



RESOLUTION NO. 16-527

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL PERSONAL SERVICES CONTRACT WITH HELPING HANDS NURTURING CENTER, LLC (RESOLUTION 16-266)

WHEREAS, per Resolution 16-266, the Board of Supervisors approved the renewal Contract with Helping Hands Nurturing Center, LLC for the contract term of July 1, 2016 through June 30, 2018 for the provision of services related to the Nurturing Parenting Program (NPP) and supervised visitation services for Child Protective Services (CPS) families.

WHEREAS, the parties desire to amend their Agreement to 1) amend Exhibit "A" Schedule of Services to omit community referrals and include Plan Development and Reasonable Services and 2) amend Exhibit "B" Schedule of Charges and Payments to reflect a change in the rate schedule.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that Amendment No. 1 to the Personal Services Contract by and between the County and Helping Hands Nurturing Center, LLC, pertaining to amending Exhibit "A" to omit community referrals and include Plan Development and Reasonable Services and amending Exhibit "B" to reflect a change in the rate schedule for the provision of Nurturing Parenting Program (NPP) services as referred to by Child Protective Services for the term of July 1, 2016 through June 30, 2018 in the maximum amount of \$255,000, not to exceed \$127,500 for each fiscal year, be and hereby is approved and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada.

Funds in the amount of \$127,500 to be encumbered for Fiscal Year 2016/17 and to be disbursed from account: 1589-50104-494-3101/521525.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 8th day of November, 2016, by the following vote of said Board:

Ayes: Supervisors Nathan H. Beason, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By:  _____

 _____
Dan Miller, Chair

11/8/2016 cc: DSS*
AC*
HHNC

**AMENDMENT #1 TO THE RENEWAL CONTRACT WITH
HELPING HANDS NURTURING CENTER, LLC. (RESO 16-266)**

THIS AMENDMENT is dated this 22nd day of September, 2016 by and between HELPING HANDS NURTURING CENTER, 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 Personal Services Contract, as approved on June 21, 2016, per Resolution No. 16-266.

WHEREAS, the parties desire to amend their agreement to: 1) amend Exhibit "A" Schedule of Services to omit community referrals and include Plan Development and Reasonable Services provided by the Contractor; and 2) revise Exhibit "B" Schedule of Charges and Payments to reflect a change in the rate schedule.


NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of September 1, 2016.
2. That Exhibit "A", "Schedule of Services", shall be revised to the amended Exhibit "A" as attached hereto and incorporated herein.
3. That Exhibit "B", "Schedule of Charges and Payments", shall be revised to the amended Exhibit "B" as attached hereto and incorporated herein.
4. That in all other respects the prior Agreement of the parties shall remain in full force and effect.

COUNTY OF NEVADA:

By: 
Honorable Dan Miller
Chair of the Board of Supervisors

CONTRACTOR:

By: 
Shona Torgrimson, CEO
Helping Hands Nurturing Center
412 East Main Street, Suite B
Grass Valley, California 95945

ATTEST:

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

EXHIBIT "A"
SCHEDULE OF SERVICES
HELPING HANDS NURTURING CENTER

Helping Hands Nurturing Center, hereinafter referred to as "Contractor", shall provide Nurturing Parenting Program (NPP) and supervised visitation services for Child Protective Services (CPS) families, some of whom will also be receiving CalWORKs benefits.

PROGRAM OVERVIEW

Child Protective Services investigates reports of child abuse, screens and assesses families, provides case management and other services to help families stay together. The goal is to help parents and children reunify by providing a mentor, a sense of hope, and information about the system, expectations and requirements.

Child Welfare Systems are required to provide Preventative and Early Intervention strategies that not only provide for the safety and permanency for children but also services that target the family's well-being. Child Protective Services is responsible for meeting the requirements for accountability for outcomes to ensure that the critical needs of children and families in the child welfare system are met.

California Counties, including Nevada County, have an overlap of children and families involved with Child Protective Services, whose primary mission is to keep children safe from maltreatment, and CalWORKs, which is responsible for providing income assistance and employment preparation services to help parents achieve financial self-sufficiency. Furthermore, research has shown that parental stress, including stress from economic factors, can result in child welfare involvement (Paxson & Waldfogel, 1999; Shook, 1999; Courtney, Piliavin, & Power, 2001) and that increased poverty rates correspond to a rise in child maltreatment rates (Paxson & Waldfogel, 2001).

