

**SECOND ADDENDUM TO CONTRACT FOR SERVICES  
BY INDEPENDENT CONTRACTOR**

THIS SECOND ADDENDUM is to that Contract for Services entered into on November 14, 2023, by and between the County of Siskiyou ("County") and Happy Camp Community Action, Inc, ("Contractor") and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

WHEREAS, the Contract expired on June 30, 2025, and services continued to be required after that date; and

WHEREAS the parties desire to extend the term of the Contract; and

WHEREAS the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS the parties desire to increase the amount of compensation payable under the Contract; and

WHEREAS, the Scope of Service, Exhibit A, needs to be revised to reflect additional duties.

WHEREAS the Workers Compensation Insurance in Contract Section 5.04 shall be amended to establish a minimum limit of coverage.

WHEREAS the Liability minimum coverage has increased in the Contract in Section 5.05;

WHEREAS, the General Liability minimum coverage has increased in the Contract in Section 5.06;

WHEREAS, the Professional Liability minimum coverage has increased in the Contract in Section 5.10;

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the Contract through June 30, 2026.

Paragraph 3.01 of the Contract, Scope of Services, Exhibit "A", shall be deleted and replaced in its entirety with the new Exhibit "A", Scope of Services, attached hereto and hereby incorporated by reference.

Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional One Hundred Fifteen Thousand Dollars and Zero/100 Cents (\$115,000) to increase the compensation payable under the Contract to an amount not to exceed Three Hundred Forty-Five Thousand Dollars and Zero/100 Cents (\$345,000).

Paragraph 5.04 of the Contract, Worker's Compensation insurance, requires \$1,000,000.00 minimum coverage.

Paragraph 5.05 of the Contract, Liability Insurance shall be amended to increase the required limit for Liability Insurance from \$1,000,000.00 to \$2,000,000.00.

Paragraph 5.06 of the Contract, General Liability insurance, shall increase from \$1,000,000.00 to \$2,000,000.00.

Paragraph 5.10 of the Contract, Professional Liability insurance, shall increase from \$1,000,000.00 to \$2,000,000.00.

All other terms and conditions of the Contract shall remain in full force and effect.

# In Process

**(SIGNATURES ON FOLLOWING PAGE)**



## Exhibit "A"

### I. Scope of Services:

Target Populations within the Mental Health Services Act are County residents within all age groups with a primary focus on Children, Transition-Age Youth, Adults, and Older Adults at a significantly higher than average risk of developing a serious mental illness with a special focus on Unserved and Underserved populations.

In conjunction with the guidelines of the Mental Health Services Act Prevention and Early Intervention state standards, the Contractor will be responsible for the following:

#### A. Prevention:

Reduce risk factors for developing a potentially serious mental illness and build protective factors. The goal of this program is to bring about improved mental health, including the reduction of the applicable negative outcomes as a result of untreated mental illness for individuals and members of groups or populations whose risk of developing a serious mental illness is greater than average and, as applicable, their parents, caregivers, and other family members. Program services may include relapse prevention for individuals in recovery from a serious mental illness.

- i. Youth Group Activities that focus on reducing risk factors for developing a potentially serious mental illness and that builds protective factors.
- ii. Parenting Group Activities that focus on assisting parents in identifying risk factors toward mental illness and how to build protective factors within their children.
- iii. Support Group Activities that address trauma and loss with an emphasis on building resiliency.

#### B. Outreach:

Outreach is a process of engaging, encouraging, educating, and learning from potential responders about ways to recognize and respond effectively to early signs of potentially severe and disabling mental illness. Outreach may also include educating those with mental illness on how to recognize and respond to their own symptoms.

- i. Examples of activities include, but are not limited to: Workshop Activities that focus on engaging, encouraging, and/or educating the community on signs of mental illness.

Data to be tracked:

- i. Count of unduplicated attendees at each event
- ii. Workshop/Training Satisfaction Survey (Tool can be obtained within the Apricot System)
- iii. Demographics where possible
- ii. Any Curriculum not outlined in this contract will need to have a "Program Activity Form" (Attachment 1) completed and submitted to the BHS

Director or their designee and include all appropriate measurement tools and flyers, prior to implementation.

**C. Access & Linkage Services:**

"Access and Linkage to Treatment Program" means a set of related activities to connect children with severe mental illness, as defined in Welfare and Institutions Code Section 5600.3, and adults and seniors with severe mental illness, as defined in Welfare and Institutions Code Section 5600.3, as early in the onset of these conditions as practicable, to medically necessary care and treatment, including, but not limited to, care provided by county mental health programs. Staff will work with the target population, as described above, to complete MHSA Referral Form (Attachment 2). Services will be based on either self-identified needs, a screening tool, or referral to Beachon, a subcontractor of Partnership Health, for screening.

- i. Examples of activities include, but are not limited to: Programs with a primary focus on screening (e.g., ASQ-SE), assessment, referral, telephone help lines, and mobile response.

**D. Stigma & Discrimination Reduction:**

Provide activities to reduce negative feelings, attitudes, beliefs, perceptions, stereotypes, and/or discrimination related to being diagnosed with a mental illness, having a mental illness, or to increase acceptance, dignity, inclusion, and equity for individuals and their families.

- i. Examples of activities include, but are not limited to: Community events that address reducing stigma toward mental illness, social media campaigns, and printed material that addresses stigma reduction.

