

**INTERAGENCY MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES
AND THE TEHAMA COUNTY HEALTH SERVICES AGENCY**

This Interagency Memorandum of Understanding is entered into between the County of Tehama Department of Social Services, hereafter referred to as “DSS” and the County of Tehama Health Services Agency, hereafter referred to as “HSA”, for the purpose of providing nursing services to the DSS Child Welfare Branch.

1. RESPONSIBILITIES OF HSA

During the term of this agreement, HSA shall perform services listed in the Scope of Work, Exhibit B, attached hereto and made part of this agreement, as well as the following:

- A. Perform professional nursing services described in Exhibit B.
- B. Employ and train .70 (70%) Full Time Equivalent (FTE) for positions at the Registered Nurse or Public Health nurse level and .30 (30%) Full Time Equivalent (FTE) positions at the Registered Nurse or Public Health nurse level to perform the services outlined in this agreement.
- C. Provide necessary nurse supervision.
- D. Maintain sufficient records to document time spent by personnel assigned to provide services pursuant to this agreement for the purpose of a payment and financial audit per the guidelines of the Child Welfare Services (CWS) program.
- E. HSA shall be responsible for and shall verify that all such certified/licensed personnel maintain their certifications or licenses throughout the provision of services under this agreement.
- F. Maintain confidentiality of information and records pertaining to individuals pursuant to Welfare and Institutions code, Section 10859, and DSS Manual of Policies and Procedures, Division 19 regulations.
- G. HSA shall ensure that all contracts between HSA and DSS shall be carried out with equal priority. HSA shall ensure that the award of this contract will not affect HSA’s

ability to perform the duties specified in the other contracts with DSS.

- H. HSA shall notify DSS in writing, prior to the development of any promotional, audio/visual aids, and printed materials pursuant to this contract. DSS shall have final approval of any of these materials. DSS shall be acknowledged as the funding agent, in writing on any of these materials.
- I. All equipment purchased under this agreement with costs exceeding \$100 shall be considered the property of DSS. HSA shall exercise the same degree of control and responsibility over equipment out stationed to it by DSS. Equipment purchased with funds provided by this agreement shall become the property of DSS upon the termination of the agreement.
- J. Participate in the ongoing monitoring of this agreement by County (Exhibit E) which includes at least one on-site visit.

2. RESPONSIBILITIES OF DSS

DSS shall compensate HSA for said services pursuant to Section 3 and 4 of this agreement and shall provide general and specific guidance to HSA detailing work assignment as detailed in Exhibit B. DSS shall provide staff as contact persons who are knowledgeable in Child Welfare. DSS shall provide an office site and equipment. DSS will meet with HSA quarterly to discuss the progress of this agreement utilizing the Tehama County Quarterly Contract Monitoring Tool (Exhibit E) and to make any necessary adjustments in order to meet the desired outcomes. DSS shall provide reimbursement for nursing services, support, and overhead costs provided by HSA pursuant to this agreement.

3. COMPENSATION

For work satisfactorily performed in accordance with the terms of this Agreement, as determined by DSS, HSA shall invoice DSS at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit C. Compensation shall be paid at a maximum of \$178,637.31 for the period of July 1, 2023 to June 30, 2024; \$190,784.22 for the period of July 1, 2024 to June 30, 2025; and \$203,781.44 for the period of July 1, 2025 to June 30, 2026. The Maximum Compensation payable under Agreement shall not exceed \$573,202.97. HSA may, with DSS approval, reallocate funds among each of the major cost categories listed in

Exhibit C, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above.

HSA shall not be paid for expenditures beyond the Maximum Compensation amount set forth above, and HSA agrees that DSS has no obligation, whatsoever, to pay for any expenditures by HSA that exceed the Maximum Compensation amount set forth above. HSA shall have no claim against DSS for payment of any money or reimbursement, of any kind whatsoever, for any service provided by HSA after the expiration or other termination of this Contract. Should HSA receive any such payment it shall immediately notify DSS and shall immediately repay all such funds to DSS. Payment by DSS for services rendered after expiration/termination of this Contract shall not constitute a waiver of DSS's right to recover such payment from HSA. This provision shall survive the expiration or other termination of this Contract. HSA shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein.

