

**FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN SAN MATEO COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES
AND THE SAN MATEO COUNTY OFFICE OF EDUCATION**

THIS FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU), is entered into this ____ day of _____, 2023, by and between the San Mateo County Superintendent of Schools on behalf of the San Mateo County Office of Education, hereinafter called “SMCOE,” and San Mateo County Behavioral Health and Recovery Services (BHRS), hereinafter called “Contractor”;

W I T N E S S E T H:

WHEREAS, On November 17, 2020, the Parties entered into a MOU to implement Success for Youth and Schools through Trauma-Informed & Equitable Modules in partnership with participating school districts, for the term of October 1, 2020 through September 30, 2024, in an amount not to exceed \$5,359,954; and

WHEREAS, the Parties wish to amend the Agreement to include the Mental Health Student Service Act (MHSSA) reporting tracker, increase the maximum amount by \$118,938 to a total amount not to exceed of \$5,478,892, and no change to the term.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES AS FOLLOWS:

1. The original MOU is replaced with the attached MOU – Revised May 2023

~Signature page to follow ~

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: San Mateo County Behavioral Health and Recovery Services

DocuSigned by:
Jeji Africa
E9580419FA41430...

Contractor Signature

Jeji Africa
Director, Behavioral Health and Recovery Services

Contractor Name (please print)

08/24/2023

Date

For SMCOE:

DocuSigned by:
Nancy Magee
15D6351E6F2947E...
Superintendent or Designee

08/22/2023

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN MATEO COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES
AND
SAN MATEO COUNTY OFFICE OF EDUCATION**

The purpose of this Memorandum of Understanding (MOU) is to describe and make explicit the agreement between the San Mateo County Behavioral Health and Recovery Services (BHRS) and the San Mateo County Office of Education (SMCOE) regarding the Mental Health Student Service Act (MHSSA) grant awarded to BHRS and SMCOE to implement Success for Youth and Schools through Trauma-Informed & Equitable Modules in partnership with participating school districts.

1. Exhibits and Attachments

The following exhibits and attachments are attached and incorporated into this MOU by this reference:

Attachment 1 – SYSTEM Support Governance Structure

Attachment 2 – MHSSA Report Tracker

Attachment 3 – SMCOE MHSSA Budget

2. Background Information

Included in Senate Bill 75 is the MHSSA, designed to establish and foster stronger school-community mental health partnerships between counties and local educational agencies that provide interventions for pupils with identified social-emotional, behavioral, and academic needs.

On July 23, 2020, BHRS in partnership with SMCOE was awarded one of two MHSSA grants earmarked for large counties. The four (4)-year, six million dollars grant is aimed at improving access to mental health services for students and their families.

Through the awarded MHSSA grant, Success for Youth and Schools through Trauma-Informed & Equitable Modules (SYSTEM Support) was proposed by BHRS and SMCOE in partnership with twelve (12) participating school districts. The participating School Districts include: 1) Bayshore Elementary; 2) Cabrillo Unified; 3) Jefferson Elementary; 4) Jefferson Union High; 5) Pacifica; 6) Ravenswood City; 7) Burlingame Elementary; 8) Hillsborough City; 9) San Bruno Park; 10) San Carlos; 11) San Mateo-Foster City; and 12) Sequoia Union High.

SYSTEM Support will promote consistency in social emotional learning, resiliency and data collection across the twelve (12) participating districts and provide specialized school-site behavioral health services in three (3) selected districts and one (1) continuation school (Bayshore Elementary, Jefferson

Elementary, Jefferson Union High and Pilarcitos Continuation), which have few resources and face significant barriers promoting youth success.

3. Term and Termination

3.1 Term

Subject to compliance with all terms and conditions, the term of this MOU shall be from October 1, 2020, through September 30, 2024.

3.2 Amendment/Modification Process

All subsequent modifications or amendments shall be in writing and signed by the parties.

