



State of Utah

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Governor

GREG BELL  
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

PALMER DePAULIS  
Executive Director

OFFICE OF FISCAL OPERATIONS  
JENNIFER C. EVANS  
Director

BUREAU OF CONTRACT MANAGEMENT  
STEPHANIE M. CASTRO  
Director

Vendor No.: 18704G  
Commodity Code No.: 9526200000

Log No.: 27643  
Governmental Entity

Contract No.: 101600

Subject: PASSAGE  
(For Division Use Only)

**AMENDMENT #3**

TO BE ATTACHED TO AND MADE A PART OF the above numbered Contract between the Utah Department of Human Services, which includes the Division of Substance Abuse and Mental Health (referred to in this Amendment as "DHS" or "DHS/DSAMH");

AND

Name: Tooele County Corporation  
Address: 47 South Main Street  
Tooele, Utah 84074-2194

A Governmental Entity (referred to as the "Contractor").

**PURPOSE OF AMENDMENT:** 1) To extend the end date of the contract; 2) add \$96,550.00 in funding for FY2013; 3) update contract language; 4) replace the rate table; and 5) add the FY2013 Budget forms.

The parties agree to amend the Contract as follows:

1. Part I, Section A, #2, a. "Contract Period": Change to read:  
"This Contract is effective as of **December 14, 2009** and terminates on **December 13, 2013**, unless..."
2. Part I, Section A, #2, b. "Contract Renewal": Change to read:  
Contract to be reviewed for renewal annually for five additional years at the discretion of DHS/DSAMH through September 30, 2015. Contract renewal is at the discretion of DHS/DSAMH and contingent upon available funding.
3. Part I, Section A, #5, paragraph titled "Actual Services/Approved Budget": Replace with the following: "DHS/DSAMH" shall pay the Contractor not more than **\$87,000.00 for the period of December 14, 2009 – September 30, 2010, \$109,650.00 for the period of October 1, 2010 – September 30, 2011, \$202,778.00 for the period of**

**October 1, 2011 – September 30, 2012 and \$96,550.00 for the period of October 1, 2012 – September 30, 2013** for providing the services required pursuant to this Contract. Payments for each period of funding (“funding period”) identified above shall be based on the Contractor’s approved budget for that funding period and its documented costs incurred during that same period. Funding does not carry over from one funding period to the next. Any funds not expended by the end of the funding period for which they were allocated shall lapse and the Contractor shall have no further claim to the same.

4. Part II, Scope of Work and Special Conditions: Replace with the following:

**PART II: SCOPE OF WORK AND SPECIAL CONDITIONS**

In return for the funds provided under this Contract the CONTRACTOR agrees to the following:

**A. BACKGROUND INFORMATION**

1. **PURPOSE:** PASSAGES is a transitional mental health services program. The purpose of this contract is for the Contractor to coordinate with the DHS/DSAMH PASSAGES Project Director to implement a federally funded project entitled *Progressive Adulthood: Skills, Support, Advocacy, Growth, and Empowerment = Success* (PASSAGES) in Tooele County. The scope of the contract includes developing, implementing, documenting and sustaining transitional services for youth and young adults age 16-25 with serious mental health conditions to assist them with transitioning into adulthood.
2. **PROCESS:** The Contractor will implement the transitional services as outlined in the RECONNECT Program Manual, hereinafter referred to as “Program Manual”, with additional enhancement components. The Program Manual can be found at [http://dsamh.utah.gov/docs/utah\\_pyts\\_program\\_manual.pdf](http://dsamh.utah.gov/docs/utah_pyts_program_manual.pdf). The implementation process includes:
  - a. **Building Community Partnerships:** The Contractor shall promote youth-in-transition services among community partners.
  - b. **Implementation of Transitional Facilitation Services:** The Contractor shall implement the transitional facilitation services with fidelity as outlined in the Program Manual with additional enhancement components.
  - c. **Workforce Development:** The Contractor shall ensure that center staff is knowledgeable of issues and practices related to transitional service.
  - d. **Sustainability:** The Contractor shall develop a written plan to sustain the transitional services beyond the grant period.
  - e. **Evaluation:** The Contractor shall assist the DHS/DSAMH PASSAGES Project Director in the collection of the evaluation data and ensure that the evaluation results/outcomes are reviewed by the local key stakeholders.

