

**AMENDMENT #4
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
KIDS & FAMILIES TOGETHER
FOR
RESOURCE FAMILY APPROVAL PRE-SERVICE TRAINING**

The County of Ventura (County) and Kids & Families Together (Contractor), hereby agree that the contract previously entered into by the parties, also identified as County of Ventura Contract No. C2223.10, amended by Administrative Change #1 effective May 1, 2023, amended by Amendment #2 effective July 1, 2023, amended by Administrative Change #3 effective January 1, 2024 is further amended, effective July 1, 2024, as follows:

1. The "Term" contained in the table on the first page is amended by deleting "July 1, 2022-June 30, 2024," and replacing it with "July 1, 2022-June 30, 2025."
2. The "Contract Amount" contained in the table on the first page is amended by deleting "\$613,600" and replacing it with "\$613,600 for Fiscal Year July 1, 2022-June 30, 2023, \$613,600 for Fiscal Year July 1, 2023-June 30, 2024 and \$517,583 for Fiscal Year July 1, 2024-June 30, 2025. Any remaining funds from one Fiscal Year may not be carried into the subsequent Fiscal Year."
3. Section 1. SERVICES TO BE PERFORMED BY CONTRACTOR. The first sentence is deleted and replaced with the following: "In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibits A, A1, B1, B2, B3, B4, C, C1 and D to this Contract."
4. Section 2. PAYMENTS. The first sentence is deleted and replaced with the following: "In consideration of the services rendered in accordance with all applicable terms, conditions and specifications, County will make payment to Contractor in the manner specified in Exhibit A (Scope of Work), in Exhibit A1 (Scope of Work for Fiscal Year 2023-2024) and in Exhibit A2 (Scope of Work for Fiscal Year 2024-2025) and in accordance with the approved budget for this Contract herein included as Exhibits B1, B2, B3 and B4."
5. Section 6. Term. The first sentence is deleted and replaced with the following: "The term of this Contract is from July 1, 2022 – June 30, 2025, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
6. Section 26. EXHIBIT LIST: This section is amended by adding the following exhibits to the Exhibit List:
 - Exhibit A2-Scope of Work Fiscal Year 2024-2025
 - Exhibit B4-Budget Fiscal Year 2024-2025
 - Exhibit C1-Performance Measures Fiscal Year 2024-2025
7. Exhibit A2-Scope of Work (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
8. Exhibit B4-Budget (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
9. All other terms and conditions of the Contract remain the same.

COUNTY OF VENTURA

Authorized Signature

Melissa Livingston

Director, Human Services Agency

Date

KIDS & FAMILIES TOGETHER

Authorized Signature

David Friedlander

Executive Director

Date

KIDS & FAMILIES TOGETHER

Authorized Signature

Printed Name

Title

Date

* If a corporation, this Contract must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

EXHIBIT A2

I. PROGRAM OBJECTIVES

The purpose of the Resource Family Approval (RFA) Pre-Service Training (PST) program is to provide individuals and families seeking to or currently providing out-of-home care for dependent children and youth with the knowledge and skills necessary to become an approved Resource Family for Ventura County Children and Family Services. The primary goal of the PST program is to train high quality, trauma informed caregivers who can offer stability, quality treatment, and permanency whether through a child's reunification with their family of origin, adoption, legal guardianship, or long-term connections to the children and youth in out-of-home care. The Program must comply with the terms and conditions of Title IV (Grants to States for Aid and Services to Needy Families with Children and for Child-Welfare Services) of the Social Security Act, Part E (Federal Payments for Foster Care and Adoption Assistance) to be eligible for payment under this federal law.

