

**NAPA COUNTY AGREEMENT NO. 220199B
AMENDMENT NO. 3**

THIS AMENDMENT NO. 3 TO AGREEMENT NO. 220199B is effective as of the _____ day of _____ 2024, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and **STANFORD YOUTH SOLUTIONS dba STANFORD SIERRA YOUTH & FAMILIES**, whose mailing address is 8912 Volunteer Lane, Sacramento, CA 95826, hereinafter referred to as "CONTRACTOR." COUNTY and CONTRACTOR may be referred to below collectively as "Parties" and individually as "Party."

RECITALS

WHEREAS, on or about May 19, 2020, COUNTY and CONTRACTOR entered into Napa County Agreement No. 8614 (hereinafter referred to as "Agreement") for CONTRACTOR to provide parent partner services to families whose children are enrolled in the Nexus Wraparound Program and/or are part of the Child Welfare system; and

WHEREAS, on or about April 20, 2021, the Parties amended the Agreement to decrease the annual contract maximum on page 1; replaced Exhibit A (Scope of Work) with Exhibit A-1 to eliminate one (1) Full-Time Employee (FTE) Parent Partner; and replaced Exhibit B (Compensation and Expense Reimbursement) with Exhibit B-1 to incorporate a new budget; and

WHEREAS, on or about November 16, 2021, the Parties amended the Agreement to increase the annual contract maximum on page 1; replaced Exhibit A-1 (Scope of Work) with Exhibit A-2 to add one (1) additional (FTE) Parent Partner; and replaced Exhibit B-1 (Compensation and Financial Reporting) with Exhibit B-2 to incorporate a revised budget; and

WHEREAS, as of the effective date of this Amendment No. 3, the Parties wish to amend the Agreement to replace Exhibit A-2 (Scope of Work) with Exhibit A-3 to eliminate one (1) Full-Time Employee (FTE) Parent Partner and add one (1) Full-Time Employee (FTE) Youth Advocate; replace Exhibit B-2 (Compensation and Financial Reporting) with Exhibit B-3 to incorporate a revised budget; and rescind Special Terms and Conditions 3.4 which terminates the Agreement on June 30, 2025.

TERMS


NOW, THEREFORE, for good and valuable consideration, the adequacy and receipt of which are hereby acknowledged, the Parties amend the Agreement as follows:

1. Exhibit A-2 is hereby replaced with "Exhibit A-3" attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibits "A", "A-1" or "A-2" shall refer to "Exhibit A-3" commencing as of the effective date of this Amendment No. 3.
2. Exhibit B-2 is hereby replaced with "Exhibit B-3" attached hereto and incorporated by reference as set forth herein, and all references in the Agreement to Exhibits "B", "B-1" or "B-2" shall refer to "Exhibit B-3" commencing as of the effective date of this Amendment No. 3.


3. Specific Terms and Conditions 3.4 is removed in its entirety.
4. Except as provided above, the terms and conditions of the Agreement shall remain in full force and effect as originally approved and last amended.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 3 to Napa County Agreement No. 2020199B as of the first date written above.

STANFORD YOUTH SOLUTIONS dba
STANFORD SIERRA YOUTH & FAMILIES

By 

LAURA HEINTZ, PsyD
Chief Executive Officer

By 

JOVINA NEVES,
Chief Financial Officer

“CONTRACTOR”

NAPA COUNTY, a political subdivision of
the State of California

By _____
JOELLE GALLAGHER
Chair of the Board of Supervisors

"COUNTY"

<p>APPROVED AS TO FORM Office of County Counsel By:</p> <p>By: <u>Douglas Parker (via e-sign)</u></p> <p>Date: <u>September 25, 2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT A-3
SCOPE OF WORK

Stanford Sierra Youth & Families
CWS Peer Partner Services
Upon approval through June 30, 2025
(and each subsequent automatic renewal)

CONTRACTOR (previously referred to as Stanford Youth Solutions, now dba as Stanford Sierra Youth & Families) shall provide Peer Partner Services (one Parent Partner and one Youth Advocate) to families whose children are currently involved in the Child Welfare system and Wraparound Services. The Peer Partner Services engages families in treatment and services and has been demonstrated to be a powerful tool to help families in overcoming the challenges of keeping their families safe and together. The Peer Partner Services will be fully embedded in Napa County's Health and Human Services (HHSA) Child Welfare Services (CWS) Division part of the System of Care. Services will provide a continuum of care with the common goal of engaging families and promoting the safety and well-being of at-risk children and families. Peer Partner Services partners with families which increases the likelihood that case service plans align with families' needs and that families will be more committed to, and likely to comply with, plans they had a say in developing. The Peer Partner Services provides the following benefits:

- Improved safety, permanency, and well-being outcomes;
- Increased placement stability;
- A reduction in the time spent in court, and its associated costs;
- Enhancement to the community's capacity to support families, which makes communities healthier;
- Improved family functioning;
- Increased family efficiency in the community; and
- A more culturally relevant and appropriate service delivery system.

