



## Travis County Commissioners Court Agenda Request

**Meeting Date:** June 25, 2013

**Prepared By/Phone Number:** Shannon Pleasant CTPM / 854-1181;  
Marvin Brice CPPB / 854-9765

**Elected/Appointed Official/Dept. Head:** Cyd Grimes C.P.M. CPPO

**Commissioners Court Sponsor:** Judge Biscoe

**Agenda Language:** Approve Modification No. 15 to Interlocal Agreement No. 4400000374 (HTE Contract No. IL070037RE), Austin Travis County Integral Care for System of Care Services.

### ➤ **Purchasing Recommendation and Comments**

Travis County Health and Human Services and Veteran (TCHHSVS) use this Interlocal agreement with Austin Travis County Integral Care (ATCIC) to fund a variety of programs, known as the System of Care (SOC), for children and their families experiencing mental and behavioral challenges. Various agencies provide services through three collaborations: The Children's Partnership, Community Partners for Children, and The Youth and Family Assessment Center.

Approval has been obtained from the U.S. Department of Health and Human Services to utilize unused Parenting In Recovery (PIR) Grant FY'12 carry-over funds for the FY'13 agreement. Additional funding for the agreement will come from the General Fund money for the Interlocal through redirected funds from the TCHHSVS approved FY'13 budget.

Modification No. 15 increases the General Fund contribution by \$60,000 as well as adding \$91,920 in PIR grant money. It also decreases the amount coming from The Children's Continuum Grant by \$10,332.

The total not to exceed agreement amount will increase from \$737,359 to \$878,947; an increase of \$141,588. Terms of the agreement have been finalized however the originals are currently with ATCIC for signature. Once signed, they will be presented to the Court for signature.

ID# 8833

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to [agenda@co.travis.tx.us](mailto:agenda@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting

Modification No. 14 renewed the agreement for an additional twelve month period from October 1, 2012 through September 30, 2013. The agreement shall not exceed the following contract amounts: Travis County General Funds of \$515,000, Parenting In Recovery Grant Funds of \$63,386, The Milburn Trust Funds of \$36,723, The Children's Continuum Grant Funds of \$47,250 and Travis County Allocated Reserves of \$75,000. The total not to exceed agreement amount is \$737,359.

This renewal was previously approved on the September 25, 2012 Court Agenda, Item No. 35 to prevent contract expiration, as the agreement was not ready for presentation due to HHS & VS working with the County Attorney's office on finalizing the Statement of Work and funding. The agreement has been finalized and is being presented to the Court for signature.

Modification No. 13 added \$79,206 to the General Fund and added \$83,843 to the Parenting in Recovery program. The total contract not to exceed amount was \$889,179. An increase of \$163,049 from the original contract amount of \$726,130. The increase was necessary to continue services at the current level through September 30, 2012.

Modification No. 12 increased the not to exceed contract amount for the 2012 renewal to \$726,130 the increase included the Milburn Trust Funds which the not to exceed amount went from \$39,223 to \$40,023; an increase of \$800 and the Children's Continuum FY2012 Grant Funds of \$44,865 was added.

Modification No. 11 renewed the agreement for an additional twelvemonth period from October 1, 2011 through September 30, 2012 with the contract not to exceed amount of \$680,465.

Modification No. 10 increased the FY2011 contract funds from \$682,194 to \$867,329, an increase of \$185,135.

Modification No. 9 changed the amount remaining from the Milburn Trust grant FY'10 funds, from an estimated \$43,825 to the actual unspent amount of \$44,225. This amendment also included a "Buy Texas" provision. The Texas Department of Family and Protective Services

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reimburses the County for services provided through this contract to state clients; therefore, the County needs to include this provision regarding state funds in its contract with ATCIC.

Modification No. 8 reflected the name change of Austin Travis County Mental Health Mental Retardation Center to Austin Travis County Mental Health and Mental Retardation Center, d/b/a Austin Travis County Integral Care.

