

**AMENDMENT #1  
TO CONTRACT BETWEEN  
COUNTY OF VENTURA  
AND KIDS & FAMILIES TOGETHER  
FOR  
FAMILY EVALUATIONS**

The County of Ventura (County) and Kids & Families Together (Contractor), hereby agree that the Contract previously entered into by the parties on July 1, 2022, is amended effective July 1, 2023, 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 to this Contract."
2. 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) and in Exhibit A1 (Scope of Work for Fiscal Year 2023-2024). Any remaining funds from one Fiscal Year may not be carried into the subsequent Fiscal Year."
3. 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, 2024, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors."
4. Section 26. EXHIBIT LIST: This section is amended by adding the following exhibits to the Exhibit List:
  - Exhibit A1-Scope of Work (for Fiscal Year 2023-2024)
  - Exhibit B1-Quarterly Performance Report (for Fiscal Year 2023-2024.)
5. Exhibit A1-Scope of Work (for Fiscal Year 2023-2024), attached hereto and incorporated by reference, is added to this Contract.
6. Exhibit B1-Quarterly Performance Report (for Fiscal Year 2023-2024), 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**

**KIDS & FAMILIES TOGETHER**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Melissa Livingston

\_\_\_\_\_  
David Friedlander

\_\_\_\_\_  
Director, Human Services Agency

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
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 A1**  
**Scope of Work**  
**Fiscal Year 2023-2024**

I. Contractor has the following tasks and responsibilities:

- A. Accept referrals from Children & Family Services (CFS) to conduct Family Evaluations. Although the actual number of referrals may fluctuate and is dependent upon the needs of CFS, Contractor has the capacity to receive up to 9 Family Evaluations per month, but no more than 100 Family Evaluations per year, which may include up to 20 non-English speaking referrals and up to 4 out-of-county referrals. Out-of-County evaluations will typically be in one of the adjacent counties of Santa Barbara, Los Angeles and Kern County; additional counties may be requested, to be mutually agreed-upon on a case-by-case basis. Contractor will send an e-mail confirmation of referral received and evaluator assignment to the Resource Family Approval (RFA) Child Welfare Social Worker (CWSW) and the RFA Child Welfare Supervisor (CW Supervisor) within 48 hours of receiving each Family Evaluation referral.
- B. Initiate contact with applicants within two (2) working days of receipt of referral from County and e-mail the RFA CWSW the date of the first scheduled Family Evaluation interview.
- C. Follow the interview requirements as specified in the most current version of the California Department of Social Services Written Directives, currently Article 6: Resource Family Approval Assessment Process, section 6-05: Family Evaluation (located at <https://www.cdss.ca.gov/inforesources/resource-family-approval-program>). Family Evaluations will include but are not limited to identifying the family's structure, values, discipline practice, coping strategies, strengths, and motivation to become a resource family. Contractor will include an assessment of the family and their willingness to adapt and accommodate the needs of the children, youth, and non-minor dependents. The Contractor will provide a recommendation based on their written family narrative and assessment that clearly supports whether an applicant should be approved or denied as a resource family, as well as the services or additional training that may be needed for the family to best meet the needs of children, youth, or non-minor dependents in out-of-home care.
- D. Complete, review, and submit a Family Evaluation pursuant to RFA Written Directives and County-approved Family Evaluation template within 45 days of receiving a referral from County on the condition that the family cooperates with the interview schedule in a timely fashion. After completing the Family Evaluation, the Contractor will review the Family Evaluation with the applicant(s) via e-mail, virtually, or in-person and make any necessary corrections/adjustments. Contractor will document on the County-approved Family Evaluation template the date the Family Evaluation was reviewed with the applicant(s) and the method of review. After completing and reviewing the Family Evaluation with the applicant(s), the Contractor will submit the Family Evaluation within 45 days of receiving a referral from CFS. (The County reserves the right to shorten the 45-day period if the RFA Written Directives reduce the timeframes for the completion of the comprehensive RFA assessment.)

