

**AMENDMENT #3  
TO CONTRACT BETWEEN  
COUNTY OF VENTURA  
AND  
ASPIRANET  
FOR  
CHILD & ADOLESCENTS NEEDS & STRENGTHS SERVICES**

The County of Ventura (County) and Aspiranet (Contractor), hereby agree that the Contract previously entered into by the parties on August 1, 2022, also identified as County of Ventura Contract No. 8767, amended by Administrative Change #1 effective May 1, 2023, and amended effective August 1, 2023, is further amended effective August 1, 2024 as follows:

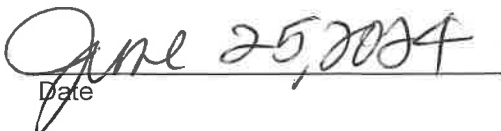
1. Section 1. SERVICES TO BE PERFORMED BY CONTRACTOR. The first sentence is deleted and replaced with the following: "In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibits A, A1, A2, B, B1, B2, B3, C, D and D1."
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), Exhibit A1 (Scope of Work for Program Year 2023-2024) and in Exhibit A2 (Scope of Work for Program Year 2024-2025) and in accordance with the approved budget for this Contract herein included as Exhibit B, B1 (Budget), Exhibit B2 (Budget for Program Year 2023-2024) and in Exhibit B3 (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 August 1, 2022 – July 31, 2025, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
4. Exhibit A2-Scope of Work (for Program Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
5. Exhibit B3-Budget (for Program Year 2024-25), attached hereto and incorporated by reference, is added to this Contract.
6. Exhibit D1-Quarterly Performance Report (for Program 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

  
Authorized Signature

Melissa Livingston

Director, Human Services Agency

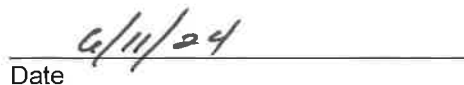
  
Date

ASPIRANET

  
Authorized Signature

Vernon Brown

Chief Executive Officer

  
Date

ASPIRANET

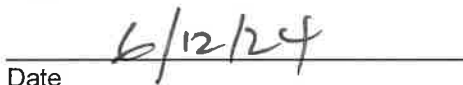
  
Authorized Signature

Grant Lee

Printed Name

Chief Human Resource Officer

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**  
**ASPIRANET**  
**CHILD & ADOLESCENT NEEDS & STRENGTHS/CHILD & FAMILY TEAM**  
**FY 2024-2025**

**I. BACKGROUND AND PROGRAM OBJECTIVE**

Child & Adolescent Needs & Strengths (CANS) Assessment/Child & Family Team co-implementation is an inter-agency effort between Child Welfare Services, Behavioral Health and Juvenile Probation as part of an integrated System of Care. An aligned, uniform CFT engagement and planning process with assessment communicated through CANS is a cornerstone of the Integrated Core Practice Model (ICPM).

The CANS is a multi-purpose assessment tool that supports decision-making, including level of care and service planning. The CANS must be completed by certified assessors who interview families involved with child welfare to learn about their strengths and needs. The focus of the CANS/CFT services contract is conducting CANS Assessments through child/youth and parent/caregiver interviews and entering the data into CARES Live online database. The contractor shall provide CANS assessments to several sub-populations who are not currently being served by VCBH.

**II. ROLES AND RESPONSIBILITIES**

Contractor shall perform those services described in RFP 6096 HSA 2122.05 CHILD & ADOLESCENTS NEEDS & STRENGTHS SERVICES/CANS-CFT.

- A. Contractor shall conduct CANS Assessments through child/youth and parent/caregiver interviews and entering the data into CARES Live online database. The contractor shall provide CANS assessments to several sub-populations who are not currently being served by VCBH. CANS Assessments are completed on intake into the child welfare system and every six months thereafter. The contractor and CFS will determine number of CANS to be completed based on number of eligible children at start of contract term. These children include:
  - 1. Children who are not currently receiving specialty mental health services.
  - 2. Children in Family Maintenance (FM) or Family Preservation (FP) cases without Medi-Cal.
  - 3. Children placed out of county (presumptive transfer applies if receiving Specialty Mental Health Services).
- B. The CANS Assessment is completed by certified professionals on intake and at a minimum of every six months afterward. Family Facilitators must complete two

days of CANS training and pass a CANS certification test. They must complete CFT Meeting Facilitator training; the training is five days.