II. CONTRACTOR RESPONSIBILITIES

During the term of this contract, CONTRACTOR shall:

- A. Address and identify solutions for under- and over-utilization and quality service delivery issues in advance during quarterly contract reviews so that contract goals are met within the fiscal year and to prevent mid-year contract changes.
- B. Provide PST to all Ventura County caregivers and permitted out-of-county caregivers providing care to Ventura County dependents. The goal is to train high quality, trauma informed caregivers who can offer children and families unconditional support and stability while parents seek to reunify with their children.
- C. Make all training arrangements and provide instructors, moderators, and delegates to deliver services in English and Spanish. CONTRACTOR is responsible for interpretation services for other languages, including for individuals with hearing loss. Should there be occasions when CONTRACTOR does not have the required minimum bilingual staff employed, CONTRACTOR shall secure interpreting services as needed. CONTRACTOR shall assume the responsibility of interpretation costs or may request a budget modification to transfer funds from staffing to translation services to provide translation when CONTRACTOR is not meeting the minimum required number of bilingual staff. PST classes (15 hours/series) include the following duties:
 1. CONTRACTOR shall work collaboratively with COUNTY RFA Manager, RFA Supervisors, Program Coordinator, RFA Social Workers or Community Service Coordinators to resolve programmatic concerns, communication issues related to the RFA PST, and content updates.
 2. CONTRACTOR shall create quarterly PST schedules in English and Spanish to be approved by COUNTY and provide COUNTY with a flyer 30 days prior to start of new training series. The flyer will have CONTRACTOR'S and COUNTY'S logos.
 3. CONTRACTOR shall schedule in-person, virtual, and in-home PST classes. CONTRACTOR is responsible to provide appropriate facilities to accommodate in-person classroom PST environment. CONTRACTOR shall provide software and technology to accommodate virtual and in-

home PST environment. CONTRACTOR shall provide a variety of PST options and times including weekdays, evenings, and weekends for both English and Spanish participants. CONTRACTOR will also ensure that PST classes meet the following criteria:

- Observe Holiday schedule to accommodate classes
 - In-Person classroom environment training - PST shall be provided at locations approved by COUNTY
 - One-on-One (in-person, in-home) PST
 - Virtual PST - CONTRACTOR shall identify a virtual application that provides security and confidentiality. CONTRACTOR is responsible for any associated licensing fees affiliated to the virtual application selected.
- D. Schedule instructors, moderators, delegates; youth (age 18 or older), birthparents, caregivers, and Peer Mentors.
- E. Manage advanced and same day registration of participants and remind participants three (3) days before every class.
- F. Be responsible for printing and distributing any materials in English and Spanish needed for the purpose of PST, which includes, but is not limited to, trainer guides, participant guides, and weekly participant handouts. All training material must be approved by COUNTY. Trainer guides, participant guides, and weekly participant handouts costs not to exceed a maximum total of \$20,000.
- G. Provide trainer and participant guides, provided in a binder style, and divided by training week.
1. Supplies and materials costs shall be invoiced to contract line-item *Training Materials and Supplies*.
 2. Distribute trainer guides as needed.
 3. Distribute participant guides for:
 - Online/virtual classes: Mail participant guides and weekly handouts to participants at least one week prior to start of first class, one (1) participant guide per family. Postage costs shall be billed to contract Training Materials and Supplies.
 - In-person classes: Distribute participant guides and weekly handouts in class, distributing one (1) participant guide per family.
- H. Provide a minimum of five (5) PST classes weekly with maximum of 420 classes per year. Each class session shall include the following:
1. Instructor's participation up to 4 hours per class, including preparation.
 2. Moderator (i.e., instructor aide) participation up to 4 hours per class, including preparation.
 3. Delegates up to 3 hours per 5-week class series, including: foster youth (age 18 or older), birthparents, caregivers, and Peer Mentors. CONTRACTOR will work with COUNTY on identifying delegates, as needed.

