY&C and Probation will support these efforts through collaborative meetings with Contractor and the STRTP(s) and communicate expectations for the collaboration as listed above.

VII. Collaboration with Public Agencies

Contractor shall understand County agencies' processes and work closely with County staff members to support those processes. Contractor shall coordinate services with County programs, and support families working within the federal-state-local system of social services by working to establish the necessary communication channels, procedures for handoffs, information sharing and data transfer, and coordination of services to Wraparound families served by multiple agencies. Coordination with the following shall include, but not be limited to:

- A. Criminal Justice Agencies. Contractor shall coordinate services with County Adult Probation, Juvenile Probation, the Court system and the State Parole system as necessary to support a youth or family member's plan of cooperation with these agencies. No plan for services can be executed until the corresponding agency has agreed that it will support their plan in the criminal justice arena.
- B. Human Services Department (HSD). Contractor shall coordinate all service plans for families involved in the child welfare system with Family, Youth & Children's Services Division and with the Employment & Training Division when families are involved with the SonomaWORKS program or Job Link. Wraparound services shall support and compliment the service plan for adults participating in the SonomaWORKS program or in Job Link.
- C. Mental Health. Contractor shall coordinate specialty Medi-Cal/EPSTD mental health services with the Behavioral Health Division of Sonoma County Department of Health Services for the youth and families that qualify for these services.
- D. Alcohol and Substance Abuse. Contractor will coordinate with the Substance Use Disorders (SUD) Section of the Sonoma County Department of Health Services to provide services for referral and initial and/or ongoing treatment around alcohol and substance abuse issues for any member of the family affected by such issues. Contractor will coordinate services with SUD and coordinate case plans when assisting mutual clients.
- E. Local Secondary Educational Agencies. Contractor will work closely with local educational agencies including the Sonoma County Office of Education (SCOE) Foster Youth Coordinator and local school districts to make sure each youth receives maximum academic support.
- F. Santa Rosa Junior College (SRJC). Contractor will coordinate with SRJC to enroll youth in courses that will support their career goals and ensure that they are provided a full range of educational support. Contractor will coordinate enrollment of appropriate youth in the Independent Living Skills program at the Santa Rosa Junior College.

VIII. Collaboration with Other Service Providers and Community Groups

Agreements have already or will be reached with the agencies described below to provide specific services. Partnerships with other agencies will be developed to provide additional services as youth and family needs are identified.

- A. TLC Child and Family Services (TLC). Contractor will partner with TLC in delivering Wraparound services to identified Sonoma County youth placed in TLC's resource homes.
- B. Alternative Family Services (AFS). Contractor will partner with AFS in delivering Wraparound services to identified Sonoma County Youth placed in resource family homes.
- C. Wayfinder. Contractor will partner with Wayfinder in delivering Wraparound services to identified Sonoma County youth placed in relative and kin resource homes.

- D. Victor Treatment Center (VTC). Contractor will partner with VTC to expedite Wraparound Aftercare services for Sonoma County youth who are ready to step-down to a lower level of care.
- E. Greenacre Homes & School. Contractor will partner with Greenacre Homes & School in delivering Wraparound Aftercare services for Sonoma County youth who are ready to step-down to a lower level of care.
- F. VOICES. Contractor will ensure that youth have access to the full range of VOICES services available to transitional age youth. Such services may include, but not be limited to, Health and Wellness services, Employment and Educational services, Independent Living Program (ILP), and Housing Assistance.
- G. Child Parent Institute (CPI). Contractor will support Wraparound clients and their caregivers in accessing an array of culturally proficient services that include parent support classes, positive parenting and anger management classes, as well as therapeutic interventions.
- H. Local Community Based Organizations. Contractor will provide necessary pro-social and therapeutic services to youth and families via Memorandum of Understanding or contract with local community-based organizations including, but not limited to, Boys & Girls Clubs of Central Sonoma County, CASA, Latino Service Providers, Positive Images, Verity, Humanidad, and Giant Steps Therapeutic Equestrian Center.
- I. Petaluma People Services Center (PPSC). Contractor will partner with PPSC to provide additional mental health counseling, employment assistance, housing services, and nutrition and food access to Wrap enrolled youth and their families.
- J. Wish Fulfilling Tree. Contractor will partner with Wish Fulfilling Tree to provide canine assisted therapy, equine assisted therapy sessions in both the one on one and group setting that focuses on life-skills, assertive communication and healthy boundaries.
- K. Chop's Teen Club. Contractor will work with Chops staff to provide access to a multitude of programs and services related to art, college and career counseling, culinary, music and leadership development.
- L. Commercially Sexually Exploited Children (CSEC) Advocate. Contractor will partner with Advocate to support culturally proficient services that include mentoring and coaching for CSEC and at-risk for CSEC youth. Advocate will also provide support groups for youth seventeen (17) years old and older to share stories and mitigate shame and guilt.
- M. Out-of-County Wraparound services. Contractor will create or maintain relationships with Wraparound services providers as necessary in order to serve Sonoma County dependents that are residing in other parts of California and need Wraparound services. In the event that a youth is placed at an out-of-county Wraparound provider, Contractor shall maintain a formal agreement and payment structure in order to pay that provider from the Wraparound program budget.

