alameda county behavioral health
MENTAL HEALTH & SUBSTANCE USE SERVICES

2000 Embarcadero Cove, Suite 400
Oakland, California 94606
510-567-8100 / TTY 510-533-5018
Carol F. Burton, MSW, Interim Director

Date March 13, 2019

San Leandro School District

Attention: JoAnne Clark, Director Prevention & Intervention Services

Dear Ms. Clark,

Subject: HANDLE (Holistic Approach to Neuro Development and Learning Efficiency) Training Agreement

Thank you for your interest in the HANDLE training program to be participated in by your teachers/educators. As you may know HANDLE is funded from the Mental Health Services Act – Innovation (MHSA-INN). The HANDLE training model will allow your teachers/educators/staff to refer their students (K-5) exhibiting emotional/behavioral symptoms, so that our HANDLE practitioners can proceed with the necessary intervention protocol to help the students as needed.

Alameda County Behavioral Health (ACBH) is happy to inform you that we are going to allocate up to $ 10,000 to reimburse you for expenses incurred while the teachers are attending the HANDLE training. The expenses will be limited only for the actual salaries and benefits of teachers substituting in place of the HANDLE trainee. Any costs exceeding the allocated amount will not be reimbursed; any unspent allocation will remain in ACBH discretion.

Attached is a brief letter agreement

HANDLE LETTER OF AGREEMENT

ALAMEDA COUNTY BHC AND SAN LEANDRO UNIFIED SCHOOL DISTRICT

HANDLE PROJECT DESCRIPTION

HANDLE [Holistic Approach to Neuro-Development and Learning Efficiency] is a Mental Health Services Act Innovation proposal that has been approved for implementation.

HANDLE integrates a neurodevelopmental approach into mental health services to achieve better outcomes through a practice based on brain research on neuroplasticity and the effect of stress responses on learning, mood and behavior. HANDLE intervention includes an initial assessment to determine inefficiencies in the communication between the body and the brain leading to functional difficulties. Based on the assessment a treatment plan is developed that specifies HANDLE interventions to address the neurodevelopmental weaknesses. HANDLE improves brain function, which reduces or eliminates the underlying neurodevelopmental problems contributing to emotional and behavioral symptoms.

The HANDLE Innovation project proposes will:

- Train school and BHCS staff in the HANDLE model
- Have school staff refer students (K-5) exhibiting emotional/behavioral symptoms
- Conduct eligibility screening, gain parent permission
- Assess students, including a neurodevelopment assessment, in order to develop an
- intervention plan
- Provide 4-6 months of services each day in school by trained HANDLE parent aides
- Monthly follow-up by trained screeners

SCHOOL DISTRICT TEACHER/ STAFF INVOLVEMENT

The San Leandro School District (SLSD) will nominate up to 10 teachers to be trained in the basic 2 day HANDLE model training by Alameda County BHC (BHC), and 4 school personnel to be trainined in the 14 day Intensive HANDLE training. The school district will provide substitute teachers to take over the teaching duties of those nominated teachers while attending the HANDLE training. The trainings will all be 8 hours per day. Each trained school staff will complete a minimum of five screenings each school year for the grant.

ALAMEDA COUNTY BHC REIMBURSEMENT TO THE SAN LEANDRO SCHOOL DISTRICT

- BHC will reimburse the SLSD the cost of substitute teachers covering the teaching duties of teachers attending the HANDLE training.
- The maximum days BHC will reimburse the SLSD per substitute coverage per teacher is 2 days for the basic traning and 14 days for the intensive training.
- The cost paid to the SLSD cannot exceed the cost per day paid to the substitute teachers.
- The SLSD will invoice ACBH after the teachers have attended the training
    - The SLSD will provide ACBH with the days of training and proof of payment to the substitute teachers.
    - Your invoice must be addressed to:

        Alameda County Behavioral Health
        Attention: Catherine Franck
        3730 Hopyard Road Suite 103
        Pleasanton, CA 94588

- ACBH will reimburse the SLSD within 30 days of receiving the correct and complete invoice for payment. SLSD must include the following information:
    - Name/s of participants that completed the HANDLE training
    - Date/s of training
    - Hours per day of the training
    - Amount of expenses incurred and total due
    - Remittance payment instructions
    - Signature of authorized staff certifying to the correctness of the information
- Expenses incurred by SLSD in excess of the allocated amount will not be reimbursed.

SLSD agrees that the teachers participating in the HANDLE training and the substitute teachers paid in lieu of the HANDLE participants are not ACBH employees.

The signature of the authorized officers of each participating organization below, represents the full commitment of their organization to participate actively in the collaboration and implement fully all elements in this agreement.

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Joanne Clark 4/2/2019

Lisa Carlisle, M.A., M.Ed
Alameda County BHC
Director: Child/Young Adult System of Care

Joanne Clark
San Leandro Unified School District
Director Prevention & Early Intervention