

EXHIBIT A – Page 1 of 8
COMMUNITY BASED ORGANIZATION MASTER CONTRACT
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS
FOSTER CARE PROVIDERS AND CHILD WELFARE WORKER TRAININGS

Contractor: Chabot-Las Positas Community College District
Service Category: Title IV-E Training
Contract Period: July 1, 2008-June 30, 2009

Contracting: Children & Family Services
Alameda County SSA

Overview: There are two types of programs funded under this contract: the first includes training for Child Welfare Workers, Group Home staff, and Foster Care Providers; and the second covers the Parent Advocates Program. Both programs benefit children in foster or adoptive care in Alameda County by providing resources to those who care for them.

I. Child Welfare Worker Trainings

1. Contracted Services:

The trainings offered shall fulfill the requirements for Title IV-E federally funded training programs. Chabot-Las Positas Community College District (CLPCCD), hereafter referred to as “Contractor” shall collaborate with subcontracting agencies and Alameda County Social Service Agency (SSA) to coordinate training schedules, locations and subcontracting activities. Contractor submitted an application in response to Alameda County Social Service Agency’s request for proposals and was awarded a contract. Said contract and subsequent addendums shall serve as the primary basis and reference documents for the contracted services described within.

2. Audience:

Social Services Agency (SSA) staff training courses will address the training needs outlined by Alameda County child welfare supervisory staff. Children’s Hospital of Oakland’s (CHO) Center for the Vulnerable Child also offers trainings for families and staff working in foster and adoptive care. Training topics, scheduling, and delivery will be coordinated between SSA staff and Contractor. SSA staff and Contractor will work together to establish the audiences for the trainings, as well as selecting which trainings and which instructors can best address the needs identified by the department.

3. Contract Portion:

The development and implementation of this category of training shall be guided by the following conditions:

- A. The sum of \$142,949 of this contract will be set aside to deliver SSA staff trainings.
- B. Any portion of the SSA allocation that goes unused at the end of the year will be added to the funds available for hourly trainings reimbursement.
- C. The sum of \$184,371 will be set aside to deliver CHO trainings.
- D. Total child welfare worker trainings allocation is \$327,320.
- E. Any portion of the child welfare services staff allocation of this contract that is not utilized by the end of the year may be used for reimbursement for other trainings.

II. Group Home Provider, Foster Family Agency Staff and Foster Parent Trainings

1. Contracted Services:

The Contractor shall work closely with subcontractors (Seneca Center, Fred Finch Youth Center, Lincoln Child Center, St. Vincent’s School for Boys and A Better Way) to build on the accomplishments of the 2002-2008 programs in designing the 2008-09 training program. Trainings

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PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS
GROUP HOMES AND FOSTER CARE PROVIDER TRAININGS

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Service Category: Title IV-E Training
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Contracting: Children & Family Services
Alameda County SSA

and technical assistance will be offered to group home and foster family agency staff in a coordinated and (as needed) sequential manner, allowing trainees to build on and enhance their professional competencies, ranging from a foundational knowledge of direct care to sophisticated skills for intervening with children and families in crisis, to the design of innovative services that meet the needs of even the most challenging clients while providing the least restrictive and most family-like setting possible.

2. Audience:

Contractor, in collaboration with its subcontractors, shall design and convene a series of training courses that shall serve as a local training resource for Group Home staff and Foster Care providers serving Alameda County federally IV-E eligible children.

3. Purpose of Foster Care Provider Trainings:

- A. Trainings provide new information and refresher courses directly related to working with court dependents and their families, and to maintain the exemplary skill level required of staff working with these children. Trainings also provide necessary skills to maintain records and other administrative needs not directly connected to working with foster children, but important for the administration of those activities.
- B. The trainings will be offered via lecture, group discussions and interactive activities.

