

## Pennsylvania Care Partnership Sample County Partnership Agreement

### 1. STATEMENT OF COMMITMENT

1.1 This agreement confirms the commitment of PA Care Partnership (The Partnership) and the County of **Sample** (The County) to establish a mutual working relationship to inaugurate and implement a System of Care designed around The Partnership's Expansion and Sustainability Initiative. The Partnerships Initiative is to improve behavioral health outcomes for children and youth (birth-21) with serious emotional disturbances, and their families who may be involved with multiple systems including Child Welfare, Juvenile Justice, Behavioral Health, Intellectual Disabilities, and/or Education, especially those that are in or at risk for residential placement. The Partnership agrees to work with the youth, families, and systems within The County to establish an effective and sustainable System of Care. This will be done through the wide-scale exploration, integration, operation, and expansion of the System of Care approach within the county structure. The Partnership, together with the County, will develop a multi-year plan to support identified outcomes and sustainability of the SOC Effort.

### 2. SCOPE OF AGREEMENT ACTIVITIES

This Letter of Agreement is based on the ongoing development of The County's System of Care, in collaboration with the Partnership. The Partnership staff will address progress toward achieving the SAMHSA System of Care philosophy and values as they are implemented within The County. This will be done by establishing a work plan to address the following core values:

- Ensuring family driven and youth-driven approach to System of Care activities;
- Home and community-based services and supports;
- Strengths-based and individualized practices
- Trauma-Informed approaches
- Culturally and linguistically competent practices and supports
- Natural helping networks to connect to youth and families
- Goals will be supported by data that is driven by quality and is outcomes-oriented; and
- Implementation of a county leadership team or similar meeting with systems, youth and family as equal decision makers;

2.1 The PA Care Partnership will work with The County to operate and expand the philosophy of System of Care throughout the county. The Partnership will provide the county with a variety of technical assistance that can support this growth. In turn, the county will be responsible for sustaining the designated activities agreed upon via training, evaluation, coaching, and implementation of System of Care.

Also, the County will collaborate with The Partnership's Expansion and Sustainability grant as needed and assist in engaging and sharing their experiences with SOC in perspective new counties.

### 3. Deliverables

Experience has shown that providing a clear explanation of expectations will help support the implementation of the System of Care both in the county and across the state. The following deliverables outline the role and expectations of both the county and the Partnership during the contract period.

#### **The County of Sample Deliverables:**

- 3.1.1 The County will submit their current plans for their grant for the implementation of the System of Care values.
  - 3.1.2 The County will work with The Partnership to establish culturally and linguistically appropriate goals, policies, and management accountability. Additionally, The County will focus on the Cultural and Linguistic Appropriate Services (CLAS) element of recruiting, promoting, and supporting a culturally and linguistically diverse governance, leadership, and workforce that are responsive to the population in the service area.
  - 3.1.3 The County will create or use an existing county team as its County's Leadership Team. The County Leadership team will consist of equal representation of youth, family, and system partners. This can happen over a period of time during the grant.
  - 3.1.4 The County agrees to participate in the required evaluation activities defined by SAMHSA. (See Attachment A1) This includes the selection of a planning process model (such as High Fidelity Wraparound, Family Group Decision Making, Case Management, and other services) as the model in which to engage youth and families as participants in the SAMHSA required evaluation efforts.
  - 3.1.5 The County will participate in an assessment to help them determine progress towards agreed upon System of Care goals. This assessment will include input from the County Leadership Team and others identified by the county to participate in. This may occur up to two times per year. The County reporting requirements:
    - 3.1.5.1 The County will submit to The Partnership 15 days after the end of a quarter, the TRAC IPPs with The Counties' data. This will be due on January 15th, April 15th, July 15th, and October 15th of each year. (Attachment B)
    - 3.1.5.2 The County will submit to the Youth and Family Training Institute (YFTI) every month all required evaluation material, as required for the planning process, as completed by the 5th of the following month.
  - 3.1.6 The County has the option to collaborate with the Evaluation Subcommittee to ensure that evaluation methods are complete, consistent with SOC values, and guided by local county needs.
  - 3.1.7 The County should dedicate about 20% of their budget towards supports and services to address the needs of grant target population. This will be reviewed by the partnership and submitted to SAMHSA.
- 3.2 The County will work to develop financial sustainability of System of Care when planning for services and processes.
- 3.3 Review the sustainable materials developed by Pennsylvania's other SAMHSA and state grant programs in The County either in whole or in part to determine if this fits within their scope of work. The other SAMHSA and state grants include: Block Grants, PATH (Partnerships for Access to Higher Education) Program, and Garrett Lee Smith. (See Appendix C)

