



In compliance with the Americans with Disabilities Act, if you require a modification or accommodation to participate in this meeting, including the availability of assistive listening devices or agendas in alternative formats, please contact the First 5 Kings County Children and Families Commission's office at (559) 585-0814 (California Relay 711) at least 48 business hours prior to the start of this meeting.

Meeting Agenda

February 4, 2025

3:00PM

Kings County Board of Supervisors Chambers
1400 W. Lacey Blvd. Hanford, CA 93230

Call to Order & Welcome

Commissioners Roll Call

Review and Modification to Agenda

Opportunity for Public Comment

This portion of the meeting is reserved for persons to address the Commission on any matter not on this agenda but under the jurisdiction of the Commission. Commissioners may respond to statements made or questions posed. They may ask a question for clarification; make a referral to staff for factual information or request staff to report back to the Commission at a later meeting. Also, the Commission may take action to direct staff to place a matter of business on a future agenda.

Speakers are limited to two minutes. Please state your name before making your presentation.

Consent Calendar

All items listed under the consent calendar are considered to be routine and will be enacted by one motion if no member of the Commission or audience wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Commission concerning the item before action is taken.

- P. 003 **2025-02-168 Consent Calendar**
December 3, 2024 Commission Meeting Minutes
December 2024 Fiscal Report

Action Items

- P. 011 **2025-02-169 Establish a Nomination Committee for 2025-2026 Chair Elect:** The Chair will create a subcommittee that will be charged with nominating a Chair elect for FY 2025-2026.
- P. 013 **2025-02-170 Extension of Current Contracts:** Commission to review and consider extending current contracts for one year.

Informational Agenda Items

P. 015 **Spotlight on Service:** Staff from United Cerebral Palsy of Central California will present an overview of the funded projects, Parent & Me and Special Needs.

P. 012 **Children and Youth Behavioral Health Initiative Round 3 Grant Update:** Commission to discuss staff to provide an update on the Children and Youth Behavioral Health Initiative grant.

2nd Quarter Grantee Achievement Report: Commission to review and discuss the progress of funded projects for FY 24/25.

Staff Report: December 2024 – January 2025

Future Agenda Items

April 1, 2025

- Minutes from February 4, 2025 Commission Meeting
- February 2025 Fiscal Report
- Election of Chair Elect for FY 25/26
- Proposed Budget for FY 25/26
- Administrative Cost Limit for FY 25/26
- First 5 California Annual Report FY 23/24
- Spotlight on Service: Kings County Office of Education
- Staff Report: February-March 2025

Commissioner Comments

Review Next Meeting Date & Adjournment

- April 1, 2025 at 3:00 PM

Public Comment is Taken on Each Agenda Item

Please note that the order in which the agenda items are considered may be subject to change.

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Date of Meeting: February 4, 2025

2025-02-168

Consent Calendar

- **December 3, 2024
Meeting Minutes**
- **December 2024 Fiscal
Report**



Commission Meeting Minutes

December 3, 2024

3:00PM

Kings County Board of Supervisors Chambers
1400 W. Lacey Blvd. Hanford, CA 93230

Call to Order & Welcome Meeting called to order at 3:00pm by Chairperson Wendy Osikafo.

Commissioners Roll Call 3 out of 5 Commissioners present at the time of the roll call.

Commissioner	Present	Absent	Joined Meeting After Roll Call
Joe Neves	X		
Dr. Milton Teske		X	
Wendy Osikafo	X		
Todd Barlow	X		
Dr. Lisa Lewis		X	

Review and Modification to Agenda Program Manager Clarissa Ravelo indicated that the Evaluation Report should be moved from the Action Item section to the Informational Agenda Item section, as approval is not required. No opposition from any of the Commissioners.

Opportunity for Public Comment None noted.

Consent Calendar

- P. 003 **2024-10-165 Consent Calendar**
- October 1, 2024 Commission Meeting Minutes**
- October 2024 Fiscal Report**

No discussion noted.

2024-10-165 Consent Calendar				
Motion Made by:	J. Neves			
2 nd Motion by:	T. Barlow			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Wendy Osikafo	X			
Dr. Milton Teske				X
Joe Neves	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

Action Items

P. 013 **2024-10-166 FY 23/24 Annual Audit:** Commission to review, discuss and consider approving the FY 23/24 audit prepared by Moss Adams LLP, for submission to First 5 California and the State Controller’s Office.

Ms. Ravelo presented the FY 23/24 Audit prepared by the external auditor, Moss Adams LLP. According to the report prepared, the external auditor did not identify any deficiencies in the internal control over financial reporting. In addition, the report indicated that the Commission has complied with the compliance requirements for local entities administering Proposition 10 funding, as issued by the California State Controller’s Office. Overall, there were no reportable findings as required by Government Auditing Standards for the year ended June 30, 2024.

No discussion noted.

2024-10-166 FY 23/24 Annual Audit				
Motion Made by:	T. Barlow			
2 nd Motion by:	J. Neves			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Wendy Osikafo	X			
Dr. Milton Teske				X
Joe Neves	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

P. 071 **2024-10-167 FY 23/24 Annual Report:** Commission to review, discuss and consider approving the FY 23/24 annual report, for submission to First 5 California and the State Controller’s Office.

Ms. Ravelo reported that data was collected on a quarterly basis from the Commission-funded organizations and reported during regular Commission meetings. This data is then compiled to generate the Annual Report, which is before the Commission for final approval and adoption, for submission to First 5 California. Ms. Ravelo described the Annual Performance Report Dashboard included in the agenda packet, which showed the Commission’s Expenditures and Revenue over time, as well as the number of children and primary caregivers served.

No discussion noted.

2024-10-167 FY 23/24 Annual Report				
Motion Made by:	J. Neves			
2 nd Motion by:	T. Barlow			
Motion (Pass/Fail)	PASS			
Commissioner	Aye	Nay	Abstain	Absent
Wendy Osikafo	X			
Dr. Milton Teske				X
Joe Neves	X			
Todd Barlow	X			
Dr. Lisa Lewis				X

Informational Agenda Items

P. 072 **FY 23/24 Annual Evaluation Report:** Commission to review and discuss the FY 23/24 annual evaluation report.

EMT Evaluation Consultant Presentation summary: Tori Stuart-Cassell, President of EMT Associates, Inc. the contracted external Evaluation Consultant presented the Annual Evaluation Report. The evaluation report provided information on the various Commission-supported programs, including the program reach and characteristics of children served. In addition to highlighting each of the programs and their impact, Ms. Stuart-Cassell also listed the challenges and opportunities that the programs have faced, along with declining revenue from tobacco taxes, as well as current Strategic Planning activities.

Discussion: Commissioner Barlow inquired if the new database platform that was being piloted had the ability to measure outcomes. Ms. Stuart Cassell replied that it will be initially just capturing deliverable counts; however, with more accurate data, the ability to evaluate the data increases. Commissioner Osikafo inquired about the comparison between the ASQ and HELP screening tools. Ms. Stuart-Cassell stated that they are comparable, but they also measure different areas of development. Additional inquiry was made about the comparison over the years of children screened who are presenting with delays. Victor Perez, Children’s Services Director for UCP+, stated that they don’t have aggregate data, as each screening is treated individually; however, with the new database, they would have that ability. Rebecca Villa, ECE Director for Kings County Office of Education also stated that when delays are identified through ASQ screenings, those children/families are referred to UCP+ for further evaluation.

P. 073 **1st Quarter Grantee Achievement Report:** Commission to review and discuss the progress of funded projects for FY 24/25.

Ms. Ravelo presented the 1st quarter report, which measures program deliverables against quarterly targets. The 1st page of the report is an overall summary of each program’s progress, and the rest of the report is broken down by program, with actual and target deliverables. Most of the programs are on target or are expected to meet their targets as the year progresses. Ms. Ravelo stated that she is available to provide technical assistance as requested by the grantees.

No discussion noted.

P. 097 **Staff Report:** October and November 2024

Ms. Ravelo provided the Commission with a summary of activities since the October Commission meeting. She continues to be involved in a variety of initiatives locally, regionally and statewide. Status updates on the new CYBHI grant, the Dolly Parton Imagination Library, the Help Me Grow Regional Partnership, Strategic Plan, Local Data System, Medi-Cal Managed Care Plan’s MOU and grantee site visits were also provided.

No discussion noted.

Future Agenda Items

February 4, 2025

- Minutes from December 3, 2024 Commission Meeting

- Establish Nomination Committee to Elect Vice-Chair
- 2nd Quarter Grantee Achievement Report
- Spotlight on Service: United Cerebral Palsy’s Parent & Me and Special Needs projects
- Staff Report – December 2024 and January 2025

Commissioner Comments

None.

Review Next Meeting Date & Adjournment

- Chairperson Osikafo reviewed the next Commission meeting date that will be held on February 4, 2025 at 3:00 PM. The meeting was adjourned at 4:19pm.

Public Comment is Taken on Each Agenda Item

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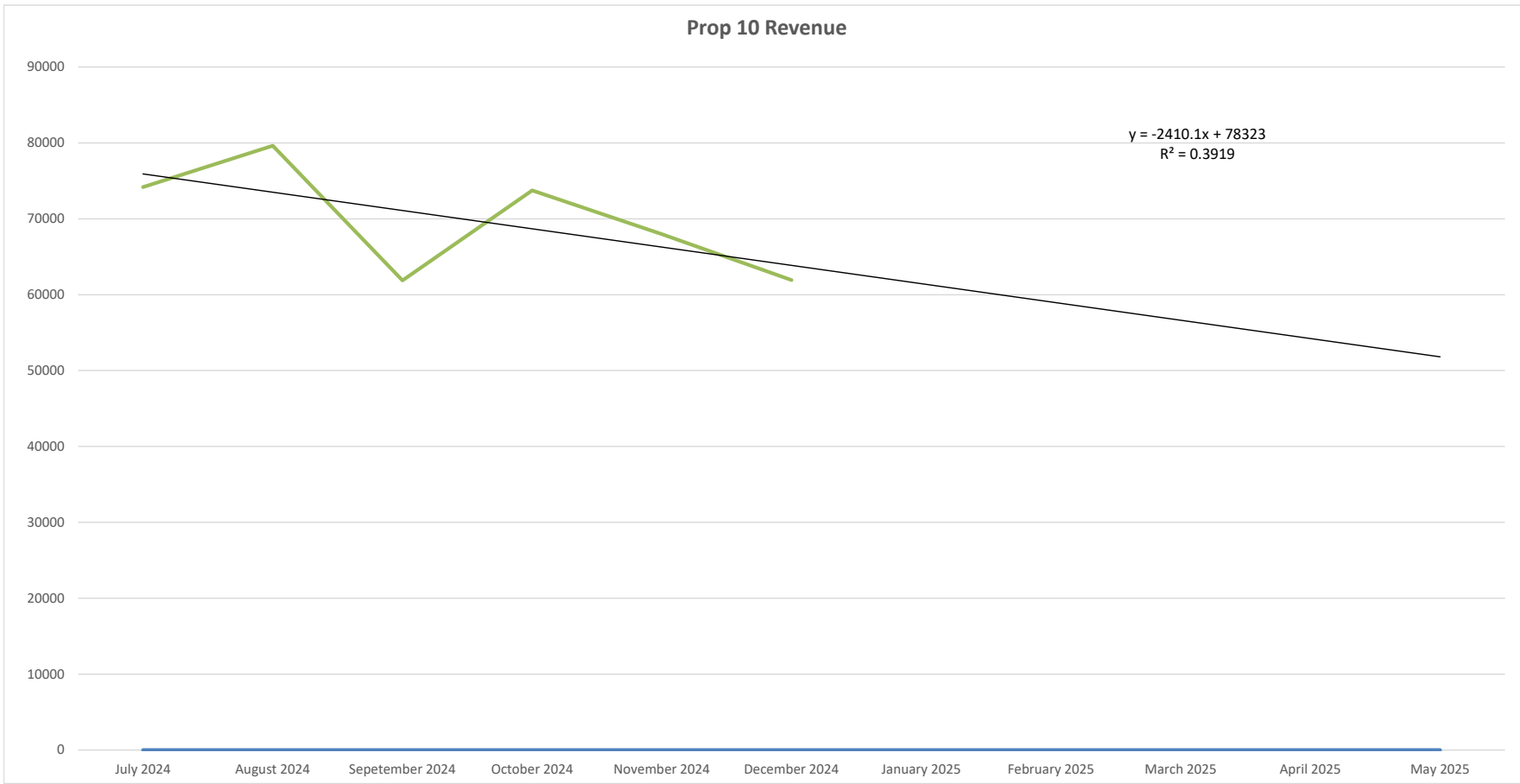
FY 24/25
December 2024 Fiscal Report
First 5 Operations

SALARY SUMMARY		\$ 196,843	\$ 65,897	\$ 130,946	33.48%
SERVICES & SUPPLIES		BUDGET	YTD	BALANCE	%
Communications	92006	\$ 2,718	\$ 967	\$ 1,751	35.58%
Office Equipment	92018	\$ 1,950	\$ 546	\$ 1,404	28.00%
Maintenance SIG	92021	\$ 3,658	\$ 327	\$ 3,331	8.93%
Memberships	92027	\$ 4,000	\$ 4,000	\$ -	100.00%
Postage & Freight	92033	\$ 201	\$ 17	\$ 184	8.22%
Offset Printing	92035	\$ 500		\$ 500	0.00%
Legal Services	92038	\$ 1,000	\$ 1,293	\$ (293)	129.30%
Community Outreach	92045	\$ 1,500		\$ 1,500	0.00%
Auditing & Accounting	92046	\$ 10,600		\$ 10,600	0.00%
Contractual Services	92047	\$ 25,000		\$ 25,000	0.00%
Publications & Legal Notices	92056	\$ 250		\$ 250	0.00%
Special Dept Expense	92063	\$ 40,107	\$ 1,491	\$ 38,616	3.72%
Purchasing Charges	92068	\$ 692	\$ 200	\$ 492	28.95%
Brd. & Comm. Meeting Expense	92069	\$ 500	\$ 57	\$ 443	11.49%
Public Education Material	92075	\$ 1,500		\$ 1,500	0.00%
Motor Pool	92089	\$ 3,000	\$ 231	\$ 2,769	7.69%
Travel Expenses	92090	\$ 12,000	\$ 4,621	\$ 7,379	38.51%
Utilities	92094	\$ 2,917	\$ 955	\$ 1,962	32.73%
Liability Claim	93041	\$ 1,562	\$ 781	\$ 781	50.00%
Information & Technology	93048	\$ 6,727	\$ 2,209	\$ 4,518	32.84%
IT Managed Contracts	93051	\$ 3,123		\$ 3,123	0.00%
Admin Allocation	93057	\$ 28,233	\$ 5,344	\$ 22,889	18.93%
TOTAL SERVICES & SUPPLIES		\$ 151,738	\$ 23,040	\$ 128,698	15.18%
TOTAL OPERATIONS COSTS		\$ 348,581	\$ 88,937	\$ 259,644	25.51%