3. **OUTCOMES:** It is expected that the following number of young people will receive transitional assessment, planning, and facilitation services, as defined in the Program Manual. This data will be included in the quarterly reports.
  - a. October 1, 2012 through September 30, 2013: 40 new clients.
  - b. October 1, 2013 through September 30, 2014: 40 new clients.

**B. GENERAL REQUIREMENTS AND QUALIFICATIONS**

1. **GENERAL REQUIREMENT:** The grant funds cannot be used to supplant current funding of existing activities. "Supplant" is defined as replacing funding of a recipient's existing program with funds from a Federal grant.
2. **QUALIFICATIONS:** The Contractor must have at least 2 years experience (as of the starting date of the contract) providing mental health services in Tooele County. The Contractor must comply with all applicable local (city, county) and State/Tribal licensing, accreditation, and certification requirements, as of the starting date of the contract.
3. **RECORDKEEPING AND REPORTING:** The Contractor shall:
  - a. Maintain client records as required in Part I, section D of this contract.
  - b. Specifically maintain training records, meeting agendas, meeting minutes and attendance sheets. Training records will include training materials, attendance rosters and training evaluations.
  - c. Submit required data into federal web-based system, TRansformation ACcountability System (TRAC), on the timeline specified by the federal Substance Abuse and Mental Health Services Administration (SAMHSA), as found at <https://www.cmhs-gpra.samhsa.gov/TracPRD/default.aspx>. The timely submission will be monitored monthly by the evaluator, Utah State University.

**C. PROGRAM OBJECTIVES**

The Contractor shall accomplish following objectives:

1. Continue building and maintaining community partnership to implement a coordinated youth-in-transition services. The Contractor shall report their progress in the monthly call with DHS/DSAMH PASSAGES Project Director.
  - a. Partnerships include:

- (1) Local mental health and substance abuse provider;
  - (2) Regional Office of DHS, Division of Child and Family Services (DCFS);
  - (3) Regional Office of DHS, Division of Juvenile Justice Services (DJJS);
  - (4) Regional Office of DHS, Division of Services for People with Disabilities (DSPD);
  - (5) Regional Office of Department of Workforce Services (DWS);
  - (6) Local school districts;
  - (7) Juvenile Court;
  - (8) County Sheriff or local Police Department;
  - (9) Vocational Rehabilitation Services;
  - (10) Local Housing Program;
  - (11) Native American tribe in Tooele County;
  - (12) County Commissioner;
  - (13) Local Health Department;
  - (14) Local business owners;
  - (15) Family members; and
  - (16) Young people between the age of 16 and 25.
- b. The Contactor shall communicate with the DHS/DSAMH PASSAGES Project Director if it experiences difficulties to recruit and/or sustain the required partnerships.
2. Develop the system capacity to sustain the program model beyond federal funds:
- a. The Contactor shall develop a process to fully utilize Medicaid funding for youth-in-transition services.
  - b. The Contactor shall keep track of the revenues generated from the transitional facilitation services (e.g., Medicaid reimbursement), develop a

written plan and submit it to the DHS/DSAMH Project Director regarding reinvesting the additional revenues into the project for enhancement and sustainability by March 31, 2013.