The Peer Partner Services shall provide advocacy, support, guidance, engagement, community resources, collaboration, prevention services, including education and local resources outside the COUNTY system, to families who are currently involved with the Child Welfare system/Wraparound services, and to families at high risk of becoming part of the system.

CONTRACTOR shall ensure that both Parent Partner and Youth Advocate have already experienced the child welfare system, and can mentor, encourage, and instill hope in families newly involved with the system. CONTRACTOR shall employ, train and supervise Parent Partner and Youth Advocate.

SERVICES

CONTRACTOR shall provide the following services, as appropriate, for children and families who are enrolled in the Child Welfare system and Wraparound Services:

- CONTRACTOR shall perform this Agreement as an independent contractor.

- CONTRACTOR and the officers, agents and employees of CONTRACTOR are not, and shall not be deemed, COUNTY employees for any purpose, including workers' compensation and employee benefits. CONTRACTOR shall, at CONTRACTOR's own risk and expense, determine the method and manner by which duties imposed on CONTRACTOR by this Agreement shall be performed; provided, however, that COUNTY may monitor the work performed by CONTRACTOR. COUNTY shall not deduct or withhold any amounts whatsoever from the compensation paid to CONTRACTOR including, but not limited to amounts required to be withheld for state and federal taxes. As between the Parties to this Agreement, CONTRACTOR shall be solely responsible for all such payments.
- Two (2) full-time CONTRACTOR employees co-located at COUNTY's HHSa CWS Division's site from the Peer Partner Services: One Parent Partner and one Youth Advocate. CONTRACTOR shall provide computers, phones, email, and other equipment to fulfill project goals.
- CONTRACTOR shall be allowed to connect computers to the COUNTY Information Technology Services (ITS) system upon approval of CONTRACTOR equipment by ITS staff.
- Peer Partners provide a basic understanding how of CWS, the Juvenile Court System, and Wraparound services are organized and carried out in Napa County.
- Accompany parents and youths to planned meetings/appointments, participate in meetings providing support, linking families to community resources, express needs of families, court, treatment, self-sustainability, and provide transportation within Napa County, and for parents/youths residing in out of county treatment facilities as needed.
- Peer Partner Services ensure families (parents, caregivers and youth) are equal partners in the development and implementation of their service plans.
- Represent the needs and perspectives of families (parents, caregivers and youth) and ensure that families have access to prevention and support services that meet their individual needs.
- Ensure that services are family-centered, easily accessible, respectful of cultural, ethnic, and other community characteristics, and stigma free.
- Provide emotional support and advocacy to families.
- Provide one-on-one support, information, resources, and referrals to families in coordination with the department social worker.
- Support and assure that the families' desired outcomes are addressed through their family's court ordered case plan or Wraparound Service Plan.
- Coach and educate families (youth, parents and caregivers) to acquire greater communication, system navigation, and self-regulation skills while assuring that their personal goals and outcomes are met. Provide technical assistance to families to enable them to access appropriate services.
- Offer ongoing education and support groups that bring families with similar challenges and concerns together.

- Provide on-going feedback and training to staff on the importance of a family's voice and choice and cultural sensitivity in all aspects of their case planning.
- Work within the Child Welfare system to maintain positive relationships among COUNTY employees and CONTRACTOR employees.
- CONTRACTOR developed a referral, tracking, and monitoring process for families receiving services. Initial contact to be made within forty-eight (48) hours of receiving the initial referral. The program will be flexible in providing services in terms of location, time of day, and day of the week in order to meet family needs.
- Develop an action plan identifying family needs, goals to be achieved, and specific tasks to reach the goals related permanency, safety, and well-being. Peer Partners will work with families on basic care and nutrition, budgeting, discipline, decision-making, safety planning, using support systems and child development using a prescribed parenting curriculum tailored to the parents' individual needs and cultural context. Youth will be engaged in their support plan.
- The length of Parent Partner and Youth Advocate involvement will be individualized and vary depending on the amount of time the case remains open, the extent of support the parent receiving services' needs, and the extent to which informal contacts occur after case closure.
- Collaborate and maintain regular contact with the CWS Social Worker (SW) on service provisions to ensure that case plan goals are being addressed.
- Develop a tool to assess the satisfaction of families receiving parent and youth advocacy through Peer Partner Services and administer the tool twice a year, providing the surveys and any aggregate data to CWS within thirty (30) days of the close of administration.
- Work with COUNTY to develop a "Parent Handbook" for parents and youth that will help them to successfully complete the CWS and Court process in a timely manner.
- At the request of CWS, the CONTRACTOR shall identify who can serve as the "parent voice" and "youth voice" on committees and workgroups as new services program are being developed or existing ones being evaluated.
- CONTRACTOR shall ensure that all staff providing services to clients have undergone a criminal background clearance.

OUTCOMES

CONTRACTOR shall survey families twice annually to determine if:

- Parents, together with their child, feel supported throughout their experiences at HHSA's CWS and Wraparound.
- Parents and youth feel heard by SW and have a say in what happens to their child in the court process, the disposition, and supervision plan as well as the family plan for reunification.
- Parents and youths understand the system in which their child is involved and feel that they are being provided positive resources and interventions for their child and family.

