



**Agenda Item No. 2
December 7, 2011 Meeting**

DATE: November 22, 2011
TO: Children and Families Commission of Orange County
FROM: Michael M. Ruane, Executive Director 
SUBJECT: Grant Renewal for Heritage House II - Southern California Alcohol and Drug Program, Inc.

SUMMARY:

The Commission approved Homeless Prevention Renewal Grant Awards at the October 2011 meeting. Included in those recommendations was a \$62,500 set-aside for Southern California Alcohol and Drug Programs, Inc.-Heritage House II. The recommendation for the set-aside instead of renewal funding was due to site and program review that determined the program was not in compliance with staffing levels and data reporting requirements. Attachment 2 includes the scope of work for the agreement with Southern California Alcohol and Drug Program-Heritage House II.

Since the Commission's October action, staff has been working with the Executive Director of Southern California Alcohol and Drug Programs, Inc. and Program Manager for Heritage House II regarding the program compliance issues and to review potential resolutions. The Executive Director and Program Manager understand the required actions to be in compliance with grant requirements and have also accepted the quality improvement recommendations.

Staff recommends amending the existing agreement to add \$62,500 and extend it for an additional six months. This funding is contingent on compliance with the quality improvement plan that was developed. During the next six months, staff will continue closely monitoring the program for compliance and return by June 2012 with a progress report and recommendations.

STRATEGIC PLAN & FISCAL SUMMARY:

The proposed funding action has been specifically reviewed in relation to the Strategic Plan, and is consistent with the Strong Families goal and specifically the Homeless Prevention Initiative. The funds requested are included in the FY 2011/12 Budget within the Homeless Prevention budget category.

PRIOR COMMISSION ACTIONS:

- October 2011- Funding Set-Aside approved

RECOMMENDED ACTIONS:

1. Adopt Resolution (Attachment 1) authorizing the Executive Director or designee and Commission Counsel to prepare and negotiate a Fifth Amendment to Agreement No. F10-SF-06 with Southern California Drug and Alcohol Programs, Inc., in an amount not to exceed \$62,500 and extending the term of the Agreement through June 30, 2012.

ATTACHMENT:

1. Resolution for Southern California Alcohol and Drug Program, Inc.
2. Contract Scope of scope of work F10-SF-06

Contact: Kim Goll

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-11-C&FC

December 7, 2011

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR OR DESIGNEE, AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE A FIFTH AMENDMENT TO AGREEMENT F10-SF-06 WITH SOUTHERN CALIFORNIA ALCOHOL & DRUG PROGRAMS, INC.; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AMENDMENT TO AGREEMENT ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, on April 5, 2006, Commission authorized the Executive Director or designee to prepare and negotiate Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc. in an amount not to exceed \$261,000 to provide Homeless Prevention services for the period July 1, 2006 through June 30, 2008; and

WHEREAS, on March 5, 2008, Commission authorized the Executive Director or designee to prepare and negotiate a First Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc. in an amount not to exceed \$130,500 to continue to provide Homeless Prevention services for the period July 1, 2008 through June 30, 2009; and

WHEREAS, on April 1, 2009, Commission authorized the Executive Director or designee to prepare and negotiate a Second Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc. in an amount not to exceed \$32,625 to continue to provide Homeless Prevention services for the period July 1, 2009 through September 30, 2009; and

WHEREAS, on September 2, 2009, Commission authorized the Executive Director or designee to prepare and negotiate a Third Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc. in an amount not to exceed \$163,125 to continue to provide Homeless Prevention services for the period October 1, 2009 through December 31, 2010; and

WHEREAS, on October 6, 2010, Commission authorized the Executive Director or designee to prepare and negotiate a Fourth Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc. in an amount not to exceed \$130,000 to continue to provide Homeless Prevention services for the period January 1, 2011 through December 31, 2011; and

WHEREAS, the Commission desires to enter into a Fifth Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc., hereinafter referred to as "Contractor", extending the term by six months through June 30, 2012 and adding an amount not to exceed \$62,500 for a Maximum Payment Obligation not to exceed \$779,750 to continue to provide Homeless Prevention services consistent with the staff report for the December 7, 2011 staff report for this Agenda Item; and

WHEREAS, the Contractor desires to enter into the Amendment to Agreement F10-SF-06 in furtherance of the purposes of the Act and the Strategic Plan on the terms and conditions set forth in the applicable Amendment to Agreement; and

WHEREAS, Commission has reviewed the staff report relating to the Scope of Services to be provided and hereby finds and determines that the proposed Amendment to Agreement is in furtherance of and consistent with the Commission's Strategic Plan; and

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission hereby authorizes the Executive Director or designee and Commission Counsel to prepare and negotiate the terms, conditions and final form of a Fifth Amendment to Agreement F10-SF-06 with the Contractor, adding an amount not to exceed \$62,500 for a total Maximum Payment Obligation not to exceed \$779,750, and extending the term of the Agreement by six months through June 30, 2012 to continue to provide Homeless Prevention services consistent with the December 7, 2011 staff report and scope of services referenced therein; and

Section 3 The approval by the Executive Director or designee of the final Fifth Amendment to Agreement F10-SF-06 shall be conclusively evidenced by the execution of such Amendment to Agreement by the Commission Chair and delivery thereof to the Commission Clerk.

Section 4 Commission hereby approves the Fifth Amendment to Agreement F10-SF-06 with the Contractor, adding an amount not to exceed \$62,500 for a total Maximum Payment Obligation not to exceed \$779,750, and extending the term of the Agreement by six months through June 30 2012 as specified in the December 7, 2011 staff report for this Agenda Item.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the Amendment to Agreement F10-SF-06 on behalf of the Commission.