- E. Inform the RFA CWSW and the RFA CW Supervisor immediately if the applicant is not responsive to Contractor; if issues of concern are identified; if Contractor is unable to complete a Family Evaluation, either because applicant fails to cooperate or for any other reason; or if the applicant's failure to cooperate in the Family Evaluation process will impact the completion and submission of the assessment within the 45-day period.
- F. Send a copy of the completed and signed Family Evaluation to the RFA CWSW and the RFA CW Supervisor via e-mail.
- G. Ensure that staff completing the Family Evaluation assessments meet the following core competency requirements:
  - ✓ Thorough knowledge of the RFA program, Written Directives and approval process.
  - ✓ Trauma-informed and knowledgeable in child welfare practices.
  - ✓ Knowledgeable in Safety Organized Practice (SOP), Core Practice Model (CPM) and the Quality Parenting Initiative (QPI).
  - ✓ How to conduct a thorough Home Environment Assessment, Family Evaluation, and prepare a Written Report.
  - ✓ Skilled to conduct interviews with children, non-minor dependents and adults for assessment purposes.
  - ✓ Knowledgeable in supporting caregivers from diverse backgrounds. Considerations should include culture, religion, language, type of caregiver (i.e., RFA families [related or non-related], or informal kinship caregivers), trauma history, and others.
  - ✓ The practice of cultural humility and how this approach improves family engagement, shows respect for families and ensures assessments incorporate a family's unique culture.
  - ✓ The impact of personal biases when working with children and families. This includes knowledge of identified biases regarding culture, LGBTQ+ populations, religion and others.
  - ✓ Permanency timelines and the priorities of safety, permanency, and well-being for children in care.
  - ✓ How to assess a variety of information including, but not limited to, historical, social, and economic factors pertaining to individuals.
  - ✓ The value of collaborating with families to achieve mutual goals, build upon family strengths and ensure quality comprehensive Written Reports are developed.
  - ✓ How to utilize teaming or collaborative strategies to engage Resource Families.
- H. Meet with RFA CW Supervisors on an as-needed basis to discuss policy updates, procedure updates, issues, and/or concerns, and disseminate information discussed at the meetings to your internal staff.
- I. Attend and participate in discussion groups organized by the California Department of Social Services during the County's Biennial Review.
- J. Employ sufficient bilingual staff to accept and conduct Family Evaluations for Spanish speaking families.
- K. 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

considerate manner and ensure equal access to services and equitable outcomes across the diverse client population.

- L. Strive to create an inclusive environment where every client/participant feels like they belong.
- M. Comply with the General Contract Conditions included herein as Exhibit C.
- N. Submit the Quarterly Performance Report to the RFA Administrative Specialist and Contracts Specialist by the 15th calendar day after the end of the quarter (October 15, January 15, April 15, July 15). The template to be used for the Quarterly Performance Report is attached as Exhibit B1.
- O. If it is determined that the Contractor must subcontract any of the duties and responsibilities to a third party, including for language assistance, the Contractor will notify the RFA Administrative Specialist in writing prior to implementation. All subcontractor(s) must be an eligible service provider and will be held to the same policies, procedures, conditions and mandates as pertains to Contractor. 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 the RFA Administrative Specialist and Contracts Specialist. All subcontracts must be approved by the RFA Administrative Specialist in writing prior to implementation.

## II. Compensation

- A. This contract is a fixed fee contract, payable at a rate of \$2,200 per completed evaluation when the family is English-speaking, and \$2,400 per completed evaluation when the family speaks only a language other than English.
- B. Invoices are due monthly no later than the fifteenth (15th) calendar day of the subsequent month to Human Services Agency-Fiscal Division.
- C. Payment terms are Net 45 Days, in arrears for services rendered.
- D. Total contract not to exceed: \$224,000.