Modification No. 7 decreased the FY2010 contract funds from \$734,007 to \$681,794, a decrease of \$52,213. This modification also renewed the agreement for an additional twelve-month period, from October 1, 2010 through September 30, 2011.

Modification No. 6 added \$32,208 in General Fund money, and \$43,730 in PIR grant money to meet a projection made by the Office of Children's Services staff of the funding needed to continue services at the current level through September 30, 2010.

Modification No. 5 increased the FY2010 contract funds from \$461,682 to \$658,069, an increase of \$196,387 from the Travis County General Fund portion of the total contract funding.

Modification No. 4 increased the FY2009 contract funds from \$632,658 to \$702,658, an increase of \$70,000. The agreement was also renewed for an additional twelve-month period, from October 1, 2009 through September 30, 2010.

Modification No. 3 increased the FY2009 contract funds from \$400,564 to \$632,658, an increase of \$205,094.

Modification No. 2 increased the FY2008 contract funds from \$265,000 to \$654,324, an increase of \$389,324.

Modification No. 1 increased the contract amount from \$85,000 to \$265,000, in support of the MSO activities related to the Children's Partnership and YAFAC.

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➤ **Contract Expenditures:**

Within the last 12 months 700,636 has been spent against this contract/ requirement.

➤ **Contract-Related Information:**

Award Amount: \$85,000

Contract Type: Interlocal Agreement

Contract Period: October 1, 2006 – September 30, 2007

➤ **Contract Modification Information:**

Modification Amount: \$151,920

Modification Type: Bilateral

Modification Period: July 1, 2013 – September 30, 2013

➤ **Solicitation-Related Information: N/A**

Solicitations Sent:

Responses Received:

HUB Information:

% HUB Subcontractor:

➤ **Special Contract Considerations: N/A**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP:

- General Fund FR #300000612

- PIR Grant FR #300000615

Funding Account(s):

- Parenting in Recovery Grant 800264,

Internal Order 100650, G/L Account 518120

- General Fund 1580190001, G/L Account 511300

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- Children's Continuum Grant 800190, Internal Order 100081, G/L Account 518120. (Decreasing amount of money from this grant.)

Comments:

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**TRAVIS COUNTY HEALTH and HUMAN SERVICES  
and VETERANS SERVICE  
100 North I.H. 35  
P. O. Box 1748  
Austin, Texas 78767**

**Sherri E. Fleming  
Executive Manager  
(512) 854-4100  
Fax (512) 854-4115**

**DATE:** June 12, 2013

**TO:** Cyd Grimes, Travis County Purchasing Agent, CPM, CPPO

**FROM:** Andrea George Buegg for Sherri E. Fleming  
Sherri E. Fleming, County Executive  
Travis County Health and Human Services and Veterans Service

**SUBJECT:** SAMSO and System of Care interlocal amendments

**Proposed Motion:**

Consider and take appropriate action to approve amendments to the SAMSO (4400000372) and System of Care (SOC) (4400000374) interlocal agreements between Travis County, the City of Austin (SAMSO only) and Austin Travis County Integral Care (ATCIC), with the understanding that non-substantive changes may be made by the City and/or ATCIC, with approval by the County Attorney's office prior to final execution. (If substantive changes are requested, those will be brought back to the Commissioners Court.)

**Summary and Staff Recommendations:**

**SAMSO**

Travis County, the City of Austin and Austin Travis County Integral Care (ATCIC) have a three-way interlocal agreement for the provision of substance abuse treatment services. Under the agreement, ATCIC manages a network which provides comprehensive clinical assessment, intervention services, residential treatment, day treatment, detoxification, and outpatient and continuing care services. Clients are linked or referred to case management and other support services as part of the treatment process. The agreement also includes funds from the Parenting in Recovery (PIR) grant

to pay for substance abuse treatment for families in the child welfare system as a result of parental methamphetamine or other substance abuse.

The SAMSO amendment increases the amount of PIR funds in the contract for FY'13 with approved carry-over funds from the prior fiscal year.