IX. Additional Program Requirements

- A. Contractor will be available to families on a twenty-four (24) hour, seven (7) day a week basis. Staff at all levels of direct service will work flexible hours in order to accommodate family needs for contact and support at a time that fits within the family's schedule. In addition, every family will have access to Wraparound Program staff around the clock through an emergency pager system. Response to crisis or urgent situations will be initially done by phone, with on-call program staff available to respond in person immediately upon approval by the Program Director or designated administrator.
- B. Staff will routinely travel to locations convenient for families and that provide an atmosphere for the wraparound process, such as the family's home, the home of a neighbor or family support person, a school, church, or other institution.
- C. Contractor and major partners will meet as needed with County partners at the Mid-Level Meeting upon invitation to discuss administrative concerns, program progress, and individual clinical issues as necessary.
- D. Contractor will provide a list to designated HSD staff of all youth accepted into the Wrap program each month detailing referring agency, date of entry, program level of service (tier) and dependency status. The purpose of this list is to serve as a monthly invoice for Wraparound services.
- E. Contractor shall ensure that cultural competence plays a key role in the services and programs provided to Wraparound participants and in the recruitment and selection of its Wraparound Team. Contractor shall maintain policies and procedures and provide staff training to work towards reducing issues around equity and disproportionality in services. Contractor will provide a sufficient level of culturally competent, trained and qualified staff to effectively carry out program activities. Bilingual staff will be available for families whose primary language is Spanish.
- F. Contractor will maintain supervisor to staff ratios necessary to ensure staff safety and effective service delivery, not to exceed one (1) supervisor to six (6) wraparound facilitators or one (1) supervisor to a combination of eight (8) staff including wraparound facilitators and support counselors. Supervision will occur in the field (family homes and community settings) as well as in the Contractor's facilities.
- G. Services shall be offered in person and in home or in the community. If a family requests remote services, those will be considered in consultation with the social worker.
- H. Clients, family members, and caregivers will be informed about Contractor's grievance policy and encouraged to use it as a way of making their concerns known to clinicians and management.
- I. Maintain policies and procedures and provide staff training and discussion opportunities that assess and improve equity policies and practices.
- J. Contractor will adhere to its Hiring and Retention Practice Policy, consistent with and augmenting the Action Plan developed in June 2013, to ensure continuity of care and services to youth and families. Contractor shall, among other common practices:

1. Perform criminal background checks on all employees.
2. Adhere to strict employment criteria, including consideration of employee's background and experience working with children and families.
3. Provide a training program to educate employees who work directly with children and families.
4. Provide a case manager to youth/family ratio of one to six (1:6).

X. Staff Qualifications

- A. **Team Facilitator:** At least a Bachelor's level education and at least three (3) years of experience providing case management with high-risk youth and families.
- B. **Support Counselor:** At least a Bachelors level education or equivalent, and at least one (1) year of experience working with high-risk youth and families.
- C. **Family Partner:** Two (2) years or more, preferably with Child Welfare or Probation, of relevant professional or life experience working with youth and families in intensive situations, and skilled in assisting families with problem solving and support during times of stress or crisis.
- D. **Licensed Clinicians:** Master's level, BBS registered clinicians must be available to provide therapy in a variety of modalities, including somatic and other body therapies and modalities to resolve the impacts of past trauma. Ideally, clinicians will also have experience working with high-risk youth.
- E. **Permanency Specialist:** At least a Bachelor's level education or equivalent, and at least 1-2 years of experience working with high risk youth and families involved with public systems. Skilled in building teams and working towards a common goal.