3. Assist youth and young adults age 16-25 with serious mental health conditions to successfully transition into adulthood. The Contractor shall implement the transitional facilitation services as outlined in the Program Manual. The DHS/DSAMH Project Director may negotiate with Tooele County to add additional enhancement components to be included in the transition facilitation services.
  - a. The Contractor shall maintain a minimum of two Transitional Facilitators on staff. Their qualifications will be in accordance with what is outlined in the Program Manual. Efforts will be made to hire Transitional Facilitators who reflect the cultural backgrounds and linguistic skills of the young people and their families in Tooele County. Efforts will include recruiting from the culturally diverse communities and emphasis of cultural competency requirements in the job description.
  - b. The Contractor shall provide transitional facilitation services to 40 new young people annually. Services records shall be kept in the individual case record. The Contractor shall notify the DHS/DSAMH PASSAGES Project Director if it anticipates difficulty meeting the goal.
  - c. Each young person participating in the project shall receive transition assessment and have a person-centered transitional plan. The DHS/DSAMH PASSAGES Project Director shall conduct an annual on-site records review to assess the quality of the assessments and the transition plans.
  - d. The Contractor shall follow the protocol as outlined in the Program Manual to determine the appropriate use and disbursement of flexible funds for young people enrolled in the program. The Contractor shall maintain supporting documentation, as required in Part V, Section B(3) of this Contract for all flexible funds disbursements, including funding request, authorization and financial records. The contractor shall request approval from the DHS/DSAMH PASSAGES Project Director for any exceptions to the protocol prior to expending those funds. Failure to gain approval may result in non-payment for unapproved expenditures. The records for flexible funding expenditures shall be subject to review by the DHS/DSAMH PASSAGES Project Director upon request and also during site visits.
  - e. The Contractor shall provide monthly supervision for Transitional Facilitators. The Contractor shall maintain a supervision log.

- f. Transitional Facilitators shall participate in the twice-monthly supervision, coaching, and mentoring activities organized by the DHS/DSAMH PASSAGES Project Director via video conferencing or conference calls.
4. Increase youth development opportunities for program participants. Compliance and progress on this objective shall be reported through monthly telephone calls with the DHS/DSAMH PASSAGES Project Director. The Contractor shall:
- a. Identify youth advocate(s) to assist the DHS/DSAMH PASSAGES Project Director to plan and implement activities in conjunction with the annual National Children's Mental Health Awareness Day in May. This shall be completed on or before May 31st of each year.
  - b. Assist the DHS/DSAMH PASSAGES Project Director to organize the annual Youth Leadership Conference by 1) recruiting at least one youth advocate 18-years-old or older to participate; 2) assisting Youth Leadership Conference attendees to develop a plan to travel to the conference site; and 3) obtaining proper release from attendee(s) and guardian(s). Transitional Facilitators may be required to attend the Youth Leadership Conference to help supervise. The conference dates and location shall be determined by the DHS/DSAMH PASSAGES Project Director. This shall be completed on or before September 30th of each year.
  - c. Identify youth advocate(s) to assist the DHS/DSAMH PASSAGES Project Director to plan and implement one community service project annually. This shall be completed on or before September 30th of each year. The scope of the community service project shall be approved by the DHS/DSAMH PASSAGES Project Director.
  - d. Identify youth advocate(s) to participate in other DHS/DSAMH recommended youth development activities, e.g., training, meeting, and youth mentoring activities. The schedule of these activities shall be jointly determined by the DHS/DSAMH PASSAGES Project Director and the Contractor. This shall be completed on or before September 30th of each year.
  - e. Submit documentation monthly to Allies with Families so the youth advocate(s) may receive their stipend for eligibility activities.
  - f. Communicate with the DHS/DSAMH PASSAGES Project Director if it experiences difficulties in conducting the required youth development activities.
- E. Maintain a competent workforce for transitional facilitation services. The Contractor shall identify the appropriate staff to attend training events organized

by the DHS/DSAMH PASSAGES Project Director specifically for the PASSAGES project. This shall be completed on or before September 30th of each year. The DHS/DSAMH PASSAGES Project Director shall determine the dates and locations of the training and the type of staff who should attend.