## **Exhibit B**

### **Performance Measures/Quarterly Report**

Contractor will be evaluated in the following areas listed below:

- Timeliness of report submission.
- Timeliness of contact and interviews with referred families.
- Number of evaluation reports returned for correction to the Contractor must be less than 10% of Family Evaluations submitted within a three (3) month period.
- Ready acceptance of referrals from CFS.
- Timeliness of invoices which must be submitted to County within 45 days of completed referral.
- Timely communication with County staff.
- Completion of metrics detailed on the Quarterly Performance Report attached as Exhibit B1.

The Contractor will monitor internal performance to minimize errors and submit timely Family Evaluations. Contractors not meeting program evaluations and outcomes requirements will be asked to submit a corrective action plan to the RFA Administrative Specialist with improvements expected to occur expeditiously.

## Exhibit B1 Quarterly Performance Report

Kids &amp; Families Together

Only key data to columns D, F, H &amp; J below; formulas are automatic.

Program Year 2023-2024

Exhibit B1 Quarterly Performance Report Kids & Families Together			Only key data to columns D, F, H & J below; formulas are automatic.										Program Year 2023-2024
Outcome/Indicator		Plan (Goal)	Quarter 1 7/1/23 - 9/30/23		Quarter 2 10/1/23 - 12/31/23		Quarter 3 1/1/24 - 3/31/24		Quarter 4 4/1/24 - 6/30/24		Year to Date		Description
			Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent	
Family Evaluations- Process Measures													
1	a) Number of Family Evaluation Referrals Received	100 per year		0.0%		0.0%		0.0%		0.0%	0	0.0%	Percentage equals total number received compared to plan (100 per year)
	b) Number of withdrawn referrals with no interview	-		NA		NA		NA		NA	0	NA	
	c) Number of withdrawn referrals with interview	-		NA		NA		NA		NA	0	NA	
	d) Number of Family Evaluations submitted (including carry over) *carry overs will be referrals that were received in a previous quarter.	100 per year		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total number submitted out of total number received
	e) Number of referrals received for relatives/ nonrelative extended family member	-		NA		NA		NA		NA	0	NA	
	f) Number of referrals received for Community homes	-		NA		NA		NA		NA	0	NA	
2	a) Number of Spanish referrals received	20 per year		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total number Spanish received out of total received
	b) Number of Spanish Family Evaluations Submitted (including carry over)	-		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total number Spanish submitted out of total number Spanish received
3	a) Number of Out of County referrals received	4 per year		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total number Out of County received out of total received
	b) Number of Out of County Family Evaluations Submitted (including carry over)	-		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total number Out of County submitted out of total number Out of County received
Family Evaluations – Outcome Measures													
4	a) Timeliness of Submission- Number of applicants contacted within two (2) working days of referral. (Explain delay on narrative.)	95%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total contacted within two (2) days out of total referrals received
	b) Number of Interviews conducted within one (1) week of receipt of referral. In the narrative, specify if the applicant was a relative/non-relative extended family member or a community home, and the reason for the delay.	90%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total interviews conducted within one (1) week out of total referrals received
	c) Percentage of reports submitted to the COUNTY within 45 days (including carry over.) (Explain delay on narrative.)	95%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total evaluations submitted within 45 days out of total referrals submitted
5	Family Evaluations accepted by RFA Supervisor without needing correction (Accuracy rate)	90%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total evaluations accepted without needing correction out of total referrals submitted
6	Timeliness of Invoices—Percentage of invoices submitted within 30 days of referral being completed.	100%		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	0	#DIV/0!	Percentage equals total invoices submitted within 30 days out of total invoices submitted (1 per month)
7	Number and percentage of Family Evaluation Recommendations COUNTY deemed appropriate. (Decision-making)	90%	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	Is the contractor's recommendation appropriate based on the case file and information/materials it had access to?
8	Number and percentage of Family Evaluation Recommendations COUNTY deemed inappropriate. (Decision-making)	10%	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	*CFS to Analyze	Is the contractor's recommendation appropriate based on the case file and information/materials it had access to?