- Parents and youths report that the services provided by CONTRACTOR are respectful of them and their ethnicity, culture, and history of their family.
- CONTRACTOR shall ensure staff understand the value of wraparound philosophy (i.e. partnering with families, being responsive to their strengths and needs, and partnering with other agencies to provide seamless non duplicative services to the child and family).

CONFIDENTIALITY

- CONTRACTOR shall at all times perform its duties under this agreement in compliance with the confidentiality requirements of applicable law.
- CONTRACTOR shall maintain written policies and procedures implementing applicable confidentiality requirements, which shall be made available to COUNTY upon request.
- CONTRACTOR shall provide all employees assigned to the performance of this Agreement with information and training with respect to the requirements listed above and shall maintain documentation of such training. The documentation shall be made available to COUNTY upon request.

CONTRACTOR shall not disseminate information received during any assessment, evaluation, interview, or other contact regarding any minor child in any form to anyone other than Napa County Child Welfare Services or employees or agents of CONTRACTOR in the performance of CONTRACTOR's official duties, pursuant to Welfare and Institutions Code Section 827.

Dissemination of any information is disallowed regardless of whether it is in written or oral form.

DOCUMENTATION

- CONTRACTOR shall work with the COUNTY to determine how to document the services provided under this Agreement in a form acceptable to the COUNTY on a schedule agreed to by both parties, in addition to any requirements specified in the General Terms and Conditions.
- CONTRACTOR shall provide COUNTY with access to all documentation of services provided under this agreement for COUNTY's use in administering this agreement. Without limitation, COUNTY shall have access to such documentation for quality assurance and for audit and substantiation of claims for payment of services.
- Upon written notice from the CWS CONTRACT ADMINISTRATOR (CWS Contract Analyst), COUNTY at its sole discretion may impose additional requirements for documentation.

CONTRACT MONITORING

- CONTRACTOR is responsible for producing and maintaining all documentation (i.e. Surveys, Case Counts, etc.) required for monitoring.

- CONTRACTOR shall request technical assistance from the COUNTY regarding elements of the contract with which they need assistance. COUNTY shall consider any such request and shall provide technical assistance to the CONTRACTOR if the COUNTY has the capacity and capability to do so. CONTRACTOR maintains responsibility for ensuring that its services and activities are in compliance with applicable State and Federal regulations.
- CONTRACTOR is required to perform internal quality management activities, including case audits. CONTRACTOR shall show evidence of its internal quality management activities upon request by the COUNTY.
- COUNTY normally shall provide thirty (30) day notice of the site visit to the CONTRACTOR and shall specify the documentation that will need to be available at the time of the visit.
- Under normal circumstances, the visit may require the review of the following documents: records, which delineate services, provided to specific clients and the date of those services, documentation of training curriculum that meets the required competencies as outlined above, and documentation of staff hours in providing the authorized services. The visit shall also include a review of the documentation of CONTRACTOR'S internal quality management activities with a focus on key quality factors (such as the appropriateness of the training curriculum) and key risk factors (such as the adherence to funding standards) as well as client risks. COUNTY may add additional elements to be reviewed.
- COUNTY shall perform the site visit utilizing a screening tool. COUNTY shall provide CONTRACTOR with the opportunity to respond to the COUNTY's written report of the site visit prior to the report becoming final.
- If the final report identifies material variations between the CONTRACTOR's activities and the requirements of the contract, the COUNTY may require the CONTRACTOR to prepare a written plan of action to address those variations. CONTRACTOR is responsible to maintain reports of all significant key risks, such as client safety and adherence to funding standards. CONTRACTOR is required to immediately report to COUNTY any incidents involving client complaints of CONTRACTOR service and/or accidents occurring in the course of service delivery. CONTRACTOR also is required to immediately report to COUNTY any incidents of incorrect billing for services.

EXHIBIT B-3
COMPENSATION AND FINANCIAL REPORTING

Stanford Sierra Youth & Families
CWS Peer Partner Services
Upon approval through June 30, 2025
(and each subsequent automatic renewal)

CONTRACTOR shall prepare and submit invoices for units of service provided hereunder in accordance with COUNTY's procedure for payment. CONTRACTOR shall submit a separate monthly invoice for each program, namely Child Welfare Services (CWS) and Wraparound services. Invoices shall be submitted to COUNTY **within sixty (60) days after the conclusion of each calendar month.**

COUNTY shall compensate CONTRACTOR for contract services provided and properly documented, as defined in Budget Table below, and in Exhibit A.

PROGRAM EXPENSES	BUDGET
Personnel Expenses	\$159,510
This category includes Personnel/Salaries and Benefits expenses (for two full time (FTE) contractor employees for Peer Partner Services (Parent Partner and Youth Advocate), as well as Personnel/Salaries and Benefits associated with supervision of the Parent Partner positions by Family & Youth Partnership Management and program oversight	
Operating Expenses	\$55,490
This category includes cost associated with operating the program (i.e. computer licenses for mobile staff, conferences and training, mileage, recruitment, mobile phones/supplies, insurance, flexible funding for family needs, etc.)	
Administration Expenses (10%)	\$21,500
TOTAL BUDGET	\$236,500