

**AMENDMENT #1
TO CONTRACT BETWEEN
COUNTY OF VENTURA
AND
CASA PACIFICA CENTERS FOR CHILDREN AND FAMILIES
FOR
MOVING FORWARD TOGETHER**

The County of Ventura (County) and Casa Pacifica Centers for Children and Families (Contractor), hereby agree that the Contract previously entered into by the parties, also identified as County of Ventura Contract No. 6152, is amended, effective July 1, 2024, as follows:

1. 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, B, B1, and C."
2. Section 2. PAYMENTS. The first sentence is deleted and replaced with the following: "In consideration of the services rendered in accordance with all terms, conditions and specifications set forth in this Contract, County will make payment to Contractor in the manner specified in Exhibit A (Scope of Work) and in Exhibit A1 (Scope of Work for Program Year 2024-2025) and in accordance with the approved budget for this Contract herein included as Exhibit B, (Budget) and in Exhibit B1 (Budget for Program Year 2024-2025). Any remaining funds from one Program Year may not be carried into the subsequent Program Year."
3. Section 5. TERM. The first sentence is deleted and replaced with the following: "The term of this Contract is from January 1, 2024 – June 30, 2025, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
4. Section 25. EXHIBIT LIST: This section is amended by adding the following exhibits to the Exhibit List:
 - Exhibit A1-Scope of Work Fiscal Year 2024-2025
 - Exhibit B1-Budget Fiscal Year 2024-2025
 - Exhibit C-Quarterly Performance Report
5. Exhibit A1-Scope of Work (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
6. Exhibit B1-Budget (for Fiscal Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
7. All other terms and conditions of the Contract remain the same.

COUNTY OF VENTURA

CASA PACIFICA CENTERS FOR CHILDREN AND FAMILIES

Authorized Signature

Authorized Signature

Melissa Livingston

Shawna Morris

Director, Human Services Agency

CEO

Date

Date

CASA PACIFICA CENTERS FOR CHILDREN AND FAMILIES

Authorized Signature

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 A1: Scope of Work

CASA PACIFICA CENTER FOR CHILDREN & FAMILIES MOVING FORWARD TOGETHER FY 2024-2025

I. PROGRAM OBJECTIVES

The purpose of this contract is for the CONTRACTOR to provide in-home therapy to parents who need to develop life skills so that they might provide their children with a safe and nurturing environment in which to develop their full potential, free from all forms of abuse and neglect. Eligible populations to be served, but not limited to, will be Family Reunification and Family Preservation. Most parent(s) referred to the contractor will be receiving Family Reunification services from CFS.

These program services will help the family maintain their child in the home or return their child to the home from out-of-homecare. Parent(s) frequently need support navigating historical trauma, family of origin conflict, daily stressors, substance use/abuse issues, and issues surrounding domestic violence situations (healthy vs unhealthy relationships). Another subset of parents to be served will be those receiving services from the CFS Family Preservation team. These parents will need more intense support to stabilize. The support for parents would include a Peer Partner that works alongside a therapist. The Peer Partner could help parents who need extra support navigating historical trauma, family of origin conflict, daily stressors, substance use/abuse issues, and issues surrounding domestic violence situations (healthy vs unhealthy relationships). Peer Partners would ideally have lived expertise including experience with child welfare, multiculturalism, and be a person in recovery, or long-term recovery, or an ally for people who have a substance or alcohol use disorder.

II. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall ensure each of the following tasks are accomplished during the term of the program:

Specific to parent(s) receiving Family Reunification Services:

- A. Utilize therapists to provide in-home therapeutic services for parents receiving Family Reunification (FR) services from the Children and Family Services (CFS).
- B. Services would be designed to support and provide in-home, short-term, individual, couple and family therapy to referred parent(s) and provide intensive services, including advocacy, for children or families involved in child-welfare, as well as those who have become dependents of the Ventura County Juvenile Court System.