Parents who are faced with economic hardships and the potential or actual removal of their children from their care must then navigate two separate, complex systems. Each of these systems has its own timelines, requirements, and goals.

Child Protective Services and CalWORKs share a common goal of decreasing child maltreatment and improve outcomes for children and families by providing necessary services and supports through increased collaboration. CalWORKs funding will be used to support CalWORKs families receiving Nurturing Parenting Program services as referred to by Child Protective Services.

SCOPE OF SERVICES

Contractor shall provide Nurturing Parenting Program (NPP) services utilizing The Nurturing Parenting Program (NPP) curriculum that coordinate health and social services for at-risk families referred by Child Protective Services, Contractor shall provide

supervised supervision/parenting sessions, and/or group services; utilizing the NPP best practices; use strength based and multi-disciplinary approaches; and focus on family stability and self-sufficiency.

Upon receiving CPS referrals, Contractor shall assess the family's strengths and needs and provide needed services. The assessment will be accomplished utilizing the Adult & Adolescent Parenting Inventory (AAPI-2) pre-process/post survey.

Contractor shall provide NPP groups staggered throughout the year to help at-risk families build self-sufficiency and connect to their own natural supports. Contractor shall help strengthen natural supports for the families and connect children and parents to resources that remain as concrete supports after services are ended. This will help families build a family safety network. Each group will:

- run for 16 weeks, meeting two and a half hours weekly
- have 5 individual parent sessions occurring in the family's home
- have a concurrently scheduled group session for children to attend

Contractor shall provide individual parenting sessions weekly. Families will receive individualized parent sessions between the group sessions to ensure skills learned in the group sessions are being implemented in the home. Individual sessions will consist of 16 lessons, 26 lessons or 55 lessons. The number of sessions scheduled will be determined by the results of the AAPI-2 and by CPS/Courts. Depending on the needs of the family, these sessions can be conducted at the Contractor's facility, in the community or in the client's home.

Contractor shall provide any needed program reports to the County in a complete and timely manner, and shall provide brief written narrative reports outlining progress on outcomes and including pre, process and post results on the AAPI assessments. The Contractor shall provide professional quality documentation that clearly addresses the risk and safety factors that brought the family to the attention of CPS and addressing how the NPP services are or are not mitigating those concerns. Contractor shall provide a bi-annual report due January 20th and an annual report due July 20th. Reports shall include unduplicated counts of children, parents, or families receiving services, with the annual report providing unduplicated counts for the entire fiscal year. The Office of Child Abuse Prevention (OCAP) report templates are attached and incorporated herein as Attachment A.

Plan Development:

Contractor shall provide Plan Development for each NPP case which is defined as process to staff and understand a client's or family's needs to ensure the client is meeting the goals of the referral and/or the court order and assess the requirements of NPP's program. Plan Development is for the purposes of furthering progress or coordinating case management by writing reports, by evaluating and addressing barriers and challenges for staff and clients, and to implement what is involved with next steps as the parent educator or for the client. Another component is reviewing the goals and progress along with any requests

from social workers and discussing and planning how to implement the next skills or tasks. Plan Development shall be provided for one to two hours per client per month for goal development and shall be documented in the case file describing what specific goal was worked on.

Reasonable Services:

Contractor shall provide Reasonable Services to engage clients in services that are court-ordered to parenting services. Contractor shall make two attempts to contact a client to arrange services. If the client is not engaging after two attempts, Contractor shall notify the case carrying social worker and the program manager.

Court Ordered Monitored Visits:

Court-ordered monitored visits shall be provided by Certified Monitors for children from birth through 5 up to the age of 18. This supervised visitation shall occur in a neutral setting that is conducive to quality visits by non-custodial parents who otherwise would not see their children at all, or who may not have been able to be with their children for many months. Safe exchanges between separated parents will be accomplished and children will benefit by being able to visit with their non-custodial parents.

Supervised visitation means the Certified Monitor must be able to overhear conversations and observe the interactions and activities, at all times.

