

**AMENDMENT #1 TO THE CONTRACT WITH FREED  
CENTER FOR INDEPENDENT LIVING (PESP4263)**

**THIS AMENDMENT** is executed this January 25, 2022 by and between FREED CENTER FOR INDEPENDENT LIVING, hereinafter referred to as “Contractor” and COUNTY OF NEVADA, hereinafter referred to as “County”. Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on July 11, 2021 per Purchase Order No. PESP4263; and

**WHEREAS**, the Contractor operates the “Friendly Visitor” Program as a component of the County’s MHSa Prevention and Early Intervention (PEI) Plan; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$48,622 to \$64,022 (an increase of \$15,400), revise Exhibit “A” Schedule of Services to incorporate program expansion and one-time purchases and amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of 1/1/22.
2. That Maximum Contract Price, shall be amended to the following:  
\$64,022
3. That the Schedule of Services, Exhibit “A” is amended to the revised Exhibit “A” attached hereto and incorporated herein.
4. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA:

CONTRACTOR:

By: \_\_\_\_\_  
Susan Hoek  
Chair of the Board of Supervisors

By: \_\_\_\_\_  
FREED Center for Independent Living  
435 Sutton Way  
Grass valley, CA 95945

ATTEST:

By: \_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board of Supervisors

**EXHIBIT “A”**  
**SCHEDULE OF SERVICES**  
**FREED Center for Independent Living**

This Agreement is entered into by and between the County of Nevada, Department of Behavioral Health, herein referred to as “County”, and the FREED Center for Independent Living (FREED), herein referred to as “Contractor”, for Friendly Visitor Program and Program to Encourage Active, Rewarding Lives (PEARLS) Services as a Prevention component of the County’s MHSA Prevention and Early Intervention (PEI) Plan under the Senior, Disabled and Isolated Outreach Program.

The Friendly Visitor Program is a program that has trained senior or adult volunteers to visit isolated individuals with disabilities and seniors. The Friendly Visitor Program is administered by FREED, an agency that supports independent living for individuals with disabilities and older adults. The Friendly Visitor Program will serve all areas of the county as well as all racial, ethnic and cultural populations. FREED will hire a part time Coordinator to manage the Friendly Visitor Program as well as a part-time Volunteer Coordinator. The Friendly Visitor Program will provide services to 70 individuals with disabilities and seniors. It is anticipated that a total of 2 consumers and 2 volunteers will be in the Truckee Region. These volunteers or “Friendly Visitors” will be assigned consumers and would contact those consumers on a regular basis. The volunteers will be trained in the process to do referral(s) and follow up. The Friendly Visitor Program will make referrals to a Senior Outreach Public Health Nurses when appropriate for follow-up services. Other organizations and programs available to the volunteers to provide a secured referral include: SPIRIT, NAMI, Behavioral Health, crisis services, primary care physicians, and other appropriate staff contracted or hired with PEI funds. 10 individuals will receive Program to Encourage Active, Rewarding Lives (PEARLS), a national evidence-based program for late-life depression.

Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent across the country. Though we have made many strides toward racial equity, policies, practices, and implicit bias have created and still create disparate results. Through partnerships with the community, Nevada County Behavioral Health strives to address these inequities and continue progress in moving forward.

Contractor is encouraged to have a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractor is expected to think holistically about creating services, program sites and an employee culture that is welcoming and inclusive. Contractor should track metrics on Diversity, Equity, and Inclusion outcomes within their service delivery. Additional efforts should be made to identify and highlight growth opportunities for equitable outcomes, access to services, and other opportunities. Contractor shall consult with County contract manager about proposed metrics to track.

Services should be designed to meet clients' diverse needs. Contractor will be expected to participate in the NCBH Cultural Competency program, participate in trainings and tailor outreach efforts and marketing materials to engage a diverse population of community members. Given that Spanish is a threshold language in Nevada County, a special emphasis should be placed on engaging Latinx communities and providing services in Spanish.

FREED will engage consumers through the following process:

**Outreach & Referral:** FREED will target outreach to older adults, adults with disabilities, family members, caregivers, and organizations that serve the target population. Referrals to the Friendly Visitor Program will come from Aging and Disability Resource Connection partner organizations including Connecting Point and the Social Outreach Coordinator at Sierra Nevada Memorial Hospital Foundation, other agencies, family members, caregivers, and others concerned about the isolation and mental health of the individual being referred.