First 5 Contracted Programs		BUDGET	YTD	BALANCE	%
FRC Initiative	93033	\$ 648,911	\$ 274,623	\$ 374,288	42.32%
Avenal Family Connection		\$ 81,000	\$ -	\$ 81,000	
Corcoran Family Resource Center		\$ 104,400	\$ 54,413	\$ 49,987	
Kettleman City Family Resource Center		\$ 81,000	\$ 37,323	\$ 43,677	
KCOE: Hanford & Lemoore Family Connection		\$ 382,511	\$ 182,887	\$ 199,624	
E3 Initiative	93034	\$ 81,317	\$ 40,459	\$ 40,858	49.75%
Kings County Office of Education CARES		\$ 81,317	\$ 40,459	\$ 40,858	
School Readiness	93035	\$ 395,820	\$ 171,739	\$ 224,081	43.39%
UCP Parent & Me Program		\$ 314,820	\$ 140,478	\$ 174,342	
Special Needs Project		\$ 81,000	\$ 31,260	\$ 49,740	
New Project	93053	\$ 36,000	\$ 19,852	\$ 16,148	55.14%
Kings United Way		\$ 36,000	\$ 19,852	\$ 16,148	
TOTAL CONTRACT COSTS		\$ 1,162,048	\$ 506,672	\$ 655,376	43.60%
TOTAL EXPENDITURES		\$ 1,510,629	\$ 595,609	\$ 915,020	39.43%
RESERVE FUNDS (25% of Operations and Contracts)		\$ 377,658	Trust Balance	\$ 1,349,646	

FY 24/25 December 2024 Fiscal Report Revenue

Revenue FY 2024/2025								
Month	Estimated Prop 10	Actual Prop 10 Revenue	Prop 56 Backfill	Prop 10/ E-cigarette tax	Regional Home Visitation Grant	Misc	Total	Revenue Received (% of Prop 10 Estimate)
July 2024	\$ 93,065	\$ 74,178					\$ 74,178	80%
August 2024	\$ 93,064	\$ 79,628					\$ 79,628	86%
Sepetember 2024	\$ 93,064	\$ 61,876					\$ 61,876	66%
October 2024	\$ 93,065	\$ 73,742		\$ 4,956	\$ 949		\$ 79,648	85%
November 2024	\$ 93,064	\$ 67,974					\$ 67,974	73%
December 2024	\$ 93,064	\$ 61,926					\$ 61,926	67%
January 2025	\$ 93,065						\$ -	0%
February 2025	\$ 93,064						\$ -	0%
March 2025	\$ 93,064						\$ -	0%
April 2025	\$ 93,065						\$ -	0%
May 2025	\$ 93,064						\$ -	0%
June 2025	\$ 93,064						\$ -	0%
TOTAL REVENUE	\$ 1,116,772	\$ 419,324	\$ -	\$ 4,956	\$ 949	\$ -	\$ 425,230	37.63%





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Date of Meeting: February 4, 2025

2025-02-169

**Establish a Nomination
Committee for
FY25/26 Chair Elect**



460 Kings County Drive, Ste. 101 • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 4, 2025
Agenda Item: 2025-02-169
Discussion/Action Item: Action Item

AGENDA ITEM: Establishment of Nomination Committee for 2025-2026 Chair-elect

A. Background/History:

The First 5 Kings County Children and Families Bylaws state that the “Chairperson will appoint a nominating committee to propose candidate(s) for election at the April meeting. The term of office of Chair-Elect shall be for one year with the expectation that the Chair-elect will serve the subsequent year as Chairperson. The Chair-elect shall act in the absence of the Chairperson.”

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Commission chair to appoint a nominating committee comprised of two Commissioners who will propose candidate(s) for election at the next Commission Meeting. Commission staff will be available to provide administrative support and historical information on who has held these positions.

C. Timeframe:

Appoint a nominating committee that will convene and submit to staff proposed candidate(s) for appropriate election to occur at the April 2025 Commission meeting. Ascension of chair and chair-elect to occur at the August 2025 meeting.

D. Costs:

No costs are associated with this item.

E. Staff Recommendation:

Commission staff recommends the Chair appoint a nominating committee in order to propose candidate(s) for election at the April 2025 Commission meeting.

F. Attachments:

- None



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Date of Meeting: February 4, 2025

2022-02-170

**Extension of Current
Contracts and First 5-
supported Programs**



AGENDA ITEM: Extension of Current Contracts and First 5-supported Programs

A. Background/History:

Current contracts and programs supported by First 5 were approved by the Commission in June 2021, for the timeframe July 1, 2021-June 30, 2025. A first amended agreement for Kings United was also approved by the Commission in December 2023. These contracts and programs were aligned with the Commission's 2015-2020 Strategic Plan.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

Staff is requesting that the Commission extend current contracts and programming for one year. Staff is also recommending that contract agreements remain at the current funding level.

Staff and the evaluation consultant are currently carrying out various activities to complete the 2025-2030 Strategic Plan, with an anticipated draft submission in late Summer 2025. As mentioned at the December 2024 meeting, the Commission and Kings County Office of Education's Early Childhood Education department are co-creating a community-wide survey of Kings County families with young children. The survey will request input from caregivers on child and family needs in the community, and the information will be used to inform future planning and service delivery recommendations for the new Strategic Plan. The survey is pending translation into Spanish and will be launched as soon as that is completed. Additional activities including community partner surveys/interviews and community focus groups will be conducted to obtain a clear picture of existing resources, unmet child and family needs, and gaps in systems of care.

Should the Commission approve the extension of current contracts, the grantees will need to submit an updated Scope of Work and Budget for FY 2025-2026 by February 18, 2025. This short turn-around is needed to ensure that all parties have the opportunity to review the contract and provide feedback and edits. The contracts will be brought to the Commission to review, discuss and approve at the June 2, 2025 regular meeting.

C. Timeframe:

Services will be provided from July 1, 2025 through June 30, 2026.

D. Costs:

Staff recommend that the contract extension remain at the current funding level.

E. Staff Recommendation:

Staff recommend the Commission review, discuss and consider extending current contracts and programming for one year, to ensure continuity of services to the community.



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Date of Meeting: February 4, 2025

Study Session

Spotlight On Service

United Cerebral Palsy

**Parent & Me
Special Needs Project**



Date of Meeting:
Agenda Item Type:

February 4, 2025
Informational

460 Kings County Drive Ste. 101 • Hanford • CA • 93230 • (559) 585-0814

AGENDA ITEM: Spotlight on Service: United Cerebral Palsy of Central California – Parent & Me and Special Needs Project

A. Background/History:

The First 5 Commission has scheduled annual program presentations by funded programs. This offers grantees the opportunity to share their successes, achievements, and progress from the last year.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The Special Needs project seeks to provide services to children identified as having or being at risk for developing a special need. This is a gap funding strategy to provide intervention to a population of children that because of stringent qualification standards, would otherwise not qualify for services under typical funding streams. Services provided through this project include conducting child development screenings and providing opportunities for children identified as having a special need for inclusion into the Parent & Me program. Additionally, this project provides parent mentorship support and education at Parent & Me Programs.

The Parent & Me program is a community-based program designed to strengthen the parent as their child's first teacher and provide hands-on growth experiences for both parent and child which can be repeated at home during the week. Parent and child attend a 1.5 to 2 hour session each week where they participate in activities that are developmentally appropriate for the child. The focus of the program is on children 0-3, however, children age 3-5 who do not have other options or parental preference are welcome. With emphasis on the process rather than results, parents are supported in discovering how and what their child is learning and how they can support their child's development.

C. Timeframe:

United Cerebral Palsy has been a component of the First 5 Kings County strategic plan since FY 2003/2004.

D. Costs:

There is no cost associated with this agenda item.

E. Staff Recommendation:

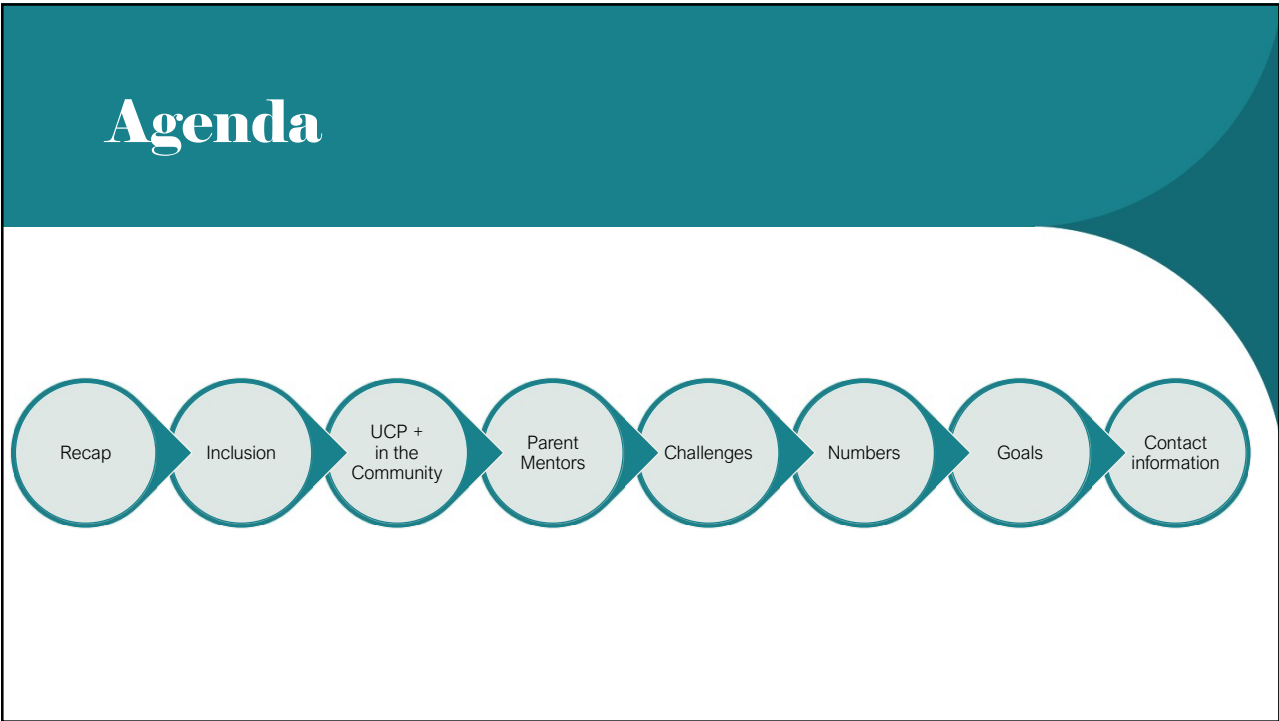
Staff recommends that the commission review the information provided by United Cerebral Palsy of Central California – Parent & Me and Special Needs Project.

F. Attachments:

- United Cerebral Palsy of Central California – Parent & Me and Special Needs Project powerpoint presentation



1



2

Recap

Year of transition, and a year of growth.

-Moved our Avenal site from Tamarack to the Old Superintendent offices(New partnerships and access to more services

-New owners of our Lemoore Site(Renovations began) Numbers increased

-Implemented Parent Mentors at two of our sites and continue to look to add across all sites(Opportunities for friendships and resources)

3

Inclusion

Goal and the fight is always inclusion. "Natural Environments"

"Natural Environments" are defined by Section 303.26 as settings that are natural or typical for a same aged infant or toddler without a disability. Some examples of natural environments include a childs home, playgrounds, libraries, daycares, childacare centers, or other community settings. The Parent and Me site continue to be great foundation for inclusion in our County and a learning opportunity for us all.

4

UCP+ in the community

Events and Outreach!

Easter egg hunt, water day, back to school events, pumpkin patch, fall fest.

Parent and Me staff continue to reach out to families within their communities by participating in local resource fairs, community events, and hosting their own events. New partners bring more awareness and stronger communities.

5

Parent Mentors

A key connection and resource for all families.

Provide training, resources, and facilitate conversation topics that are unique to each groups needs.

Welcoming environments where parents have the opportunity to share, vent, learn, and make life-long connections with other parents who are right there in their own community.

6

Challenges

We are always looking to increase the number of families we serve at each site but with that comes the challenges.