County CPS agrees to:

1. Send written authorization that stipulates services to be provided and estimated period of time services are needed.
2. Provide Contractor with knowledge of the background and needs of the child necessary for effective care.
3. Work with Contractor toward development of a visitation plan.
4. Assist in the maintenance of the child's constructive relationships with parents and other family members, and involve parents in future planning for the child.
5. Have an assigned CPS Case Worker to each child in visitation, who shall act on behalf of the parents when appropriate.
6. Inform Contractor if child or parents have any tendencies toward dangerous behavior.
7. Provide assistance with emergencies:
Telephone number for after-hours or weekend is: (530) 273-4291
Toll Free number is: (888) 456-9380

Contractor agrees to:

1. Provide supervised visitation for families authorized by CPS to receive said service.

2. Provide the child and parents with a nurturing environment for their visitation needs.
3. Develop an understanding of the responsibilities and requirements of the County in regard to the care of the child and work with the County in planning for the child.
4. Document the occurrence(s) of the visit and provide notes of each visit to County. Visitation notes will be detailed and professionally written as they may also be provided to the Court. Submit copies of any other pertinent information to the County.
5. Ensure there are no negative comments or interactions during the course of the visit. This may include, but is not limited to, arguments, threats, profanity, gestures, or any other action that may be perceived as physically or emotionally abusive, or threatening to the child or Contractor staff. No corporal punishment is permitted. Ensure constructive alternative methods of discipline are used at all times.
6. Notify the County of any significant changes in the child's health or behavior.
7. Give County prior notice of at least 7 days of intent to discharge the child from monitored visitation unless it is agreed upon by the County that less notice is necessary.
8. Provide state and federal agencies access to documentation when documentation is maintained at Contractor's site.
9. Maintain a neutral role and will not discuss the merits of any case, agree with, or support one party over another.

Additional Contractor Responsibilities:

- Contractor shall, at all times, maintain communication and coordination with the CPS Program Manager (hereinafter referred to as "Program Manager") and/or his/her designee and meet with the Program Manager and/or his/her designee as needed.
- Contractor shall cooperate with the County for the purposes of providing statistical information regarding client-based data collection and outcomes relating to services rendered under this Agreement.
- Contractor shall provide certification that civil rights/non-discrimination training was provided to all staff within 90 days of contract initiation. Attending collaborative Civil Rights training with the County will be encouraged.
- Assurance of Compliance with Confidentiality - Contractor shall comply with all applicable state and federal statutes pertaining to confidentiality as related to services provided under this agreement.

All monitoring services provided by Sub-Contractor (NPP Co-facilitator/Certified Visitation Monitor) shall be performed at the business location of Contractor and vehicle use is expressly prohibited by the Sub-Contractor for business purposes under this Contract.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
HELPING HANDS NURTURING CENTER

Payment under the terms of this Agreement shall not exceed the maximum amount of \$255,000 with the contract maximum for F/Y 2016/17 not to exceed \$127,500; and the contract maximum for F/Y 2017/18 not to exceed \$127,500 for satisfactory performance of services as outlined in Exhibit "A".

Rate Schedule:

Assessment Rate shall be Seventy-Five Dollars (\$75.00) per 60 minute session.

Plan Development shall be Fifty Dollars (\$50.00) per service plan hour.

Individual Session shall be Sixty Dollars (\$60.00) per 60 minute session.

Group Session shall be Fifty Dollars (\$50.00) per 60 minute session.

Supervised visit shall be Fifty Dollars (\$50.00) per 60 minutes session.

Reasonable Services shall be Fifty Dollars (\$50.00) per 60 minute session.

BILLING AND PAYMENT:

Contractor shall submit an invoice to County by the 20th of each month following the month services were rendered. Each invoice shall include:

- Dates/Month/hours of services rendered
- Cost of services rendered – identifying total direct costs
- Billing period covered
- Contract Number assigned to the approved contract
- Supporting documentation will include names of participant(s) receiving services and those participants being billed to CalWORKs funding.

Invoices are to be submitted to:

Nevada County Department of Social Services
Attention: Fiscal Unit
Post Office Box 1210
Nevada City, California 95959

County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should

there be a discrepancy on the invoice; said invoice will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department.

BILLING AND PAYMENT EXCEPTION

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the tenth of July.