Riverside County
Memorandum of Understanding

CONTRACTING PARTNERS: Riverside County Department of Mental Health and Riverside County Department of Probation

MOU PERIOD: July 1, 2009 through June 30, 2010

TYPE OF SERVICE: Reimbursement to the Probation Department for the services of one Senior Probation Officer and two Deputy Probation Officers for Riverside County SB 163 Wraparound Services Programs

WHEREAS, the Department of Public Social Services (DPSS) has contracted with the Department of Mental Health (DMH) to administer SB 163 Wraparound Services.

WHEREAS, Riverside County DMH desires to contract with the Riverside County Probation Department for the assignment of one (1) Senior Probation Officer & two (2) Deputy Probation Officer IIs to provide individualized services for children/families enrolled in SB 163 Wraparound Services.

WHEREAS, the Probation Department is agreeing to participate in Wraparound and thus shall receive funding to perform those activities described herein, and as outlined in this MOU.

<table>
<thead>
<tr>
<th>Authorized Signature for Probation Dept.:</th>
<th>Authorized Signature for DMH:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed Name of Person Signing:</td>
<td>Printed Name of Person Signing:</td>
</tr>
<tr>
<td>Alan M. Crogan</td>
<td>Jerry Wengerd</td>
</tr>
<tr>
<td>Title: Chief Probation Officer</td>
<td>Title: Director, Department of Mental Health</td>
</tr>
<tr>
<td>Address: P.O. Box 833 Riverside, CA 92502-0833</td>
<td>Address: 4095 County Circle Drive Riverside, CA 92503</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
NOW, THEREFORE, DMH and the Probation Department mutually agree to the following:

I. SCOPE OF SERVICE

It is agreed that this Agreement establishes cooperation between the agencies for the assignment and reimbursement of the salaries and benefits for one (1) Senior Probation Officer & two (2) Deputy Probation Officer IIs.

II. DUTIES AND RESPONSIBILITIES

A. PROBATION DEPARTMENT RESPONSIBILITIES

1. Maintain three full time positions, one (1) Senior Probation Officer & two (2) Deputy Probation Officer IIs, to be assigned to the Wraparound Services team to serve as the probation officers of record for all wards admitted to Wraparound Services.

2. Afford DMH the opportunity for input on the final selection of the probation officers to be assigned to Wraparound Services.

3. Provide consistent assignment of the probation officers to Wraparound Services.

4. Supervise the probation officers for all probation functions as detailed in the Senior Probation Officer and Deputy Probation Officer job descriptions.

B. PROBATION OFFICER RESPONSIBILITIES

1. Maintain all required documentation as required by DMH as well as pertinent case documentation.

2. Participate in all mandated Wraparound training.

3. Follow all required SB163 requirements.

4. Participate in the development, and implement assigned portions of the Family Services Plan for each family.

5. Provide all probation services as described in the Senior Probation Officer and Deputy Probation Officer job descriptions.
6. Attend case staffings and case screenings.

7. Maintain a caseload of ten (10) clients, unless approved by the Wraparound Steering Committee.

C. DMH RESPONSIBILITIES

1. Assume fiscal and programmatic management of Riverside County Wraparound Services.

2. Train the Senior Probation Officer and Deputy Probation Officers to document the mental health related Wraparound Services he/she performs while maintaining all required probation records and services.

3. Reimburse the Probation Department for the 0.7 FTE salaries and benefits of the assigned probation officers through a journal voucher for probation services.

4. Provide, directly or through contract, Wraparound Services necessary for children to return from residential placements to their families per the SB 163 guidelines.

5. The Mental Health Services Supervisor will oversee the probation officers’ functions on the Wraparound team. If concerns or problems arise they will be discussed with the Supervising Probation Officer for appropriate action.

6. Facilitate SB163 training to new Senior Probation Officers and Deputy Probation Officer assigned to Wraparound Services.

III. FISCAL PROVISIONS

A. CLAIMING

On a quarterly basis, the Probation Department will submit a claim for reimbursement for the probation officers’ time and will attach staff time reports that correspond to the billing period. The quarterly claim is due to DMH Fiscal Analysis unit within 20 calendar days after the end of each quarter; October 20; January 20; April 20; July 20; DMH will reimburse the Probation Department immediately upon receipt of payment from DPSS.
B. **MAXIMUM AMOUNT**

Total payment under this MOU shall not exceed the total maximum amount of $203,504.00 per fiscal year for the salaries and benefits of the probation officers.

C. **AUDIT DISALLOWANCE**

In the event that the Probation Department receives payment for services under this MOU which is later disallowed for nonconformance with the terms and conditions herein by DMH, the Probation Department shall promptly refund the disallowed amount to DMH on request.

IV. **TERMINATION**

Withdrawal from this agreement will be through formal written notice of no less than (90) days, allowing sufficient time to maintain the integrity of the program and reduce any negative impact on the program, clients, and staff.

V. **ALTERATION**

Alterations in this agreement will be made in writing and approved by both parties.

VI. **CONFIDENTIALITY**

Both parties agree to adhere to all Federal, State, and local confidentiality laws and regulations.

VII. **HOLD HARMLESS**

Each party shall indemnify and hold harmless the other party from liability or damages resulting from its own actions or omissions including those of its' officers or employees in the performance of this agreement.

VIII. **PERIOD OF PERFORMANCE**

This agreement will be renewed on an annual basis for successive one-year periods unless terminated.