Space

Staffing

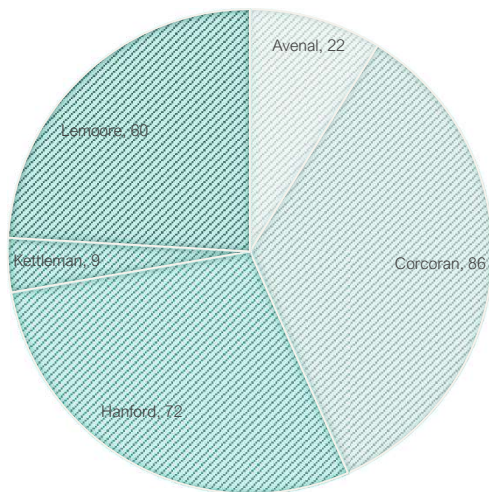
Funds

7

School Readiness Program

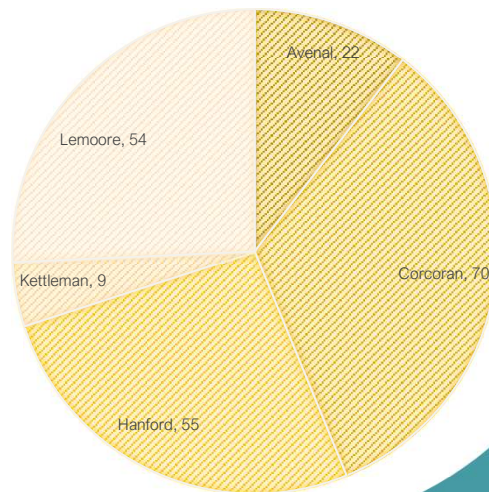
■ Avenal ■ Corcoran ■ Hanford ■ Kettleman ■ Lemoore

Children



■ Avenal ■ Corcoran ■ Hanford ■ Kettleman ■ Lemoore

Parent/Guardians



8

Goals

Reach and serve more families than we have ever done in the past!

Think outside the box to better bridge all of our services together so families are getting the most out of the resources in their communities. In doing so really taking a look how we can better utilize the space and resources we all have.

9

- **UCP + Parent & Me main office:** 606 W. Sixth Street, Hanford 93230
(559) 584-1551 or ChildrensProgram@ccucp.org
Monday-Friday from 8:00 am to 4:30 pm
Victor Perez, Director of Children's Program, VictorP@ccucp.org
Elitze Duarte, Therapeutic Services Manager, ElitzeD@ccucp.org
Sarah Ramos, Operations and Administrative Services Manager, SarahR@ccucp.org
Judi Luna, Early Start Manager, Judil@ccucp.org
- **Avenal Parent & Me:** 205 N. Park Ave, Avenal 93204
(559) 639-9407
Tuesday-Friday from 8:00 am to 2:00 pm
- **Corcoran Parent & Me:** 800 Dairy Ave, Corcoran 93212
(559) 836-8822 or (559) 836-8676
Monday-Friday from 8:00 am to 3:30 pm
- **Kettleman Parent & Me:** 75 Fifth street, Kettleman City 93239
(559) 723-8839
Monday from 8:00 am to 2:00 pm
- **Lemoore Parent & Me:** 218 W. D Street, Lemoore 93245
(559) 348-5413
Tuesday-Thursday from 8:00 am to 2:00 pm

10



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Date of Meeting: February 4, 2025

Study Session

**Children & Youth Behavioral
Health Initiative – Round 3:
Early Childhood Wraparound
Services Grant Award**



Date of Meeting:
Agenda Item:

February 4, 2025
Informational

460 Kinas County Drive • Hanford • CA • 93230 • (559) 585-0814

AGENDA ITEM: Children & Youth Behavioral Health Initiative – Round 3: Early Childhood Wraparound Services Grant Update

A. Background/History:

At the October 1, 2024 Commission meeting, the Commission approved acceptance of the Children & Youth Behavioral Health Initiative (CYBHI) Round 3: Early Childhood Wraparound Services Grant funding, and authorized the Executive Director to act as the authorized signatory on behalf of the Commission, to enter into an agreement with the Department of Health Care Services or its designee to receive the grant funding, and any other activities to secure said grant funding, as required by the funder or County policy.

B. Summary of Request, Description of Project and/or Primary Goals of Agenda Item:

The project proposal submitted for the CYBHI grant intends to address gaps in the existing home visitation landscape in Kings County, as well as integrating a new early childhood mental health consultation program that will include child-specific clinical consultation for Kings County home visitors, with tuition and stipends to support an expansion of the mental health consultation workforce. The project would focus on prenatal people, children 0-5 and their families who are ineligible for home visitation services offered through existing federal, state, or county programs (e.g., Early Head Start, CalWORKs, Child Abuse Prevention Coordinating Council, California Home Visiting Program through California Department of Public Health and Fleet and Family Support programs).

Commission staff received the Subaward Agreement on November 4, 2024, and it has been reviewed/approved by County Counsel and Risk Management. The matter is scheduled to be heard at the Kings County Board of Supervisors meeting scheduled on February 24, 2025, to accept the additional funding through the Budget Transfer In process.

After further discussion with the Executive Director and KCDPH's Executive and Fiscal team, subcontracting with an established external service provider would be a better way to deliver home visitation services and meet the scope of work of the grant. Commission staff will continue to manage the grant award, oversee the mental health consultation project, facilitate creation and coordination of a centralized intake system for all home visitation programs, and assist with outreach and recruitment of families. This revised plan is still pending approval by Heluna.

A sole source justification for EMT, Inc. to provide evaluation consultant services for the project is being reviewed and will be submitted to the County's Purchasing Manager for approval.

Commission staff have a meeting scheduled for February 3, 2025 with Georgetown University's Center of Excellence for Infant & Early Childhood Mental Health Consultation for technical assistance and guidance to create the mental health consultation program.

C. Timeframe:

The grant period will run through June 2026.

D. Costs:

There are no additional costs to the FY 24/25 First 5 budget. The grant funding awarded will cover all costs of this project.

E. Staff Recommendation:

Staff recommends that the Commission review and discuss the information presented by staff.

F. Attachments:

- CYBHI Round 3 Agreement between Heluna Health and Kings County Children and Families Commission



IMPLEMENTATION SUBAWARD AGREEMENT

THIS AGREEMENT IS HEREBY MADE by and between Public Health Foundation Enterprises, Inc. DBA HELUNA HEALTH, a 501(c)(3) California nonprofit corporation (hereafter "HELUNA HEALTH", or "Client"), and the GRANTEE (hereafter "GRANTEE") identified below and, sets forth the terms and conditions between Client and GRANTEE, for agreed services, as required by the Client, and as stated in this Agreement. This Agreement does not designate the GRANTEE as the agent or legal representative of HELUNA HEALTH for any purpose whatsoever.

I. IDENTIFIED PARTIES

CLIENT
HELUNA HEALTH
13300 Crossroads Parkway North, Suite 450
City of Industry, CA 91746
www.helunahealth.org
ATTN:
Tax ID: 95-2557063
POC: Peter Dale
HH PMO Email: CYBHI@pgm.helunahealth.org
Program: CYBHI (Children and Youth Behavioral Health Initiative) Evidence Based Practices and Community Defined Evidence Practices Grant Program Round 3

SUBAWARD GRANTEE
Kings County Children and Families Commission
460 Kings County Drive, Ste. 101
Hanford, CA 93230
Tax ID: 93-2992477
POC: Rose Mary Rahn
Email: RoseMary.Rahn@co.kings.ca.us
Program No.: 1040.0501

II. **TERM.** Unless otherwise terminated or extended by written notice, the Term of this Agreement shall commence on date of execution and end on 6/30/2025. Term dates subject to change based on Implementation Plan.

III. **SERVICES AND COMPENSATION.** GRANTEE shall perform the services described below, and as described in Attachment A, Statement of Work ("SOW"). Services will take place at location(s) specified in the GRANTEE Implementation Plan.

(a) **Scope of Work.** GRANTEE shall perform all services as stated in the agreed Invoice or Scope of Work, Exhibit A. GRANTEE shall perform the services in accordance with generally accepted professional standards and in an expeditious and economical manner consistent with sound professional practices. GRANTEE maintains and shall maintain during all relevant times under this Agreement all applicable federal, state and local business and other licenses, including any professional licenses or certificates, industrial permits and/or licenses, industry specific licenses, licenses required by the state(s) and/or locality(s) in which it does business, fictitious business names, federal tax identification numbers, insurance, and anything else required of GRANTEE as a business operator.

(b) **Payment.** HELUNA HEALTH agrees to compensate the GRANTEE in accordance with Exhibits B and C attached hereto. See Exhibit B "Budget" for line-item budget detail. GRANTEE shall be compensated only for services performed and required as set forth above. Additional services and/or costs will not be compensated. The compensation described is an all-inclusive amount. The total compensation payable to the GRANTEE hereunder shall be as set forth below:

TOTAL not to exceed subaward **\$1,300,000**

If for any reason GRANTEE receives any compensation in excess of the amount described above, GRANTEE shall notify HELUNA HEALTH of the overpayment and repay said amount to HELUNA HEALTH within 10 days of demand for such repayment.

(c) **Invoice.** Invoices shall be submitted in accordance with Exhibit C.

Payment for submitted invoices shall be made after receipt and approval of all deliverables associated with each invoice. GRANTEE shall submit invoices to the attention of the HELUNA HEALTH Contact Person set forth in Exhibit C. **All final invoices** must be received within 30 days of the expiration or termination of this Subaward Agreement or within such earlier time period as HELUNA HEALTH may require, unless a later or alternate deadline is agreed to in writing by HELUNA HEALTH in consultation with DHCS. Said changes shall not require an amendment to this Agreement. HELUNA HEALTH may, at its discretion choose not to honor any delinquent final invoice if the GRANTEE fails to obtain written HELUNA HEALTH approval of an alternate final invoice submission deadline. Written HELUNA HEALTH approval shall be sought prior to the termination date of this agreement. If any invoices are not submitted within 30-days of the expiration or termination date of the Agreement and if alternate deadline is not approved in writing by HELUNA HEALTH, GRANTEE waives (at HELUNA HEALTH's discretion) all rights to payment under such invoices. The GRANTEE shall be solely responsible for the payment of all federal, state and local income taxes, social security taxes, federal and state unemployment insurance and similar taxes and all other assessments, taxes, contributions or sums payable with respect to GRANTEE or its employees as a result of or in connection with the services performed by GRANTEE hereunder.

IV. **INSURANCE.** GRANTEE shall maintain insurance coverages in accordance with those listed in Exhibit E.

V. **AUTHORIZED SIGNERS.** The undersigned certify their acknowledgment of the nature and scope of this agreement and support it in its entirety.

Signed by:

HELUNA HEALTH
0CB6AFE59C3427...
Date: 1/22/2025

SUBAWARD GRANTEE
990E4008E21399DDE7E1F7CE2152D177
Date: 01-21-2025
ready sign

1. **STATUS OF GRANTEE.** Nothing in this Agreement is intended to place the parties in the relationship of employer-employee, partners, joint venturers, or in anything other than an independent contractor relationship. GRANTEE or independent contractor shall not be an employee of HELUNA HEALTH for any purposes, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code 401(k) and other benefit payments and third party liability claims.

GRANTEE shall retain sole and absolute discretion and judgment in the manner and means of carrying out GRANTEE's services hereunder. GRANTEE is under the control of HELUNA HEALTH as to the results of GRANTEE's services only, and not as to the means by which such results are accomplished. GRANTEE shall be responsible for completing the Scope of Work in a timely manner in accordance with this Agreement, but GRANTEE will not be required to follow or establish a regular or daily work schedule.

HELUNA HEALTH shall not be liable for any obligations incurred by GRANTEE unless specifically authorized in writing by HELUNA HEALTH. GRANTEE shall not act as an agent of HELUNA HEALTH, ostensibly or otherwise, nor bind HELUNA HEALTH in any manner, unless specifically authorized to do so in writing by HELUNA HEALTH.

HELUNA HEALTH retains the right, but does not have the obligation, to inspect, stop, or alter the work of GRANTEE to assure its conformity with this Agreement.

2. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES.** Neither federal, nor state, nor local income tax nor payroll taxes of any kind shall be withheld or paid by HELUNA HEALTH on behalf of GRANTEE or the employees of the GRANTEE. GRANTEE shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

GRANTEE understands that GRANTEE is responsible to pay, according to law, GRANTEE's income taxes. If GRANTEE is not a corporation or other legal entity, GRANTEE further understands that GRANTEE may be liable for self-employment (social security) tax, to be paid by GRANTEE according to law. GRANTEE agrees to defend, indemnify and hold HELUNA HEALTH harmless from any and all claims made by federal, state and local taxing authorities on account of GRANTEE's failure to pay any federal, state or local income and self-employment taxes or other assessments due as a result of GRANTEE's services hereunder. Furthermore, to avoid conflict with federal or state regulations, GRANTEE will not be eligible for employment with HELUNA HEALTH within the same calendar year in which GRANTEE performed services for HELUNA HEALTH.

3. **FRINGE BENEFITS.** Because GRANTEE is engaged in GRANTEE's own independent business, GRANTEE is not eligible for, and shall not participate in, any HELUNA HEALTH pension, health, or other fringe or employee benefit plans.

4. **WORKERS' COMPENSATION.** No workers' compensation insurance shall be obtained by HELUNA HEALTH concerning GRANTEE or the employees of GRANTEE. All persons hired by GRANTEE to assist in performing the tasks and duties necessary to complete the services shall be the employees of GRANTEE unless specifically indicated otherwise in an agreement signed by all parties. GRANTEE shall immediately provide proof of Workers' Compensation insurance and General Liability insurance covering said employees, upon request of HELUNA HEALTH.

5. **EQUIPMENT AND SUPPLIES.** GRANTEE shall provide all necessary equipment, materials and supplies required by GRANTEE to perform the services. GRANTEE will not rely on the equipment or offices of HELUNA HEALTH for completion of tasks and duties set forth pursuant to this Agreement.

6. **TERMINATION.** Without cause, HELUNA HEALTH may terminate this agreement by giving 15 days prior written notice to GRANTEE of intent to terminate without cause. With reasonable cause, HELUNA HEALTH may issue a Notice and Right to Cure OR terminate this agreement effective immediately upon GRANTEE's receipt of written notice of termination for cause. Reasonable cause shall include: (A) material violation or breach of this agreement, (B) any act of the GRANTEE that exposes HELUNA HEALTH to liability to others for personal injury or property damage or any other harm, damage or injury, and (C) cancellation or reduction of funding affecting the Program affecting the services.