4. Scheduling:

- A. Courses start July 2008. Contractor will maintain schedules of trainings.
- B. Cancellations-Both Contractor and County retain the right to cancel any class that is offered under this Agreement no later than 7 days before the first meeting of the class. However, if there are less than six (6) registrants for a scheduled class, the class may be cancelled at Contractor's discretion for lack of interest.

5. Evaluation and Post-Testing Requirements:

- A. Following all trainings, participants will be requested to fill out a course evaluation to assist the program coordinators with assessing the effectiveness of the instructor, materials, and information offered in the training. Changes will be made to those courses shown to be not delivering a quality, engaging educational experience.
- B. Trainings that meet regulatory/licensing requirements shall require a post-test. 75% of the class shall pass the post-test with 75% score or better. If majority of class does not pass post-test, instructor and curriculum shall be reviewed and steps taken to assure success in subsequent trainings, and additional training shall be provided to students who did not pass the post-test to assure their comprehension of the material. County reserves the right to review and approve the content of post-test material for appropriate level of difficulty.

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6. Reporting Requirements:

- A. Invoices shall have supporting documentation for each training invoiced, including:
1. Breakdown of types of participants in training by month:
 - Number of child welfare services staff
 - Number of subcontractors' staff
 - Number of other agencies' staff
 - Number of foster family agency-related attendees
 - Participant sign-in sheet
 2. Outline//summary of training (if not previously submitted)
 3. Summary of each class' evaluations (number submitted, average "grade" on each evaluation point, overall grade for training, comments as necessary)
 4. Summary of each class' post-tests (if applicable – see §5.B. above)
 5. Contractor shall be responsible for maintaining raw data to back-up monthly summary reports, to be made readily available to county or federal employees as required for auditing purposes.
- B. Annual Report shall be submitted by September 30, 2009, reflecting the year's activities, including:
1. Overview of program
 2. Status of previous year's recommendations
 3. Forward-looking discussion of how to improve or build upon successes
 4. Training topics delivered
 5. Total number of hours delivered
 6. Total number of individuals participating in each training topic
 7. Total reimbursement amount
 8. Total match provided, budget detail of match
 9. Breakdown of types of participants in training for the year
 - Number of child welfare services staff
 - Number of subcontractors agencies' staff
 - Number of other agencies' staff
 - Number of foster family agency related attendees

7. Certification/Licensure:

- A. Contractor represents that it is a public post-secondary educational institution with the capability and the experience to provide services in the subject area specified herein. If any class offered under this contract is for college credit, the instructor employed to teach this class will hold or qualify for a valid Faculty Service Area (FSA) authorizing instruction at the post-secondary level in the subject area specified.
- B. Contractor and subcontractors will maintain all licensures and certifications as required by regulatory statute and standard for each agency's operations. Subcontracted agencies will maintain and keep current all licenses granted through the State Department of Social Services and the accreditation granted through the California Alliance of Services to Children and Families.

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GROUP HOME AND FOSTER CARE PROVIDER TRAININGS

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8. Marketing Requirements:

In an effort to make trainings available to as many providers who serve foster children as possible, the following steps shall be taken:

- A. Alameda County Child Welfare Services will provide Contractor with list of Alameda County agencies and their contacts who serve foster and adoptive care children. Contractor will recognize the confidential nature of this information and will respect the privacy of the contents.
- B. Training schedules outlining open trainings will be distributed electronically to agencies on a regular basis. Notices of one-time training opportunities will also be electronically distributed.
- C. Alameda Co. SSA and Children's Hospital, Oakland, will be responsible for marketing other child welfare services training classes and workshops to staff members and other concerned caretakers.
- D. Contractor will begin to create a master calendar of all trainings underwritten by this contract, with a goal of the calendar being fully functioning by September, 2009.

9. Service Area: Alameda County

10. Service Delivery Sites:

Most training will be offered at subcontractors' training centers located in throughout Alameda County. Trainings for smaller, individual agencies may be delivered at the provider's site. SSA and CHO trainings will be delivered primarily at county facilities. Other venues may be used as necessary to accommodate larger audiences or special needs.