4. BILLING AND PAYMENT

Within 30 days of each quarter's end, HSA shall submit to DSS an itemized invoice (Exhibit D) for actual services rendered during the preceding billing period DSS shall make payment of all undisputed amounts within 30 days of receipt of HSA's invoice. DSS shall be obligated to pay only for services properly invoiced in accordance with this section.

Delinquent or incomplete monitoring reports will cause a delay in receiving payment from DSS.

5. TIMELY SUBMISSION

Notwithstanding section #4, each fiscal year HSA shall invoice for payment by June 20, and by August 31 for the 4th quarter invoice. DSS will not honor any delinquent invoice. HSA will be deemed to have forfeited its right to payment and shall have no claim against DSS for payment, of any kind whatsoever, for any delinquent invoice.

6. TERM OF AGREEMENT

This agreement shall commence on July 1, 2023, and shall terminate June 30, 2026, unless terminated in accordance with section 7 below.

7. TERMINATION OF AGREEMENT

If HSA fails to perform his/her duties to the satisfaction of DSS, or if HSA fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if HSA violates any of the terms or provisions of this agreement, then DSS shall have the right to terminate this agreement effective immediately upon DSS giving written notice thereof to HSA. Either party may terminate this agreement on 30 days' written notice. DSS shall pay HSA for all work satisfactorily completed as of the date of notice. DSS may terminate this agreement immediately upon oral notice should funding cease or be materially decreased or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year. DSS's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors, or the Purchasing Agent, as indicated on the signatory page. Should this agreement be terminated, HSA shall provide DSS all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by HSA pursuant to this agreement.

8. ENTIRE AGREEMENT; MODIFICATION

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto. HSA shall be entitled to no other benefits other than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both parties. HSA specifically acknowledges that in entering into and executing this agreement, HSA relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. NONASSIGNMENT OF AGREEMENT

Inasmuch as this agreement is intended to secure the specialized services of Contractor, Contractor may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the County.

10. INSURANCE

DSS acknowledges that HSA participates in the County of Tehama's program of self-insurance established by the Tehama' County Board of Supervisors. DSS further acknowledges that HSA is required to contribute a portion of the funds necessary to operate this program.

11. NON-DISCRIMINATION

HSA shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

12. GREEN PROCUREMENT POLICY

Through Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

13. COMPLIANCE WITH LAWS AND REGULATIONS

All services to be performed by HSA under to this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the DSS immediately.

14. LAW AND VENUE

This agreement shall be deemed to be made in and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

15. AUTHORITY

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

16. NOTICES

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

NOTICES TO COUNTY:	NOTICES TO CONTRACTOR:
Director Tehama County Department of Social Services P. O. Box 1515 Red Bluff, CA 96080 Fax: 530-527-5410	Jayne Bottke, Executive Director Tehama County Health Services Agency PO Box 400 Red Bluff CA 96080 530-527-8491 ext. 3166
ANALYST RESPONSIBLE TO RECEIVE REPORTS:	PERSON RESPONSIBLE FOR REPORTING:
Kim Granados, Staff Services Analyst Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to ProgramAnalyst@tcdss.org & sdickerson@tcdss.org OR delivered in person to 310 S. Main Street. Phone: 530-528-4166	Jayne Bottke, Executive Director Tehama County Health Services Agency PO Box 400 Red Bluff CA 96080 530-527-8491 ext. 3166
INVOICES SUBMITTED TO COUNTY:	PERSON RESPONSIBLE FOR INVOICING:
Tehama County Department of Social Services P.O. Box 1515 Red Bluff, CA 96080 OR emailed to AccountsPayable@tcdss.org OR delivered in person to: 310 S. Main Street., Red Bluff, CA 96080 Fax: 530-527-5410	Guan Wooll Accountant Tehama County Health Services Agency P.O. Box 400 Red Bluff, CA 96080 Phone: 530-527-8491

Notice shall be deemed to be effective two days after mailing.