Notice and Right to Cure. A. Unless otherwise specified in this Agreement, in the event of a default, HELUNA HEALTH may provide written notice of such default and the specific action required to cure such default, and the GRANTEE shall have thirty (30) days from the date that the notice is received to cure the default; provided, however, that if the nature of the default is such that it cannot reasonably be cured within the 30-day period, then the defaulting GRANTEE shall

not be deemed in default if and so long as such party commences and diligently continues to pursue the cure of such default within the 30-day period, and continuously pursues such cure thereafter to completion, but in no event beyond the Absolute Deadline as specified in the notice to cure unless otherwise agreed.

Upon the expiration or termination of this Agreement, GRANTEE shall promptly return to HELUNA HEALTH all computers, cell phones, smart phones, computer programs, files, documentation, user data, media, related material and any and all Confidential Information of HELUNA HEALTH and all Work Product (as defined below). HELUNA HEALTH shall have the right to withhold final payment to the GRANTEE until all such items are returned to HELUNA HEALTH.

These Terms and Conditions and any provisions of this Agreement that by their nature should or are intended to survive the expiration or termination of this Agreement shall survive and the parties shall continue to comply with the provisions of this Agreement that survive. Notwithstanding any termination that may occur, each party shall continue to be responsible for carrying out all the terms and conditions required by law to ensure an orderly and proper conclusion.

7. **COMPLIANCE WITH LAWS.** The GRANTEE shall comply with all state and federal statutes and regulations applicable to the GRANTEE, the services or the Program, in performing GRANTEE's obligations under this Agreement. GRANTEE represents and warrants that neither GRANTEE nor its principals or personnel are presently, nor will any of them be during the term of this Agreement, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or funding agency.

8. **HIPAA (if applicable).** If the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") is applicable to the services, GRANTEE shall execute and deliver HELUNA HEALTH's standard Business Associate Agreement as required by HIPAA.

9. **NON-DISCLOSURE.** HELUNA HEALTH and GRANTEE agree that during the course of this agreement, GRANTEE may be exposed to and become aware of certain unique and confidential information and special knowledge (hereinafter "Confidential Information") provided to or developed by HELUNA HEALTH and/or GRANTEE. Said Confidential Information includes, but is not limited to, the identity of actual and potential clients of HELUNA HEALTH, client lists, particular needs of each client, the manner in which business is conducted with each client, addresses, telephone numbers, and specific characteristics of clients; financial information about HELUNA HEALTH and/or its clients; client information reports; mailing labels; various sales and marketing information; sales report forms; pricing information (such as price lists, quotation guides, previous or outstanding quotations, or billing information); pending projects or proposals; business plans and projections, including new product, facility or expansion plans; employee salaries; contracts and wage information; mailing plans and programs; technical know-how; designs; products ordered; business methods; processes; records; specifications; computer programs; accounting; and information disclosed to HELUNA HEALTH by any third party which HELUNA HEALTH is obligated to treat as confidential and/or proprietary. This Confidential Information derives independent actual or potential economic value from not being generally known to the public or to other persons, who can obtain economic value from its disclosure or use, is not readily available through any source other than HELUNA HEALTH and is the subject of reasonable efforts to maintain secrecy. Because GRANTEE may be exposed to and become aware of said Confidential Information and, because of its unique and confidential nature, the parties hereto desire to afford HELUNA HEALTH protection against its unauthorized use or its use in any manner detrimental to HELUNA HEALTH. Therefore, GRANTEE shall not disclose in any manner whatsoever any of the aforesaid Confidential Information, directly or indirectly, or use it in any way whatsoever, either during this agreement with HELUNA HEALTH or at any time thereafter, except as required in the course of GRANTEE's work with HELUNA HEALTH or except as otherwise provided in this Agreement. Further, GRANTEE shall develop and maintain procedures and take other reasonable steps in furtherance of HELUNA HEALTH's desire to maintain the confidentiality of its Confidential Information.

All documents and other items which might be deemed the subject of or related to Confidential Information of HELUNA HEALTH's business, whether prepared, conceived, originated, discovered, or developed by GRANTEE, in whole or in part, or otherwise coming into GRANTEE's possession, shall remain the exclusive property of HELUNA HEALTH and shall not be copied or removed from the premises of HELUNA HEALTH without the express written consent of HELUNA HEALTH. All such items, and any copies thereof, shall be immediately returned to HELUNA HEALTH by GRANTEE upon request at any time and upon termination of this agreement.

10. **NON-SOLICITATION OF EMPLOYEES.** During the Term of this Agreement and for two years following the termination of this Agreement with HELUNA HEALTH, GRANTEE shall not induce, encourage, or advise any person who is employed by or is engaged as an agent or independent contractor by HELUNA HEALTH to leave the employment of HELUNA HEALTH or otherwise raid the employees of HELUNA HEALTH, without the express written consent of HELUNA HEALTH. Nothing contained in this paragraph shall constitute a waiver by HELUNA HEALTH of any rights it may have if GRANTEE engages in actionable conduct after the two-year period referred to above.

11. **WORK FOR HIRE.** For the purposes of this Agreement, Intellectual Property (IP) means recognized protectable rights and interests such as: patents (whether or not issued), copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, research, testing, technology, good will and all other legal rights protecting intangible proprietary information as may exist now and/or here after come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, county or jurisdiction.

For the purposes of the definition of IP, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. Works does not include articles submitted to peer review or reference journals or independent research projects.

"Developed IP" shall mean any IP developed, conceived, generated, or reduced to practice by a Party in the performance of this Agreement. GRANTEE agrees that all Developed IP that GRANTEE may develop (either alone or in conjunction with others), information or work product developed wholly or partially by GRANTEE as part of or related to GRANTEE's retention by HELUNA HEALTH hereunder (including all intermediate and partial versions thereof) or the performance of the services hereunder or which existence GRANTEE may discover while retained by HELUNA HEALTH, including any software, platforms, all ideas, designs, marks, logos, and content relating thereto, whether or not subject to patent, copyright or trademark or other intellectual property protections including without limitation, any scripts, prototypes, other components (collectively the "Work Product"), shall be the sole property of the California Department of Healthcare Services (DHCS) upon its creation and (in the case of copyrightable works) upon its fixation in a tangible medium of expression.

GRANTEE hereby forever assigns to the California DHCS all right, title and interest in any Developed IP and/or Work Product designed and/or developed by GRANTEE or otherwise delivered to HELUNA HEALTH as part of or related to GRANTEE's retention with HELUNA HEALTH. The Developed IP and/or Work Product shall be the sole property of DHCS and all copyrightable and patentable aspects of the Developed IP and/or Work Product are to be considered "works made for hire" within the meaning of the Copyright Act of 1976, as amended (the "Act"), of which DHCS are to be the "author" within the meaning of such Act. All such copyrightable and patentable works, as well as all copies of such works in whatever medium fixed or embodied, shall be owned exclusively by DHCS on their creation, and GRANTEE hereby expressly disclaims any interest in any of them. In the event (and to the extent) that any Developed IP and/or Work Product or any part or element of them, is found as a matter of law not to be a "Work Made For Hire" within the meaning of the Act, GRANTEE hereby assigns to DHCS the sole and exclusive right, title, and interest in and to all such works, and all copies of any of them, without further consideration, and, if such assignment is invalid, GRANTEE hereby grants DHCS a non-exclusive, worldwide, perpetual, fully paid-up, irrevocable, right and license to use, reproduce, make, sell, perform and display (publicly or otherwise), and distribute, and modify and otherwise make derivative works of GRANTEE's Developed IP and/or Work Product and to authorize third parties to perform any or all of the foregoing on its behalf, including through multiple tiers of sublicensees. GRANTEE shall deliver all Developed IP and/or Work Product to DHCS free and clear of any and all claims, rights and encumbrances of third parties.

All materials, including, but not limited to, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by GRANTEE, HELUNA HEALTH, or DHCS, and which result directly or indirectly from this Agreement, shall include DHCS' notice of copyright, which shall read in 3mm or larger typeface: "© [Enter Current Year e.g., 2024, etc.], California Department of Health Care Services. This material may not be reproduced or disseminated without prior written permission from the California Department of Health Care Services." This notice should be placed prominently on the materials and set apart from

other matter on the page where it appears. Audio productions shall contain similar audio of copyright.

With HELUNA HEALTH's approval and at HELUNA HEALTH's expense, GRANTEE will execute such other documents of registration and recordation as may be necessary to perfect in DHCS, or protect, the rights assigned to DHCS hereunder in each country in which DHCS reasonably determines to be prudent. GRANTEE hereby grants DHCS the exclusive right, and appoints DHCS as attorney-in-fact, to execute and prosecute in GRANTEE's name as author or inventor or in DHCS' name as assignee, any application for registration or recordation of any copyright, trademark, patent or other right in or to the Developed IP and/or Work Product, and to undertake any enforcement action with respect to any Developed IP and/or Work Product.

All rights to the Developed IP and/or Work Product assigned or granted to DHCS hereunder shall be subject to any rights of the Program under HELUNA HEALTH's agreement with the Program and any rights of the United States Federal Government under applicable laws and regulations.

12. **INDEMNITY.** GRANTEE hereby agrees to indemnify, hold harmless and defend HELUNA HEALTH, its board of trustees, officers, directors, agents, contractors and employees from any and all claims, causes of action, costs, demands, expenses (including attorney's fees and costs), losses, damages, injuries, and liabilities arising from (i) any accident, death, or injury whatsoever or however caused to any person or property arising out of the intentional action or negligence of GRANTEE (or its agents, subcontractors or employees), (ii) GRANTEE's (or its agents', subcontractors' or employees') violation of any federal, state or local law or regulation, (iii) the breach by GRANTEE (or its agents, subcontractors or employees) of any of its representations, warranties or agreements under this Agreement or (iv) any claims that the Work Product, or any element thereof, infringes the intellectual, privacy or other rights of any party. This duty to indemnify and defend shall survive the termination of this agreement.

13. **RECORD RETENTION AND ACCESS TO RECORDS.** GRANTEE shall grant to HELUNA HEALTH, the Program and the U.S. Comptroller General and their respective authorized representatives upon demand, access to any books, documents, papers and records of GRANTEE relating to this Agreement or the services for audit, examination, excerpt and transcription. GRANTEE shall retain all such records for ten (10) years (or longer if required under HELUNA HEALTH's record retention policy, by the Program or by law, including under Circular A-110, Subpart C, Post-Award Requirements and FAR Subpart 4.7 Contractor Records Retention-4.703 Policy) after final payment is made under this Agreement and all pending matters are closed, unless extended by an audit, litigation, or other action involving the records, whichever is later.

14. **AMENDMENTS.** Amendments to this Agreement shall be in writing, signed by the party to be obligated by such amendment and attached to this Agreement.

15. **GOVERNING LAW; VENUE.** This Agreement shall be interpreted, construed and governed by, in accordance with and consistent with the laws of the State of California without giving effect to its conflicts of laws principals. The sole, exclusive and proper venue for any proceedings brought to interpret or enforce this Agreement or to obtain a declaration of the rights of the parties hereunder shall be Los Angeles County, California. Each of the parties hereto submits to the exclusive personal jurisdiction of the courts located in Los Angeles County, California and waives any defense of forum non convenience.

16. **EQUITABLE RELIEF.** In light of the irreparable harm to HELUNA HEALTH that a breach by GRANTEE of Sections 9, 10 and 11 of these Terms and Conditions would cause, in addition to other remedies set forth in this Agreement and other relief for violations of this Agreement, HELUNA HEALTH shall be entitled to enjoin GRANTEE from any breach or threatened breach of such Sections, to the extent permitted by law and without bond.

17. **FAIR INTERPRETATION.** The language appearing in all parts of this Agreement shall be construed, in all cases, according to its fair meaning in the English language, and not strictly construed for or against any party hereto. This Agreement has been prepared jointly by the parties hereto after arm's length negotiations and any uncertainty or ambiguity contained in this Agreement, if any, shall not be interpreted or construed against any party, but according to its fair meaning applying the applicable rules of interpretation and construction of contracts.

18. **NO WAIVER.** No failure or delay by any party in exercising a right, power or remedy under the Agreement shall operate as a waiver of any such right or other right, power or remedy. No waiver of, or acquiescence in, any breach or default of any one or more of the terms, provisions or conditions contained in this Agreement shall be deemed to imply or constitute a waiver of any other or succeeding or repeated breach or default hereunder. The consent or approval by any party hereto to or of any act of the other party hereto requiring further

consent or approval shall not be deemed to waive or render unnecessary any consent or approval to or of any subsequent similar acts.

19. **NOTICES.** Any notice given in connection with this agreement shall be in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.
20. **REMEDIES NON-EXCLUSIVE.** Except where otherwise expressly set forth herein, all remedies provided by this Agreement shall be deemed to be

cumulative and additional and not in lieu of or exclusive of each other or of any other remedy available to the respective parties at law or in equity.

21. **SEVERABILITY.** If any term, provision, condition or other portion of this Agreement is determined to be invalid, void or unenforceable by a forum of competent jurisdiction, the same shall not affect any other term, provision, condition or other portion hereof, and the remainder of this Agreement shall remain in full force and effect, as if such invalid, void or unenforceable term, provision, condition or other portion of this Agreement did not appear herein.
22. **NON-ASSIGNABILITY.** This agreement shall not be assigned, in whole or in part, by GRANTEE without the prior written approval and consent of HELUNA HEALTH.

EXHIBIT A

TO SUBAWARD AGREEMENT

SCOPE OF WORK

As part of this agreement, the GRANTEE is required to submit an Implementation Plan which will be incorporated into this agreement once reviewed and finalized. The scope of the work below may be subject to change according to GRANTEE'S approved and finalized implementation plan.