- I. CONTRACTOR shall include a minimum of one COUNTY representative from CFS on the hiring committee for all staff positions to be paid for by contract funds, as well as during the Delegate selection process. Qualifications for staff positions are:
 1. Instructors should have a minimum of a Bachelor's degree in a field related to human services, and twelve (12) months' experience with children and families within the child welfare environment.
 2. Moderators should have experience with administrative support skills, working knowledge of technology, excellent communication, and customer service skills.
 3. Delegates should have personal experience in the child welfare system. Former foster youth Delegates must be 18 years of age or older. Other Delegates must be an RFA-approved resource parent or biological parent who has reunified or a subject matter expert in the field of child welfare.
- J. Recruit and manage Delegates, who shall be reimbursed for their time through the contract's Delegate Special Training Initiative line. Delegates shall be utilized a maximum total of 998 Delegate hours. CONTRACTOR shall maintain a sufficient supply of Delegates for PST panels and provide the Delegate list to the COUNTY on quarterly basis. PST panels meet a maximum of 84 times with a maximum of 498 hours. The remaining 500 Delegate hours will be used at the COUNTY's discretion as needed for participating in community training, events, and media interviews.
 - Delegates must be approved by COUNTY to be reimbursed via this contract.
 - Delegate staffing shall not occur at the expense of PST training hours.
- K. Schedule with COUNTY's approved respite contractor to provide childcare for training participants.
- L. Set up classroom and sign-in participants in person/online.
- M. Distribute evaluation survey after each class in person/online.
- N. Follow up with participants - if absent from a class, reschedule missed classes with participants within one (1) week of missed class.
- O. Refer prospective caregivers to COUNTY when they have questions that require COUNTY follow up.
- P. Conduct bi-monthly Instructor review meetings to ensure consistency of training and problem solving.
- Q. Conduct Train-the-Trainer sessions with new PST Instructor, up to 50 hours of training for new Instructor.
 - Instructors shall be knowledgeable and trained on child welfare practices, Safety Organized Practice, experienced in trauma informed behaviors, California Child Welfare Core Practice Model, Quality Parenting Initiative, and RFA Written Directives.
 - Provide COUNTY with training plan for onboarding new Instructors.
 - For Instructors and Moderators providing Spanish PST, Instructors and Moderators shall be fluent in speaking, writing, and reading Spanish.
 - Provide COUNTY with bi-monthly training outline/agenda.

- R. Conduct Train the Trainer sessions for class Moderators for in-person/online PST, up to 10 hours of training for new staff.
 - Provide COUNTY with training plan for onboarding new Moderators.
- S. Provide COUNTY PST curriculum change recommendations on quarterly basis. Requested changes will be approved and made by the COUNTY on master copies and provided to CONTRACTOR.
- T. Communicate with COUNTY via Trainer Referral Form within 24 hours of class when there is a concern about a participant.
- U. Follow the COUNTY's determined training series, which may include the following topics for PST:
 - Week 1- System of Care (3hrs)
 - Week 2 - Trauma and Behavior Management (3hrs)
 - Week 3 - Health and Safety (3hrs)
 - Week 4 - Attachment and Cultural Awareness (3hrs)
 - Week 5 - Education and Panel (3hrs)
- V. Provide Instructors and Moderators to deliver PST.
- W. Provide COUNTY with:
 - 1. Cancellation: CONTRACTOR shall confirm class participation prior to start of class. If a class is cancelled due to no-show on the part of the participant, the COUNTY can be invoiced for up to one hour of preparation time.
 - 2. In cases of natural disaster or pandemic, CONTRACTOR will be paid reasonable expenses already incurred prior to cancellation of training.
 - 3. A maximum of 420 classes per fiscal year.
- X. Provide in-home support for PST to prospective caregivers, designed to remove logistical barriers such as transportation, caring for others in the home/inability to leave them, work schedules, and technology.
 - 1. CONTRACTOR shall provide between 2-12 hours of in-home/on-site/online support for PST to prospective caregivers referred by COUNTY.
 - Instructor calls the participant, walks through the process of connecting and utilizing virtual technology and teaches participant how to join online PST.
 - Instructor presents the material on a 1:1 basis online, or in-home.
 - 2. CONTRACTOR shall mail the participant guide and handouts to training participants or deliver them in person.
 - 3. CONTRACTOR shall support up to four (4) families monthly. The activity shall include direct client travel time and direct client training time.
- Y. CONTRACTOR shall attend Quality Parenting Initiative (QPI) meetings scheduled by the COUNTY.
- Z. COUNTY reserves the right to attend PST as needed for quality assurance review purposes. COUNTY shall observe classes for quality control and send COUNTY staff for training purposes.
- AA. CONTRACTOR shall perform data tracking and reporting, including but not limited to, weekly, monthly, quarterly, and end of contract term reports.