- F. Assist the DHS/DSAMH PASSAGES Project Director in the process and outcome evaluation. The Contractor shall:
- a. Assist the DHS/DSAMH PASSAGES Project Director to collect and process evaluation data and outcome evaluation data as required in the evaluation plan.
  - b. Participate in the cross-site evaluation as required by the federal Substance Abuse and Mental Health Services Administration (SAMHSA).
  - c. Work with the the DHS/DSAMH PASSAGES Project Director to incorporate the evaluation results into a continuous quality improvement process.
  - d. Ensure that the evaluation results/outcomes are reviewed by the community partners.

**D. REIMBURSEMENT**

1. The Contractor shall submit monthly invoices to the DHS/DSAMH PASSAGES Project Director for reimbursement pursuant to PART IV: CONTRACT COSTS, BILLING AND PAYMENT INFORMATION of this Contract. The invoice shall contain the following items:
  - a. Contractor name;
  - b. Current Contract number;
  - c. Dates of the service the invoice is being submitted for;
  - d. At a minimum, costs incurred under the categories of:
    - (1) personnel;
    - (2) travel/mileage; and
    - (3) any other program costs.
  - e. A detailed description of the service required of the contractor within the scope of work of this contract that was rendered by the Contractor;

- f. Contractor's address for payment;
  - g. Contractor's phone number; and
  - h. Contractor's signature.
2. Invoices submitted by the Contractor to DHS/DSAMH without the required information will not be paid and shall be returned to the Contractor for completion.
5. Part IV, #2, a. "Rates": Replace rate table with the following:

Service Title / Tracking Code	Amen d. #	Funding Period	Funding Source / CFDA	Amendment Funding Amount
<b>Transitional Mental Health Services for Youth / (PSG)</b>	n/a	12/14/09-9/30/10	PASSAGE / 93.243	\$87,000.00
	1	10/1/10-9/30/11		\$109,650.00
	2	10/1/11-9/30/12		\$202,778.00
	3	10/1/12-9/30/13		<b>\$96,550.00</b>

6. Part VI, Section B "Budget Forms": Add the attached FY2013 budget forms.

**All other terms and conditions in the original contract remain the same.**

**AUTHORITY OF PERSON SIGNING FOR THE CONTRACTOR:** The Contractor represents that the person who has signed this Amendment on behalf of the Contractor has full legal authority to bind the Contractor and to execute this Amendment.

**CONTRACTOR HAS NOT ALTERED THIS AMENDMENT:** By signing this Amendment, the Contractor represents that it has not in any way altered the language or provisions in the Amendment, and that this Amendment contains exactly the same provisions that appeared in this document and its exhibits when DHS originally sent it to the Contractor.

IN WITNESS WHEREOF, the parties sign and cause this amendment to be effective October 1, 2012.

**CONTRACTOR**

By: Colleen S. Johnson  
Type or print name COLLEEN S. JOHNSON  
Title/Position: COMMISSIONER  
Tooele County Corporation  
Date: 12-30-12

**DHS/DSAMH**

By: Lana Stohl  
Lana Stohl, Director  
Division of Substance Abuse and Mental Health  
Date: 12/31/12

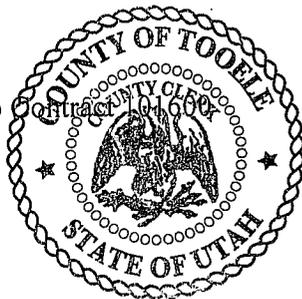
**ATTEST:**

Marilyn K. Gillette  
MARILYN K. GILLETTE  
TOOELE COUNTY CLERK

**RECEIVED AND PROCESSED**

CONTRACT RECEIVED AND  
PROCESSED BY  
By: Sheri Witucki  
DIVISION OF FINANCE  
Sheri Witucki, Contract Analyst  
State Division of Finance  
Date: JAN 02 2013

Log #27643 Amd #3 to Contract #04600



DHS BUDGET STATEMENT FORM

Name of Contractor: Valley Mental Health-Tooele

Name of Individual Preparing Budget: Alex C Gonzalez

WARNING: Worksheet is protected. If you remove the protection, you are responsible for the correctness of the formulas.