- C. In-home therapists will meet with each client for an average of 1.5 hours of direct client (in-person) contact each week, in the client's preferred language and spend on average an additional 1.25 hours per week of indirect case management activities for each family. Direct client (in-person) contact includes but is not limited to assessment, treatment planning, counseling, and skill building as well as telephone contact. Indirect case management activities include but are not limited to case consultation, advocacy, supervision, treatment planning, progress reporting, outcomes management, case documentation, and referral to community resources.
- D. In-home therapists will provide counseling to parent(s), who have children primarily in out-of-home placement, to support timely and safe reunification with their child. Therapy will be available during the hours that work best for the parent. Services may continue after a child has been returned home in order to support reunification. To encourage family participation and address transportation needs within the county, most services will be conducted in the client's home, or another mutually agreed upon location that the parent and contractor have chosen. Therapists will be available between the hours of 8am and 5pm on weekdays; some weekend activity may be required. For services after 5pm on a weekday or for services on the weekend the contractor can propose a stipend or differential to compensate staff for working outside of their normal hours.

Specific to parent(s) receiving Family Preservation Services:

- E. Utilize a therapist and a bi-lingual (Spanish/English) Peer Partner to provide in-home therapeutic services for parents receiving support from the CFS Family Preservation team, with the goals of preserving the family unit in a safe place and decreasing the chances of child becoming a dependent of the Ventura County Juvenile Court System.
- F. Peer Partners will ideally have lived expertise including experience with child welfare, parenting in difficult situations, multiculturalism, and be a person in recovery, or long-term recovery, or an ally for people who have a substance or alcohol use disorder.
- G. Peer Partners will have the ability to transport parent(s) to various support groups or meetings related to treatment.
- H. The contractor is responsible for ensuring that Peer Partners will engage in ongoing training, skills building, resource awareness, be in support of clinical intervention and have an in-depth understanding of trauma-informed care.
- I. In-home therapists will provide in-person services with each client for an average of 1 hour, 2 times per week, in the clients preferred language and spend on average an additional 0.5 hours per week of indirect case management activities

for each family. Direct (in-person) client contact includes but is not limited to assessment, treatment planning, counseling, and skill building as well as telephone contact. Indirect case management activities include but are not limited to case consultation, advocacy, supervision, treatment planning, progress reporting, outcomes management, case documentation, and referral to community resources.

- J. In-home therapists and Peer Partners will provide therapeutic services to parent(s) who have children primarily at risk of out-of-home placement to bring therapeutic support to maintain their children in their care. Therapeutic services will be available during the hours that work best for the family. To encourage family participation and address transportation needs within the county, the majority of services will be conducted in the client's home, or another mutually agreed upon location that the parent and contractor have chosen. Therapists will be available between the hours of 8am and 5pm on weekdays; some weekend activity may be required. For services after 5pm on a weekday or for services on the weekend the contractor can propose a stipend or differential to compensate staff for working outside of their normal hours.

For all parent(s) receiving services:

- K. Contractor staff (excluding the Peer Partner) assigned to this program shall be Board of Behavioral Sciences (BBS) registered Marriage Family Therapists (MFT), MFT Interns, or Master of Social Worker (MSW) Associates in the process of obtaining their license and must attend weekly clinical supervision for case review and training. If a trainee is used, the Supervisor will keep a Supervision Agreement between Contractor and the graduate school.
- L. In-home therapists will meet with the parent to begin the assessment process and will utilize assessments that are vetted and approved by CFS. If parent(s) are not willing to engage with the therapist, the assigned Social Worker will collaborate with the contractor to problem solve engagement issues.
- M. A majority of the families the contractor will be working with speak Spanish and English. If another language is preferred it is the responsibility of the contractor to secure interpretation services.
- N. In-home therapists will be responsible for the completion of initial assessments, creation of a treatment plan/service plan within 30 days, regular and thorough case notes (documentation of direct client or professional collateral contacts), time logs containing direct and indirect hours, monthly reports and a termination report that will summarize client progress.
- O. Contractor will provide the CFS Social Worker with the treatment plan and discharge reports for each client served. If/when it is determined a client has met the treatment goals and can be discharged, the CFS Social Worker will be

personally contacted by the contractor to discuss the specifics of the discharge plan.