17. NON-EXCLUSIVE AGREEMENT

HSA understands that this is not an exclusive agreement, and that DSS shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by HSA, or to perform such services with DSS's own forces, as DSS desires.

18. STANDARDS OF THE PROFESSION

HSA agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which HSA has been properly licensed to practice.

19. LICENSING OR ACCREDITATION

Where applicable the Contractor shall maintain the appropriate license or accreditation through the life of this contract.

20. RESOLUTION OF AMBIGUITIES

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor the provision shall be construed against the party who drafted the Agreement or provision.

21. NO THIRD-PARTY BENEFICIARIES

Neither party intends that any person shall have a cause of action against either of them as a third-party beneficiary under this Agreement. The parties expressly acknowledge that is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct, or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

22. HAZARDOUS MATERIALS

HSA shall provide to DSS all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by HSA, or any of its Subcontractors, in connection with the services on DSS property. HSA shall provide DSS with copies of any such Safety Data Sheets prior to entry to

DSS property or with a document certifying that no Hazardous Materials will be brought onto DSS property by HSA, or any of its Subcontractors, during the performance of the services. DSS shall provide Safety Data Sheets for any Hazardous Materials that HSA may be exposed to while on County property.

23. HARASSMENT

HSA agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement.

24. COUNTERPARTS, ELECTRONIC SIGNATURES – BINDING

This agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each Party of this agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civil Code §§ 1633.1 to 1633.17), for executing this agreement. The Parties further agree that the electronic signatures of the Parties included in this agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among Parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the Parties. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code. Facsimile signatures or signatures transmitted via pdf document shall be treated as originals for all purposes.

25. EXHIBITS

HSA shall comply with all provisions of Exhibits A through E, attached hereto, and incorporated by reference. In the event of a conflict of interest between the provisions of the main body of this agreement and any attached Exhibit(s), the main body of the agreement shall take precedence.

26. DOCUMENTS AND RETENTION

HSA and DSS agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, HSA shall make available these records to the County, State, or Federal government representatives as permitted by law.

HSA shall provide DSS all finished and unfinished reports, data, studies, photographs, charts and other documents prepared by HSA pursuant to this agreement, should this agreement be terminated.

HSA shall develop and maintain records concerning the services provided pursuant to this agreement. HSA shall also provide all information necessary for quarterly reports or other reports required by County, State, or the Federal government. HSA shall fully cooperate with the DSS in providing any information needed by any governmental entity concerning this agreement.

27. SEXUAL HARRASSMENT

HSA shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. HSA shall provide services in accordance with Exhibit A, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

28. AVAILABILITY OF FUNDS

All funding under this agreement is subject to the availability of Federal, State and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the DSS or the HSA, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

29. CONFLICT OF INTEREST

HSA and HSA's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

30. CONFIDENTIALITY

The intent of this agreement is for HSA to provide nursing services to the DSS Child Welfare

Branch. However, should specific information regarding the DSS's clients become known to HSA, the following confidentiality rules shall apply:

- 1) HSA shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:
 - a. All applications and records concerning any individual made or kept by HSA shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
 - b. No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
 - c. No person shall publish, disclose, use, permit, or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- 2) HSA shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
- 3) During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.
- 4) Notwithstanding any other provision of this Agreement, the HSA agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The HSA understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code; and section 5328 of the Welfare and Institutions Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

31. MONITORING, VIOLATIONS, BREACHES OF AGREEMENT

DSS may monitor HSA's performance to assure compliance with the terms, conditions, and specifications of this agreement.

HSA shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to DSS at any time. This shall include informing recipients of their right to a State hearing.