Section 6 A copy of the final Amendment to Agreement when executed by the Commission Chair and attested by the Clerk of the Commission shall be appended hereto as a part of

Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed Amendment to Agreement F10-SF-06 shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director, or designee, is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the Amendment to Agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final executed Amendment to Agreement F10-SF-06 with Southern California Alcohol & Drug Programs, Inc.)

EXHIBIT A

TO CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

PROJECT SUMMARY

**Southern California Alcohol & Drug Programs, Inc.
F10-SF-06
Heritage House Village**

1. GRANT RECIPIENT

Southern California Alcohol & Drug Programs, Inc.
A California Nonprofit Corporation
11500 Paramount Boulevard
Downey, CA 90241

Contact: Lynne Appel, M.S. Executive Director, (562) 923-4545,
lrappel@earthlink.net

OCERS Contact: Sue Garcia, Program Director, (714) 999-5960,
atlmontana@earthlink.net

Invoices/Documentation Contact: Maribel Pinto
(562) 923-4545, lrappel@earthlink.net

Designated Level of OCERS Reporting: AMM and CDOM

Signatories: Lynne Appel, M.S., Executive Director
Dr. Marvin Mathews, Chairman of the Board

2. PURPOSE

CONTRACTOR shall provide transitional housing at its Heritage House Village facility for Orange County children and their mothers recovering from substance abuse. CONTRACTOR will provide services to twenty (20) women and children annually ages 0-5 via twenty (20) transitional housing beds. In addition, CONTRACTOR will provide case management, information and referral and life skills education services.

3. SCOPE OF WORK

CONTRACTOR shall perform the services described in Exhibits A (Project Summary) and A-1 to this Agreement (The Work Plan). CONTRACTOR shall:

- 3.1** Provide twenty (20) transitional housing beds seven thousand three hundred (7,300 bed nights) annually out of the forty (40) total available at Heritage House Village for substance abuse recovering women and their children under the supervision of the Program Director who will administer the shelter policies to provide structure and an

alcohol and drug free environment. The shelter is a twenty four (24)-hour a day, seven (7) day a week facility located at 405 S. Rose Avenue, in Anaheim. The duration of the stay can be up to twelve (12) months.

- 3.2** Maintain an alcohol and drug free environment by establishing shelter policies, monitoring client sobriety, and administering periodic and random drug and alcohol testing.
- 3.3** Prepare, publish and distribute outreach information to families about the shelter and program. Participating mothers must be at least eighteen (eighteen (18) years of age and a SCADP treatment program graduate (either Heritage House in Costa Mesa or Heritage House North in Anaheim).
- 3.4** Conduct an initial needs assessment of each adult resident at program intake utilizing the Addiction Severity Index to determine the woman's health/prenatal needs and develop a service plan within seventy two (72) hours.
- 3.5** Provide pregnant women with referrals to appropriate healthcare providers and others for prenatal care.
- 3.6** Conduct case management five hundred twenty (520) sessions annually (twice per month) in order to make referrals for medical and/or mental health services and to monitor the residents' health care access. Services are provided in-kind.
- 3.7** Conduct developmental screening of all children ages 0 through 5 in residence to identify potential developmental needs and appropriate referrals for further assessment based on needs identified in screenings. Determine health insurance status of children ages 0-5 and help mothers get children insured if not already enrolled. Conduct follow-up assessment to ensure that all children acquire health insurance. Provide developmental and mental screenings through in-kind services of Providence Community Services.
- 3.8** Determine whether families with children ages 0-5 are linked to appropriate childcare providers, and if not refer to appropriate childcare. Provide referrals to appropriate childcare to ensure that all children ages 0- 5 receive childcare.
- 3.9** Conduct a comprehensive set of screenings for twenty (20) children ages 0-5 including: vision, hearing, dental, height, weight, health, and/or developmental milestones.
- 3.10** Provide assistance and follow-up with mothers in order to link twenty (20) children ages 0-5 previously without a health care home are linked to an appropriate health care home. Health care home ensures regular pediatrician visits.
- 3.11** Refer mothers with children ages 0-5 to dental care and provide follow-up to ensure that children ages 0-5 receive appropriate dental care as needed.
- 3.12** Develop and administer monthly supportive service program to strengthen the residents' recovery process and facilitate parenting and life skills development. Life skills classes are developed and held for clients to set goals based upon information

learned in class and as reported in case notes. Attendance is documented by agenda or lesson plans. Supportive services shall include, but not be limited to:

- 3.12.1** Weekly group parenting education that will teach skills for effective discipline, family communication, esteem building, and healthy parent/child interaction.
- 3.12.2** Weekly household management education that will teach skills for home health/safety, nutrition and meal preparation, and budgeting.
- 3.12.3** When appropriate, make available weekly vocational education groups to provide GED tutoring, computer skills, and job search skills.
- 3.13** Conduct on-site bi-weekly psychological counseling and group sessions on relapse prevention and education to help maintain residents' sobriety. Services are provided in-kind.
- 3.14** Provide follow-up case management and obtain information, access to health providers, and family self-sufficiency to program graduates and their children once per month for a total of twelve (12) months after successful completion of the program. Ensure that program graduates have secured housing and are continuing toward self-sufficiency two months after completing the program.
- 3.15** Maintain information in participant files to include demographics, baseline assessment/needs data, service participation/utilization records, referrals/linkages, client outcomes, and records supporting milestone accomplishments.
- 3.16** Provide all administrative services as described in this Exhibit A at CONTRACTOR's facility located at Heritage House Village, 405 South Rose Street, Anaheim, CA

4. ATTACHMENTS TO EXHIBIT B

- A. Staffing
- B. Direct Project Expenses

5. WAIVERS/AMENDMENTS TO AGREEMENT

None.