Proposed Plan / Provide introduction to organization, measurable objectives, and timeline about the services the program will/does provide.

The Kings County Children and Families Commission (First 5 Kings County) is an independent local public agency established in 1998 in accordance with the California Children and Families Act, which levied a 50-cent tax on each pack of cigarettes and other tobacco products sold in the state. Revenue generated from the tobacco tax funds local programs that promote early childhood development for children ages 0 to 5 years of age in the areas of health and wellness, early childcare and education, parent education and support services, and systems integration.

First 5 Kings County's vision is that "all Kings County families receive access to the tools, knowledge and quality care necessary to encourage each child to develop to their fullest potential." First 5 is achieving its vision by directing resources to funded partners in the community who provide direct child and family services, support workforce development, and enhance early childhood systems of care. Direct service initiatives funded by First 5 that will serve as the foundation for a new home visitation program include a School Readiness program offering early intervention services for families with children at risk for mild to moderate developmental delays, and the Family Resource Center (FRC) initiative. FRCs support four place-based community centers located in Hanford, Lemoore, Corcoran, and Kettleman City that provide a single point of access to early learning and enrichment programs, developmental screenings, health and mental health promotion services, parenting education, and resource and referral assistance. Through these programs, First 5 Kings County and its funded partners delivered direct services to 2,228 unduplicated children and 1,898 parents, caregivers, or other family members in the most recent fiscal year.

First 5 currently operates under a formal agreement with the Kings County Department of Public Health (KCDPH), which provides fiscal, legal, information technology, and administrative support and staffing to the Commission. KCDPH supports three First 5 Kings County staff positions including the in-kind Executive Director, Program Officer, and Resource Specialist roles. Although First 5 has not recently operated as a direct service provider, the entity is proposing to pilot the start-up of an integrated, home visitation and early childhood mental health consultation program. The new project would leverage existing infrastructure and leadership expertise of the First 5 Program Officer, who also serves part-time as the KCDPH Home Visitation Manager. In this capacity, the Program Officer has been responsible for overseeing implementation of the KCDPH early

childhood wraparound services program that utilizes the Parents as Teachers (PAT) evidence-based practice model. The program is being implemented under a sub-contract agreement with the Kings County Human Services Agency (HSA) who refers child welfare and CalWORKS program participants who meet eligibility criteria. KCDPH’s home visitation program has been in operation since 2018 and has provided services to 208 families and 306 children.

CYBHI Round 3: Early Childhood Wraparound Services Action Plan

Program: First 5 Kings (F5 Kings)

Contract Term: July 2024-June 2026 (adjustable based on contract execution date)

Result Area #1: Increase access, sustainability and coordination of home visiting services and consultation services that are culturally and linguistically representative of and responsive to the needs of communities they serve.

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Establish First 5 Kings County as a Parents as Teachers Affiliate				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Completion of PAT Affiliate Plan	Affiliate Plan approved by PATNC	July 2024	PAT O.L.I.V.E.R. access	Project Director
Build program Infrastructure	Fiscal and program infrastructure approved by First 5 Commission	July-August 2024	PAT O.L.I.V.E.R. access	Project Director
Create Policies and Procedures	Policies & Procedures approved by PATNC	September 2024	PAT O.L.I.V.E.R. access	Project Coordinator

Description	Milestones	Time Frame	Resources	Responsibility
Objective 2: Establish leadership structure to support implementation of integrated home visiting services				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who is responsible for task completion?</i>
Draft and finalize a Request for Proposals (RFP) to contract with a Project Coordinator	Completed RFP	July 2024	RFP Template	Project Director
Recruit and hire a Project Coordinator to lead implementation of First 5 Home Visitation Program	Executed Agreement for Coordination Services	July 2024	RFP Review Panel; Agreement Template	Project Director

Description	Milestones	Time Frame	Resources	Responsibility
Objective 3: Establish project management and data infrastructure to support data collection, analysis, and reporting				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who is responsible for task completion?</i>
Build shared project management workspace to facilitate communication and progress monitoring across partners	Completion of Monday.com shared project workspace; train partners on use of web-based tool; regular review and progress reporting	July - August 2024	Monday.com user subscription	Evaluator
Establish case management system to track home visitation service delivery	Obtain Penelope case management system licensing; populate data system	July - August 2024	Penelope case management system	Project Director and Evaluator
Review DHCS reporting and evaluation requirements to ensure alignment	Compliance with DHCS reporting expectations and established data reporting mechanisms	July 2024	DHCS reporting requirements; Penelope; Google Apps	Evaluator
Custom-design data collection tools to document supplemental project activities (outreach, referrals, IECMHC)	Design Google App environment using Google Forms, Sheets, and Google Looker Studio dashboards	July - August 2024	Google Apps with Business Associate Agreement	Evaluator
Formalize data analysis and reporting procedures	Produce internal data analyses and DHCS compliance reports	Annually; Years 1 - 5 post award	DHCS reporting templates	Project Director and Evaluator

Description	Milestones	Time Frame	Resources	Responsibility
Objective 4: Develop countywide plan for expansion and long-term sustainability of integrated home visiting/IECMHC programs				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Convene home visiting/IECMHC partners to develop plan for expansion and long-term sustainability	Development of expansion and long-term sustainability plan	June 2025 - June 2026	Home visiting/ IECMHC partners	Project Director & Coordinator; Evaluator

Result Area #2: Improve coordination of services for pregnant and parenting people, their partners, mothers, fathers, infants, and families.

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Establish coordinated identification, screening, referral, and enrollment process for all home visiting programs				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Identify referring partners to identify and link families to home visitation services	List of referring providers, including Managed Medi-Cal plans	August -November 2024	List of collaborating partners	Project Director
Provide community outreach and education - Home Visitation Overview & Service Coordination	Community Presentation created and delivered monthly throughout Kings County	September 2024 - Ongoing	Outreach and engagement materials	Project Coordinator
Establish screening and identification procedure to identify prospective families for enrollment	KUW 211 screening and identification procedure designed and implemented	August -November 2024	KUW information tools	KUW
Institute new policies and procedures regarding integrated intake, referral, and documentation procedures and 'no wrong enrollment' process.	Centralized referral and 'no wrong enrollment' process implemented countywide	August -November 2024	Home visiting agency partners	Project Director & Coordinator
Monitor referral processes to ensure access and utilization of services	Analysis of referral processes informs continuous quality improvement	December 2024 - Ongoing	Referral information	Project Director & Coordinator; Evaluator

Result Area #3: Strengthen child and parent/caregiver relationships, improve family dynamics, and increase parent/caregiver involvement through positive parenting practices

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: The program will increase parent capacity and foster positive parenting practices.				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
HV Staff to be trained on parenting outcomes, including parenting skills, practices and capacity	Parenting Outcome tool identified and implemented	August 2024 - Ongoing	Parenting Outcome training	HV Supervisor
HV Staff to be trained on additional outcomes to measure as identified in Affiliate Plan	Staff complete screenings/tools on all families	January 2025 - Ongoing	Measurement Tool training	HV Supervisor
Group Connections incorporate family well-being, development-centered parenting and resource connection	Group Connections offered monthly to participating families	January 2025 - Ongoing	Group Connection Planning Records; Community Events	Home Visitors
Evaluate parenting outcomes using Protective Factors Survey	Administer PFS at baseline and 6-month follow-up timepoints; conduct semi-annual analysis of survey findings	January 2025 - Ongoing	PFS administration	Home Visitors and Evaluator

Result Area #4: Improve caregiver well-being, as well as newborn and child health and development

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Caregivers receive education and skills to improve their outcomes, as well as their children's outcomes				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Family well-being concepts are integrated into programming	All families receive an initial Family-Centered Assessment, and annually thereafter	January 2025 - Ongoing	Family-Centered Assessment	Home Visitors
Home Visitors help families identify and develop goals	Each family will have an active goal, and progress addressed at least monthly	January 2025 - Ongoing	PAT Records; Penelope	Home Visitors
Development-centered parenting are infused in each home visit plan	All children receive an initial developmental screening, and annually thereafter	January 2025 - Ongoing	ASQ Online	Home Visitors
Evaluate parenting outcomes using Protective Factors Survey	Administer PFS at baseline and 6-month follow-up timepoints; conduct semi-annual analysis of survey findings	January 2025 - Ongoing	PFS administration	Home Visitors and Evaluator

Result Area #5: Strengthen the home-visiting workforce through building a diverse workforce and identifying challenges that impact care for populations of focus

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Establish a staffing structure for the home visitation program.				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Recruit and hire a Home Visit Supervisor	Hiring of Supervisor	July-August 2024	Job posting; Interview Panel(s)	Project Director/ Project Coordinator
Recruit and hire Home Visitors	Hiring of 4 Home Visitors	July-September 2024	Job posting; Interview Panel(s)	Project Coordinator/ Home Visit Supervisor
Supervisor and Home Visitors participate in Foundation I/Model Implementation training	Completion of PAT training; Full utilization of Resource Connections document	August-December 2024	PAT Training	Project Director/ Project Coordinator
Home Visitors require guidance through reflection, partnering and facilitation	Home Visitors receive ongoing consultation with their supervisor	January 2025 - Ongoing	Reflective Supervision Toolkit	Home Visit Supervisor
Professional development opportunities provided to HV staff	HV staff participate in local and regional Communities of Practice or Professional Learning Communities	October 2024 - Ongoing	Regional HVC Technical Assistance workgroups	Project Coordinator/ Home Visit Supervisor

Result Area #6: Improve the availability and sustainability of mental health consultation services for non-behavioral health professionals that work closely with children with emotional and behavioral health needs..

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Establish Infant & Early Childhood Mental Health Consultation program				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Draft and finalize a Request for Proposals (RFP) to contract with a Mental Health Consultant	Completed RFP	July 2024	RFP Template	Project Director
Recruit and hire a mental health consultant	Executed Agreement for Mental Health Consultation Services	September 2024	RFP Review panel; Agreement Template	Project Director & Coordinator
Recruit clinicians to participate in IECHMC certification	Clinicians identified and enrolled in certification program	August-September 2024	Tuition stipend; Agency stipend	Project Coordinator
Clinicians undergo IECHMC certification	Clinicians apply knowledge/skills gained through certification with pilot program and become certified IECHMC	October 2024 - June 2025	Agency support	Project Coordinator
Expand Mental Health Consultation Services	Executed Agreements for up to 6 Mental Health Consultants	July 2025 - June 2026	Agreement Template	Project Coordinator

Result Area #7: Reduce health disparities through improving equitable access to services for parents, caregivers, and children in California that are culturally and linguistically responsive to the needs of the priority populations.

Description	Milestones	Time Frame	Resources	Responsibility
Objective 1: Adopt strategies to ensure equitable access to home visitation and IECMHC services				
<i>What actions are necessary to achieve the objective?</i>	<i>What is the expected outcome?</i>	<i>By When ?</i>	<i>Who/what is needed (e.g., task-specific finances, experts, documents, other)</i>	<i>Who will be responsible for task completion?</i>
Recruit bilingual, multicultural home visitors from within populations of focus	Identify a pool of applicants who are representative of the cultures and languages of populations of focus; hire home visiting staff	July-September 2024	Position descriptions; recruitment materials	Project Director & Coordinator
Provide cultural competency training for home visitation staff as part of PAT training requirements	Completion of training for home visiting staff to deliver culturally competent home visitation services.	August-December 2024	PAT affiliated training	Project Director & Coordinator
Provide resources and materials in families' preferred language	Produced a distribute translated resources and materials	December 2024-Ongoing	Bilingual staffing; Translated program materials	Project Director; Home visitors
Collaborate with key partners to increase program visibility and promote equitable access to home visitation among underserved or inappropriately served families and communities	Monitor client enrollment from target populations to identify disparities in access; conduct additional targeted outreach	December 2024-Ongoing	Outreach presentations and enrollment materials	Coordinator
Analyze program utilization and outcomes across subgroups	Identify health related disparities in services utilization or outcomes by population subgroup	December 2024-Ongoing	Penelope case management system	Evaluator
Collect and analyze feedback from participating families on program experiences by subgroup	Collect parent feedback; use feedback to strengthen program design and implementation	Prior to program exit	Penelope case management system; parent surveys	Evaluator

EXHIBIT B

TO SUBAWARD AGREEMENT

BUDGET

IMPLEMENTATION GRANTEE INSTRUCTIONS				
Were modifications made to the original budget submitted with the application? If no, please indicate "no" and do not proceed with filling out this form.		x Yes <input type="checkbox"/> No		
Applicant / Entity Legal Name:		Kings County Children and Families Commission		
Contact Information (Email & Phone):		Clarissa Ravelo - Clarissa.Ravelo@co.kings.ca.us 559-852-2107		
Round:		3		
County or Tribal Nation:		Kings		
Name of Practice Model:		Parents as Teachers		
BUDGET SUMMARY				
Budget Period:				
Implementation Track Type:	X Start-Up <input type="checkbox"/> Expansion <input type="checkbox"/> Integrated			
Total Direct Costs:	1194502			
Approved Indirect Rate (Enter %):	8.832%			
Total Indirect Costs:	105498			
Total Costs:	1300000			
EBP/CDEP GRANT BUDGET INFORMATION				
SALARIES AND BENEFITS (Please add more rows if needed)				
Title	Monthly Salary	FTE	#of Months	Total Amount Requested (For Life of the Grant)
Public Health Program Manager	7719	0.1	24	18524
Office Assistant	3394	0.1	24	8145
Home Visitation Supervisor	5181	1	23	118125
Home Visitor	4690	3	21	295495
Total Salary Costs:				440289
Benefits	Benefits Percentage:	42%		Total Benefits:
				184922
Benefits	Benefits Percentage:			Total Benefits:
				0
Benefits	Benefits Percentage:			Total Benefits:
				0
Total Staffing Cost:				625211
OPERATING COSTS				
Expenditure Categories	Please provide a detail description of the cost associated with each category			Total Amount Requested (For Life of the Grant)
Equipment and capital improvements	Staff desks, chairs			8000
Program materials (e.g., manual)	Home visits and Group Connections Materials, Household Goods			94900
Planning costs	Affiliate Fee (Initial & Renewal)			6975
Specialized training	PAT specialized, ASD, New Sup Institute, Other Screening/Training			15176
Supplies	Office Supplies, Photocopying			10500
Technology	Laptop, Cell, Adobe Pro, Zoom, Camva			19600
Technical assistance	N/A			0
Training costs	PAT Initial Training; Renewals			8840
Travel (if applicable)	Mileage			17500
Other costs (Please provide details in the next column)	Subcontractors, Certification, Rent & Utilities			38700
Administrative Costs				
TOTAL OPERATING COSTS				569291
TOTAL DIRECT COSTS:				1194502

EXHIBIT B
TO SUBAWARD AGREEMENT
BUDGET & PAYMENT SCHEDULE

Deliverable Description	
1	Tracking log – status of “Subgrantee Terms & Conditions” completion – up to 30% of total funds for round grant round
2	Tracking log – status of “Subgrantee Detailed Implementation Plans” completion – up to 50% of total funds awarded for grant round
3	Tracking log – status of “Subgrantee Progress Report #1 and Data Reports” completion – Progress Report #1 not tied to payment.
4	Tracking log – status of “Subgrantee Progress Report #2 and Data Reports” completion – Progress Report #2 not tied to payment.
5	Tracking log – status of “Subgrantee Progress Report #3 and Data Reports” completion – up to 20% of total funds awarded for grant round

EXHIBIT C
TO SUBAWARD AGREEMENT
FORM OF INVOICE

1. Invoicing and Payment

A. For completion of high-quality deliverables in accordance with the Subaward terms, and upon receipt and approval of the invoices, HELUNA HEALTH agrees to compensate GRANTEE for actual deliverables completed in accordance with Exhibit B.