The DSS may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the HSA or any person employed by HSA, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

32. MISCELLANEOUS PROVISIONS

HSA will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, HSA is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60). If the amount of this agreement is in excess of \$100,000.00, HSA is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

33. DUPLICATIONS OF SERVICES AND REFERRALS

HSA, HSAs' employees and partners, and any Sub-contractors agree to refer clients to other existing services as appropriate. New and Existing services shall be coordinated to prevent duplication of services.

IN WITNESS WHEREOF, DSS and HSA have executed this agreement on the day and year set forth below. Agreement not valid without signatures of authorized representatives from all parties.

TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES

Date: 3/20/24



Teresa Curiel, Social Services Interim Director

TEHAMA COUNTY HEALTH SERVICES AGENCY

Date: 3-18-24



Jayme S. Bottke, Executive Director

5013-532300

Budget Account Number

EXHIBIT A

NONDISCRIMINATION CLAUSE

The HSA agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the HSA agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and /or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the HSA directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

EXHIBIT B

SCOPE OF WORK

Tehama County Health Services Agency Public Health Nurse (PHN) services for Child Welfare Services

PURPOSE

This contract is for the provision of nursing services to assist social workers in emergency response assessments, in Health and Education Passport (HEP) preparation, and in the access/coordination of health, dental, and developmental services. DSS will ensure child/youth's healthcare needs are addressed and properly documented.

TARGET OUTCOMES

- The Nurse will identify health care providers and services in the community.
- CPS Social Workers will work with the substitute care provider (SCP) and the Nurse to identify an appropriate health care provider and or services for the child/youth.

POPULATION TO BE SERVED

Children with open CPS Cases.

CONTRACTOR AGREES TO

Supervision:

- The Nurse will be directly supervised by the Supervising PHN (SPHN) with on-sight consultation from the CPS Program Manager/Supervisor.

Accessing Resources:

- The Nurse will serve as a resource to facilitate (e.g., assist in scheduling appointments, arranging transportation, etc.) referrals to early intervention providers, specialty providers, dentists, mental health providers, California Children's Services, and other community programs.
- The Nurse will assist SCP's in the child/youth's county of residence to identify and access resources to address the health care needs of children /youth placed out of county.
- The Nurse will enter the Mental Health Clinical Assessment into the CWS/CMS Screenings tab for all children with open CPS cases.

Health Care Planning:

- The Nurse will assist CPS Social Workers in assessing children/youth referred to CPS for health related concerns/needs.
- The Nurse will assist CPS in assessing all children/youth ages 0-6 months in CPS cases for developmental concerns/needs which may include administering a developmental screening, entering the assessment into the child/youth's CWS/CMS record, and facilitating referrals to early intervention services if warranted. The Nurse may also assist with tracking/entering and follow-up/referral to early intervention services for developmental assessments completed by other entities.
- The Nurse will assist the SCP in obtaining timely comprehensive health assessments such as Child Health and Disability Prevention (CHDP) exams and dental exams.
- The Nurse will expedite timely referrals for medical, dental, developmental, and mental health services with CPS Social Workers.
- The Nurse will assist CPS Social Workers in making referrals to services necessary to educate and/or

- support the SCP in providing for special health care needs.
- The Nurse will develop a HEP for children/youth expected to remain in foster care. The Nurse will work with the SCP to ensure that the child/youth's HEP is updated.
- The Nurse will collaborate with CPS Social Workers, biological parents when possible and SCP to ensure that necessary medical/health care information is available to those persons responsible for providing health care for the child/youth, including a copy of the HEP to the SCP.
- The Nurse will collaborate with the CPS Social Workers and SCP utilizing the Health Provider Contact Form for follow-up on changes in the health care status of the child/youth, service needs, effectiveness of services provided, etc.
- The Nurse will review child/youth's health care plan as needed and at least every six months.
- The Nurse will obtain and provide court related health care documentation when necessary to support the request for court related health care services.
- The Nurse will participate in multi-disciplinary meetings for review of health-related issues, including but not limited to Child and Family Team (CFT) meetings when there is a child on psychotropic medications or there is another health concern.