- BB. Comply with the CFS General Contracts Conditions, as applicable, included and incorporated herein as a part of this Contract as Exhibit D.
- CC. Subcontract any of its duties and responsibilities under this contract to a third party when necessary, provided that all subcontracts are approved in writing by COUNTY prior to implementation and any subcontractor is an eligible service provider and is held to the same policies, procedures, conditions, and mandates to which CONTRACTOR is held under this contract. In all cases, CONTRACTOR shall be liable for all actions of any subcontractor in the operation of this project, and CONTRACTOR shall monitor performance and compliance with all aspects of said subcontract and report all findings and corrective actions to COUNTY.
- DD. Return to COUNTY equipment paid for or provided by COUNTY to CONTRACTOR if requested by the COUNTY upon contract closure. CONTRACTOR acknowledges that any equipment purchased with COUNTY funds or provided by COUNTY is the property of COUNTY.
- EE. Pandemic/Emergency disruption of normal operations/services:
In the event of short- or long-term conditions which impact CONTRACTOR'S normal service delivery operations, such as a declared public health emergency or disaster, CONTRACTOR shall immediately notify COUNTY of the status and impact on operations, staffing, and client populations. Contractor shall work with COUNTY to develop a strategy to be approved by COUNTY for alternative methods to deliver services and plan for timely return to normal service operations, while also adhering to federal, state, and local safety and public health directives always.
- FF. Diversity in staff:
Cultivate staff and program capacity in the areas of diversity, equity, and inclusion to address and serve families in the child welfare system in a culturally and linguistically manner and ensure equal access to services and equitable outcomes across the diverse client population.
- GG. Strive to create an inclusive environment where every client/participant feels like they belong.

III. COUNTY RESPONSIBILITIES:

During the term of this contract, COUNTY shall:

- A. Designate someone from CFS to be the point of contact within CFS to act as a liaison for CONTRACTOR. This person's duties shall include, but not be limited to, approving a training calendar, the length of each training session, and the curriculum for all sessions; approving invoices; and reviewing progress reports and training evaluation forms completed by each participant.
- B. Reimburse CONTRACTOR in accordance with the requirements of the training and compensation schedule.
- C. Identify any additional training areas that may be required by COUNTY.
- D. Meet with CONTRACTOR on a quarterly basis to review quarterly activity report for compliance.

IV. PERFORMANCE MEASURES

- A. CONTRACTOR shall submit cumulative performance reports to the COUNTY on a quarterly, monthly, weekly basis as outlined in **Exhibit C1**.
- B. Reports shall detail all services provided as identified in **Exhibit C1** and any obstacles to achieving the expected outcomes. **Reports are due within 15 working days after the end of each quarter, with the exception of the weekly class report (due 5-days after class) and monthly stats report (due on the 10th).**

V. COMPENSATION and PAYMENT SCHEDULE

- A. CONTRACTOR and COUNTY acknowledge and agree that this is a cost reimbursement contract. The total compensation amount for Program services provided under this contract shall not exceed **\$551,808**. CONTRACTOR shall submit an invoice monthly for services provided for the previous month no later than the tenth calendar day of the subsequent month to Human Services Agency-Fiscal Division. If contract invoices or other required documentation are not submitted within ninety (90) days of the activity occurring, CONTRACTOR will pay to COUNTY \$50 per day as liquidated damages beginning on the 91st day following the original due date.
- B. Invoices for services provided through a subcontract shall be paid by CONTRACTOR, with such amounts included in CONTRACTOR'S regular invoice to the COUNTY for reimbursement.
- C. In accordance with the approved budget, included herein as **Exhibit B4** COUNTY shall reimburse to the CONTRACTOR the approved costs within 30 days of the receipt of an approved invoice.