- C. CANS assessments are to be completed by the Family Facilitators by interviewing the child/youth, the child's birth parents, and trusted family members. An interview with a temporary caregiver should not take the place of the birth parent(s) when completing the assessment. Assessments should be completed at times convenient to the families, which may include evenings and weekends. Contact methods (phone, in person, or virtual) should be at the preference of the family. Assessments must be entered into CARES-Live online database after completion; additional record keeping may be required.
- D. Contractor will enter CANS information into CARES-Live system and document the information in each youth's mental health screening tab in CWS/CMS within 5 business days of the assessment.
- E. Contractor will Initiate contact with families within three (3) working days of receipt of CANS referral from County. Contractor will communicate scheduling barriers with the primary Child Welfare Social Worker. Inform primary CWSW immediately if the family is not responsive to contractor and confirm when CANS Assessments are completed.
- F. Contractor will make retention efforts for Family Facilitators—including compensation commensurate with assigned responsibilities—as an important component of the program.
- G. The Contractor will provide the following direct services to families as requested by the County: pre-meet with families to educate them on the CFT and CANS processes, pre-meeting with the assigned social worker prior to the CFT and CANS, conduct family-finding activities to identify potential CFT members and/or potential placements, review the CANS during the case-planning CFT Meeting, and facilitate CFT Meetings. When possible, the same individual will be assigned as both the CANS assessor and the CFT Meeting facilitator for a family. Utilizing the same neutral professional will decrease the number of transitions a family experience while increasing family engagement.
- H. Contractor will augment the CFS CFT program by providing a minimum of 520 CFT Meetings annually, including administration and facilitation. Administration may include contacting meeting participants (between five and twenty participants) to request availability. Meetings last an average of two hours, not including preparation. Facilitators should be available between the hours of 8am and 8pm on weekdays. Some weekend activity may be required. It is anticipated that the majority of CFT Meeting requests will occur between the hours of 1pm and 7pm on weekdays.

- I. Contractor will provide CFT action plan to all Social Worker within 5 business days of the CFT and complete the CFT documentation in CWS/CMS for each youth.
- J. Contractor may be asked by CFS to provide Family Finding and Engagement Support prior to a CFT. This activity would utilize family finding tools such as the Circles of Support, Eco Maps, and Genograms. CFS has a goal for every CFT Meeting to be comprised of 70% unpaid support people (i.e., friends and family of the target family) and 30% professionals. Whenever possible, the same Family Facilitators should complete the family finding activity, CANS Assessment, and CFT Meeting facilitation for a specific family. This consistency is anticipated to build trust and increase engagement.
- K. The Contractor is responsible for the indirect administrative tasks of scheduling CFT Meetings, providing meeting place facilities (including a remote meeting option), collecting, and filing meeting paperwork, and tracking data. The contractor will provide CFT meetings in times and spaces that are convenient to families (primarily late afternoons, early evenings, and occasional weekends).
- L. Contractor must provide activities and material in English and Spanish as preferred by participants. This includes conducting CANS assessments in the families' language of choice; Contractor must provide interpretation options for other languages as needed. Contractor must also provide translation for Action Plans created during CFT Meetings. The Contractor will partner as needed with CFS to serve Mixteco families.
- M. CANS Assessments and CFT facilitation will be conducted by Family Facilitators. Family Facilitators are expected to demonstrate a thorough knowledge of family engagement techniques and trauma-informed care. Family Facilitators are also expected to possess a working knowledge of the values and practices of the California Child Welfare Core Practice Model, relevant modules of Safety Organized Practice, relevant portions of the Written Directives from the State of California, and the Ventura County Children and Family Services "We Believe" Statements.
- N. Contractor is responsible for administrative oversight of the program including recruiting, training, overseeing, and retaining the following staff: Program Director, Family Facilitators, and Support staff. Staffing structure is at the discretion of the contractor providing all conditions of this contract are fulfilled. Contractor will provide adequate staffing to handle the requested volume of CFT meeting facilitation and CANS assessments, including availability on evenings and weekends.
- O. Contractor will maintain sufficient bilingual staff to provide services to all Spanish-speaking families. Should there be occasions when contractor does not have the required minimum bilingual staff employed, the contractor shall secure

interpretation services as needed. Partner with COUNTY as needed to provide services in indigenous languages for Mixteco families.

- P. County representative will participate in Family Facilitator interview panel as requested by Contractor or CFS. Contractor will make hiring determination independently based on candidate qualifications. CFS may request to review Family Facilitator qualifications prior to assigning them to Family Facilitator role to ensure qualifications meet minimum requirement as stated in RFP.
- Q. Contractor will maintain and update a brochure/printed information piece describing the program's services in both English and Spanish.
- R. Contractor will ensure timesheets are coded by activities/type of service and supporting documentation for invoices is organized by activity/service category.
- S. Contractor will attend quarterly meetings to review program performance and quarterly reports and on an as-needed basis to discuss policy updates, procedure updates, issues, and/or concerns, and disseminate information.
- T. Contractor will be familiar with State guidance regarding CANS and CFT implementation (referenced in All-County letter links in Introduction/Background section) and maintain CANS certification and up to date on CFT Meeting Facilitation training.