Psychotropic Medication Monitoring and Oversight:

- In accordance with the Psychotropic Medication Application Procedures policy and procedure, the Nurse will collaborate with CPS social workers to ensure proper use, authorization, and documentation of psychotropic medications in order to monitor and oversee the child's use of psychotropic medications. This includes checking SafeMeasures at least quarterly to ensure children/youth on medications have such documented in CWS/CMS, collaborating with social worker to make sure proper court orders are in place for psychotropic medications, and working with social workers and caregivers to ensure medications are properly managed and that children/youth are not unnecessarily medicated.
- The Nurse will assist a non-minor dependent to make informed decisions about his or her health care.
- The nurse will receive and review the Psychotropic Medication Upcoming Work report on a monthly basis and respond back to the CPS Analyst as appropriate.
- The Nurse will receive and review (1) the quarterly psychotropic medication reconciliation report and (2) reports resulting from the Psychotropic Medication Data Sharing Agreement (between CDSS and CPS) and respond back to CPS Analyst as appropriate.

Head Lice:

- The Nurse will provide prescription for treatment if over-the-counter medications are not effective.
- If needed, Nurse will verify that there are no nits or lice after Social Services Aide has conducted lice check after treatment. Nurse will provide clearance letter for visit center if needed.

Training/Orientation by Nurse:

- The Nurse will educate CPS Social Workers, CPS Supervisors, and others about the healthcare needs of children/youth in foster care.

Training/Orientation for Nurse:

- Nurse will attend team meetings and complete orientation to social services.
- Nurse will attend training on the Child Welfare Services/Case Management System (CWS/CMS).
- Nurse will attend trainings related to Child Welfare Services.

Policy/Procedure:

- The Nurse will operate under current Policies and Procedures developed cooperatively with CPS for the Nurse program.

Transition from Foster Care:

- The Nurse will provide the CPS Social Workers with an updated HEP.

- The Nurse will assist with ensuring the Substitute Provider Transfer of Care Form is completed by the substitute provider and given to either the next substitute care provider or parent to ensure upcoming appointments are communicated and medication regimens are maintained. The Nurse will provide education to parents/guardians regarding the transition from foster care and the medical, dental, and mental health needs of the child and help facilitate continuity of care.

Quality Assurance:

- The Nurse will review case record documentation of health care services to support the HEP.
- The SPHN will periodically review Nurse records to assess quality of services provided. Findings will be shared with the CPS Program Manager/Supervisor.
- HSA will meet with CPS at least annually to review this SOW and amend as necessary.

COUNTY AGREES TO

Supervision:

- CPS Program Manager/Supervisor will provide input to the SPHN regarding any program/staff concerns.

Accessing Resources:

- The Nurse will be located in the Department of Social Services, CPS Division with accessibility to all team members.
- Social Services, CPS Division will provide housing for the Nurse with accessibility to all team members servicing the child/youth in foster care.
- CPS Social Workers will work with the Nurse to ensure that all children/youth in foster care are referred for health services appropriate to age and health status on a timely basis.
- CPS Social Workers will work with the Nurse to ensure that children/youth placed out of county have access to health services appropriate to age and health status.
- CPS Clerical will ensure dates are entered on the Katie A Eligibility Assessments and will enter them into the CWS/CMS Screenings Tab for all children.

Health Care Planning:

- CPS Social Workers will expedite timely Release of Information's to assist the Nurse in gathering health data.
- The CPS Social Service Aide assigned to the Nurturing Parenting program will conduct developmental assessments using the Ages and Stages Questionnaire (ASQ) the Ages and Stages Questionnaire Social- Emotional (ASQ-SE) may also be done for all children ages 6 months-3 (children ages 3-5 will be screened if they are not in school). Results will be discussed with the Nurse who will advise and potentially participate in subsequent screenings and/or referrals for service. The CPS Social Service Aide will complete the ASQ tracking tools and the Nurse will enter the information into the youth's CWS/CMS health/education record.
- The CPS Social Workers will assist the SCP in obtaining timely comprehensive health assessments such as Child Health and Disability Prevention (CHDP) exams and dental exams.
- The CPS Social Workers will collaborate with the Nurse to expedite timely referrals for medical, dental, developmental, and mental health services.
- The CPS Social Workers will collaborate with the Nurse in making referrals to services necessary to educate and/or support the SCP in providing for special health care needs.
- CPS Social Workers will collaborate with the Nurse to develop a health plan which identifies the health care needs and service priorities for children/youth expected to remain in foster care for 6 months or longer.
- CPS Social Workers will collaborate with the Nurse to complete and keep current the child/youth's HEP and provide a copy of the HEP to the SCP.
- CPS Social Workers will collaborate with the Nurse and SCP utilizing the Health Provider Contact Form for follow-up on changes in the health care status of the child/youth, service needs, effectiveness