VI. MONITORING

- A. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this contract. COUNTY shall notify CONTRACTOR of any deficiency as soon as practicable. Failure to resolve monitoring deficiencies to COUNTY'S satisfaction within 90 days of the issuance of the monitoring report will be cause for withholding of funds by the COUNTY, unless COUNTY otherwise extends this time frame.
- B. Monitoring reports may be used to evaluate renewal of this contract.
- C. COUNTY will review quarterly reports issued by CONTRACTOR for compliance with minimum expected attendance levels for all classes and reserves the right to cancel any future offerings of those courses where there exists a pattern of attendance of less than four persons.

Contract Budget		Exhibit B4	
1. CONTRACTOR NAME: Kids & Families Together			
2. PROGRAM ACTIVITY/PROJECT NAME: Pre-Service Training Program (PST)			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: July 1, 2024	TO: June 30, 2025	INITIAL CONTRACT EFFECTIVE DATE: 7/1/2022	
		AMENDMENT #: 4	
CONTRACT #: C2223.10		AMENDMENT EFFECTIVE DATE: 7/1/2024	

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 307,859		
B. Staff Fringe Benefits	\$ 70,056		
C. Program Operating Expenses	\$ 90,557		
D. Contractual Services	\$ 20,000		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ 13,172		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 501,644	\$ -	
II. INDIRECT COSTS	\$ 50,164	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 551,808	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Resource Family Services Prog Sr Manager	\$ 7,339.00	0.08	12	\$ 6,758
Pre-Service Training Senior Manager	\$ 8,661.43	0.28	12	\$ 29,016
Support Programs Admin Assistant	\$ 4,375.83	0.50	12	\$ 26,250
Support Programs and Website Coordinator	\$ 4,731.17	1.00	12	\$ 56,774
Pre-Service Training Program Manager	\$ 5,793.75	1.00	12	\$ 69,525
Support Services Manager	\$ 5,794.53	0.08	12	\$ 5,563
			12	\$ -
Pre-Service Trainers	\$ 5,728.67	0.79	12	\$ 54,223
Pre-Service Training Monitors	\$ 4,154.80	0.73	12	\$ 36,600
Delegates	\$ 4,333.33	0.45	12	\$ 23,150
			12	\$ -
A. Subtotal Staff Salaries		4.90		\$ 307,859

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	7.65%	\$ 23,551
Health Benefits	10.42%	\$ 32,079
Retirement Contributions: 403B Annuity	2.00%	\$ 6,157
Other (please describe): Unemployment Insurance	0.55%	\$ 1,680
Other (please describe): FSA ER FEES	0.02%	\$ 62
Other (please describe): Life/Acc D&D	0.12%	\$ 369
Other (please describe): Workers' Comp	2.00%	\$ 6,157
B. Subtotal Staff Fringe Benefits	22.76%	\$ 70,056

C. Program Operating Expenses (Must be verifiable and cannot also be treated as an Indirect Cost.)	Budget Justification & Calculation Details	TOTAL
Facility Lease/Mortgage, Telephone/Utilities, Insurance Related to the Program, Office Supplies & Equipment*, Program Outreach, Other Program Costs	9.62%	\$ 90,557
		\$ -
C. Subtotal Direct Program Operating Expenses		\$ 90,557
(*Note: For equipment items over \$5,000 and a useful life of more than one year, additional approval is needed. Please list all such items individually with the per-unit costs.)		