11. Service Criteria:

Contractor shall choose instructors by their ability to fulfill instruction requirements in specific topics, including subject matter expertise and training experience.

12. Training Topics:

The following is a list of sample topics to be covered as part of available trainings. Topics will be revised to reflect changing needs and resources as necessary (e.g. new regulations, requests for alternative trainings, instructor availability, etc.):

- Active Listening
- Automated External Defibrillator (AED)
- Basic Illness/Injury Triage
- Behavior Basics
- Blood-borne Pathogens
- Boundaries and Good Practice with Youth in Out of Home Care
- Building Effective Teams
- Chemical Dependency: Demystifying Drugs and Alcohol
- Community Care Licensing Regulations for Group Homes
- Conflict Resolution
- CPR/First Aid
- Creative Activities for Youth

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**COMMUNITY BASED ORGANIZATION MASTER CONTRACT
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS
GROUP HOME AND FOSTER CARE PROVIDER TRAININGS**

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Service Category: Title IV-E Training
Contract Period: July 1, 2008-June 30, 2009

Contracting: Children & Family Services
Alameda County SSA

Training Topics (continued):

- Crisis Intervention
- Cultural Diversity Awareness
- Developing a Multicultural Perspective When Working with Youth and Families
- Direct Communication with Youth and Families
- Discipline Techniques
- Effective Customer Service
- Emergency Preparedness for Managers
- Employee Terminations
- Family Dynamics
- Helping Children Cope: The Impact of Trauma
- Helping Foster Youth Navigate Multi-stressed Family Systems
- Helping Youth Cope with the Impact of Domestic Violence
- HIV/AIDS
- How to Address the Health Needs of Severely Emotionally Disturbed Youth
- How to Recognize and Help Foster Youth Cope with Learning Disabilities
- How to Talk with Youth About Human Sexuality
- How Youth Respond to Conflict: With, Toward, and Away
- Human Resource Compliance
- Impact of Separation and Loss on Youth
- Introduction to the Field of Child Care
- Legal Issues in Management
- Medication Training Content and Practical Skills
- Microsoft Suite
- Nutrition, Fitness and Special Diets
- Physically & Sexually Abused Children/ Abuse Identification, Prevention, and Treatment
- PROAct: Dangers of Restraint & Seclusion/Physical
- Program Activity Planning
- Program Governance
- Program Quality Improvement
- Safety, Plant & Equipment
- Sexual Harassment Prevention
- Skills of a Supervisor
- Spanish for English-speaking Managers
- The Impact of Placement Instability on Youth in Out-of-Home Care
- Understanding the Value of Healthy Childhood Attachments to Adults
- Vehicle Safety
- Water Safety
- What Care Givers Need to Know About Therapy for Youth
- What Every Care Giver Needs to Know About School Placements and IEPs
- Working with Teenagers
- Youth Safety: Preventing Self Injurious Behavior

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COMMUNITY BASED ORGANIZATION MASTER CONTRACT
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS
PARENT AVOCATES PROGRAM

Contractor: Chabot-Las Positas Community College District
Service Category: Title IV-E Training
Contract Period: July 1, 2008-June 30, 2009

Contracting: Children & Family Services
Alameda County SSA

III. Parent Advocates Program

1. Background:

Alameda County Social Services Agency (SSA) contracts with Chabot-Las Positas Community College District (CLPCCD), hereafter referred to as "Contractor" to provide Parent Advocates to work with child welfare programs. The services provided support SSA's management of its programs for children in foster care (including reunification) and family preservation programs developed for families which the SSA has deemed at-risk for entering foster care.

2. Contract Portion: \$150,263

3. The Parent Advocates program will be directed at:

- A. Training current and prospective foster care providers to equip them to meet the SSA's goals for effective foster care parenting;
- B. Training SSA staff who are administering SSA's foster care, family reunification, and services to children in at-risk programs;
- C. Assisting SSA in its management of these programs with the intent of assisting families to reunify and to accept responsibility for their own well being, including:
 1. Directly interacting with family members individually or in a group setting as a means for the family to access needed services as defined in the SSA's case plan;
 2. Helping families access appropriate community resources and service programs as identified by their child welfare worker, the court-ordered case-plan, and the parent; and
 3. Serving as family advocates and providing individualized advocacy, support, and outreach for families who are receiving child welfare services.

4. Training:

Parent Advocates will receive training and supervision by SSA staff and other resources to enable them to assist current and prospective individuals and families within the child welfare system.

5. Activities:

With oversight provided by SSA staff, Parent Advocates will:

- A. Facilitate or co-facilitate supportive or informational groups;
- B. Work with clients and SSA staff by helping to provide access to identified services needed to fulfill case plan goals (housing, intake appointments, benefits);
- C. Provide outreach to families during the juvenile court process;
- D. Attend relevant training(s) as assigned by supervisor or manager;
- E. Work in coordination with SSA child welfare worker to provide outreach to parents who are out of contact with their child welfare worker;
- F. Advocate for and assist parents and children in school- and community-based services as required by the court ordered case plan;

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PARENTS AVOCATES PROGRAM

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- G. Attend juvenile court hearings per SSA protocol, or any other appointments identified as needed to provide support to parents and SSA staff in understanding the nature of the procedures and the hearings;
 - H. Assist in training foster parents and child welfare workers new to the child welfare system;
 - I. Respond to referrals per SSA protocol to assure clients have access to appropriate housing or other needed services identified as needed for the family, the foster parent, or the child, by the SSA child welfare worker and family;
 - J. Assist the SSA in the development of culturally competent programs.

6. Hiring:

Contractor will hold the hiring contract for selected Parent Advocates. However, SSA staff is responsible for assessing and recommending for hiring and the training and oversight of Parent Advocates, and is responsible for the quality of services provided by Parent Advocates. If it is necessary to terminate employment of a Parent Advocate, Contractor will work with SSA to assure a smooth transition whenever possible. All Parent Advocate candidates will be required to submit fingerprints for a criminal record check and to provide proof of freedom from tuberculosis before being hired by Contractor, as required by California Educational Code.

7. Initial screening:

In order to qualify for a position as a Parent Advocate, candidates must:

- A. Have experience in working with the community;
- B. Have appropriate language and cultural skills;
- C. Have good public speaking skills;
- D. Submit a copy of a California Drivers License, copy of current auto insurance policy or California Identification Card and DMV printout;
- E. Submit a resume a copy of Social Security card;
- F. Be fingerprinted;
- G. Qualify for Alameda County Vendor status and SLEB status;
This requires that the candidate be:
 - 1. A resident of Alameda County
 - 2. A member of a minority group
- H. Enter into a written agreement to maintain confidentiality of client information in accordance with California laws.
- I. CLPCCD may require additional documentation as part of the hiring process. All Education Code requirements for hiring district employees must be observed and followed.

8. Outcomes:

Child Welfare Federal Outcome is ultimately child and family well-being. Specifically, upon having direct contact with Parent Advocates, families will have the enhanced capacity to provide for their children's needs.

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PARENT AVOCATES PROGRAM

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Contracting: **Children & Family Services**
Alameda County SSA

9. Performance Monitoring:

In addition to the selection and training of Parent Advocates, SSA staff will be responsible for performance monitoring of the Parent Advocates. This will be accomplished by SSA staff performing an on-site review.

- A. SSA contract monitor will review program material distributed by the Parent Advocates.
- B. SSA contract monitor will review any evaluations completed by participants involved in support groups or Parent Advocates services.
- C. Parent Advocates Supervisor will evaluate the Parent Advocates' performance on a semi-annual basis and give suggestions for improvement or recommend termination as warranted.
- D. Upon completion of the onsite review, the SSA contract monitor will provide a written evaluation based on the Parent Advocates' performance to Contractor.

EXHIBIT B – Page 1 of 4
COMMUNITY BASED ORGANIZATION MASTER CONTRACT
TERMS AND CONDITIONS OF PAYMENT

Contractor: Chabot-Las Positas Community College District
Service Category: Title IV-E Training
Contract Period: July 1, 2008-June 30, 2009

Contracting: Children & Family Services
Alameda County SSA

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1. **Contract Amount:** Maximum contract amount (reimbursement + match): \$5,475,477
 2. **Maximum amount to be reimbursed:** \$3,203,154
 3. **Distribution:** Child Welfare Workers, Group Home and Foster Care Provider Trainings: \$3,052,891
Parent Advocate Program: \$150,263
 4. **Minimum match amount (provided by Contractor):**
41.5% of funds used, or \$2,272,323 if entire contract is utilized
 5. **Terms and Conditions of Payment:**
Reimbursement amount shall not exceed the total amount of \$3,203,154 for the term of this agreement. It is the obligation of the Contractor to progressively monitor all expenditures and take appropriate corrective preventive measures including the timely notification of Alameda County Social Services Agency (SSA) if termination of services becomes the necessary measure to prevent the over-expenditure of contract funds. Prior approval from the Director or an authorized designee and Contractor's signatory or an authorized designee shall be required to alter or change the terms and conditions of this agreement.
 6. **Funding Availability:**
Funding of this contract is subject to the availability of authorized funds. If expected or actual federal or state funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this contract, or any subsequent amendment, the County of Alameda may, upon written notice to the Contractor, terminate this contract in whole or in part.
 7. **Subcontracts:** Contractor will be developing subcontracts with Seneca Center, Lincoln Child Center, Fred Finch Youth Center, St. Vincent's School for Boys and A Better Way agencies, as well as Children's Hospital, Oakland, to deliver instruction. Other subcontracts may be developed to deliver trainings, if appropriate.
 8. **Group Home and Foster Care Provider Trainings:**
 - A. Maximum reimbursement amount for Child Welfare and Foster Care Provider Trainings: \$2,725,571
 - B. All trainings to be invoiced on a Cost Reimbursement basis. Reimbursement is dependent on whether the cost of the training falls within the usual and average costs, or if it exceeds average costs and therefore is reimbursed at a direct Fee-For-Service basis
 - C. Federal Financial Participation (FFP) rate for Alameda County (78%):
Direct Training costs of trainings will be reimbursed at the discounted rate of 75% FFP, or, 58.5% at the current FFP (78% x 75% = 58.5%)
 - D. Trainings will be invoiced at \$493.92 per hour, and based on the Federal Financial Participation rate of 78%, reimbursed at the discounted rate of \$288.94.

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COMMUNITY BASED ORGANIZATION MASTER CONTRACT
TERMS AND CONDITIONS OF PAYMENT

Contractor: **Chabot-Las Positas Community College District**
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Contracting: **Children & Family Services**
Alameda County SSA

9. Fee for Service Trainings:

For ease of processing, an average hourly cost of \$493.92 will be used as a basis for invoicing for most training. Trainings that have costs exceeding average hourly costs will be billed as a Fee for Service (FFS) training, at the actual cost of training plus an administrative processing fee. These trainings are often delivered by outside experts, usually for multiple group home providers, often at a conference site.

10. Parent Advocates Program:

Anticipated costs, reimbursement and maximum contract amount:

- A. Maximum reimbursement amount for Parent Advocates Program portion of contract, Based on twelve months, all staff hours utilized: \$150,263
- B. Hourly costs to include staff salaries, benefits, materials and indirect costs.
 - a. Total cost per hour: \$56.51
 - b. Reimbursement from County (based on 75% of FFP): \$33.06 per hour
- D. Any portion of the Parent Advocates Program allocation of this contract that is not utilized by the end of the year may be used for reimbursement for other trainings

11. Other Child Welfare Services Staff Training Needs:

Up to \$142,949 of this contract is to be set aside for trainings responding to the needs identified by Alameda County social services' child welfare staff. This includes Children's Hospital, Oakland's contracted trainings. Any portion of the child welfare services staff allocation of this contract that is not utilized by the end of the year may be used for reimbursement for other trainings.

- 12. Match:** Contractor will provide a minimum of 41.5% of the total costs incurred as in-kind match. Match amount for this contract is figured at a 78% Federal Financial Participation rate (currently Alameda County's rate). Actual in-kind amount is dependent on the reimbursement received. If the entire contract is utilized, minimum in-kind match to be provided by Contractor for this contract will be \$2,272,323.

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COMMUNITY BASED ORGANIZATION MASTER CONTRACT
TERMS AND CONDITIONS OF PAYMENT

Contractor: **Chabot-Las Positas Community College District**
Service Category: **Title IV-E Training**
Contract Period: **July 1, 2008-June 30, 2009**

Contracting: **Children & Family Services**
Alameda County SSA

13. Invoicing Procedures: The initial request for payment will be submitted after the end of the third fiscal quarter (March 2009), and will include all training expenses from July 1, 2008, through February 28, 2009. Subsequent requests for payment will be submitted on a monthly basis. Monthly billable activities will be subtotaled by series:

- A. Contractor's (CLPCCD) Trainings (includes SSA staff trainings)
- B. Subcontractor's Trainings
- C. Fee for Service Trainings
- D. Parent Advocates costs
- E. Current month's billable activities total, broken down by type of training, and reimbursement rate breakdown for each type of training
- F. Monthly total
- G. Year-to-date invoiced
- H. Remaining balance
- I. Match: current month's match
- J. Invoices shall require the original signature of the District Executive Director of Economic Development & Contract Education; Vice Chancellor, Business Services; or an official designee.

14. An Annual Report will be due on September 30, 2009.

15. Contractor shall send or deliver originally signed invoices to:
Sandra Oubre
County of Alameda
SSA Contracts Office
2000 San Pablo Avenue, 4th Floor
Oakland, CA 94612

16. Termination Provisions:

Termination for Cause -- If County determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, County shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain undisbursed

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16. Termination Provisions (continued):

by County to Contractor pursuant to this Agreement or from whatever remains due Contractor by County from any other contract between Contractor and County).

Termination Without Cause -- County shall have the right to terminate this Agreement without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.

Termination By Mutual Agreement -- County and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

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COMMUNITY BASED ORGANIZATION MASTER CONTRACT
BUDGET

Contractor: **Chabot-Las Positas Community College District**
 Service Category: **Title IV-E Training**
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Contracting: **Children & Family Services**
Alameda County SSA

Alameda County - Chabot-Las Positas Community College District
2008-09 Title IV-E Training Contract

Contract Fund Distribution	
Child welfare and social services trainings	\$327,320.00
Hourly reimbursement trainings	\$2,725,571.00
Parent Advocates program	\$150,263.00
Total Reimbursement Amount	\$3,203,154.00
Match (Required for funding, provided by CLPCCD)	\$2,272,322.92
Total to be billed to State	\$5,475,476.92

Category	Average Actual Cost per Hour	Reimbursement Amount (discounted FFP 75%)
<i>Personnel</i>		
Instructor Costs	\$135.00	\$80.06
Staff Costs	\$59.10	\$33.47
Personnel Subtotal	\$194.10	\$113.53
<i>Other Expenses</i>		
Materials and Postage	\$35.00	\$20.49
Facilities	\$110.00	\$64.35
Indirect Costs	\$154.82	\$90.57
Other Expenses Subtotal	\$299.82	\$175.41
Hourly Cost of Training	\$493.92	\$288.94