of services provided, etc.

- CPS Social Workers will review the child/youth's health care plan at least every six months and before every court hearing. Relevant information will be incorporated into the court report.
- CPS Social Workers will assemble and provide healthcare documentation to the court when necessary to support the request for court related health care services.
- CPS will include the Nurse in multi- disciplinary meetings and CFT meetings for review of health-related issues and psychotropic medication monitoring.

Psychotropic Medication Monitoring and Oversight:

- In accordance with the Psychotropic Medication Application Procedures policy and procedure, CPS social workers will work with the Nurse to ensure proper use, authorization, and documentation of psychotropic medications. This includes working with the PHN to ensure medications are documented in CWS/CMS, proper court authorization is in place, and that caregivers are educated about and implementing proper medication management.
- CPS social workers will work with the Nurse to assist a non-minor dependent to make informed decisions about his or her health care.
- CPS Analyst will provide the Nurse with the Psychotropic Medication Upcoming Work report on a monthly basis for review.
- CPS Analyst will provide the Nurse with (1) a quarterly psychotropic medication reconciliation report for review and (2) reports resulting from the Psychotropic Medication Data Sharing Agreement (between CDSS and CPS).

Head Lice:

- CPS Social Services Aide will conduct initial lice checks. If treatment is needed, they will provide treatment available at DSS or consult with Nurse to provide prescription for a different treatment if necessary.
- The CPS Social Services Aide will conduct lice check following treatment, and if needed, will have Nurse verify that there are no nits and no live lice and provide clearance for visit center.

Training/Orientation by Nurse:

- CPS Supervisors and Social Workers will collaborate with the Nurse in educating others about the health care needs of children/youth in foster care.

Training/Orientation for Nurse:

- CPS will include the Nurse in team meetings and provide orientation to social services.
- CPS will arrange for the Nurse to have access to the Child Welfare Services/Case Management System (CWS/CMS) and provide training in its use.
- CPS will arrange for trainings related to Child Welfare Services.

Policy/Procedure:

- CPS will work collaboratively with the Nurse to develop and maintain the Policies and Procedures for the Nurse nursing component.

Transition from Foster Care:

- CPS Social Workers will collaborate with the Nurse to assure that children/youth leaving foster care supervision have an updated HEP.
- The CPS Social Worker will ensure the Substitute Provider Transfer of Care Form is completed by the substitute provider and given to either the next substitute care provider or parent to ensure upcoming appointments are communicated and medication regimens are maintained.

Quality Assurance:

- CPS Social Workers will provide records of documentation to support the HEP.
- The CPS Program Manager/Supervisor will collaborate with the SPHN regarding quality assurance activities.

- CPS will coordinate a meeting with the HSA at least annually to review this SOW and amend as necessary.

CONTRACT MONITORING

Contractor agrees to:

- Meet with the County quarterly to discuss the progress of this agreement and make any necessary adjustments in order to meet the desired outcomes.
- Participate in the ongoing monitoring of this agreement by County (Exhibit E) which includes at least one on-site visit.