Contract Budget		Exhibit B4	
1. CONTRACTOR NAME: Kids & Families Together			
2. PROGRAM ACTIVITY/PROJECT NAME: Pre-Service Training Program (PST)			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: July 1, 2024	TO: June 30, 2025	INITIAL CONTRACT EFFECTIVE DATE: 7/1/2022	
		AMENDMENT #: 4	
CONTRACT #: C2223.10		AMENDMENT EFFECTIVE DATE: 7/1/2024	

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Subaward (S) or Vendor (V) (to)	Total
DBW Media	Curriculum Updates	(V)	\$ 20,000
			\$ -
			\$ -
			\$ -
			\$ -
D. Subtotal Contractual Services			\$ 20,000

E. CLIENT/PARTICIPANT DIRECT COSTS				TOTAL
Vocational Training Costs	Avg. Cost Per Participant	# of Participants		
	\$ -	0		\$ -
On-the-Job Training	Avg. Rate Per Hour	Avg. Hours Per Month	Avg. # of Months	
Participant Wages				\$ -
Participant Benefits	Avg. Benefit Rate (%):			\$ -
Supportive Services (WIOA contract only)	Add Budget Justification & Calculation Details Below			
				\$ -
Family Stabilization Support Funds (CFS contracts only, when permitted)	Add Budget Justification & Calculation Details Below			
				\$ -
E. Subtotal Client/Participant Direct Costs				\$ -

F. OTHER (Please Describe)	Budget Justification & Calculation Details	
Printing		\$ 10,000
Program Supplies	Meals for Live Sessions	\$ 3,172
Staff Travel		\$ -
		\$ -
		\$ -
		\$ -
F. Subtotal Other		\$ 13,172

DIRECT PROGRAM COSTS TOTAL	\$ 501,644
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II. INDIRECT COSTS* (Use one of the options below.)				
	Rate (%)	Cost Base Rate Applied to (Amount)	Cost Base (Type)	Total
1. Federally Negotiated Indirect Cost Rate (Must attach your approved ICRA)				\$ -
2. De Minimis 10%	10%	\$ 501,644	MTDC	\$ 50,164
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 50,164

*Please note that items cannot be charged as both Direct Program Expenses and Indirect Costs. See 2 CFR §200.412-§200.415.

Please list the general items classified by your agency as Indirect Costs: Executive Admin Wages, Audit, and other related admin costs

**Exhibit C1-- Pre-service Training
Performance Measures**

Process Measures
84 series *5 training sessions =420 (sessions)

Indicator	Plan (Goal)	Q1	Q2	Q3	Q4	YTD	Notes
1 # of Training series offered in Spanish	out of 84					0	
2 # of Trainers						0	
3 # of Bilingual Trainers						0	
4 # of Participants with make-up classes (15-hour completion)						0	
5 # of PST Participants drop-out (per quarter)	Relative Resource					0	
	Community Home					0	
6 # of participants started PST per quarter (Counted as Families)	Relative Resource					0	
	Community Home					0	
7 # Of PST participants per preferred language	English					0	
	Spanish					0	
8 # Number of PST individual participants	Relative Resource					0	
	Community Home					0	
9 Percentage of RFA applicants contacted within three (3) business days of referral	100%						
Other Measures							
10 # Of In-home hours used per quarter	In-home hrs. e.g. language barrier, technology						
11 # of Delegates	Resource Parent, Kinship Caregiver, Former foster youth, Reunited Parent					0	
12 # Of Delegate hours used	Delegate-PST					0	
	Delegate-CFS					0	
13 # Of separate events (PST/CFS) represented by the hours in line 13	Delegate-PST					0	
	Delegate-CFS					0	
Outcome Measures							
14 # of Training Sessions for PST Resource Families (12 months)	84 series *5 training sessions =420 (sessions)					0	
15 # of Training series completed for PST Resource Families (12 months)	84					0	
16 Percentage of evaluation surveys distributed	100%						
17 Percentage of monthly reports submitted timely	100%						
18 # of PST graduates per quarter (Counted as Individuals)	Relative Resource					0	
	Community Home					0	

PST In-home 24-25		% of Output
Total hrs.	144	
Direct - Sessions hrs.	0	0%

Delegates PST/CFS 24-25		% of Output
Total Hrs. Delegate-PST	749	
Total Hrs. Delegate-CFS	1644	
Delegates-PST		0%
Delegates-CFS		0%

Trainers - Classroom 24-25		% of Output
Sessions Total		0%
Series Total		0%