B. Invoices shall include the Agreement Number and shall be submitted to

Email to: <https://wkf.ms/41we4FV>

HELUNA HEALTH, at its discretion, may designate an alternate invoice submission address. A change in the invoice address shall be accomplished via a written notice to the GRANTEE by HELUNA HEALTH and shall not require an amendment to this Agreement.

C. Invoices must:

- 1) Be prepared on Subaward GRANTEE'S letterhead. If invoices are not on produced letterhead, invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represents actual expenses for the service performed under this Agreement.
- 2) Bear the Subaward GRANTEE'S name as shown on the Agreement.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize reimbursement for deliverables completed during for the billing period in the same or greater level of detail as indicated in this Agreement. Subject to the terms of this Agreement, reimbursement may only be sought for those deliverables expressly identified in this Agreement and approved by HELUNA HEALTH.

D. Rates Payable

GRANTEE will be reimbursed for services satisfactorily performed based on the billing schedule as shown in Exhibit B.

2. Budget Contingency Clause

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, DHCS, the California Institute for Behavioral Health Solutions (CIBHS), or HELUNA HEALTH shall have no liability to pay any funds whatsoever to Subaward GRANTEE or to furnish any other considerations under this Agreement and Subaward GRANTEE shall not be obligated to perform any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, HELUNA HEALTH shall have the option to either cancel this Agreement with no liability occurring to DHCS, the California Institute for Behavioral Health Solutions (CIBHS), or HELUNA HEALTH, or offer an agreement amendment to Subaward GRANTEE to reflect the reduced amount.

3. Timely Submission of Final Invoice

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement, unless a later or alternate deadline is agreed to in writing by the Program Manager. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of DHCS under this Agreement have ceased and that no further payments are due or outstanding.
- B. HELUNA HEALTH may, at its discretion, choose not to honor any delinquent final invoice if the GRANTEE fails to obtain prior written HELUNA HEALTH approval of an alternate final invoice submission deadline. Written HELUNA HEALTH approval shall be sought from the Program Manager prior to the expiration or termination date of this Agreement.

EXHIBIT D
TO SUBAWARD AGREEMENT
FLOW DOWN PROVISIONS

DHCS TERMS AND CONDITIONS

I. **Use of Funding.**

- a. **EBP/CDEP grant implementation planning:** All GRANTEES will be expected to complete a standardized implementation plan which will identify how funding will be used and the timelines associated.
- b. **Program guidance and conditions.** All GRANTEES must follow all terms, conditions, and guidelines provided in the most recently updated EBP guidance, as published by DHCS, and in the below Terms and Conditions.
- c. **Standard funding restrictions.** A portion of this funding may be used toward implementation planning, with any remaining funding being directed toward program implementation.
- d. **Applicable additional policies.** All GRANTEES must comply with any federal and/or state policies as a condition of funding.
- e. **Changes and modifications.** All edits to documents submitted by GRANTEES (e.g., implementation plans) will need to be shared in writing and are subject to the California Institute for Behavioral Health Solutions (CIBHS), HELUNA HEALTH & DHCS approval.

II. **Role of Third-Party Administrators.**

- a. **GRANTEE'S acknowledgement.** The California Institute for Behavioral Health Solutions (CIBHS), and HELUNA HEALTH is the sole third-party administrator on behalf of DHCS and not liable or responsible for DHCS decisions or actions.
- b. **Expected relationship between GRANTEE and TPA.** The TPA will play a critical role throughout the grant period on behalf of DHCS (e.g., Project Management Office, administrative and collaborative learning TTA, implementor of the TPA technical support to under-resourced applicants).

III. **Additional DHCS Terms and Conditions.**

- a. **Funding received will not duplicate nor supplant** any existing funding sources, initiatives, or programs by other federal, state, or local funding sources.
- b. **Modifications to payment dates or amounts** will be at the discretion of DHCS and with formal written notice.
- c. **DHCS or TPA may audit or inquire into GRANTEE'S actions** regarding receipt and use of grant funds at any time and detail the timelines (e.g., "GRANTEE must respond to inquiries, communications, and reasonable requests for information or

documentation from DHCS or the TPA within two (2) business days of receipt and must provide any requested information within five (5) business days unless an alternative timeline is approved by DHCS”).

- d. **GRANTEE alert and fund return** may occur if circumstances prevent it from carrying out any of the aforementioned activities and may be required to return unused funds to DHCS through TPA.
- e. **GRANTEE’S authorized representative** may need to provide a point of authority contact to speak and act on behalf of GRANTEE and contact information will be collected in this section.
- f. **GRANTEE record and documentation** will ensure that all documentation used to support and detail expenditures will be retained for no less than ten (10) years beyond the date of final payment and will make sure records available for complete inspection by DHCS upon request.
- g. **DHCS has rights to reports and data** associated with the activities pursuant to this grant, except as restricted by applicable law.
- h. **Delivery of models will need to have culturally competent care** ensuring responsive approach to implementation with priority populations not limited to additional training or collaborative learning sessions.
- i. **GRANTEE will not discriminate** any class of individuals protected from discrimination under state or federal law in any aspect in the conduct of any activity funded by DHCS.
- j. **Disputes and indemnification** will outline the right to and use of appropriate legal counsel in the case of legal issues arising.
- k. **Disclaimer** stating that the funds and services are available on an “as-is and as-available basis” and that GRANTEES use funds at their own risk.
- l. **Verification of background and financial verification** outlining the steps necessary to ensure GRANTEES’ eligibility and due diligence.

IV. Auditing and Recoupment. DHCS or the TPA, as appropriate, may:

- a. **Perform audits of EBP/CDEP program funding disbursements** and any corrective actions necessary and associated plans.
- b. **Outline the process if funds are underspent during the project period** with final progress reports and outlines of acceptable scenarios with next steps (e.g., rollover funds, return unused funds, or audit and recoupment of unused funds).
- c. **Recoup funds in cases where there is:**
 - i. Identified fraud, waste, or abuse.
 - ii. Funding spent on impermissible use(s) of funds.
 - iii. Identification that funding received by the GRANTEE may be duplicative with

other funding sources.

- iv. Identification that GRANTEE becomes ineligible to provide services.
- v. Evidence that GRANTEE uses funding on an item or activity that was not approved in the Implementation Plan.
- vi. Evidence that GRANTEE deviates significantly (as determined by DHCS in coordination with TPAs) in how funding was applied to various approved funding uses relative to what is in the original budget template.
- vii. Identification that GRANTEE did not spend all the funds received and will not voluntarily return unused funds.
- viii. GRANTEE shall return to DHCS or DHCS' TPA, by June 30, 2026, any unspent funds (encumbered funds not spent by June 30, 2026) associated with unsatisfactory completion or lack of completion of subgrantee deliverables, including activities or deliverables specified in the subgrantee's budget and grant agreement.
- ix. GRANTEE shall return funds within 30 calendar days upon verbal and/or written notification of DHCS' and the TPA's determination of a GRANTEE not meeting its contractual obligations.

EXHIBIT E
TO SUBAWARD AGREEMENT
INSURANCE REQUIREMENTS

GRANTEE shall, at GRANTEE'S cost and expense, maintain in full force and effect for the entire term of this Agreement the following types of insurance:

Commercial General Liability Insurance. GRANTEE shall procure and maintain Commercial General Liability insurance written on an occurrence basis with listed limits of at least \$1,000,000 per occurrence for bodily and property damage and at least \$2,000,000 products/completed operations with a \$2,000,000 general aggregate limit. GRANTEE shall not provide general liability insurance under any Claims Made General Liability form and will require the California Institute for Behavioral Health Solution's (CIBHS) approval if GRANTEE'S General Liability policy contains a deductible greater than \$25,000. The General Liability Insurance policy must expressly cover, without limitation, all liability to third parties arising out of or related to GRANTEE'S services or other activities associated with this Agreement, including, without limitation, liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured.

Additional Insureds added to General Liability Policy. The State of California, CIBHS, Heluna Health and their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, governing boards, servants and employees shall be added as Insureds ("Additional Insureds") under each commercial general liability policy identified in the preceding paragraph above. Furthermore, the policy shall apply as primary insurance and that any other insurance coverage carried by or otherwise available to an "Additional Insured" will be excess only and will not contribute with this insurance.

Workers Compensation Insurance. GRANTEE shall procure and maintain Workers Compensation Insurance with minimum limits of \$1,000,000 each for bodily injury by accident (per accident per person), bodily injury by disease (policy limit) and bodily injury by disease (each employee). GRANTEE must maintain such a policy and provide CIBHS with a certificate of insurance that includes a waiver of subrogation endorsement.

Automobile Insurance. GRANTEE shall procure and maintain Automobile Liability Insurance, including liability for all owned, hired and non-owned vehicles, with minimum limits of \$1,000,000 single limit per occurrence for bodily and property damage combined; such coverage must be for (A) "any auto" or (B) "all owned autos, hired autos and non-owned autos". Furthermore, in the event that ten or more passengers are to be transported in any one such motor vehicle, the operator will also hold a State of California Class B driver's license and the GRANTEE must possess automobile liability insurance in the amount of \$5,000,000 per occurrence for bodily injury and property damage combined. Said insurance must be obtained and made effective upon the delivery date of any motor vehicle reimbursed with grant funds made available under this Agreement. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned vehicles. GRANTEE agrees to include an Additional Insured Endorsement naming the State of California, CIBHS, Heluna Health and their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, governing boards, servants and employees as additional insureds. GRANTEE will, as soon as practicable, furnish a copy of the certificate of insurance to CIBHS. The certificate of insurance will identify CIBHS Agreement number referenced on the signature page hereto. GRANTEE will provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued covered for not less than the remainder of the term of this Agreement, the term of any extension or continuation thereof, or for a period of not less than one (1) year.

Pollution Liability. (Applicable only when services involve the handling of toxic or hazardous substances.) GRANTEE shall maintain Pollution Liability insurance covering the liability for bodily injury, property damage and environmental damage resulting from pollution and related cleanup costs incurred, all arising out of the work or services performed under this Agreement. Coverage shall be provided for both work performed on-site, as well as during the transport of hazardous materials. Limits of not less than \$1,000,000 shall be provided.

General Insurance Provisions. GRANTEE will provide evidence of such Insurance to HELUNA HEALTH within five (5) business days after the Effective Date. The Certificate of Insurance must include the name of the project. GRANTEE agrees to provide, at least thirty (30) days prior to the expiration date of said insurance coverage, a copy of a new certificate of insurance evidencing continued coverage on an annual basis. GRANTEE'S general liability, auto liability and Professional insurance must be issued by responsible insurance companies.

Upon failure of GRANTEE to furnish, deliver and maintain such insurance as above provided, this Agreement, at the election of HELUNA HEALTH, may be suspended, discontinued or terminated. Failure of GRANTEE to purchase and/or maintain any required insurance shall not relieve GRANTEE from any liability or indemnification under the Agreement.

EXHIBIT F
TO SUBAWARD AGREEMENT
DHCS IMPLEMENTATION AND REPORTING GUIDANCE FOR GRANTEES

Overview of implementation planning and reporting requirements

Implementation Planning requirements

The Implementation Plan will provide an opportunity for subaward GRANTEES to detail their proposal for how EBP/CDEP grant program funding will be deployed to scale their selected EBP. Additionally, it will enable GRANTEES to establish clear programmatic goals and objectives, identify specific project tasks and activities and define organizational capacity, and required resources. GRANTEES will also have the opportunity to outline potential risks and mitigation strategies prior to implementation.

The template for the Implementation Plan, with relevant sections and more detailed guidance, will be made available to subaward GRANTEES. Upon completion of Subgrantee terms and conditions, [30]% of the allocated funding will be made available to support GRANTEES in developing their Implementation Plans. GRANTEES may utilize all or part of this funding toward implementation planning, with any remaining funding being directed toward program implementation.

After the Implementation Plan is submitted, DHCS or its designated third-party administrator will review and provide feedback to GRANTEES. Implementation Plans may require revision prior to DHCS's final approval. Once the Implementation Plan is approved, an additional [50]% of the allocated funding will be disbursed to each GRANTEE.