### **III. PERFORMANCE MEASURES**

- A. 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. Exhibit C may be revised throughout the contract term to better meet the needs of County and/or Contractor. CONTRACTOR shall attach a detail report to Exhibit C that shall include the following:
  - 1. Percent of referred families contacted for a CANS assessment within 3 business days of referral.
  - 2. Percent of families to participate in a CANS assessment in the language of their preference.
  - 3. Percent entry of CANS information into CARES-Live system within 5 business days of the assessment.
  - 4. Percent of CFT Meeting Participants who fill out a response survey indicate satisfaction with the service.

5. Percent CFT Action Plan provided to social worker within 5 business days of the CFT Meeting.
- B. The contractor will monitor internal performance to minimize errors and complete timely CANS assessments and CFT Meeting facilitation. Report format and review process will be jointly developed by CFS and the Contractor during contract development. Contractors not meeting program evaluations and outcomes requirements will submit a corrective action plan to the assigned Administrative Specialist.
- C. Contractor shall submit cumulative performance reports to the COUNTY on a quarterly basis and ad-hoc reports as requested by CFS.

#### **IV. COMPENSATION 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 \$674,000 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. Contract funding is comprised of Federal (Title IV-E and Title XIX), Realignment and County funds. Administration/Indirect Costs are limited to 10% of the total contract budget per 2 CFR 200, unless the Contractor holds a federally negotiated indirect cost rate agreement (ICRA).
- B. 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.
- C. 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.
- D. 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.
- E. 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. COUNTY shall notify CONTRACTOR of any deficiency as soon as practicable.
- B. CONTRACTOR's failure to resolve a deficiency within 90 days of COUNTY monitoring and notice may be sufficient cause for COUNTY to withhold contract funds to the CONTRACTOR until such time as deficiency is cured to the satisfaction of the COUNTY.
- C. Monitoring reports may 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.

### **D. SUBCONTRACTING**

Subcontract any of its duties and responsibilities under this Contract to a third party to ensure provision of culturally and linguistically competent services, if it deems necessary, so long as: (1) the subcontractor is an eligible service provider, as determined by County; (2) the subcontractor is held to the same policies, procedures, conditions and mandates to which CONTRACTOR is held under this contract; (3) CONTRACTOR obtains the prior written approval of County for the subcontract



document; (4) CONTRACTOR shall be liable for all actions of any subcontractor in the execution of this Contract; and (5) CONTRACTOR monitors performance and compliance with all aspects of the subcontract and report all findings and any corrective actions to County.

Contract Budget		Exhibit B3	
1. CONTRACTOR NAME: Aspiranet			
2. PROGRAM ACTIVITY/PROJECT NAME:		Child & Adolescents Needs & Strengths Services	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 8/1/2024	TO: 7/31/2025	INITIAL CONTRACT EFFECTIVE DATE:	8/1/2022
		AMENDMENT #:	3
CONTRACT #: 8767		AMENDMENT EFFECTIVE DATE:	8/1/2024

BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 444,520		
B. Staff Fringe Benefits	\$ 102,239		
C. Direct Program Operating Expenses	\$ 53,911		
D. Contractual Services	\$ -		
E. Client/Participant Direct Costs	\$ -		
F. Other	\$ 12,057		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 612,727	\$ -	
II. INDIRECT COSTS	\$ 61,273	\$ -	
TOTAL NOT TO EXCEED CONTRACT AMOUNT	\$ 674,000	\$ -	

BUDGET DETAIL				
I. DIRECT PROGRAM EXPENSES				
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months	Total
Core Division Director	14583.32	0.034	12	\$ 5,952
Assistant Core Division Director	\$9,334	0.056	12	\$ 6,276
Core Program Director	\$10,900	0.12	12	\$ 16,227
Program Manager	\$6,673	1	12	\$ 80,080
Family Facilitators	\$5,717	4	12	\$ 274,430
Scheduler/Admin Assistant	\$3,467	1	12	\$ 58,240
Special Project Admin Assistant			12	\$ 1,560
Core Division Admin Assistant			12	\$ 1,755
A. Subtotal Staff Salaries				\$ 444,520

B. Staff Fringe Benefits	Rate (%)	Total
Payroll Taxes (Social security, Medicare, etc.)	7.65%	\$ 34,006
Health Benefits	12.00%	\$ 53,342
Retirement Contributions	2.00%	\$ 8,890
Other (workers comp):	0.78%	\$ 3,467
Other (unemployment):	0.57%	\$ 2,534
B. Subtotal Staff Fringe Benefits		\$ 102,239