XI. Fiscal Requirements

- A. Contractor is responsible for all costs of care and services that are needed to implement this program to achieve the desired outcomes. All other agencies involved in a partnership with Contractor will have a formalized agreement with the Contractor.
- B. The amount generated for all occupied slots creates a pool of funds, allowing the allocation of resources to an individual child/family to fluctuate with need. The Contractor is responsible for all costs of care and services that are needed to implement a family's Individualized Service Plan and achieve the desired outcomes. Wraparound savings over \$75,000 will revert to the County, and will be re-invested at the discretion of the County.
- C. For mental health services, Medi-Cal costs will be leveraged by the Contractor. Funding for mental health and psychiatry services will be provided through an executed agreement between the Contractor and Sonoma County Behavioral Health Services.
- D. County and Contractor shall review ongoing costs for Wraparound services provided by other organizations for youth that are outside of Sonoma County on a quarterly basis. If possible, these costs will be included in the existing program budget. The Wraparound Oversight Committee shall review this cost and

determine whether the specific expenses should be paid from Wraparound Reinvestment funding instead.

- E. Reimbursement for Wraparound services provided to youth through the Adoptions Assistance program shall not be provided through this agreement. Instead, Contractor shall recoup costs for youth referred through Adoptions Assistance through other foster care assistance payment structures.

XII. Program Management and Reporting

All Wraparound staff providing direct services will utilize the Contractor's designated Electronic Health Record System for case management, progress reporting, and service improvement.

- A. Contractor will use outcome evaluation instruments, including: The Wraparound Fidelity Index (WFI) Tool that captures feedback from clients, caregivers, key partners, and clinicians and Child and Adolescent Needs and Strengths tool (IP-CANS).
- B. Contractor will hold weekly Clinical Group Supervision to assess progress for each youth and family. The group will review information including: client age, gender, diagnoses, ethnicity, referring department, critical incidents, progress toward goals, and status regarding stepping down from residential care or remaining with family.
- C. Contractor will hold a monthly case and chart review meeting with direct care staff in which a random selection of charts is selected to be reviewed. Similarly, the Clinical Director or representative will facilitate a monthly case review meeting with the program supervisors and directors in which a "high needs" child/family is selected for review and consultation. The foci of these reviews and consultations will be: mitigating Wraparound model drift, articulation of service needs and plans, addressing safety issues, and supporting the professional development of staff and supervisors in individual and group supervisions.

XIII. Program Outcomes

- A. Performance Measures and Anti-Racist Results Based Accountability (AR-RBA)
 - 1. Contractor shall report on the following performance measures using a mutually developed and agreed upon reporting structure:
 - At Wrap closure, 85% of youth served will report enduring relationships with supportive adults that youth can utilize for support.
 - At Wrap closure, 75% of youth shall be residing in a stable placement
 - At 6 months post-closure, 80% of youth will maintain the same permanent, stable placement with a caring adult that they had at exit.
 - 2. When AR-RBA planning process is initiated by the County, the County and Contractor will create and maintain a RBA Plan to develop performance measures. Development of outcomes will be a collaborative effort between the County and Contractor.
 - 3. Contractor will apply, document, and report on performance measures and activities detailed in the AR-RBA Plan.

4. At the request of the County, Contractor shall ensure that the program director overseeing this program attends Anti-Racist Results Based Accountability (AR-RBA) Training, led by Sonoma County Human Services Department Upstream Team.
5. At the request of the County, Contractor shall participate in Turn the Curve meetings twice annually to review and discuss performance measure outcomes.
6. Contractor will disaggregate the performance measures by demographics and geographic area for reporting when possible.
7. The AR-RBA Plan may be modified at any time as agreed to in writing by both parties.