County agrees to:

- Provide ongoing monitoring including at least one on-site visit over the term of this agreement.
 - Provide technical assistance as needed to Contractor.
 - Meet with Contractor quarterly to discuss the progress of this agreement utilizing the Quarterly Contract Monitoring Tool (Exhibit E) and to make any necessary adjustments in order to meet the desired outcomes.
-

EXHIBIT C

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).	Budget Start Date: July 1, 2023 Budget End Date: June 30, 2024
CONTRACTOR NAME AND ADDRESS Tehama County Health Services Agency-Public Health PO Box 400 Red Bluff, CA 96080	PURPOSE/TITLE OF CONTI CWS Nursing Services	PROGRAM CONTACT Name: Michelle Schmidt Telephone: 530-527-6824 Email: Michelle.Schmidt
		FISCAL CONTACT Name: Guan Woolf Telephone: 527-8491x3169 Email: guan.woolf@tchsa.net

BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.	TOTAL CONTRACT BUDGET
---	------------------------------

DIRECT SALARIES	Annual Salary	FTE (% of time)	
RN II/PHN I	\$ 89,556.00	70.00%	\$ 62,689.20
RN II/PHN I	\$ 83,358.40	30.00%	\$ 25,007.52
			\$ -
			\$ -
DIRECT BENEFITS/FRINGE			
RN II/PHN I	\$ 51,699.25	70.00%	\$ 36,189.48
RN II/PHN I	\$ 49,785.50	30.00%	\$ 14,935.65
			\$ -
			\$ -
DIRECT SALARIES & BENEFITS TOTAL			\$ 138,821.85
DIRECT COSTS	Quantity	Cost	
office supplies			\$ 5,110.00
			\$ -
			\$ -
			\$ -
			\$ -
DIRECT COSTS TOTAL			\$ 5,110.00
INDIRECT SALARIES	Annual Salary	FTE (% of time)	
			\$ -
			\$ -
			\$ -
INDIRECT BENEFITS/FRINGE			
			\$ -
			\$ -
			\$ -
INDIRECT SALARIES & BENEFITS TOTAL			\$ -
INDIRECT COSTS	Quantity	Cost	
Total Indirect at 25% of S&B			\$ 34,705.46
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
INDIRECT COSTS TOTAL			\$ 34,705.46
TOTAL BUDGET			\$ 178,637.31

Is contractor for-profit?		Yes, enter amount of profit:	\$	-
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EXHIBIT C

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).	Budget Start Date:	July 1, 2024
		Budget End Date:	June 30, 2025
CONTRACTOR NAME AND ADDRESS	PURPOSE/TITLE OF CONTI	CWS Nursing Services	
Tehama County Health Services Agency-Public Health PO Box 400 Red Bluff, CA 96080	PROGRAM CONTACT Name: Michelle Schmidt Telephone: 530-527-6824 Email: Michelle.Schmidt@tchsa.net	FISCAL CONTACT Name: Guan Woolf Telephone: 527-8491x3169 Email: guan.woolf@tchsa.net	

BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.	TOTAL CONTRACT BUDGET
DIRECT SALARIES	Annual Salary FTE (% of time)
RN I/PHN I	\$ 95,824.92 70.00% \$ 67,077.44
RN I/PHN I	\$ 89,193.49 30.00% \$ 26,758.05
	\$ -
	\$ -
DIRECT BENEFITS/FRINGE	
RN I/PHN I	\$ 55,318.20 70.00% \$ 38,722.74
RN I/PHN I	\$ 53,270.49 30.00% \$ 15,981.15
	\$ -
	\$ -
DIRECT SALARIES & BENEFITS TOTAL	\$ 148,539.38
DIRECT COSTS	Quantity Cost
office supplies	\$ 5,110.00
	\$ -
	\$ -
	\$ -
	\$ -
DIRECT COSTS TOTAL	\$ 5,110.00
INDIRECT SALARIES	Annual Salary FTE (% of time)
	\$ -
	\$ -
	\$ -
INDIRECT BENEFITS/FRINGE	
	\$ -
	\$ -
	\$ -
INDIRECT SALARIES & BENEFITS TOTAL	\$ -
INDIRECT COSTS	Quantity Cost
Total Indirect at 25% of S&B	\$ 37,134.84
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
INDIRECT COSTS TOTAL	\$ 37,134.84
TOTAL BUDGET	\$ 190,784.22
Is contractor for-profit?	Yes, enter amount of profit: \$ -