3.3 Termination

This MOU may be terminated by either party at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

4. Scope of Work

MHSSA – SMCOE will work collaboratively with BHRS to launch the MHSSA grant funded SYSTEM Support partnership. Services provided by SMCOE include, but are not limited to:

4.1 Hire a 1.0 full-time equivalent (FTE) Project Manager to oversee day-to-day project implementation and coordination of grant activities including, but not limited to the following:

4.1.a. Serve as the liaison to SYSTEM Support participating school districts, coordinating communication, orientation/kick-off activities, continued engagement in evaluation activities, etc.

4.1.b. Facilitate ongoing communication and engagement of the SYSTEM Support Governance Group in project planning, implementation and evaluation. The Governance Group is made up of the following:

4.1.b.i. The Leadership Team includes the BHRS Deputy Director for Children and Youth Services, the BHRS Clinical Service Manager serving as the SYSTEM Support, the SMCOE Deputy Superintendent and the SMCOE Director of Safe and Supportive Schools. The Project Manager will engage the Leadership Team as needed to discuss higher level needs and decisions (e.g. budget restrictions, unforeseen project events, out-of-scope events, etc.).

- 4.1.b.ii. The Advisory Board is made up of the Children and Youth System of Care (CYSOC) committee. The Project Manager will provide quarterly outcome reporting to the Advisory Board and regular updates as requested, regarding start-up and implementation activities of SYSTEM Support.
- 4.1.c. Collaborate with external evaluator and BHRS to support evaluation activities including, but not limited to, school district level data collection, data tool development, and outcome indicators selection and reporting.
- 4.1.d. Facilitate the coordination and leveraging of existing resources to support students and families as needed, including but not limited to, Crisis Intervention & Suicide Prevention, Youth Mental Health First Aid, Trauma Learning Collaborative, school-based family engagement peer navigators, Parent Project, Health Ambassador Program, etc.
- 4.1.e. Participate in ongoing professional development to support Trauma-Informed Practices, Cultural Humility and other relevant mental health and program coordination skills.
- 4.1.f. Beginning fall 2020, facilitate implementation activities for Phase One (1) of SYSTEM Support, which will be made available to all participating school districts. Phase One (1) core activities include:
 - 4.1.f.i. Facilitate procurement, training resources and selection of evidence-based Social Emotional Learning (SEL) curriculums.
 - 4.1.f.ii. Engage external SEL and evaluation consultants to ensure culturally appropriate and relevant SEL's are selected and evaluated for effectiveness.
 - 4.1.f.iii. Develop a referral system and training for school counselors and staff to ensure appropriate linkages to treatment if students require more intensive supports.
 - 4.1.f.iv. Facilitate the procurement, training and coaching for district and school-site staff in the Community Resiliency Model (CRM) ® from the Trauma Resource Institute.
- 4.1.g. Beginning spring 2021, facilitate the implementation of activities for Phase Two (2) of System Support, which will include high-

need schools/districts (Jefferson Union High School District, Jefferson and Bayshore Elementary School Districts and Pilarcitos Continuation High School) to close identified equity gaps. Any changes to these selected school districts should be brought to the Leadership Team for consideration and approval. Phase Two (2) core activities include:

- 4.1.g.i. Support school districts as needed in hiring 6.75 FTE licensed school wellness counselors, allocated as follows; 3 FTE at Jefferson Union High School District; 3 FTE at Jefferson Elementary School District; 0.5 FTE at Bayshore Elementary School District; and 0.25 FTE at Pilarcitos Continuation High School.
- 4.1.g.ii. Identify a trauma-informed Universal Screening Tool and support school districts in instituting the tool to help school staff identify stressors that could cause current or future risks to mental health and school success.
- 4.1.g.iii. Facilitate the procurement, training resources and selection process, in collaboration with SEL external consultants, of a supplemental SEL practice that is culturally responsive.
- 4.1.g.iv. Facilitate the procurement and linkage of a Mental Health Care Coordination service to support school wellness counselors in linking students to linguistically and culturally appropriate therapist or mental health provider for ongoing treatment and if needed, psychiatry and medication management.
- 4.1.h Beginning fall 2022, facilitate funding sustainability planning which may include but not limited to, reaching out and presenting to local funders, institutionalizing use of existing funds, etc.
- 4.2. Hire a 0.5 FTE Administrative Assistant to support project planning, data collection, reporting and documentation necessary for invoicing.
- 4.3. Participate in required grant reporting activities throughout the four (4)-year grant term, including but, not limited to:
 - 4.3.a. Attend monthly check-in meetings with the State Mental Health and Oversight Accountability Commission (MHSOAC) staff either in-person, by phone or some other agreed upon arrangement, to provide a status on the program activities including, but not limited to, hiring, spending, implementation timeline, etc.