Data Reporting requirements

According to the Child and Youth Behavioral Health Initiative (CYBHI) statute (Welfare & Institutions Code 5961.5), "as a condition of funding, grant recipients shall share standardized data, in a manner and form determined by the department." In accordance with this statutory requirement, DHCS intends to collect performance data from each GRANTEE through a series of progress reports that will enable GRANTEES to share metrics on their progress against programmatic goals and objectives. In order to prepare for submitting these progress reports, a CYBHI data platform solution will be provided to GRANTEES to facilitate the successful collection and reporting of outcomes and client characteristics data. As part of the implementation plan, each GRANTEE will develop a plan for submittal of data. This will include two options for data submittal: 1) direct data entry into the CYBHI data platform, and 2) routine upload of data to the CYBHI data platform. A GRANTEE may decide to use both options depending on the data to be submitted (i.e., uploading client characteristics data and entering assessment tool data directly into the platform). The data metrics required will be provided to GRANTEES prior to completion of the implementation plan and will also be reviewed in the Data Collection and Reporting - Collaborative Learning Sessions.

GRANTEES will be asked to provide individual client-level data. This does not include identifying information such as name, date of birth, address, phone number, etc. If requested, GRANTEES may submit aggregate data counts for some or all of the data elements in lieu of client-level data. DHCS's approval of these reports will be tied to disbursement of grant awards, with preliminary information shared below:

First interim subgrantee progress report to be submitted by GRANTEES by 12/10/2024.

Second interim subgrantee progress report to be submitted by GRANTEES by 03/10/2025.

Third and Final interim progress report to be submitted by GRANTEES by 05/30/2025. Upon approval, an additional 20% of funding will be dispersed to the GRANTEES.

Implementation closure report to be submitted by GRANTEES at the conclusion of the implementation period, documenting the overall program outcomes and their complete use of funds. GRANTEES will also be asked to report their plans to sustain and amplify the impact achieved, including reimbursement strategies and alternative sources of funding.

General guidelines and instructions

The Implementation Plan may be completed in collaboration with additional stakeholders (e.g., partner organizations, sub-recipients), as appropriate. Subaward GRANTEES receiving funding for the Integrated track should plan to submit a single Implementation Plan.

Subaward GRANTEES planning to scale an EBP at multiple sites should detail their overall activities as well as site-specific activities in a single overarching Implementation Plan.

GRANTEES proposing to distribute awarded grant funding to sub-recipients in the Implementation Plan will be asked to provide detail on each sub-recipient, e.g., defining tasks and activities that will support scaling for each sub-recipient.

Preparing to complete the Implementation Plan

The Implementation Plan template will ask subaward GRANTEES to provide detailed information about their approach to scaling their selected EBP/CDEP, including the following:

Current and planned scale of operations and services

GRANTEES will be asked about the following:

- Geographical scale of program delivery, e.g., counties where services are currently being offered and additional counties where grant-supported services may be offered.

Operationalization, including activities and staffing

Information requested from GRANTEES will include:

- Planned activities and project tasks, including the organizations' approach to define site-specific goals and objectives, as well as timelines and milestones for activities.
- Anticipated staffing needs and plans, such as the appointment of a project manager and their role in overseeing implementation, recruitment and training of administrative staff and providers, and creation of a diverse interdisciplinary team.
- Potential risks that may impact the success of the program, including GRANTEES' plans to proactively assess and mitigate these risks, e.g.,

reimbursement challenges, provider shortages, organizational issues.

Sustainability outlook for the program

Subaward GRANTEES will be asked to describe their intent and plans for ensuring sustainable program delivery, recognizing that the EBP/CDEP grant is a one-time source of funding. Examples may include descriptions of leadership responsibilities in overseeing operational sustainability, strategies for developing payer affiliations and contracting arrangements, and pathways to secure alternative sources of funding.

Budget template

Subaward GRANTEES will be asked to provide a revised budget, based on the award size and scope of activities planned. This budget total should equal the award amount allocated by DHCS and must be itemized by specific resources required for each activity (e.g., training costs, staff salaries by level).

Program goals and measurable objectives

Information requested from the subaward GRANTEES will include:

- Anticipated outcomes, such as how the proposed intervention will lead to specific outcomes, and how the outcomes themselves will be determined and measured.
- Specific and measurable quarterly targets and goals across performance metrics (Please see Appendix: Potential Metrics to measure), including explanations of how achievement of these goals will translate into meaningful impact for the population(s) of focus. For example, GRANTEES will be asked to estimate the number of additional parents/caregivers who will receive services that would otherwise not have been available in the absence of CYBHI grant funding.
- Feasibility of established targets, especially in terms of GRANTEES playing a proactive role in setting context-specific targets and objectives. For example, if a GRANTEE proposes to scale an EBP across 5 sites simultaneously, it would be pertinent to detail how program fidelity will be monitored across these locations.

Preparing for data reporting

Within the Implementation Plan, GRANTEES will be asked to provide detail on topics including:

- Performance indicators for evaluating progress toward stated programmatic goals (including data reporting cadence and timelines as well as internal performance assessments for evaluating program administration).
- Data collection instruments and processes, including staff responsibilities and oversight for these processes.
- Quality improvement protocols (e.g., proposed periodic review process).

Support and available resources

Technical assistance provided through collaborative learning sessions will be mandatory for all GRANTEES. These required sessions will address implementation support, equity framework, and data collection and reporting. Additional training, office hours, webinars, and individual assistance will be provided as needed by DHCS's designated TPA.

When needed, operational and technical assistance with data collection and reporting will also be available. In addition to this support, GRANTEES are highly encouraged to seek program- specific guidance on best practices in data collection and performance assessment from the relevant EBP/CDEP training authority.

In addition to feedback from DHCS and its designated TPA, it may be beneficial for select GRANTEES (e.g., those receiving start-up track funding) to obtain additional input from an impartial external party (e.g., researcher or educator in the field) to “pressure test” data collection and reporting assumptions and plans, in advance of the implementation and data reporting schedule.

[\[1\] Early Childhood Home Visiting in California](#)

[\[2\] IECMHC](#)

[\[3\] Healthy Families America](#)

[\[4\] Nurse Family Partnership](#)

[\[5\] Family Spirit](#)

[\[6\] Parents as Teachers](#)

Potential metrics to be included:

Subaward GRANTEES may be requested to outline their plan for reporting the following metrics for programmatic assessment, noting that applicable metrics and reporting cadence will vary by grant track (start-up vs. operational expansion); more detailed track-specific guidance will be shared by DHCS.

Metrics potentially measurable in the shorter-term (3-6 months) and beyond

1. **“Systems impact”** of the program on the GRANTEE organization:
 - a. **Provider training** (e.g., number of trainings completed, number of providers trained and certified to deliver a program or practice)
 - b. **Service utilization** (e.g., number of individuals/families serviced, average participation duration, program completion rates, number of children receiving well-child visits, number of children receiving behavioral-developmental health screenings)
 - c. **Operational growth** (e.g., number of new sites, expansion of existing facilities, counties reached)
 - d. **Experience measures** (e.g., behavioral health provider satisfaction ratings; experience scores from site/program administrators)
2. **“Community impact”** on populations served:
 - a. **Equity measures** (e.g., number of new children/ parents/ caregivers/ families engaged in services for populations of focus) – with detail on demographics of those serviced.
 - b. **Community support measures** (e.g., number and level of supports available for positive parenting, level of parental and child/ adolescent trust in community-based organizations)
3. **“Financial impact”** of the program:
 - a. **Quarterly and annual budgets and associated expense reports** (e.g., equipment and capital improvement costs, planning costs, training costs)
 - b. **Return on investment**

Metrics potentially measurable in the longer-term (6-12 months) and beyond

1. **“Individual impact”** on families (parents/caregivers and children):
 - a. **Clinical impact on children** (e.g., frequency of emotional and behavioral challenges, disruptive and positive behaviors, Adverse Childhood Experiences)
 - b. **Clinical impact on parents** (e.g., measures of parental stress/anxiety and wellbeing, parental understanding of child development, use of positive parenting practices, parental mental health literacy, parental depression)
 - c. **School-related measures** (e.g., rates of absenteeism, childcare/ preschool suspensions and expulsions)
 - d. **Care continuity** (e.g., proportion of beneficiaries who remain engaged with the organization)

[\[7\] California Reducing Health Disparities Project, June 2022](#)

[\[8\] Round 3 Request for Applications \(RFA\)](#)

[\[9\] Healthy Steps Return on Investment Calculator](#)

EXHIBIT G
TO SUBAWARD AGREEMENT
DHCS EQUITY EVALUATION REQUIREMENT

Equity Evaluation Requirement for The Children and Youth Behavioral Health Initiative (CYBHI)

Every participating subaward GRANTEE is required to conduct an evaluation of the organization's efforts toward the provision of accessible services with an Anti-Racism, Diversity, Equity, and Inclusion perspective. Evidence-based practices (EBPs) and Community-Defined evidence practices (CDEPs) can serve to advance equitable behavioral health access, quality, and outcomes. However, EBPs/CDEPs do not take place in a silo. They must be integrated into organizational culture, practices, policies, and programs. Their impact on equity is maximized if integrated into an organization actively working toward becoming an antiracist organization that prioritizes behavioral health equity.

Tool for EBP Implementation Readiness

All GRANTEES whose programs are housed within a behavioral health organization are strongly encouraged to adopt the Self-Assessment for Modification of Anti-Racism Tool (SMART) as the standard to meet the project evaluation requirement.

GRANTEES that are not behavioral health organizations, such as schools, hospitals, other primary care settings, that wish to use another equity assessment tool must submit a description of tool, rationale, process and criteria for consideration as a component of the Implementation Plan referenced in Exhibit F. The requirement also applies to GRANTEES who have recently completed an equity organizational assessment using a tool other than the SMART. Approval of an alternate evaluation tool will be approved on a case-by-case basis.

GRANTEES using or intending to use an assessment tool other than SMART, must submit a copy of the tool along with the following information:

- **Rationale:** Brief description of tool and reason, principles and intention used in selecting alternate assessment tool. Please also include information if an alternate selection is part of an existing larger county or institutional process and provide implementation timeframe.
- **Process:** Provide a brief outline of the assessment tool implementation process including outline of organizational domains to be assessed. Please also include descriptions of the steps required for tool implementation, process for data collection, analysis and reporting, sustainability plan and integration commitments and commitment to policy development in response to assessment results and learning.
- **Criteria:** Provide benchmark/baseline data, relevant areas of assessment, and what resources your organization will dedicate to complete the assessment.

Please submit your evaluation and related documents to cybhi@pgm.helunahealth.org

EXHIBIT H
BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement (“Agreement”), effective date of execution of this agreement, is entered into by and between Public Health Foundation Enterprises, Inc. DBA Heluna Health and (“HELUNA HEALTH” or “Business Associate”) and GRANTEE (“Sub-Business Associate”) in association with Sub-grantee agreement under the California Youth Behavioral Health Initiative (CYBHI) with California institute for Behavioral Health Solutions (CIBHS).

Whereas, Business Associate provides services under a Business Associate Agreement(s) for or on behalf of one or more Covered Entities and, in connection with those services, a Covered Entity may need to disclose to Business Associate, or Business Associate may need to receive, have access to, or create Protected Health Information (as defined below) that is subject to protection under the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information (“Privacy Regulations”), the Health Insurance Reform: Security Standards (“Security Regulations”) at 45 Code of Federal Regulations (C.F.R.) Parts 160, 162, and 164 and The Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009, as amended (together, the “Privacy and Security Regulations”).

Whereas, HELUNA HEALTH is in partnership with Sub-Business Associate pursuant to a Collaborative Practice Agreement and, in connection with those services, HELUNA HEALTH may need to disclose to Sub-Business Associate or Sub-Business Associate may need to receive, have access to, or create Protected Health Information that is subject to protection under HELUNA HEALTH’s Business Agreement with one or more Covered Entities and Privacy and Security Regulations.

Whereas, the Privacy and Security Regulations require HELUNA HEALTH to ensure that any agent, including a Sub-Business Associate, to whom it provides Protected Health Information agrees to implement reasonable and appropriate safeguards to protect the Protected Health Information, and, as part of meeting such requirement, HELUNA HEALTH requires each of its agents and Sub-Business Associates that receive Protected Health Information from HELUNA HEALTH, or create Protected Health Information for HELUNA HEALTH, on behalf of a Covered Entity, to execute this Agreement obligating the agent or Sub-Business Associate to comply with the same restrictions and conditions that apply throughout the Business Associate Agreement to HELUNA HEALTH with respect to such Protected Health Information.

Whereas, pursuant to the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“HITECH Act”), effective February 17, 2010, certain provisions of the HIPAA Privacy and Security Regulations apply to Business Associates and their Sub-Business Associates in the same manner as they apply to a Covered Entity and such provisions must be incorporated into the Business Associate Agreement and Sub- Business Associate Business Associate Agreement, respectively.

This Agreement and the following provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by

Sub-Business Associate in compliance with HIPAA's Privacy and Security Regulations and the HITECH Act, as they now exist or may hereafter be amended.