FREED's Information & Assistance (I&A) Specialists will take referrals and requests from organizations, older adults, caregivers, and family members calling or coming into FREED and will assess individual needs and qualifications for the program. The I&A Specialist will connect the individual to the Friendly Visitor Coordinator and will provide information on all available services in the community to make appropriate referrals and warm hand-offs.

**Intake, Assessment & Screening:** The Friendly Visitor Coordinator will meet with the individual in their home to complete an intake process with the older adult, family member or other person designated by the consumer. The intake will include collection of basic demographic information and identification of stated needs and goals for increasing social participation, decreasing isolation, and improving mental health. All program participants will be given a depression screening utilizing the Geriatric Depression Scale or other depression screening tool identified.

The Friendly Visitor Coordinator will use motivational interview techniques and provide person centered counseling to identify goals and strategies, and to develop a person-centered plan for service provision. In this process, staff will also investigate other social determinates of health to assist with referral and warm hand-offs to a wide variety of available services and programs.

Individuals will be interviewed on specific Friendly Visitor program elements such as interests, preference for volunteer visits or phone calls, if they smoke, religious or political preferences, or other information that might assist with making a good match with a volunteer.

**Friendly Visitor Home Visits:** Individuals will be provided a choice of receiving regularly scheduled phone calls through our Phone Reassurance Program or weekly home visits. Individuals who prefer a weekly home visit, will also be offered phone reassurance service until a trained Friendly Visitor volunteer home visitor can be identified and matched.

**Volunteer Matching:** Screened and trained volunteers are utilized to provide home visits. Once a volunteer is identified as a possible match, an introductory meeting is setup with the volunteer and consumer, weekly home visits are scheduled, and the Friendly Visitor Coordinator checks back to make sure that both the consumer and volunteer feel that it is a good fit.

**Program to Encourage Active, Rewarding Lives (PEARLS):** Individuals who are screened for moderate to severe depression will be offered the opportunity to participate in the PEARLS Program, an intervention for seniors with a depression or dysthymia diagnosis which aims to reduce symptoms of depression and suicidal ideation and improve quality of life. This program includes problem-solving treatment, social and physical activation, and pleasant activity scheduling through six to eight 50-minute sessions in the individual's home or other community setting.

The Volunteer Coordinator will recruit, scree, and train volunteers for FREED's volunteer programs including the Friendly Visitor Program, Phone Reassurance, and Fix It Programs. Under the supervision of the Program Manager, the Volunteer Coordinator will carry out the duties required to assist with and/or coordinate FREED volunteer programs.

- Recruit volunteers to provide peer support and home visitation to consumers participating in the Friendly Visitor Program
- Conduct outreach activities for recruitment of volunteers to referral agencies, consumer groups, senior organizations, service groups and the media.
- Manage Friendly Visitor volunteer registry including conducting interviews, background and reference checks, orientation, and training of volunteers for placement on the registry.
- Provide information to community service providers, educators, volunteers and interested community members about the Friendly Visitor Program.
- Conduct volunteer appreciation activities to retain volunteers.
- Maintain accurate records of volunteers utilizing FREED's volunteer database, policies and procedures.
- Submit all required records and reports in an accurate, legible and timely manner.

All services may be provided virtually and/or over the telephone as needed.

**PEI Expansion:** Due to higher than anticipated MHSA revenues in FY 20/21, some additional one-time funds have been allocated to FREED's PEI program. Funding includes expansion of Friendly Visitor staffing hours, additional PEARLS training and PEARLS supervision, purchase of laptops/Chromebooks to loan to consumers to enable virtual participation in services, and Wellness Recovery Action Plan (WRAP) refresher training for Friendly Visitor Coordinator.

### **Outcomes:**

- Serve 70 individuals through the Friendly Visitor Program
- Serve 10 individuals through the PEARLS program
- Track the number of:
  - New referrals for Friendly Visitor services
  - Unduplicated individuals on a waitlist for services
  - Friendly Visitor volunteers
  - Volunteer trainings and topics and number of unduplicated volunteers trained
  - Individuals who show improved mental health utilizing the Geriatric Depression Scale
- Measure the reduction of prolonged suffering as referenced in Welfare and Institutions Code Section 5840, subdivision (d) that may result from untreated mental illness by measuring a reduction in risk factors, indicators, and/or increased protective factors that may lead to improved mental, emotional, and relational functioning.
  - 75% of consumers will demonstrate improvement in depression symptoms as measured by the pre/post Geriatric Depression Scale screening
  - 75% of PEARLS consumers will demonstrate improvement in depression symptoms as measured by the PHQ-9.
  - The consumer satisfaction survey will be given annually. At least 75% of consumers will report:
    - Improvement in quality of life
    - Enhanced mental health
  - At least 75% of volunteers will express comfort in talking about depression, suicide and anxiety with the people they visit, as measured via a volunteer comfort assessment given annually.