EXHIBIT C

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date:	July 1, 2025
			Budget End Date:	June 30, 2026
CONTRACTOR NAME AND ADDRESS		PURPOSE/TITLE OF CONTRACT		
Tehama County Health Services Agency-Public Health		CWS Nursing Services		
PO Box 400		PROGRAM CONTACT		FISCAL CONTACT
Red Bluff, CA 96080		Name: Michelle Schmidt		Name: Guan Wooll
		Telephone: 530-527-6824		Telephone: 527-8491x3169
		Email: Michelle.Schmidt@tchsa.net		Email: guan.wooll@tchsa.net
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.				TOTAL CONTRACT BUDGET
DIRECT SALARIES		Annual Salary	FTE (% of time)	
RN III/PHN I		\$ 102,532.70	70.00%	\$ 71,772.89
RN III/PHN I		\$ 95,437.03	30.00%	\$ 28,631.11
				\$ -
				\$ -
DIRECT BENEFITS/FRINGE				
RN III/PHN I		\$ 59,190.47	70.00%	\$ 41,433.33
RN III/PHN I		\$ 56,999.42	30.00%	\$ 17,099.83
				\$ -
				\$ -
DIRECT SALARIES & BENEFITS TOTAL				\$ 158,937.15
DIRECT COSTS		Quantity	Cost	
office supplies				\$ 5,110.00
				\$ -
				\$ -
				\$ -
				\$ -
DIRECT COSTS TOTAL				\$ 5,110.00
INDIRECT SALARIES		Annual Salary	FTE (% of time)	
				\$ -
				\$ -
				\$ -
INDIRECT BENEFITS/FRINGE				
				\$ -
				\$ -
				\$ -
INDIRECT SALARIES & BENEFITS TOTAL				\$ -
INDIRECT COSTS		Quantity	Cost	
Total Indirect at 25% of S&B				\$ 39,734.29
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
INDIRECT COSTS TOTAL				\$ 39,734.29
TOTAL BUDGET				\$ 203,781.44
Is contractor for-profit?			Yes, enter amount of profit:	\$ -

EXHIBIT D
SAMPLE INVOICE

INVOICE	Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).			
CONTRACTOR NAME AND ADDRESS 0 0 0	INVOICE #: CONTRACT #: 	FOR MONTH(S)/YEAR: PURPOSE/TITLE OF CONTRACT 0		
BUDGET LINE ITEM	A. CONTRACT BUDGET	B. CURRENT INVOICE COSTS	C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE	D. BALANCE REMAINING PAYABLE (A-C)
DIRECT SALARIES				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT BENEFITS/FRINGE				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT SALARIES & BENEFITS TOTAL				
	\$ -	\$ -	\$ -	\$ -
DIRECT COSTS				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT COSTS TOTAL				
	\$ -	\$ -	\$ -	\$ -
INDIRECT SALARIES				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT BENEFITS/FRINGE				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT SALARIES & BENEFITS TOTAL				
	\$ -	\$ -	\$ -	\$ -
INDIRECT COSTS				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT COSTS TOTAL				
	\$ -	\$ -	\$ -	\$ -
TOTAL INVOICE		\$ -		
TOTAL CONTRACT		\$ -	\$ -	\$ -

EXHIBIT E
CONTRACT MONITORING TOOL

Tehama County Quarterly Contract Monitoring Tool			
I. General Information:			
Contractor:			
Purpose:			
Amount of Contract:			
Reporting Period:		Date of Meeting:	Onsite Visit: <input type="checkbox"/>
II. Contracted Outcomes:			
III. Current Performance:			
IV. Goals Updates From Prior Meeting:			
V. Successes:		VI. Challenges:	
VII. Goals for Next Quarter:		VIII. Strategies for Improvement:	