- P. Each parent in the Program will have a chart maintained by Contractor that contains all required permissions, court orders, signed release of information forms, assessments, collaborative intervention plans, and documentation of every contact made between any staff member, and the parent or family.
- Q. Complete an assessment for each client by utilizing a variety of standard therapeutic assessment techniques (as approved by CFS) to assess the client/family's current level of functioning across social, emotional, health, and living skills domains, and to assess for risk factors for neglect and/or abuse.
- R. Emphasize a short-term therapeutic problem-solving approach to improve communication and interpersonal skills. Clarify to the client why services are being provided and outline client therapist responsibilities. Services are designed to introduce parents to the positive benefits of therapy and to set the parent up for longer term therapy where appropriate.
- S. Assist parent(s) to enrich their familial relationships, decrease barriers to effective parenting, and garner better access to available support systems and resources.
- T. Establish realistic goals in the treatment plan, with concrete tasks for clients to work on to achieve their goals. Support parents to understand the goals/tasks generated during the assessment process, and to begin focusing their efforts at meeting the defined goals. Review and adjust the treatment plan when appropriate by comparing treatment goals with outcomes and feedback from all treatment team members.
- U. Recognize/respond to families at-risk of future incidents of child maltreatment. Ensure families have adequate support and use the Safety Plan when applicable.
- V. Therapists will collaborate with assigned Social Worker to assess available and appropriate resources for the parent(s) to utilize.
- W. Maintain regular contact with CFS Social Worker regarding work with parent(s) and their progress.
- X. Notify CFS contract liaison when a wait list is implemented and provide weekly updates as to the status of the wait list including, but not limited to, the number of parents/families on the wait list, length of time spent on the wait list, anticipated timeline to be moved off the wait list and into the program, and steps to serve and communicate with those clients while on the wait list.

- Y. Due to services for Family Preservation clients being provided two times per week in the home, it is expected that a smaller number of referrals would be coming from the Family Preservation team. Referrals from the FP team would count as two allocations on the census report.
- Z. The contractor will ensure that their staff are paid an equitable and competitive market wage.
- AA. The contractor will take part in scaling issues related to service delivery and will work with CFS contract liaison to discuss possible solutions 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 at all times.
- BB. Should there be occasions when Contractor does not have the required minimum bilingual staff employed, the 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 interpretation services in order to provide interpretation when Contractor is not meeting the minimum required number of bilingual staff.
- CC. 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.
- DD. Contractor will submit an accurate invoice monthly for all expenses incurred and paid for the previous month no later than the fifteenth (15th) calendar day of the subsequent month to Human Services Agency-Fiscal Division. Contractor must maintain sufficient documentation to verify allowability and accuracy of expenses. Contractor will be responsible for repayment of any disallowed costs.
- EE. If the client misses multiple appointments due to last minute cancellations or "no-shows," the therapist will meet with the client and the County Social Worker to determine if services will continue. A formal cancellation policy shall be negotiated with CFS.

III. PERFORMANCE MEASURES

CONTRACTOR shall detail work performed and outcomes as indicated in Exhibit C and any obstacles to achieving the expected outcomes. Reports are due within 15 days after

the end of each quarter. CONTRACTOR shall attach a detail report to Exhibit C that shall include the following:

- A. The following outcome measures will be tracked by the contractor and documented on the quarterly report:
 - Percent of families demonstrating improvement in level of functioning in at least two life domains (social, emotional, health, living skills, etc.) at post-service assessment compared to intake assessment (Goal: 75%).
 - Percent of families demonstrating improvement in level of functioning in at least two life domains (social, emotional, health, living skills, etc.) at post-service assessment compared to intake assessment (Goal 75%).

- B. The following outcome measures will be tracked by CFS and documented at 6 months and 12 months of service period:
 - Children from families with a service plan will have no entry or re-entry into the child welfare services system during service period, and at 12 months after case closure (Goal 75%).
 - Children from families completing program will have no recurrence of child maltreatment as evidenced by no substantiated referral within the service period and at 12 months of program completion (Goal: 75%).

- C. Contractors will submit performance report on a quarterly basis. Reports are due within 15 days after the end of each quarter. An accompanying narrative outlining reasons for underperformance and plan for improvement should accompany reports for any measures where the stated goal is not being met. Should the format of the Performance report change during the contract period, the County will advise the contractor as soon as possible.