### **3.4 Training/Coaching/Technical Assistance:**

- 3.4.1 The County can work with Youth MOVE PA to learn about their offerings and benefits. The county can also implement Young Adult Roadmap with the assistance of Youth MOVE PA.
- 3.4.2 The County will endorse training for implementation of System of Care and training options for the county based on the work of the Partnership and other SAMHSA Grants. This includes the use of Youth Mental Health First Aid and Question, Persuade, and Refer, Trauma Informed Training, First Episode Psychosis, Family and Young Adult Roadmap, and other options as appropriate and available.
- 3.4.3 County Leadership Teams will bring together local training resources to be made available for all service providers, as well as community organizations and make them available to youth and families. The County, in collaboration with The Partnership can work together to develop and engage local religious groups, service groups, and organizations to bring The Open Table into the counties.
- 3.4.4 The County can utilize received funds for a System of Care Coordinator or equivalent position, and the Partnership can work with the county to assist with the sustainability of this position or others related to the grant through technical assistance.

### **3.5 Deliverables for youth and family engagement:**

- 3.5.1 The County will dedicate time and resources to connect with a larger organization or groups, to nurture and/or develop local youth and family structures to support the development of Youth and Family voices within services and supports of the county. This includes working with the Partnership's family and youth resources coordinators to assess current needs, opportunities, and assist the county in the design of a plan that addressed the county's needs.
- 3.5.2 The counties are encouraged to assist youth and families through guidance to develop support and advocacy organizations, by building on the work of national and statewide youth and family organizations. If applicable and appropriate fiscal assistance through The County is permissible.
- 3.5.3 Youth and family representatives will attend conferences, and training offered to system partners.
- 3.5.4 The County will have youth and family time honored through the provision of stipends to cover costs associated with meeting attendance, or other System of Care work, and develop procedures and/or ideas for sustainability.

## **4 THE PA CARE PARTNERSHIP WILL:**

- 4.1 The Partnership will have regular (to be mutually agreed upon by all parties) communication with the County with to ensure that goals and needs of the county related to their System of Care Plan are being addressed. The Partnership will assure that the goals are mutually agreed upon and by the state and federal goal requirements.

### **4.2 Deliverables:**

- 4.2.1 The Partnership will work closely with youth, family and system partners in The County to develop and implement the County System of Care plan. This work will consist of:
  - 4.2.1.1 Regular meetings with the county to assess SOC needs
  - 4.2.1.2 Youth and family engagement/resources

- 4.2.1.3 Cultural and Linguistic Competency
- 4.2.1.4 Evaluation
- 4.2.1.5 Support planning process models
- 4.2.1.6 Training
- 4.2.1.7 Sustainability
- 4.2.2 Complete a monthly reporting document in collaboration with the County through a monthly phone call or submission of the Grant Narrative with information provided by the County System of Care Coordinator or Designee.
- 4.2.3 Provide training and support for The Partnership or contracted providers or individuals at the skillset and level determined to be most effective in learning styles that meet audience needs. The support provided will be based on best practices in technical assistance and information from local and national expertise. Types of training and support available includes but isn't limited to:
  - 4.2.3.1 Cultural and Linguistic Competency
  - 4.2.3.2 Trauma Informed Care
  - 4.2.3.3 First Episode Psychosis
  - 4.2.3.4 Youth Mental Health First Aid and/or Question, Persuade Refer
  - 4.2.3.5 Youth and Family Roadmap
  - 4.2.3.6 The Open Table
  - 4.2.3.7 Data Collection and Utilization
- 4.2.4 Work and meet with the county regularly through phone calls, webinars, and face-to-face meetings to support the county's implementation of System of Care.
- 4.2.5 The PA Care Partnership will provide training and/or training support as necessary to further the vision, mission, values, and principles of the county's System of Care as it works to become more youth-driven and family driven.
- 4.2.6 The Partnership will require that The Partnership staff follow through on all agreed upon commitments (i.e., deadlines, appointments, etc. or call at least 24 hours in advance to make alternate arrangements).
- 4.3 The PA Care Partnership will engage the county in ongoing progress reviews.
- 4.4 The Partnership will work with other System of Care grants and other grants associated with the PA Department of Human Service/OMHSAS and include and incorporate the County in discussions and learning opportunities, including the option to participate in various Community of Practices and Practice Groups.
- 4.5 The SOC Partnership will be working with youth and family representatives in The County to identify opportunities to develop and implement plans for youth and family peer support, advocacy, and self-help.
- 4.6 The Partnership will offer resources to The County to assist in the development and/or expansion of local family and youth organizations. Resources include assistance from The Partnership staff, youth organizations, like Youth M.O.V.E. PA, and if available, statewide, regional, and/or local family organizations.
- 4.7 The Youth and Family Training Institute will provide training and assistance for data collection to The County.