- 4.3.b. Develop of a quarterly report, due by the 15th of each reporting month (January, April, July and October). The quarterly report will include the following:
 - 4.3.b.i. Hiring - list each type of personnel hired and/or hired as a contractor (e.g., peers, social workers, nurses, clinicians, mental health workers, etc.); and a list of personnel at service locations/points of access (e.g., school sites). Access point location and addresses must be identified.
 - 4.3.b.ii. Evaluation Data – this will be supported by an external evaluator.
 - 4.3.b.iii. Expenditure Information
- 4.3.c Develop a database (i.e. Qualtrics software) to support the collection, analysis and reporting of MHSSA performance outcomes and continued learning and program improvement.

5. Relationship of Parties

The SYSTEM Support Governance Structure as defined in the MHSSA grant proposal by the Leadership Team is depicted in Attachment 1. Further detail on the roles and responsibilities is as follows.

5.1 BHRIS Responsibilities

- 5.1.a. Serve as the MHSSA grant sponsor providing leadership and overall direction to the project, via collective agreement with SMCOE.
- 5.1.b. Serve as the fiscal lead for the project, which includes:
 - 5.1.b.i. Processing monitoring and providing expenditure reports at the end of each grant year;
 - 5.1.b.ii. Reviewing and processing SMCOE invoices and other financial transactions;
 - 5.1.b.iii. Maintaining payment documentation;
 - 5.1.b.vi. Supporting requests for budget adjustments; and
 - 5.1.b.v. Preparing cost sharing/matching reports for review.

- 5.1.c. Support linkages to services to ensure timely outreach, engagement and provision of quality services.
- 5.1.d. Actively participate in the SYSTEM Support Leadership Team to:
 - 5.1.d.i. Provide leadership on culture and values, mission and vision of the project;
 - 5.1.d.ii. Keep the project aligned with the organization's strategy direction;
 - 5.1.d.iii. Foster buy-in from partners and stakeholders;
 - 5.1.d.iv. Communicate and maintain accountability to stakeholders; and
 - 5.1.d.v. Provide immediate operational direction and support decisions of the SYSTEM Support project, as requested by SMCOE.
- 5.1.e. Support the development of an online database to track and report on student mental health outcomes.

5.2 SMCOE Responsibilities

In addition to those responsibilities detailed in Section 4, Scope of Work, SMCOE will:

- 5.2.a. Hire the Project Manager and leverage existing SMCOE training capacity.
- 5.2.b. Provide day-to-day project oversight, including:
 - 5.2.b.i. Coordination of all SYSTEM Support activities as described above in Section 4 - Scope of Work;
 - 5.2.b.ii. Supporting the training of and serving as the liaison to school districts to ensure the implementation of project strategies across school sites.;
 - 5.2.b.iii. Ensuring data collection and outcome tracking in coordination with a project evaluator;
 - 5.2.b.vi. Supporting student and family linkages to services;
 - 5.2.b.v. Engaging the Leadership Team on critical changes or issues (e.g., budget allocation, resource needs,

ensuring project goals and objectives are being met);
and

- 5.2.b.vi. Engaging the SYSTEM Support Advisory Board and communicating with stakeholders.
- 5.2.c. Work collaboratively with BHRS to provide leadership and overall direction to the project, via collective agreement.
- 5.2.d. Actively participate in the SYSTEM Support Leadership Team.
- 5.2.e. Work with BHRS to support MHSSA grant reporting requirements and requests, see Attachment 2. MHSSA Report Tracker.

