Draft EXHIBIT A

PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS

Contracting Department	Alameda County Behavioral Health Care Services (BHCS)
Contractor Name	San Leandro Unified School District
Contract Period	July 1, 2012 – June 30, 2013
Type of Contract	Master
Contract Number	

I. Program Name

School-Based Mental Health Consultation

II. Contracted Services

- Mental Health Consultation
- Revenue Generation through Local Education Agency Medical Administrative Activity (LEA MAA) claiming
- Prevention and Early Intervention (PEI) Service Data Collection and Reporting

III. Program Information and Requirements

A. Program Goals

Contractor shall provide services to accomplish the following goals:

Mental Health Consultation
Change in School Climate:
• Enhanced capacity of schools to identify individuals and families with social, emotional and behavioral issues. • Increased number of school staff trained in recognition of early indicators of mental illness and how to refer students for screening and intervention. • Increased knowledge of social, emotional and behavioral issues. • Increased knowledge of risk and protective factors.
Change in Student Mental Health Status:
• Enhanced resilience and protective factors, mental health status, social support, attendance, and academic achievement. • Reduced suspensions, expulsions, drop-out rates, violence, social isolation, and involvement with law enforcement/courts.
Revenue Generation
• Long-term program growth and sustainability through the School District's reinvestment of LEA MAA generated by the program or reinvestment of an identical amount through other funding sources (such as grants).
Prevention and Early Intervention Service Data Collection and Reporting
• Yearly data collection, project analysis and reporting to promote program modification and improvement.

B. Target Population

Contractor shall serve the following populations.

1. Service Groups

Contractor shall provide services to students who are at high risk for serious mental health issues and school failure. The interventions shall also target the school staff and families who provide support to these students. Families are defined broadly and include non-custodial parents and guardians.

2. Referral Process to Program N/A

3. Program Eligibility

Contractor shall only serve clients who are students within the Mid-Alameda County SELPA, or who are a member of the school staff or a family who provides support to these students.

4. Limitations of Service N/A

C. Program Description

Contractor shall maintain programmatic services at the following minimum levels.

1. Program Design

Contractor shall provide School-Based Mental Health (SBMH) Consultation that builds the capacity of schools to address the social, emotional and behavioral learning needs of students; to promote a school climate that identifies and addresses student mental health needs; and to support students at risk for serious mental health issues.

Contractor shall develop collaborative partnerships with teachers, staff, parents, and other providers to create school environments that promote healthy emotional development, make social-emotional learning supports available to all students, and facilitate effective problem-solving among adults and students.

Contractor shall utilize the following strategies towards implementing SBMH Consultation:

- Training: Contractor shall provide training for school staff, families and students on typical and atypical development, the early indicators of serious mental health issues and how to refer students for screening and intervention.

- General Consultation: Contractor shall provide consultation to site administrators and staff on effective interventions for students experiencing emotional and/or behavioral barriers to learning. Contractor shall promote parental involvement in school conferences and responsibility for children's regular school attendance. Contractor shall provide culturally competent services and referrals for students and families. Contractor shall assist teachers in developing behavior management and intervention plans; classroom observations may be utilized. Contractor shall work with all levels of the school staff on systemic issues such as curriculum, classroom set-up and classroom policies which may impact a child's mental health issues.

- Child-Specific Consultation: Contractor shall provide resources and coordinate services for students with emotional and behavioral needs. Contractor shall promote regular school attendance and improved self-esteem with interventions that will improve functioning within the school setting. Contractor shall provide more in-depth consultation to teachers, school administrators, and families regarding specific students (in individual and group settings). Contractor shall work with school staff and family to develop an intervention plan to address the social, emotional, behavioral and/or developmental needs of identified students that lead to attendance issues. When appropriate, Contractor shall obtain permission from the family to observe and assess the student to provide support and transitional services as needed.

Contractor shall collaborate with various County efforts including the other Prevention and Early Intervention programs and the Co-Occurring Issues Initiative. Contractor shall attend monthly SBMH meetings and/or trainings as required by BHCS.

Contractor shall annually reinvest 100% of the LEA MAA generated back into the program or an identical amount through another funding source (such as a grant) with the goal of increasing the school-based mental health consultation service capacity in subsequent years. Contractor shall generate LEA MAA revenue and conduct ongoing program evaluation to support the long-term growth and sustainability of the program.