XIV. Reporting Requirements

The Contractor will maintain accurate client files and records to satisfy County reporting requirements. The Contractor shall maintain records, collect data, and provide reports as requested by the County. These reports will act as monitoring tools for County oversight of the Contractor's performance. Reports may include, but are not limited to, the following:

- A. Contractor will provide a monthly action plan to Social Workers with youth specific services, concerns, achievements, and progress towards placement preservation and stability. Template for the action plan will be reviewed and approved by designated HSD and Probation staff.
- B. The Wraparound Program will use a system of monthly reporting. The Contractor will send the report to the HSD Wraparound Program Manager. Reports are due by the 30th day of the following month. If the 10th falls on a weekend or a holiday, the report will be due the following workday. The monthly report will serve as an invoice and will include the names of all youth accepted into the Wrap program each month detailing referring agency, date of entry, program level of service (tier) and dependency status.
- C. Contractor will create a fiscal report that tracks budgetary expenditures quarterly and accounts for expenses paid both by HSD and through Medi-Cal. This report will also account for reserves in the Wraparound Child and Family Reinvestment Fund. This report shall serve as a basis for determining the amount to be returned to HSD.
- D. Contractor will provide a quarterly program report with agreed upon outputs and outcomes. Data points may include service counts, enrollment data, duration in wrap services, data from assessments, survey information, data reflecting placement stabilization efforts, relationship and connection amongst family members, placement stability and permanency outcomes. Report content and structure will be reviewed annually by the Program Oversight Committee.
- E. Quarterly reports will be provided by Contractor staff by the 20th of the month following the last month of the quarter. If the 20th falls on a weekend or a holiday, the report will be run the following workday. These reports will be available any time after the due date and presented at the Wraparound Oversight Committee.

July through September	October 20
October through December	January 20
January through March	April 20
April through June	July 20

- F. At the time that the County has provided full access to the CWS/CMS system, Contractor shall input IP-CANS assessment data in the appropriate child welfare data system to support centralized collection of information. In the event that the IP-CANS has been completed by County staff, Contractor may utilize CWS/CMS in order to retrieve IP-CANS assessment data.

In order to implement this requirement, contractor shall:

1. Designate a specific management staff member to oversee policies and practices related to data entry in the Child Welfare System / Case Management System (CWS/CMS) and CWS-CARES systems as related to the specific youth/families they are working with.
2. Engage in regular training on practices related to confidentiality, especially digital confidentiality. Promptly notify the County should Contractor discover any abuse, intrusion, or loss of CWS/CMS and/or CWS-CARES digital data records.
3. Ensure that only designated staff have access to CWS/CMS and CWS-CARES information and secure the access accounts to any digital CWS/CMS and/or CWS-CARES components properly.
4. Only access CWS/CMS and CWS-CARES data for assigned cases and in the specific areas where family contact information is listed. Contractor staff shall not view, copy, or duplicate the following in any form:
 - a. Psychological evaluations
 - b. Child/youth behavioral or development assessments
 - c. Medical records and reports
 - d. Medical correspondence with doctors, psychologists, psychiatrists, and other medical professionals
 - e. Evidentiary reports
 - f. California Health and Disability Program (CHDP) documentation
 - g. Medical/dental exam verifications
 - h. Any other prohibited documentation identified by the County
5. Take reasonable steps to keep any digital data or records retrieved from the CWS/CMS and/or CWS-CARES applications in a secure fashion, applying technical controls where appropriate including but not limited to the application of data encryption at rest and while in transit, system and application security patches, and a systematic review of system security and access logs.

XV. Participant Records

Contractor shall maintain files on each participant documenting all relevant activities, contacts, progress, outcomes and any other information as directed by the County.

Contractor will maintain complete up-to-date and accurate records and management controls.

XVI. County Responsibilities

- A. The Placement, Assessment, Review Committee (PARC) will facilitate ongoing interagency collaboration and is the official forum to assess for level of service and approve referrals of eligible HSD, Adoptions, Probation and Mental Health children and families to the Wraparound Program. Approved families will be forwarded to the Contractor.
- B. County will share information about youth that are transitioning forty-five to sixty (45-60) days prior to graduation from a STRTP placement.
- C. County shall refer families to the Contractor via the County PARC referral form.
- D. County shall offer crisis stabilization training and/or opportunities to shadow staff at Valley of the Moon to learn practical strategies to help families manage crisis.
- E. County shall communicate and/or collaborate with Contractor regarding referred families as appropriate, including participation in Child and Family Teams.
- F. County shall convene and participate in the quarterly Wraparound Oversight Committee meetings and in program problem resolution.
- G. If resources allow, County shall work with Contractor to develop web-based data system and conduct program evaluation.
- H. County shall develop and submit reports, plans, evaluations and other documents required by the California Department of Social Services, in order to utilize Wraparound funding.
- I. County shall facilitate collaborative meetings between the contractor and STRTP organizations as needed and requested by the Contractor.
- J. County shall reach out to youth and maintain data to identify placement status 6 months post closure from Wrap services
- K. In order to implement the requirement in Section XIV. Reporting Requirements, Section F., the County agrees to:
 - 1. Designate a specific management staff member to liaise with Contractor specifically related to CWS/CMS and CWS-CARES utilization.
 - 2. Allow Contractor staff to have limited access to each child/youth's dependency, legal, and services files.
 - 3. Provide CWS/CMS and CWS-CARES Snapshot system login access to up to two (2) Contractor staff.
 - 4. Provide the use of a County-owned and maintained computer.
 - 5. Provide cubical\office space and a phone within a County office.
 - 6. Provide training and technical assistance as needed related to CWS/CMS and CWS-CARES utilization.