6. Funding/Financial Responsibilities

- 6.1 BHRS will receive the MHSSA grant funding from the State Mental Health and Oversight and Accountability Commission on a quarterly basis after submission of a claim and reporting requirements as described above in Section 4.3.
- 6.2 Payments will be made by BHRS to SMCOE on a monthly basis, upon receipt of invoice with detail itemized expenditures, and as follows:
 - 6.2.a. The amount payable to SMCOE for the term of this MOU, October 1, 2020, through September 30, 2024, will not exceed FIVE MILLION FOUR HUNDRED SEVENTY-EIGHT THOUSAND EIGHT HUNDRED NINETY-TWO DOLLARS (\$5,478,892).

The MHSSA grant will fund \$5,359,926 and MHSA One-Time will fund \$118,966 for the development of the Qualtrics database to support data collection, analysis and reporting.

Appropriation for this MOU can be seen in Org 61121. There is no Net County Cost.

The Payment Schedule is specified below:

MHSSA Grant Funding - SMCOE Allocation		
Grant Year	Grant Term	Funding Amount
1	October 1, 2020 – September 20, 2021	\$1,172,365

2	October 1, 2021 – September 20, 2022	\$1,257,582
3	October 1, 2022 – September 20, 2023	\$1,514,119
4	October 1, 2023 – September 20, 2024	\$1,415,860
	Total MHSSA Grant Payable to SMCOE	\$5,359,926

MHSA One-Time Funding (Database Development)		
Project Year	Term	Funding Amount
2	October 1, 2021 – September 20, 2022	\$118,966
	Total MHSA One-Time Payable to SMCOE	\$118,966

6.2.b. Invoices will be invoiced monthly for expenses incurred as described above in Section 4 - Scope of Work. Invoices will include detail itemized list of expenditures as per the budget in Attachment 3. Invoices that do not include documentation of the services Provided may be subject to a delay in payment until such documentation has been received.

6.2.c. Invoices shall be sent to:

County of San Mateo
 Behavioral Health and Recovery Services, Contracts Unit
 2000 Alameda de las Pulgas, Suite 280
 San Mateo, CA 94403

7. Contact Information

The following is contact information of the persons responsible from each party/entity for the completion and maintenance of this MOU:

7.1 San Mateo County Behavioral Health and Recovery Services

Name: Jei Africa, Director
 Behavioral Health and Recovery Services
 Address: 2000 Alameda de las Pulgas, Suite 235
 San Mateo, CA 94403
 Telephone:
 Email: jafrica@smcgov.org

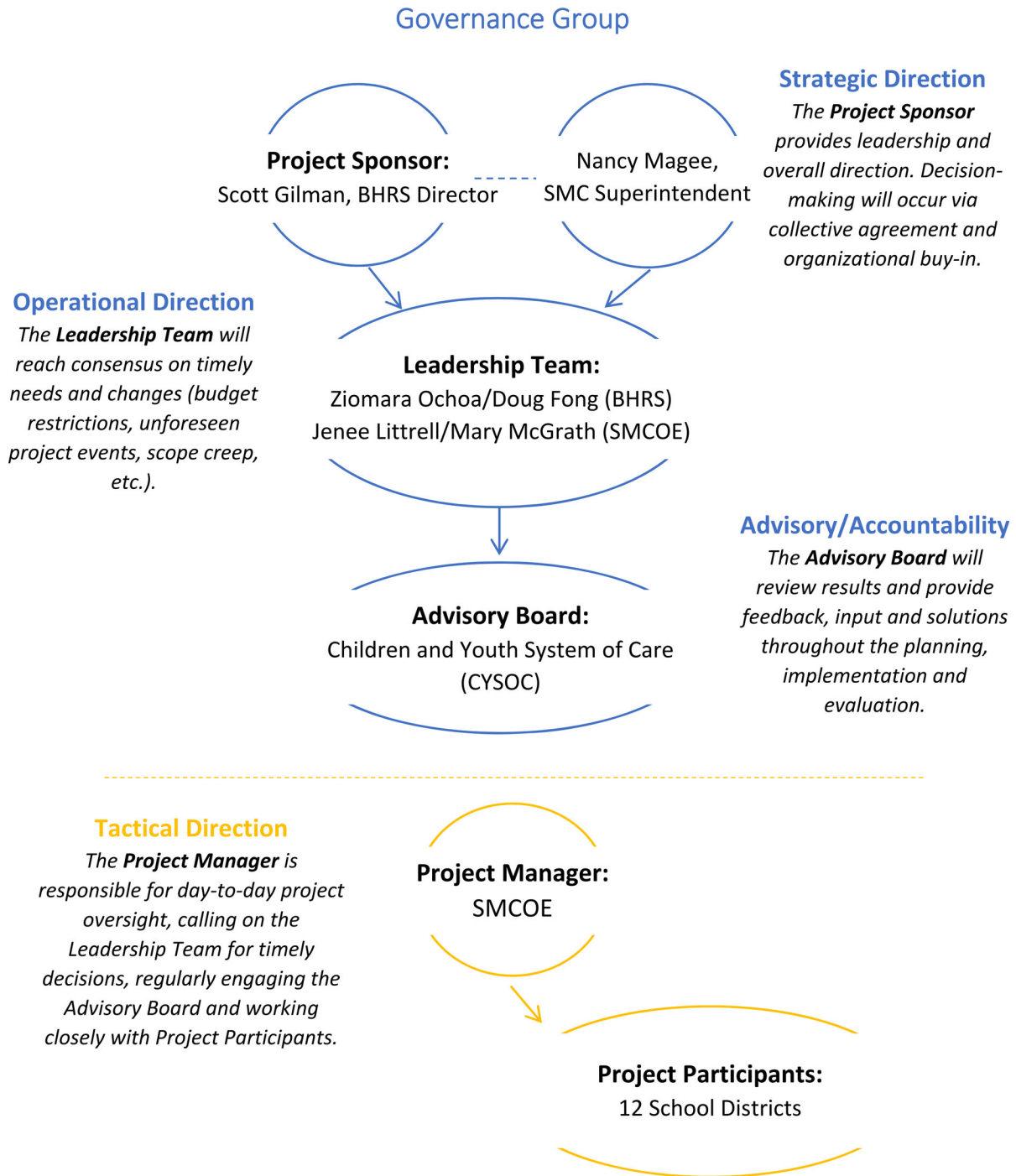
7.2 San Mateo County Office of Education

Name: Nancy Magee, San Mateo County Superintendent of
Schools
Address: 101 Twin Dolphin Drive
Redwood City CA 94065
Telephone: (650) 802-5554
Email: nmagee@smcoe.org

ATTACHMENT 1 - SYSTEM Support Governance Structure

Mental Health Student Services Act (MHSSA) – Governance Framework

The MHSSA Governance Framework outlines the relationships between all internal and external groups involved in the project, describes the proper flow of information to all stakeholders, ensure a process for review of issues and that direction for the project is obtained at each appropriate stage of the project.



MENTAL HEALTH STUDENT SERVICES ACT (MHSSA)
GRANT YEAR 3 REPORT TRACKER

San Mateo (19MHSOAC084)

Grant Period: 10/1/2020 - 9/30/2024

GY3 Quarterly Reporting Periods:

Q1 = 10/1/2022 - 12/31/2022

Q2 = 1/1/2023 - 3/31/2023

Q3 = 4/1/2023 - 6/30/2023

Q4 = 7/1/2023 - 9/30/2023

Report	Q1 Due	Q2 Due	Q3 Due	Q4 Due	GY3 Due	Due Monthly	Responsible Party
- <i>Submitted to State MHSOAC</i>							
Grant Award Claim Form (GACF)	1/14/2023	4/14/2023	7/14/2023	10/14/2023			BHRS – pending SMCOE invoicing
Hiring Report	1/30/2023	4/30/2023	7/30/2023	10/30/2023			SMCOE
Annual Fiscal Report (AFR)					10/30/2023		BHRS
Monthly Check-in						14 th of the month	SMCOE
Evaluation Data *							SMCOE

Note:

GACF due within 14 days after each quarterly reporting period

Hiring Report due within 30 days after each quarterly reporting period

AFR due within 30 days after end of grant year

Monthly Check-in due within 14 days after the end of the previous month

* Evaluation Data for the reporting period of 8/1/2022 – 1/31/2023 is due 2/28/2023.

Evaluation Data for the reporting period of 2/1/2023 – 7/31/2023 is due 8/31/2023.

MHSSA INTERNAL BUDGET WORKSHEET - AMENDED

San Mateo County Office of Education (SMCOE) Budget						
Personnel	Year 1	Year 2	Year 3	Year 4	TOTAL	
Project Manager (.75 FTE)	114,154	123,442	165,024	130,740	533,360	
Operational Admin Support (0.5 FTE)	39,651	36,711	45,685	40,721	162,768	
Wellness Counselors (6.75 FTE)	75,100	433,005	501,272	513,696	1,523,073	
Family Engagement Specialist (.60 FTE)				83,038	83,038	
Total Personnel Services	306,148	803,068	1,029,266	1,031,535	3,170,016	
Contractors						
Caring School Community	106,982	17,936	73,025	73,025	270,968	
Second Step	240,145	1,009	10,000	10,000	261,154	
Connect with Kids	362,860	181,250	31,000	31,000	606,110	
Connect with Kids - Documentary Series	-	-	10,000	10,000	20,000	
Project Wayfinder	32,500	-	-	25,000	57,500	
Kid Grit	-	18,234	-	15,000	33,234	
CareSolace	23,240	46,480	47,282	46,480		
Heart in Mind Consulting	-	-	2,676	-		
Collaborative for Academic, Social, and Emotional	-	-	65,000	-		
Qualtrics	-	93,468	122,291	55,000		
Total Contracted Services	765,727	358,377	361,274	265,505	1,750,883	
Other Costs						
Training	10,691	1,124	25,000	8,000	44,815	
Family Engagement Workshops Supplies	-	-	-	10,000	10,000	
Transportation	-	52	400	1,650	2,102	
Travel/Conference	-	-	1,000	-	1,000	
Technology	-	-	1,000	-	1,000	
Office Supplies	18	-	-	-	18	
Total Other Costs	10,709	1,176	27,400	19,650	58,935	
Total Program Costs before Administration	1,082,584	1,162,621	1,417,940	1,316,690	4,979,835	
Administration (indirect costs and overhead)	89,781	94,961	96,179	99,170	380,091	
Total SMCOE Program Costs	1,172,365	1,257,582	1,514,119	1,415,860	5,359,926	

Behavioral Health & Recovery Services (BHRS) Budget						
Personnel	Year 1	Year 2	Year 3	Year 4	TOTAL	
BHRS Accountant /JI (in-kind)						
Total Personnel Services	-	-	-	-	-	
Contractors						
American Institute for Research	156,366	100,004	108,630	85,000	450,000	
Total Contracted Services	156,366	100,004	108,630	85,000	450,000	
Other Costs						
Training						
Transportation						
Technology						
Total Other Costs	-	-	-	-	-	
Total Program Costs before Administration	156,366	100,004	108,630	85,000	450,000	
Administration (indirect costs and overhead)	44,890	47,480	33,092	64,611	190,073	
Total BHRS Program Costs	201,256	147,484	141,722	149,611	640,073	
TOTAL MHSSA GRANT	1,373,621	1,405,066	1,655,841	1,565,471	\$5,999,999	

MHSA One-Time (not included in MHSSA Grant Costs)	Year 1	Year 2	Year 3	Year 4	TOTAL
Qualtrics Database	-	118,966			118,966
TOTAL MOU AMOUNT	\$1,172,365	\$1,376,548	\$1,514,119	\$1,415,860	\$5,478,892