**II. Documentation:**

- A. All data will be entered into the preferred data collection system, Apricot.
- B. Data should be entered into Apricot monthly. Invoices will not be paid without verification of completed items.
- C. All hard copy documents outside of the Apricot system such as: sign in sheets, flyers, print screens from social media posts, pictures, handouts, fact sheets, shall be kept on file at each provider site for County auditing purposes.
- D. All supporting documentation shall be kept on file for five (5) years. Audits will take place annually, at the availability of the Behavioral Health MHSA coordinator.
- E. Files and documents related to MHSA clientele with protected health information, as defined by federal HIPAA guidelines, must be kept in secured locked locations and inaccessible to non-staff members of the Contractor.
- F. Any Curriculum not outlined in this contract will need to have a "Program Activity Form" (Attachment 1) completed and submitted to the BHS Clinical Director or

their designee and include all appropriate measurement tools and flyers, prior to implementation.

### **III. Invoicing:**

- A. Provide detailed charges on the supplied invoice (please see attachment 3).
- B. Invoices without accompanying data for the events being billed will be denied until appropriate documentation is provided.
- C. Programing changes between components must be pre-approved prior to submitting invoices. Contract not to exceed limits still apply.

### **IV. Trainings and meetings:**

- A. Contractor will send a representative to attend all PEI trainings hosted by Siskiyou County Behavioral Health. A calendar of meetings will be established and sent out to all approved providers after contracts are completed and signed.
- B. Community partnership planning meetings are a requirement of the Mental Health Services Act. Providers are required to host, advertise and draw in their community to offer feedback on MHSA programming throughout the year. The MHSA Coordinator and, when possible, the BHS Clinical Director will present at these meetings and inform on the program and solicit feedback.
- C. Contract providers are required to submit evidence of staff completion of required training to administer programing. Copies of certificates must be sent to the MHSA Coordinator digitally.

### **V. County will be responsible for the following:**

- A. Provide program monitoring, including assistance in developing activities and events outlined above.
- B. Provide training and guidance to support appropriate service referrals and delivery for Contractor programs above.
- C. Notify Contractor in a timely manner of any program / contractual issues or concerns.
- D. Work collaboratively to promote effective service delivery.
- E. Respond timely to referrals in accordance with state guidelines and policies and procedures.

### **IV. Compensation:**

Over the course of the contract term, BHS realizes a change to activity funding may be required to accommodate unanticipated client needs. In this event, a written request detailing the shift in funding must be submitted to and approved by the Director prior to any expenditures being incurred.

- A. County shall pay Contractor for services and the staffing to provide them, the total not to exceed amount of \$345,000.00, consisting of direct costs of \$400,000.00 and a 15% administrative fee not to exceed \$60,000.00. Costs are allocated as follows:
- i. County shall pay contractor for Prevention services rendered \$277,668.00.
  - ii. County shall pay contract for Outreach services rendered \$24,000.00.
  - iii. County shall pay contractor for Access & Linkage services rendered \$60,332.00.
  - iv. County shall pay contractor for Stigma & Discrimination activities rendered \$28,000.00.
- B. Payment cannot be made without data entered into the Apricot data collection system that supports services being billed, as such there will not be advance payment of any kind.
- C. Contractor shall enter all relevant data into Apricot regularly, but at least quarterly, in a format acceptable to the County (Attachment 3) with the final invoicing shall be received no later than July 15<sup>th</sup>, following fiscal year end of June 30, 2026. In the event Contractor restructuring results in closure of HCCA, the remainder of funds shall be subject to reversion back to the County within 30 days of closure.

In Process

## Attachment 1 Program Activity Form

*The following form is designed to help Siskiyou County Behavioral Health Services and our contractors clarify PEI program activities and outcomes. Use as much space as needed to complete this form.*

### Organization Information

**Name of Organization:** Click or tap here to enter text.

**Name and title of person completing this form:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

### Program Information

**PEI Program Name:** Click or tap here to enter text.

**Under what aspect of your contract is this activity/program covered:** Click or tap here to enter text.

**What is the target population? In what ways are they at risk of developing mental illness?** Click or tap here to enter text.

**Describe your program:**

1. *What activities will your program be performing?* Click or tap here to enter text.
2. *Who will be staffing this program?* Click or tap here to enter text.
3. *What will they be offering?* Click or tap here to enter text.
4. *Where will they be offering the program?* Click or tap here to enter text.
5. *Are you using an evidence-based practice, a promising practice? Are you using a curriculum or a program manual?* Click or tap here to enter text.

**What outcomes do you hope to achieve?**

*For prevention programs, outcomes should demonstrate an increase in protective factors or a decrease in risk factors associated with mental illness.*

*For early intervention programs, outcomes should demonstrate a reduction in symptoms or improved recovery, including mental, emotional or relational functioning.*

Click or tap here to enter text.

**What evidence do you have that the activities you propose will achieve the outcomes you wish to achieve?** Click or tap here to enter text.

**Is this an evidence-based program?** ☐ Yes ☐ No

**If “no”, are the types of activities you are offering supported by research? Please explain.** Click or tap here to enter text.

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**What tools will you use to measure outcomes? (ex. ACES, CANS, ASQ, etc) Please describe how you will use these tools.** [Click or tap here to enter text.](#)

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**How many activities will you be offering?**

*Please list the number of workshops, presentations, or groups offered annually.*

*Include the number of sessions expected per group or workshop. If you are planning to offer one-on-one support, please provide the expected number of one-on-one sessions.*

[Click or tap here to enter text.](#)

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**How many individuals do you expect to serve? Please list how many individuals you expect per workshop/group/presentation.** [Click or tap here to enter text.](#)

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**What constitutes completing the program? In other words, how many sessions does someone need to attend in order to finish or graduate from the program?** [Click or tap here to enter text.](#)

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**How do you monitor your program? For example, how do you track program fidelity? Participation rates? Outcomes? Etc.** [Click or tap here to enter text.](#)

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**In Process**