Exhibit B: Fiscal Provisions/Budget

9. Budget.

Fiscal Year 2023-24		
Line Item Description		Amount
Staff Salaries		\$1,350,303
Staff Benefits		\$324,073
Rental / Lease of Facility		\$17,816
Utilities / Building Maintenance		\$16,714
Telephone / Communications		\$13,489
Equipment Rental / Lease / Maintenance		\$943
Office Supplies / Expenses		\$2,785
Staff Mileage / Travel		\$17,445
Staff Training / Conferences		\$3,408
Other:		\$29,456
Indirect Costs @ 15%		\$278,348
Subcontractors		\$79,220
<i>Fiscal Year 2023-24 Total</i>		<i>\$2,134,000</i>
Fiscal Year 2024-25		
Payroll		
	Regional Executive Director	31,200
	Program Director	43,750
	Clinical Director	20,349
	Clinical Supervisor	172,500
	Wraparound Fidelity Coach	9,940
	Facilitator	344,000
	Therapist	138,000
	Support Counselor	177,615
	Family/Peer Partner	73,000
	Permanency Specialist	103,609
	Quality Assurance Manager	7,500
	Health Information Specialist	40,000
	Clerical Admin	61,200

	Facilities/Maintenance	15,615
	Administrator On Call (Rapid Response)	9,947
	Supplemental Overtime (Crisis Response)	69,931
Total		\$1,318,156
	Benefits @	329,539
Total Payroll		\$1,647,695
Operations		
Contract Services		
	Sub contractors	35,000
	Interns	4,200
	Other Contract Services	44,567
Total Contract		\$83,767
Program Support		
	Program Supplies & Subscriptions	6,882
	Telephone	12,044
	Staff Training & Professional Development	5,000
	Travel & Mileage Reimbursement	22,368
	Staff Recruitment	4,302
Total Program Support		\$50,596
Occupancy		
	Facility Expense	20,000
	Utilities	1,680
	Building Maintenance and Supplies	14,040
	Expendable Equipment	1,680
Total Occupancy		\$37,400
Vehicle		
	Vehicle Operating	2,925
Total Vehicle		\$2,925
Child and Family Related		
	Treatment Supplies	19,357

	Flex Funds/Emergency Resource Funds + Out of County	100,000
Total Child and Family Related		\$119,357
Total Operations		\$294,045
Total Direct Expenses		\$1,941,739
	Indirect Costs @ 15%	291,261
Total Expense		\$2,233,000
TOTAL CONTRACT AMOUNT NOT TO EXCEED		

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number FYC-SFA-WRAP-2325 shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be fully executed by their authorized representatives.

This Amendment shall be effective on and as of the date of the last signature.

CONTRACTOR

COUNTY OF SONOMA

Seneca Family of Agencies

By: 

Name: Scott Osborn
Title: Chief Operating Officer

Date: 05/02/2024

By: _____

Name: Angela Struckmann
Title: Director, Human Services
Department

Date: _____

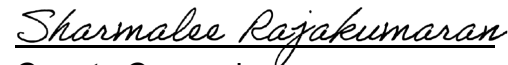
APPROVED AS TO SUBSTANCE FOR
COUNTY

By: 

Name: Donna Broadbent
Title: Director, Family, Youth &
Children's Services Division

☐ EXEMPT FROM COUNTY COUNSEL
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: 
County Counsel

☒ CERTIFICATES OF INSURANCE ON FILE
WITH COUNTY

☐ INSURANCE REQUIREMENT CHANGES
APPROVED OR WAIVED BY RISK
MANAGEMENT

By: 