IV. COMPENSATION AND PAYMENT SCHEDULE

- A. COUNTY and CONTRACTOR acknowledge and agree that this is a cost reimbursement contract. The total compensation amount of this contract shall not exceed \$450,000 for the service period of July 1, 2024 to June 30, 2025. CONTRACTOR shall be paid in arrears for all costs incurred and paid in support of this contract. CONTRACTOR shall submit an invoice monthly for all expenses incurred and paid 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. Subcontractor invoices for services shall be paid by the CONTRACTOR first 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 B, COUNTY shall reimburse to CONTRACTOR the approved costs within 30 days of the receipt of an approved invoice.
- D. The contractor must ensure that all costs are reasonable, allowable and necessary, and shall maintain sufficient documentation to verify expenses. The contractor will be responsible for repayment of any disallowed costs.

V. MONITORING

- A. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this agreement.
- B. CONTRACTOR's failure to resolve a COUNTY-identified deficiency within 90 days of the monitoring and notice may be sufficient cause for COUNTY to withhold funds to CONTRACTOR under this Contract.
- C. Monitoring reports will be used to evaluate requests for proposals for new contracts and for making program improvements should this contract be renewed.

VI. ADDITIONAL PROVISIONS

A. CONFIDENTIALITY

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law. The exercise or failure to exercise of legal rights and remedies by the County in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this Contract.

B. PANDEMIC/EMERGENCY DISRUPTION

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 at all times.

C. 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.

Contract Budget		Exhibit B1	
1. CONTRACTOR NAME: Casa Pacifica			
2. PROGRAM ACTIVITY/PROJECT NAME: Moving Forward Together			
3. PERFORMANCE PERIOD FROM: July 1, 2024 TO: June 30, 2025		4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 1/1/2024 AMENDMENT #: 1 AMENDMENT EFFECTIVE DATE: July 1, 2024	
CONTRACT #:6152			

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 292,992		
B. Staff Fringe Benefits	\$ 77,747		
C. Program Operating Expenses	\$ 38,352		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ -		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 409,091	\$ -	
II. INDIRECT COSTS	\$ 40,909	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 450,000	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Clinician I	\$ 6,661	1	12	\$ 79,926
Clinician II	\$ 7,098	1	12	\$ 85,176
Peer Partner	\$ 5,119	1.5	12	\$ 92,138
Office Support (EA, CCO, Reg Dir.)	\$ 25,419	0.1	12	\$ 30,503
				\$ -
				\$ -
After-hours/weekend stipend	\$ 5,250			\$ 5,250
				\$ -
				\$ -
A. Subtotal Staff Salaries				\$ 292,992

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	7.65% of salary costs	\$ 22,414
Health Benefits	21% of salary costs	\$ 55,333
Retirement Contributions		\$ -
Other (please describe):		\$ -
Other (please describe):		\$ -
B. Subtotal Staff Fringe Benefits		\$ 77,747

C. Program Operating Expenses <i>(Must be verifiable and cannot also be treated as an Indirect Cost.)</i>	Budget Justification & Calculation Details	TOTAL
Staff Travel, Facility Lease/Mortgage, Telephone/Utilities, Insurance Related to the Program, Office Supplies & Equipment*, Program Outreach, Other Program Costs	Use the percentage of program payroll amounts to determine.	\$ 38,352
		\$ -
C. Subtotal Direct Program Operating Expenses		\$ 38,352

(*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 B1
1. CONTRACTOR NAME: Casa Pacifica	
2. PROGRAM ACTIVITY/PROJECT NAME: Moving Forward Together	
3. PERFORMANCE PERIOD FROM: July 1, 2024 TO: June 30, 2025	4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 1/1/2024 AMENDMENT #: 1 AMENDMENT EFFECTIVE DATE: July 1, 2024
CONTRACT #:6152	

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Vendor (V) (to follow 2 CFR)	Total
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
D. Subtotal Contractual Services			\$ -

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	Total
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
F. Subtotal Other		\$ -

DIRECT PROGRAM COSTS TOTAL	\$ 409,091
-----------------------------------	-------------------

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%	\$ 409,091	MTDC	\$ 40,909
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
INDIRECT COSTS TOTAL				\$ 40,909

*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: