

# CFS Collaboration Agreement Work Plan and Budget

ART # \_\_\_\_\_

<input type="checkbox"/> Amendment		
Approvals Required	Approved, via email sent to:	Approval Date
FO/ICWP Senior Director		
<b>CFP Work Units, as applicable:</b>		
OQI		
Research		
Facilities		
Technical Services		
Communications		
Systems Improvement		
FO/ICWP Managing Director		
EVP (if signer is EVP)		
CEO (if over \$200K)	Attach Contract Summary	

COLLABORATION BASICS	
<b>Collaborator</b>	<p>Name and acronym: Anne Loyola – Las Positas College</p> <p>Collaborator Mission Statement:</p> <p><b>Mission Statement</b></p> <p><b>Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.</b></p> <p><b>Vision Statement</b></p> <p><b>Las Positas College meets our students and community where they are and creates experiences for them that build their capacity, speak to their potential, and transform their lives.</b></p>

<p><b>Purpose Statement</b></p> <p>Or, if an Amendment, briefly describe what is being changed</p>	<p>The purpose of this Collaboration is to:</p> <p><b>Provide on-going trainings, including PRIDE and Youth &amp; Safety trainings, for current and prospective resource parents and Casey Family Programs staff.</b></p> <p>Describe in one or two sentences what the Collaboration will demonstrate and tie to 2020 Strategy.</p> <p><b>As a public educational institution which has many years of experience in providing education and trainings (to current and prospective foster and kinship parents for licensure), Las Positas College staff have the expertise necessary to impart to their “students” the skills supporting safety, permanence, and well-being, which are in alignment with Casey’s 2020 vision.</b></p>			
<p><b>Term</b></p>	<p><b>Start Date</b></p>	<p>June 2011</p>	<p><b>End Date</b></p>	<p>May 2012</p>
<p><b>CFP Funds this term: This is a non-monetary exchange of services and goods contract</b></p>				<p>\$ 0</p>
<p><b>Any funding contributed by Collaborator(s):</b></p>				<p>\$ 0</p>
<p><b>Coding</b></p>	<p><b>Cost Center</b></p>	<p>6270</p>	<p><b>SI Code</b></p>	
	<p><b>Project Code</b></p>			
<p><b>Related Contracts</b></p>	<p>Identify any records related to this work, e.g., parent contract (if an amendment), umbrella, jurisdiction, etc. Include Matrix or ART record number, if available.</p> <p><b>On occasion, constituents (foster parents or kinship care providers) certified or associated with Casey Family Programs may co-facilitate trainings with Las Positas College staff/personnel.</b></p>			
<p><b>Ownership Issues?</b></p>	<p>Describe any known intellectual property or ownership concerns. No ownership issues should arise from this work.</p>			

**CASEY FAMILY PROGRAMS**

**INSERT NAME OF OTHER PARTY**

By: \_\_\_\_\_

Esther Spearman

Title: Family Developer

**Notice Address:**

Casey Family Programs

Address: 491 9<sup>th</sup> Street

city, state, zip: Oakland CA. 94607

Attn: Esther Spearman

Telephone: {510} 350-2966

Facsimile: {510} 444-4095

E-mail: [espearman@casey.org](mailto:espearman@casey.org)

By: \_\_\_\_\_

Lorenzo Legaspi

Title: Vice Chancellor, Business Services

CHABOT-LAS POSITAS COMMUNITY

COLLEGE DISTRICT

**Notice Address:**

Anne Loyola

Foster & Kinship Care Education

3000 Campus Hill Drive

Livermore CA. 94551

Attn: Anne Loyola

Telephone: {925} 424-1172 (office)

Facsimile: {925} 443-0742

E-mail: [aloyola@laspositascollege.edu](mailto:aloyola@laspositascollege.edu)

<b>COLLABORATION OPERATIONS</b>	
<p><i>Governance (Oversight &amp; Implementation):</i> Please describe the composition of the Oversight Committee, responsible for major Collaboration decisions:</p>	<p><b>Oversight and monitoring for this collaboration effort will be provided by the Bay Area Field Office (BAFO)</b></p>
<p>If there is a need for an Implementation Committee, responsible for management of the Collaboration, please describe the composition:</p>	<p><b>An implementation committee is not needed for this collaboration effort.</b></p>
<p><i>Management:</i> Which party is responsible for managing the collaboration's day-to-day operations?</p>	<p><b>Responsibility for managing/monitoring this collaboration effort will be under the pervue of the BAFO Family Developer.</b></p>
<p>Which party will maintain official business/administrative files of the collaboration?</p>	<p><b>Separate official business and administrative files will be maintained by both the Family Developer of the BAFO and the Program Director of the Kinship/Foster Care from Las Positas College.</b></p>
<p><i>Fiscal management:</i> Describe the collaboration funding arrangement – how will funds flow between the parties? (Note: Casey may not accept restricted funds, Casey funds may not be used for lobbying, and Casey may not manage funds contributed to the collaboration by others)</p>	<p><b>This is a non-monetary contract for exchange of goods and services.</b></p>
<p><i>Products, tools and publishable materials:</i> Describe any products, tools or publishable materials (Materials) created in the course of the collaboration and who will own the Materials:</p>	<p><b>Materials utilized during the course of this collaboration effort will be Casey Family Programs approved materials (e.g. PRIDE and Youth &amp; Safety training materials).</b></p> <p><b>Demographic and statistical data (that is not copyrighted by Casey Family Programs and does not release confidential information that may identify training participants) may be captured by Las Positas College.</b></p>

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**CONSUMER SERVICES:** Complete the following if the collaboration will provide consumer services:

<p>Who is eligible to receive services (e.g. target population) and what are the intake criteria?</p>	<p><b>The BAFO Family Developer shall be responsible for screening participants and determining their eligibility to participate in the trainings.</b></p> <p><b>General eligibility for criteria includes, but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• <b>Current Casey Family Programs staff member</b></li> <li>• <b>Current or prospective BAFO resource parent</b></li> <li>• <b>Current or prospective Foster Parents with Alameda County (or another county affiliated with the BAFO) Social Services Department</b></li> </ul>
<p>How are consumers referred to the collaboration and which party is responsible for eligibility screening and acceptance?</p>	<p><b>The BAFO Family Developer is responsible for screening participants and determining their eligibility. Generally, referrals for participation may be received from, but not limited to:</b></p> <ul style="list-style-type: none"> <li>• <b>Alameda County Social Services Department</b></li> <li>• <b>Casey Family Program staff</b></li> <li>• <b>Self-referrals (for prospective or current foster parents of BAFO and county social service departments)</b></li> <li>• <b>Feedback from the contractor will be obtained and used in the overall assessment of all prospective foster parents to determine whether licensure with Casey Family Programs is appropriate</b></li> <li>• <b>Assessment of prospective parents regarding Casey's values and Practice Standards will also contribute to eligibility determination</b></li> </ul>
<p>Will Casey clinical practice standards be used?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                  If no, explain:</p>
<p>Which party is responsible for clinical oversight and quality assurance?</p>	<p><b>The BAFO Family Developer will monitor and ensure that Casey Family Programs clinical practice standards are maintained and incorporated into the trainings.</b></p>
<p>Which party will maintain the</p>	<p><b>If official clinical files are produced during</b></p>

collaboration's official clinical files?	<b>the course of this collaboration, they shall be maintained by the BAFO Family Developer and/or Director of the Kinship/Foster Care from Las Positas College.</b>
<b>GRIEVANCES</b> How will consumer grievances be handled by the collaboration?	<b>Grievances received shall be remitted to the BAFO Senior Director for review and response in alignment with Casey Family Programs Grievance Procedures.</b>
Which party's grievance procedures will be followed?	<b>Casey Family Programs Grievance Procedures will be utilized first. If it is determined by the BAFO Senior Director that the grievance can be more appropriately addressed through Las Positas College, then the grievance shall be submitted to them for review and response.</b>
How will the collaboration inform consumers of collaboration grievances rights and procedures?	<b>The Casey Family Programs Grievance Procedure notices will be made available to participants in the trainings.</b>
Confidentiality: How will collaborators preserve confidential information?	<b>It is understood and agreed to that by signing this contract that during the course of the trainings, participants and other confidential information may be disclosed and that information must be kept confidential. Disclosure of confidential information shall only occur when a written release is obtained from the participant and/or required to do so by law. It should be noted that all training participants are consenting adults and not officially affiliated with Casey Family Programs.</b>
Continuous Quality Improvement: Describe (a) how feedback will be solicited and used to make program adjustments, and (b) how and when collaboration performance and results information will be used to make program adjustments.	<b>CQI will be addressed in the following ways:</b> <ul style="list-style-type: none"> <li><b>(a) An evaluation shall be solicited from the participants at the end of each training, which shall be reviewed by the presenter(s)</b></li> <li><b>(b) Information gathered from the evaluations shall be reviewed by the presenters to make necessary changes to the trainings</b></li> </ul>

## ATTACHMENT 1: WORK PLAN

### WORK PLAN (Projects, Deliverables, and Progress Measures)

Please give each Project a short name, then briefly describe what each Project will demonstrate (Demonstration), each party's tasks and/or deliverables (Tasks) for the Project, Project Timelines, and the Outcomes and Progress Measures that will be used to confirm that the Project is on track, e.g., X% achieve legal permanence; X% of staff trained.

PROJECT 1 NAME	Las Positas College Trainings
<b>DEMONSTRATION</b>	<p>The project will demonstrate the participants' awareness, knowledge/understanding, skill application and acquisition regarding the training course curriculum, as well as how it aligns with Casey Family Programs clinical standards and 2020 vision. All training will prepare prospective foster parents for licensure or will contribute to the mandatory training hours required by State regulations.</p>
<b>CFP TASKS</b>	<p>CFP BAFO Family Developer shall provide the following:</p> <ul style="list-style-type: none"> <li>• Access to venue (space) for the trainings</li> <li>• Materials for the trainings, including (as necessary) the training course curriculum, video equipment, etc.</li> <li>• Parking vouchers for the participants</li> <li>• Meals/food (as necessary and dependent upon the training course length) – Trainings in excess of 4 hours shall necessitate at least one meal</li> <li>• Grievance Procedure notices for the participants</li> <li>• Advertisement/flyers to announce the trainings</li> <li>• Screening of participants for eligibility to participate in the trainings               <ul style="list-style-type: none"> <li>○ Roster of participants</li> </ul> </li> <li>• Provide childcare (when necessary and feasible) for participants in the PRIDE trainings (no childcare will be given on site)</li> <li>• Co-facilitator for trainings</li> <li>• Provide updated trainings to Las Positas College staff/personnel regarding Youth &amp; Safety Training, Behavior Crisis Management Training, etc. to ensure compliance with most up-to-date Casey training curriculums</li> </ul>
<b>COLLABORATOR TASKS</b>	<p>Las Positas College staff/personnel shall provide the following:</p> <ul style="list-style-type: none"> <li>• Minimum number of trainings throughout the year, including (and as allowable by Los Positas budget) at least:               <ul style="list-style-type: none"> <li>○ 2 PRIDE trainings annually – dates to be determined                   <ul style="list-style-type: none"> <li>▪ Minimum number of participants shall be at least 5 to convene a training</li> </ul> </li> <li>○ 1 Youth &amp; Safety training annually – dates to be determined</li> </ul> </li> <li>• Facilitator(s) for the trainings</li> <li>• PRIDE training materials for the participants in the PRIDE classes</li> <li>• Course evaluation materials for the participants at the end of each training</li> <li>• Other course materials not requested of or provided by the BAFO Family Developer</li> <li>• Complete and remit to the BAFO Family Developer the <b>Foster</b></li> </ul>



	<p><b>PRIDE/Adopt Pride FDS/Trainer's Worksheet</b> for each PRIDE participant (or couple), describing the individual's/couple's abilities in the 5 Core Competency areas at the conclusion of each PRIDE training segment</p> <ul style="list-style-type: none"> <li>• Provide additional written feedback regarding prospective foster parents, when appropriate</li> </ul>
<b>TIMELINES</b>	4 PRIDE training segments (sessions) and 2 Youth & Safety trainings shall be provided annually
<b>OUTCOMES/ PROGRESS MEASURES</b>	Aside from review of the course evaluations collected from the participants at the end of each training segment, the number of course participants, the number of participants successfully completing each training shall be evaluated by the BAFO Family Developer.

<b>PROJECT 2 NAME</b>	
<b>DEMONSTRATION</b>	
<b>CFP TASKS</b>	
<b>COLLABORATOR TASKS</b>	
<b>TIMELINES</b>	
<b>OUTCOMES/ PROGRESS MEASURES</b>	

<b>PROJECT 3 NAME</b>	
<b>DEMONSTRATION</b>	
<b>CFP TASKS</b>	
<b>COLLABORATOR TASKS</b>	
<b>TIMELINES</b>	
<b>OUTCOMES/ PROGRESS MEASURES</b>	

<b>PROJECT 4 NAME</b>	
<b>DEMONSTRATION</b>	
<b>CFP TASKS</b>	
<b>COLLABORATOR TASKS</b>	
<b>TIMELINES</b>	
<b>OUTCOMES/ PROGRESS MEASURES</b>	