(Projected Revenue Current Year)

DHS Contract Specialist: Ray Winger

REVENUE SOURCES	TOTAL REVENUES	FUNCTIONAL REVENUE CENTERS						PRIOR YEAR REVENUES
		Allocation of Total Revenues into Separate Programs						
1 This Contract (Division/Office of <u>DSAMH</u> )	96550							
2 Other Contracts this same DHS Division/Office								
3 Contracts with other DHS Divisions (specify) _____								
4 Other State of Utah Departments								
Local Units of Government:								
5 City (specify) _____								
6 County (specify) _____								
7 Associations of Governments (specify) _____								
8 Federal Block Grants (specify) _____								
9 Other Federal Programs (specify) _____								
10 Collections and Fees from clients								
11 United Way Funding								
12 Other contributions (specify) _____								
13 Other Organizations (specify) _____								
14 Special Fund Raising								
15 Prior Years Excess Funds (Estimate)								
16 Miscellaneous (specify) _____								
17 TOTAL REVENUE	96550	0	0	0	0	0	0	0
A	B	C	D	E	F	G	H	I

DHS BUDGET STATEMENT FORM

WARNING: Worksheet is protected. If you remove the protection, you are responsible for the correctness of the formulas.

Name of Contractor: Valley Mental Health-Tooele

CATEGORY I ADMINISTRATION EXPENSES	TOTAL EXPENSES	FUNCTIONAL EXPENSE CENTERS						PRIOR YEAR CONTRACT EXPENSES
		Allocation of Total Expenses Into Separate Programs						
								THIS CONTRACT EXPENSES
1 Salaries *(from salary schedule, page 7)	-							-
2 Fringe Benefits (employer taxes, health insurance, etc)								
3 Travel/Transportation (vehicle mileage, etc)								
4 Space Costs (rent, mortgage, lease)								
5 Utilities (heat, electricity, water, garbage/sewage)								
6 Communications (telephones, postage, etc.)								
7 Equipment/Furniture (under \$5,000 per item-computer, desk, table, chair, cabinet, etc.)								
8 Supplies/Maintenance (Office items, shipping, postage)								
9 Miscellaneous								
10 Conferences/Workshops	500							500
11 Insurance (property/casualty, auto, professional, etc)								
12 Professional Fees/Contract Services								
13 CATEGORY I TOTAL ADMINISTRATION EXPENSES	500	0	0	0	0	0	0	500
CATEGORY II CAPITAL EXPENDITURES (Equipment costing \$5,000 or more or as determined for financial reporting purposes)								
14 For example: vehicles, buildings, lease improvements								
15 CATEGORY II TOTAL CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
A	B	C	D	E	F	G	H	I
								J

DHS BUDGET STATEMENT FORM

Name of Contractor: Valley Mental Health-Tooele

CATEGORY III PROGRAM EXPENSES	TOTAL EXPENSES	FUNCTIONAL EXPENSE CENTERS Allocation of Total Expenses Into Separate Programs						THIS CONTRACT EXPENSES	PRIOR YEAR CONTRACT EXPENSES
1. Salaries *(from salary schedule, page 7)	76186							76186	
2. Fringe Benefits (employer taxes, insurance, retirement)									
3. Travel/Transportation									
Mileage	6000							6000	
Vehicle Lease									
Vehicle Depreciation									
Vehicle Repairs/Supplies									
Other (specify)									
4. Space Costs									
Rent/Lease									
Depreciation									
Property Taxes									
Other (specify)									
5. Utilities									
Power									
Heat									
Water/Sewer									
Other (specify)									
6. Communications									
Telephone	984							984	
Postage/shipping									
Other (specify)									
7. Equipment/Furniture (Under \$5,000)									
Rent/Lease									
Repair/Maintenance									
Depreciation									
Other (specify)									
8. SUB TOTAL PAGE 3	83170	0	0	0	0	0	0	83170	0
A	B	C	D	E	F	G	H	I	J