Therefore, the parties agree as follows:

DEFINITIONS

- 1.1 "Breach" has the same meaning as the term "breach" in 45 C.F.R. § 164.402.
- 1.2 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Sub-Business Associate's internal operations or to other than its employees.
- 1.3 "Electronic Health Record" has the same meaning as the term "electronic health record" in the HITECH Act, 42 U.S.C. section 17921. Electronic Health Record includes an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.
- 1.4 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media includes (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission. The term "Electronic Media" draws no distinction between internal and external data, at rest (that is, in storage) as well as during transmission.
- 1.5 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information includes Protected Health Information that is (i) transmitted by Electronic Media; (ii) maintained in Electronic Media.
- 1.6 "Individual" means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

- 1.7 "Minimum Necessary" refers to the minimum necessary standard in 45 C.F.R. § 162.502(b) as in effect or as amended.
- 1.8 "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. Parts 160, 162, and 164, also referred to as the Privacy Regulations.
- 1.9 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to the information created or received by Sub-Business Associate from or on behalf of HELUNA HEALTH. Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Sub- Business Associate from or on behalf of HELUNA HEALTH, or is created by Sub-Business Associate, or is made accessible to Sub-Business Associate by HELUNA HEALTH. "Protected Health Information" includes Electronic Health Information.
- 1.10 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.
- 1.11 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.
- 1.12 "Security Rule" means the Security Standards for the Protection of Electronic Health Information also referred to as the Security Regulations at 45 C.F.R. Parts 160, 162, and 164.
- 1.13 This section 1.13 is intentionally omitted.

- 1.14 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" in 45 C.F.R. § 164.402.
- 1.15 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Sub-Business Associate's internal operations.
- 1.16 Terms used, but not otherwise defined in this Agreement shall have the same meaning as those terms in the HIPAA Regulations and HITECH Act.

OBLIGATIONS OF SUB-BUSINESS ASSOCIATE

- 2.1 Permitted Uses and Disclosures of Protected Health Information. Sub-Business Associate:
- (a) shall Use and Disclose Protected Health Information only as necessary to perform the services, and as otherwise provided in this Agreement;
 - (b) shall Disclose Protected Health Information to Business Associate or Covered Entity upon request;
 - (c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:
 - (i) Use and Disclose Protected Health Information; and
 - (ii) Disclose Protected Health Information if the Disclosure is Required by Law;
 - (d) may Use or Disclose Protected Health Information to provide data aggregation services to Business Associate, except as otherwise limited in this Agreement.

Sub-Business Associate shall not Use or Disclose Protected Health Information for any other purpose or in any manner that would constitute a violation of the Privacy Regulations or the HITECH Act if so Used or Disclosed by Business Associate.

- 2.2 Prohibited Uses and Disclosures of Protected Health Information. Sub-Business Associate:
- (a) shall not Use or Disclose Protected Health Information for fundraising or marketing purposes.
 - (b) shall not disclose Protected Health Information to a health plan for payment

or health care operations purposes if the Individual has requested this special restriction and has paid out of pocket in full for the health care item or service to which the Protected Health Information solely relates.

- (c) shall not directly or indirectly receive payment in exchange for Protected Health Information, except with the prior written consent of HELUNA HEALTH and as permitted by the HITECH Act. This prohibition shall not affect payment by HELUNA HEALTH to Sub-Business Associate.

2.3 Adequate Safeguards for Protected Health Information. Sub-Business Associate:

- (a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Agreement. Sub-Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the Minimum Necessary in accordance with the Privacy Regulations' minimum necessary standard as in effect or as amended, or to a limited data set as defined by 45 C.F.R. §164.514(e)(2), unless additional information is needed to accomplish the intended purpose, or as otherwise permitted by law, including HIPAA and the HITECH Act.
- (b) as to Electronic Protected Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information; effective February 17, 2010, said safeguards shall be in accordance with 45 C.F.R. §§ 164.308, 164.310, 164.312, and 164.316 and shall comply with the Security Rule's policies and procedure and documentation requirements.

2.4 Reporting Non-Permitted Use or Disclosure and Security Incidents and Breaches of Unsecured Protected Health Information. Sub-Business Associate:

- (a) shall promptly report to HELUNA HEALTH each Use or Disclosure of Protected Health Information, of which it becomes aware, that is made by Sub-Business Associate, its employees, representatives, agents, Sub-Business Associates, or other parties under Sub-Business Associate's control with access to Protected Health Information but which is not specifically permitted by this Agreement or otherwise required by law.
- (b) shall promptly report to HELUNA HEALTH each Security Incident of which Sub-Business Associate becomes aware.
- (c) shall notify HELUNA HEALTH within one business day of each Breach by Sub-Business Associate, its employees, representatives, agents, or Sub-Business Associates of Unsecured Protected Health Information that is known to Sub-Business Associate or, by exercising reasonable

diligence, would have been known to Sub-Business Associate. Sub-Business Associate shall be deemed to have knowledge of a Breach of

Unsecured Protected Health Information if the Breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of the Sub-Business Associate as determined in accordance with the federal common law of agency.

- 2.4.1 Telephonic Report. Except as provided in Section 2.4.3, notification shall be made as soon as practicable upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information by telephone call to (562) 222-7895.
- 2.4.2 Written Report. Except as provided in Section 2.4.3, the initial telephonic notification shall be promptly followed by written notification made without unreasonable delay and in no event later than three (3) business days from the date of discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach by the Sub-Business Associate to the HELUNA HEALTH at:

Peter Dale, Chief Program Officer
13300 Crossroads Parkway North Ste
450 City of Industry, CA 91746
pdale@helunahealth.org
562-222-7886

- (a) The notification required by section 2.4.2 shall include, to the extent possible, the identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Sub-Business Associate to have been, accessed, acquired, Used, or Disclosed; and
- (b) the notification required by section 2.4.2 shall include, to the extent possible, all information required to provide notification to the Individual under 45 C.F.R. § 164.404(c), including:
- (i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
 - (ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);

- (iii) Any other details necessary to conduct an assessment of whether there is a risk of harm to the Individual;
- (iv) Any steps Sub-Business Associate believes that the Individual could take to protect him or herself from potential harm resulting from the Breach;
- (v) A brief description of what Sub-Business Associate is doing to investigate the Breach, to mitigate harm to the Individual, and to protect against any further Breaches; and
- (vi) The name and contact information for the person most knowledgeable regarding the facts and circumstances of the Breach.

If Sub-Business Associate is not able to provide the information specified in section 2.4.2 (a) or (b) at the time of the notification required by section 2.4.2, Sub- Business Associate shall provide such information promptly thereafter as such information becomes available.

- 2.4.3 Request for Delay by Law Enforcement. Sub-Business Associate may delay the notification required by section 2.4 if a law enforcement official states to Sub- Business Associate that notification would impede a criminal investigation or cause damage to national security. If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Sub- Business Associate shall delay notification, notice, or posting for the time period specified by the official; if the statement is made orally, Sub-Business Associate shall document the statement, including the identity of the official making the statement, and delay the notification, notice, or posting temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in this section is submitted during that time.
- 2.5 Mitigation of Harmful Effect. Sub-Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Sub-Business Associate of a Use or Disclosure of Protected Health Information by Sub-Business Associate in violation of the requirements of this Agreement.
- 2.6 This section 2.6 is intentionally omitted.
- 2.7 Availability of Internal Practices, Books and Records to Government Agencies. Sub-Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the HELUNA HEALTH, Covered Entity and the Secretary for purposes of determining Covered Entity's or HELUNA HEALTH's compliance with the Privacy and Security Regulations. Sub-Business Associate shall immediately notify Business Associate of any requests made by the Secretary or Covered Entity and provide Business Associate with copies of any documents produced in response to such request, unless the Secretary expressly prohibits such disclosure.
- 2.8 Access to Protected Health Information. Sub-Business Associate shall, to the extent HELUNA HEALTH communicates that any Protected Health Information constitutes a

“designated record set” as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by HELUNA HEALTH available to the Individual(s) identified by HELUNA HEALTH, as being entitled to access and copy that Protected Health Information. Sub-Business Associate shall provide such access for inspection of that Protected Health Information within three (3) business days after receipt of request from HELUNA HEALTH. Sub-Business Associate shall provide copies of that Protected Health Information within seven (7) business days after receipt of request from HELUNA HEALTH. If Sub-Business Associate maintains an Electronic Health Record, Sub-Business Associate shall provide such information in electronic format to HELUNA HEALTH.

- 2.9 Amendment of Protected Health Information. Sub-Business Associate shall, to the extent HELUNA HEALTH communicates that any Protected Health Information constitutes a “designated record set” as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by HELUNA HEALTH. Sub-Business Associate shall make such amendment within ten (10) business days after receipt of request from HELUNA HEALTH.
- 2.10 Accounting of Disclosures. Upon HELUNA HEALTH’s request, Sub-Business Associate shall provide to HELUNA HEALTH an accounting of each Disclosure of Protected Health Information made by Sub-Business Associate or its employees, agents, representatives or Sub-Business Associates, necessary for HELUNA HEALTH to respond to a request from a Covered Entity or by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. §164.528 and/or the HITECH Act, which requires an Accounting of Disclosures of Protected Health Information maintained in an Electronic Health Record for treatment, payment, and health care operations.

Any accounting provided by Sub-Business Associate under this Section 2.10 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Section 2.10, Sub-Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. In the case of an Electronic Health Record maintained by Sub-Business Associate on behalf of HELUNA HEALTH, the accounting period shall be three (3) years and the accounting shall include Disclosures for treatment, payment, and health care operations, in accordance with the HITECH Act. Sub-Business Associate shall provide to HELUNA HEALTH, within seven (7) business days after receipt of request from Business Associate, information collected in accordance with this Section 2.10 to permit HELUNA HEALTH to respond to a request from a Covered Entity or by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. §164.528. If Sub-Business Associate maintains an Electronic Health Record, Sub-Business Associate shall provide such information in electronic format.

- 2.11 Indemnification. Sub-Business Associate shall indemnify, defend, and hold harmless

HELUNA HEALTH, including its elected and appointed officers, employees, and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, penalties and fines (including regulatory penalties and/or fines), and expenses (including attorney and expert witness fees), arising from or connected with Sub-Business Associate's acts and/or omissions arising from and/or relating to this Agreement; Sub-Business Associate's obligations under this provision extend to compliance and/or enforcement actions and/or activities, whether formal or informal, of the Secretary. Likewise, HELUNA HEALTH shall indemnify, defend, and hold harmless Sub-Business Associate, including its elected and appointed officers, employees, and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, penalties and fines (including regulatory penalties and/or fines), and expenses (including attorney and expert witness fees), arising from or connected with HELUNA HEALTH's acts and/or omissions arising from and/or relating to this Agreement; HELUNA HEALTH's obligations under this provision extend to compliance and/or enforcement actions and/or activities, whether formal or informal, of the Secretary.

OBLIGATION OF BUSINESS ASSOCIATE

- 3.1 Obligation of HELUNA HEALTH. HELUNA HEALTH shall notify Sub-Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Sub-Business Associate's performance of the services, and Sub-Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

TERM AND TERMINATION

- 4.1 Term. This Agreement shall be in effect from the Effective Date for so long as Sub-Business Associate provides services to HELUNA HEALTH. Sub-Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.4, 2.5, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.
- 4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon either party's knowledge of a material breach by the other party, the party with knowledge of the other party's breach shall:
- (a) Provide an opportunity for the breaching party to cure the breach or end the violation and terminate this Agreement if the breaching party does not cure the breach or end the violation within the time specified by the non-breaching party;
 - (b) Immediately terminate this Agreement if a party has breached a material term of this Agreement and cure is not possible; or
 - (c) If neither termination nor cure is feasible, report the violation to the Secretary of the federal Department of Health and Human Services.
- 4.3 Disposition of Protected Health Information Upon Termination or Expiration.

- (a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Sub-Business Associate shall return or destroy all Protected Health Information received from HELUNA HEALTH or created or received by Sub-Business Associate on behalf of HELUNA HEALTH. This provision shall apply to Protected Health Information that is in the possession of Sub-Business Associates or agents of Sub-Business Associate. Sub-Business Associate shall retain no copies of the Protected Health Information.
- (b) In the event that Sub-Business Associate determines that returning or destroying the Protected Health Information is infeasible, Sub-Business Associate shall provide to HELUNA HEALTH notification of the conditions that make return or destruction infeasible. If return or destruction is infeasible, Sub-Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Sub-Business Associate maintains such Protected Health Information.

MISCELLANEOUS

- 5.1 No Third Party Beneficiaries. Nothing in this Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 5.2 Use of Sub-Business Associates and Agents. Sub-Business Associate shall ensure that any agent, including a Sub-Business Associate, to whom it provides Protected Health Information agrees to implement reasonable and appropriate safeguards to protect the Protected Health Information. Sub-Business Associate shall require each of its agents and Sub-Business Associates that receive Protected Health Information from Sub-Business Associate, or create Protected Health Information for Sub-Business Associate, on behalf of HELUNA HEALTH, to execute a written agreement obligating the agent or Sub-Business Associate to comply with the same restrictions and conditions that apply through this Agreement to Sub-Business Associate with respect to such Protected Health Information.
- 5.3 This Section 5.3 is intentionally omitted.
- 5.4 Regulatory References. A reference in this Agreement to a section in the Privacy or Security Regulations means the section as in effect or as amended.
- 5.5 Interpretation. Any ambiguity in this agreement shall be resolved in favor of a meaning that permits HELUNA HEALTH to comply with the Privacy and Security Regulations.
- 5.6 Amendment. The parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for HELUNA HEALTH to comply with the requirements of the Privacy and Security Regulations and other privacy laws governing Protected Health Information.
- 5.7 Governing Law. This Agreement shall be governed by and construed in accordance

with the laws of the State of California, to the extent that the provisions of HIPAA, the Privacy and Security Regulations, and the HITECH Act and its implementing regulations do not preempt the laws of the State of California.

- 5.8 Notices. When not otherwise described in this agreement, the parties shall send all Notices required under this agreement by certified mail, return receipt requested. The parties may also provide such Notice by hand-delivery or electronic mail, provided that the method of delivery is acknowledged and agreed to by the other party in advance of delivery of such Notice. The parties shall consider hand-delivered Notices communicated as of actual receipt, electronically-delivered Notices communicated as of one (1) business day after sending, and mailed Notices communicated as of three (3) business days after mailing.



460 Kings County Drive • Hanford • CA • 93230 • (559) 585-0814

Date of Meeting: February 4, 2025

Study Session Items to be filed under separate cover

- 2nd Quarter Grantee Achievement Report
- Staff Report (December 2024-January 2025)