### **Count & Demographics:**

- PEI Demographic Information (9 CCR § 3560.010); template to be provided by County.

### **Referrals:**

- Number of individuals referred to county mental health programs, and the kind of treatment to which the individual was referred.
  - For referrals to county mental health, the average duration of untreated mental illness.
- Number of individuals referred to non-county mental health treatment and the kind of treatment to which the individual was referred.
- Number of individuals referred to other key services and the kind of services to which the individual was referred.
- Number of individuals who followed through on referral and engaged in treatment.
- Average interval between referral and participation in treatment (at least one participation).

The partners on this project would be the Aging and Disability Resource Connection of Nevada County, Adult Protective Services, Public Health and a group of trained volunteers.

**Reporting:**

- Contractor shall provide summary PEI outcomes, demographics and referral data two times per year by February 1<sup>st</sup> and August 1<sup>st</sup> via secure upload.
- An Annual Progress Report is due within 31 days of the end of the fiscal year (fiscal year ends 6/30; report due 8/1).
- A Three-Year Program and Evaluation Report is due every three years to the county. For example, a Three-Year Evaluation Report due August 1, 2018 for fiscal years 2015-2016, 2016-2017 and 2017-2018 combined. The Three-Year Program Report is due no later than August 1st every three years thereafter (due 8/1/21, 8/1/24, 8/1/27...) and should report on the evaluations for the three fiscal years prior to the due date for those services rendered by the Contractor.
- Any MHSA Progress or Evaluation report that is required, and/or may be requested by the County; including any backup data to verify reported information. The Contractor shall cooperate with the County for the compilation of any data or information for services rendered under this contract as may be necessary for the County to conform to MHSA PEI regulations pertaining to data reporting.

**EXHIBIT “B”  
SCHEDULE OF CHARGES AND PAYMENTS  
FREED Center for Independent Living**

County shall pay to Contractor a maximum not to exceed \$64,022 for the entire contract term for satisfactory performance of services in accordance with Exhibit “A”. The maximum obligation of this Contract is contingent and dependent upon final approval of State budget and County receipt of anticipated funding to support program expenses.

The annual project maximum is based on the following project budget:

<b>FREED Friendly Visitor Budget</b>	<b>FY 21/22</b>
<b>Personnel (Salaries, Benefits &amp; Taxes)</b>	
Friendly Visitor Coordinator	33,917
Volunteer Coordinator	10,185
<b>Total Personnel</b>	<b>44,102</b>
<b>Program Costs</b>	
PEARLS Training	3,300
PEARLS Supervision	1,200
Chromebooks/Laptops	4,500
WRAP Training	2,500
Outreach	1,000
Volunteer Expenses	3,000
<b>Total Program Cost</b>	<b>15,500</b>
<b>Administrative &amp; Indirect Cost (rent, utilities, general insurance, audit, maintenance, indirect labor)</b>	<b>4,420</b>
<b>TOTAL COST - All COST CATAGORIES:</b>	<b>\$64,022</b>

**BILLING AND PAYMENT:**

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director and or his/her designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

As compensation for services rendered to County, Contractor shall be reimbursed for actual salary/ benefits and costs incurred in carrying out the terms of the contract. Contractor shall bill County each month, and each invoice shall state the amount of personnel hours/benefits and expenses being billed. Contractor agrees to be responsible for the validity of all invoices.

County shall review the billing and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of either removing the questioned cost or delaying the entire claim pending resolution of the cost(s). Payments of approved billing shall be made within thirty (30) days of receipt of a complete, correct, and approved billing.

To expedite payment, Contractor shall reference the Resolution Number assigned to their Contract on their invoice.

Contractor shall submit invoices for services to:

HHSA Administration  
Attn: BH Fiscal Staff  
950 Maidu Avenue  
Nevada City, CA 95959