DHS BUDGET STATEMENT FORM

Name of Contractor: Valley Mental Health-Tooele

CATEGORY III PROGRAM EXPENSES	TOTAL EXPENSES	FUNCTIONAL EXPENSE CENTERS						THIS CONTRACT EXPENSES	PRIOR YEAR CONTRACT EXPENSES
		Allocation of Total Expenses Into Separate Programs							
9. Supplies/Maintenance Program Services Food Maintenance Office expenses Other (specify)	400  1000							400  1000	
10. Miscellaneous Printing/Copying Books/Subscriptions Licenses/Permits Taxes Other (specify)									
11. Conferences/Workshops Out of Town Travel, room, meals, etc. Transportation Per Diem Other (specify)	780 700							780 700	
12. Insurance									
13. Professional Fees/Contractual Services Sub-Contracts Other (specify)									
14. Client Cost Direct payments to Clients Payments made in behalf of clients Other (specify) Flexible Funds	10000							10000	
15. SUB TOTAL PAGE 4	12880	0	0	0	0	0	0	12880	0
16. CATEGORY III TOTAL (PROGRAM EXPENSES)	96050	0	0	0	0	0	0	96050	0
17. TOTAL EXPENSES (CATEGORIES I, II, III)	96550	0	0	0	0	0	0	96550	0
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>

DHS BUDGET JUSTIFICATION FORM

Name of Contractor: Valley Mental Health-Tooele

Provide back-up justification of the total shown for the following Budget categories. Include individual sub-categories if different back-up data (rate basis of estimate costs, etc.) apply. If this contract is for more than one service and costs are allocated between cost centers, explain cost allocation basis. Attach additional pages if necessary

EXPENSE CATEGORY	JUSTIFICATION BASIS -- ALLOCATION PLAN (Explain how the expenses were determined)
<p><b>Category I -- Administration Expenses.</b>                      Total administration expenses may not exceed 25% of total program expenses (Category III)</p> <ol style="list-style-type: none"> <li>1. Salaries</li> <li>2. Fringe Benefits</li> <li>3. Travel/Transportation</li> <li>4. Space Cost</li> <li>5. Utilities</li> <li>6. Communications</li> <li>7. Equipment/Furniture (not capitalized or depreciated)</li> <li>8. Supplies/Maintenance</li> <li>9. Miscellaneous</li> <li>10. Conferences/Workshops</li> <li>11. Insurance (property/casualty, auto, professional, etc)</li> <li>12. Professional Fees/Contract Services</li> </ol>	<p>NA</p> <p>NA</p> <p>NA</p> <p>Need to interact with Stakeholders at State and Federal level and learn about other innovative program</p>
<p><b>Category II--Capital Expenditures</b></p>	

**EXPENSE CATEGORY** JUSTIFICATION BASIS - ALLOCATION PLAN (Explain how the expenses were determined)

**Category III Program Expenses**

<ol style="list-style-type: none"> <li>1. Salaries</li> <li>2. Fringe Benefits</li> <li>3. Travel/Transportation</li> <li>4. Space Cost</li> <li>5. Utilities</li> <li>6. Communications</li> <li>7. Equipment/Furniture (not capitalized or depreciated)</li> <li>Page 4</li> <li>9. Supplies/Maintenance</li> <li>10. Miscellaneous</li> <li>11. Conferences/Workshops</li> <li>12. Insurance</li> <li>13. Professional Fees/Contract Services</li> <li>14. Client Costs</li> </ol>	<ol style="list-style-type: none"> <li>2 Full Time Staff, .10% salary for Employment and education specialist</li> <li>Staff needs to travel to clients and to both learn and develop and assure fidelity in rural area</li> <li>NA</li> <li>NA</li> <li>Cost for cell phone for staff who are often out of office, with clients and with other community partners</li> <li>Food for groups both program and coalition building, Office supplies to support staff</li> <li>Requirement in grant to attend training, necessary costs when traveling</li> </ol>
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