## **5 SPECIAL REPORTING REQUIREMENTS**

- 5.1 An annual review of progress which includes the following will be done:
  - 5.1.1 Data Collection as related to national requirements

- 5.1.2 Development and utilization of a County Leadership Team or similar function decision-making body
- 5.1.3 Sustainability plans
- 5.1.4 Cultural and Linguistic Plan progression
- 5.1.5 Review and approval of invoices by the System of Care Partnership Director.

## **6 FUNDING AND COMPENSATION**

- 6.1 Services and funds provided are subject to the availability and appropriation of Federal funds and the terms and conditions of this agreement.
- 6.2 Funding provided to The County by The Partnership will be distributed to The County for the work to be completed by The County for System of Care projects.
- 6.3 County compensation under the agreement shall not exceed \$400,000.00 for the grant year which begins September 30, 2019 and ends September 29, 2020. Funding will be granted upon approval and submission of funds by SAMSHA.
- 6.4 Subsequent funding for grant year 4, which begins on September 30, 2020 and ends on September 30, 2021 will have funding available not to exceed \$350,000.00. Funding will be granted upon approval and submission of funds by SAMSHA.
- 6.5 The County shall be funded in full upon submission of the County System of Care Budget and approval of the System of Care Budget by the PA Care Partnership and OMHSAS. Funding will be provided in full for the approved budget amount based on the availability of SAMSHA funds. The county shall submit quarterly documentation detailing all staff time and expenses to The Partnership designee.

## **7 DISCONTINUATION OF AGREEMENT AND FUNDING**

- 7.1 Participation and accompanying funding as a PA System of Care Partner County is voluntary on the part of the county and discretionary on the part of the PA Care Partnership and State. Funding from the Partnership is dependant upon being funded by the Substance Abuse and Mental Health Services Administration. This funding is dependant on the Partnership and the County meeting the goals of the grant, including evaluation requirements. Funding may be limited if the County does not meet the evaluation goals. Either party may discontinue its participation if expectations are not met, which would lead to a return of unspent directly allocated funds. If either party chooses to discontinue, that party will first request a meeting to discuss the issues and attempt to negotiate a resolution. If resolution is not possible, the decision to discontinue will be put in writing with a 90-day notice, unless otherwise agreed upon by both parties.

The county agrees to indemnify, defend and hold harmless the PA Care Partnership, its officers, agents and employees from any and all claims losses accruing or resulting to any and all contractors, subcontractors, labors and any other persons, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the PA Care Partnership in the performance of this agreement and against any liability, including costs and expenses, for violation of proprietary rights, or right of privacy, arising out of publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this agreement or based on any libelous or other unlawful matter contained in such data.

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Mark Durgin, Project Director  
PA Care Partnership

Date

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Printed Name	Title	Signature	Date
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Printed Name	Title	Signature	Date
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Attachments/Appendix:

Attachment A	<a href="#">Attachment A1 Agreement Letter-Evaluation</a>
Attachment B	<a href="#">Attachment B 2018 TRAC IPPs Worksheet for Expansion and Sustainability-Four Indicators 6-15-18</a>
Appendix A	<a href="#">Appendix A IPP Cheat Sheet Four Indicators 1-10-18</a>
Appendix B	<a href="#">Appendix B Allowable Expenditures for PA Care Partnership Counties</a>
Appendix C	<a href="#">Appendix C Grant Overview Narrative ALL GRANTS</a>