2. **Consumer/Client Flow** N/A

3. **Discharge Criteria and Process** N/A

4. **Hours of Operation**

Contractor shall maintain the following minimum hours of operation:

Monday through Friday, 8:00 a.m. – 3:00 p.m.

5. Service Delivery Sites

Contractor shall provide services in the San Leandro Unified School District.

D. Minimum Staffing Qualifications

Contractor shall have and maintain current job descriptions on file with BHCS for all personnel whose salaries, wages, and benefits are reimbursable in whole or in part under this agreement. Job descriptions shall specify the minimum qualifications for employment and duties to be performed. Contractor shall submit revised job descriptions prior to implementing any changes or employing or contracting with persons who do not meet the minimum qualifications on file with BHCS.

Comment [MSOffice1]: 'For your information: BHCS is requesting that you alert me if there are any positions that are vacant or anticipated to be vacant for more than 30 days. If there are vacancies or anticipated vacancies, I will ask you to provide a description of how your agency is planning to provide coverage during the vacancy period, and the anticipated timeline for filling that vacancy.'

IV. Contract Deliverables and Requirements

A. Process Measures

Contractor shall provide the deliverables, as follows.

PROGRAM DELIVERABLES	PERFORMANCE MEASURES	DATA SOURCE
Mental Health Consultation		
Training	25% Staff Hours	BHCS Reporting Tool
General Consultation	25% Staff Hours	BHCS Reporting Tool
Child-Specific Consultation	50% Staff Hours	BHCS Reporting Tool
Revenue Generation		
Revenue Generation through MAA or other funding streams	100% MAA Reinvestment or other funding streams	San Lorenzo Unified School District

B. Outcome Measures

Contractor shall meet the following outcomes.

Data Collection and Reporting	Data Source	Review Dates
Contractor shall conduct project analysis to identify recommended changes to the project design or deliverables, describing highlights,	Annual Report to BHCS	June 30, 2013

successes, challenges and rationale for changes.		
Contractor will monitor tracking of select indicators within the school environment: • Attendance Rates • Suspension/Expulsion Rates • Drop-Out Rates • School Climate	Annual Report to BHCS School Records California Office of Education California Healthy Kids Survey (CHKS)	June 30, 2013
Contractor shall track LEA MAA revenue generation and reinvestment back into the program	Annual Report to BHCS	June 30, 2013

V. Reporting and Evaluation Requirements

A. Reporting Requirements

Contractor shall collect and report service data daily using BHCS reporting tools, track select indicators within the school environment, and analyze whether changes need to be made to the project design or deliverables based on the data findings and tracking of LEA MAA revenues. County shall have access to all data and reports.

Contractor shall comply with medical records, BHCS claiming, and data management requirements, using provided or approved systems.

The methods by which Contractor shall be required to document achievement of program objectives may include, but are not limited to: input of client data into the BHCS Reporting Tools and Data Systems, submission of bio-statistical reports, narrative/data reports, financial reports including expenditures and revenues by program area and/or other special reports requested by Alameda County financial or program monitors.

Contractor shall meet with BHCS to review program deliverables including documentation of program services. Contractor must participate in the BHCS Quality Improvement and Compliance Programs along with adhering to all BHCS performance requirements.

Contractor shall comply with the reporting requirements of County, State, or Federal agencies as a condition of funding.

Contractor shall complete the Annual BHCS Assessment regarding Housing/Living Situation and Co-Occurring Conditions, which describes Contractor's progress in these and any other areas identified by BHCS, by July 10th of each year.

B. Evaluation Requirements

Contractor shall submit periodic and annual reviews of program delivery and fiscal reporting as required by County, State, and Federal funding sources.

BHCS reserves the right to amend contract based on analysis, review, and discussion with Contractor regarding current status of program deliverables and performance standards.

VI. Additional Requirements

A. Certification/Licensure N/A

B. Other Requirements N/A

VII. Entirety of Agreement

Contractor shall abide by all requirements contained in the Master Contract General Terms and Conditions, all Exhibits and all Attachments that are associated with and included in this contract.

Contractor agrees to the following supplemental terms and conditions attached to this Exhibit A:

- Exhibit A-1: Additional Terms and Conditions of Program and Performance.