**ATTACHMENT 2: BUDGET AND PAYMENTS**

**Budget**

<b>CATEGORIES</b>	<b>PROJECT 1</b>	<b>PROJECT 2</b>	<b>PROJECT 3</b>	<b>PROJECT 4</b>
Staff Costs	\$ 0	\$	\$	\$
Travel	\$ 0	\$	\$	\$
Materials/Supplies	\$ 0	\$	\$	\$
Office Expenses	\$ 0	\$	\$	\$
Meetings/Forums	\$ 0	\$	\$	\$
Other	\$ 2500 annually for food for the trainings	\$	\$	\$
<b>TOTAL FEES</b>	\$ 2500	\$	\$	\$
<b>Funds will be disbursed as follows:</b>				
<b>A. Scheduled Payments</b>	\$	\$	\$	\$
<b>B. Reimbursed by Invoice</b>	\$ 500 for each PRIDE training segment (x 4) \$ 250 for each Youth & Safety training (x 2)	\$	\$	\$

**Scheduled Payments- Payments will be dispersed per training session with the receipt of an invoice. Dates will be determined.**

<b>PAYMENT DATE</b>	<b>PMT AMOUNT</b>	<b>REPORTING PERIOD</b>	<b>REPORT DUE</b>
mm/dd/yy	\$	mm/dd/yy through mm/dd/yy	mm/dd/yy
mm/dd/yy	\$	mm/dd/yy through mm/dd/yy	mm/dd/yy

<b>PAYMENT DATE</b>	<b>PMT AMOUNT</b>	<b>REPORTING PERIOD</b>	<b>REPORT DUE</b>
mm/dd/yy	\$	mm/dd/yy through mm/dd/yy	mm/dd/yy
mm/dd/yy	\$	mm/dd/yy through mm/dd/yy	mm/dd/yy

**ATTACHMENT 3: PROGRESS AND EXPENDITURE REPORT**

**TO THE MEMORANDUM OF UNDERSTANDING  
OF June 1, 2011 BY AND BETWEEN  
CASEY FAMILY PROGRAMS AND Anne Loyola – Las Positas College**

**Progress and Expenditure Reports**

<b>TYPE OF REPORT</b>	<b>PERIOD COVERED</b>	<b>DUE TO CFP BY</b>
<input type="checkbox"/> 1st Quarter	JULY – SEPTEMBER 2011	OCTOBER 15, 2011
<input type="checkbox"/> 2nd Quarter	October – December 2011	January 15, 2012
<input type="checkbox"/> 3 <sup>rd</sup> Quarter	January – March 2012	April 15, 2012
<input type="checkbox"/> 4th Quarter	April – June 2012	July 15, 2012
<input type="checkbox"/> Year End Progress Report	July 2011-June 2012	July 15,2012
<input type="checkbox"/> Expenditure Report		

**PROGRESS REPORT**

**REPORTING PERIOD** \_\_\_\_\_ through \_\_\_\_\_.

- 1. Project Progress**
  - Describe for each Project task as set forth in the work plan
- 2. Activities and Results**
  - By Project task, describe overall accomplishments and results in measurable terms
- 3. General Assessment**
  - Describe successes, challenges and lessons learned
- 4. Problems/Obstacles**
  - If applicable, provide a narrative of the issues, concerns, problems or obstacles, and describe plans to address
- 5. Planned activities for next reporting period**
  - Describe by Project task

**EXPENDITURE REPORT**

**Anne Loyola** certifies through the signatures of its Liaison and Authorized Financial Officer below that the following information is true and accurate:

<b>Cost Category <sup>(1)</sup></b>	<b>Annual Budget <sup>(2)</sup></b>	<b>Expenditures for Period <sup>(2)</sup></b>	<b>% of Annual Budget Expended to Date</b>
Staff Costs <sup>(3)</sup>	\$	\$	\$
Travel	\$	\$	\$
Materials/Supplies	\$	\$	\$
Meetings/Forums	\$	\$	\$
Other (consultant)	\$	\$	\$
<b>TOTAL BUDGET</b>	\$	\$	\$

<sup>(1)</sup> The Expenditure Report categories should reflect the approved budget.  
<sup>(2)</sup> Expenditures and Budget for CFP funds only.  
<sup>(3)</sup> Attach "Detailed Staff Cost Report."  
<sup>(4)</sup> Attach addendum stating organizations, purposes, duration, costs, and rates.