C. Direct Program Operating Expenses (Must be verifiable and cannot also be treated as an Indirect Cost.)	Budget Justification & Calculation Details	TOTAL
Facility Lease/Mortgage	Local Office Allocation basis 6.21 FTE / 122.72 FTE = 5.0603%. \$240,000 annual rent x 5.0603% = \$12,145	\$ 12,145
Telephone/Utilities	Local Office Allocation basis 6.21 FTE / 122.72 FTE = 5.0603%. \$130,427.05 annual x 5.0603% = \$6,600	\$ 6,600
Office Supplies	Local Office Allocation basis 6.21 FTE / 122.72 FTE = 5.0603%. Office Supplies \$78,177.18 annual, Subscription \$3003.77 annual. Total = \$81,180.88 x 5.0603% FTE alloc = \$4,108	\$ 4,108
Equipment*	Local Office Allocation basis 6.21 FTE / 122.72 FTE = 5.0603% Cellphone qty of 119 x \$300 Copier Lease \$35,700 annual. X 5.0603% FTE Alloc	\$ 1,807
Copier Lease	Local Office Allocation basis 6.21 FTE / 122.72 FTE = 5.0603%. Copier Lease \$11,857 annual x 5.0603% FTE Alloc = \$600	\$ 600
General Liability Insurance	Agency Wide Cost - Allocation basis is the percentage of Personnel Cost from each cost center against total Agency Cost averaging at 1.11%. \$874,684.68 Agency Wide Annual Insurance x 1.11% = \$9,709	\$ 9,709
IT services	Agency Wide Cost - Allocation basis is the percentage of Personnel Cost from each cost center against total Agency Cost averaging at 1.11%. \$1,706,486.49 Annual Agencywide IT cost x 1.11% = \$18,942	\$ 18,942

Contract Budget		Exhibit B3	
1. CONTRACTOR NAME: Aspiranet			
2. PROGRAM ACTIVITY/PROJECT NAME: Child & Adolescents Needs & Strengths Services			
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 8/1/2024	TO: 7/31/2025	INITIAL CONTRACT EFFECTIVE DATE:	8/1/2022
		AMENDMENT #: 3	
CONTRACT #: 8767		AMENDMENT EFFECTIVE DATE:	8/1/2024
C. Subtotal Direct Program Operating Expenses			\$ 53,911
(*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 B3	
1. CONTRACTOR NAME: Aspiranet			
2. PROGRAM ACTIVITY/PROJECT NAME:		Child & Adolescents Needs & Strengths Services	
3. PERFORMANCE PERIOD		4. EFFECTIVE DATES	
FROM: 8/1/2024	TO: 7/31/2025	INITIAL CONTRACT EFFECTIVE DATE:	8/1/2022
		AMENDMENT #:	3
CONTRACT #: 8767		AMENDMENT EFFECTIVE DATE:	8/1/2024

D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Subaward (S) or Vendor (V) (to follow 2)	Total
<b>D. Subtotal Contractual Services</b>			\$ -

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

F. OTHER (Please Describe)	Budget Justification & Calculation Details		
Training and Conferences	Leadership Conf. x 2 (travel, hotel, food)		\$ 3,200
Staff Travel	140 miles per week @ \$.56 x 52 weeks		\$ 4,076
Other Program Costs	Program Supplies: Materials, Printing, Postage, software, CPR/1st Aid		\$ 4,781
<b>F. Subtotal Other</b>			\$ 12,057

<b>DIRECT PROGRAM COSTS TOTAL</b>	<b>\$ 612,727</b>
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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%	\$ 612,727	MTDC	\$ 61,273
3. Other Program Special Rate (May be referenced in RFP, provide details)				\$ -
<b>INDIRECT COSTS TOTAL</b>				<b>\$ 61,273</b>

\*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 Administration, Finance, Payroll and HR Personnel & Benefits costs. All Operating Expenses incurred in the Headquarters office such as office lease, equipment leases, office supplies, postage and freight, office equipment, maintenances and supplies.

**CFT Meeting- Outcome Measures**

Outcome/Indicator (520)	FY 20XX-20XX	Q1	Q2	Q3	Q4	YTD	Notes
Received							
Received/Calendared for Current Reporting Period							
Completed- CFTMs without CANS							
Completed- CFTMs with CANS							
Canceled							*See notes below
Pending/Calendared Out							

Language- English							
Language- Spanish							
<b>Total</b>							

Interpretation- English							
Interpretation- Spanish							
Interpretation- Mixteco							
Interpretation- Other							
<b>Total</b>							

Exhibit D1- Aspiranet - CANS/CFT Program FY (year)

CANS- Outcome Measures

Outcome/Indicator	FY 20XX-20XX	Q1	Q2	Q3	Q4	YTD	Notes
Received							
Received/Calendared for Current Reporting Period							
Completed Draft							
Pending Draft							
Finalized in CFTM							
Finalized without CFTM Referral							*County staff facilitated CFTM
Finalized outside of CFTM							

Language- English							
Language- Spanish							
Total							