### SOC

Travis County uses another interlocal agreement with ATCIC to fund a variety of programs, known as the System of Care, for children and their families experiencing mental and behavioral challenges. Various agencies provide services through three collaborations: The Children's Partnership, Community Partners for Children, and The Youth and Family Assessment Center. Grant funds from PIR and The Children's Continuum (TCC) are incorporated into this contract to allow these grant programs access to flexible supports and services. Each of these collaborations serves a target population. ATCIC acts as the managed services organization (MSO), overseeing the services provided through these collaborations.

The SOC amendment increases the amount of PIR funds in the contract for FY'13 with approved carry-over funds from the prior fiscal year as well as increasing the amount of General Fund money for the interlocal through redirected funds from the TCHHSVS approved FY'13 budget. It also decreases the amount of money in the interlocal coming from the TCC grant to be in line with actual expenditures and redirect the funds to other grant related services.

### General Information

TCHHSVS brought forward the proposed amendments as soon as necessary approval was received from the U. S. Department of Health and Human Services (Parenting in Recovery Grantor) to proceed with utilization of the unspent FY'12 grant money in FY'13 as set forth in both of these amendments. The amendment to the SOC interlocal also increases the money coming from the Travis County General Fund while reducing the amount coming from the TCC grant. (The programs funded through the SOC interlocal are demand driven and the utilization of services fluctuates each year with the different number of eligible children and families needing assistance and the level of complexity of the issues that need to be addressed. As a result, the interlocal often needs amending toward the end of the fiscal year to ensure services can continue.) The July 1 start date is critical to enable the programs that utilize these contracts to maximize the remaining service period for their eligible clients. The additional grant and general funds will ensure that enrolled families will be served according to program design and that the dollars are maximized with the full utilization of grant funds. For this to be most successful, the programs need all three months left in the fiscal year to expend the resources.

Approval of the amendments had to be secured from both the City (SAMSO) and ATCIC (SAMSO and SOC). The amendments have been moved forward with all possible speed, but the process has delayed submission to the Commissioners Court for approval for a time that means the July 1, 2013 effective date may precede completion of the process necessary for all parties to complete execution of the amendments. Initial approval of the amendments has been received from the City of Austin and ATCIC. However, should there be any substantive changes requested, those

changes will be brought back to Court. TCHHSVS is requesting the Court approve the amendments as presented with the understanding that non-substantive changes may be made prior to final signature by Judge Biscoe and the other parties.

TCHHSVS staff recommends approving these amendments.

**Budgetary and Fiscal Impact:**

SAMSO

Travis County's is currently providing \$1,134,929 from the General Fund as well as \$168,714 from the PIR grant. The City of Austin is providing \$310,921. Total contract funds come to \$1,614,564.

The SAMSO amendment increases the PIR funds by \$33,827. The new contract total comes to \$1,648,391.

SOC

Travis County is currently providing \$590,000 in General Fund money as well as \$63,386 in PIR grant money, \$47,250 from the TCC grant and \$36,723 from the Milburn Trust for a contract total of \$737,359.

The SOC amendment increases the General Fund contribution by \$60,000 as well as adding \$91,920 in PIR grant money. It also decreases the amount coming from the TCC grant by \$10,332. The new contract total is \$878,947.

**Issues and Opportunities:**

Approving these amendments will allow services provided under the SAMSO and SOC interlocals to continue without interruption until the end of FY'13.

**Background:**

These interlocals provide needed services in the areas of substance dependence and mental health to Travis County residents.

Cc: Andrea Colunga Bussey, Director, Office of Children's Services, TCHHSVS  
 Nicki Riley, Travis County Auditor  
 Janice Cohoon, Financial Analyst, Travis County Auditor's Office  
 Mary Etta Gerhardt, Assistant County Attorney, Travis County Attorney's Office  
 Leslie Browder, County Executive, Planning and Budget Office  
 Aerin Toussaint, Analyst, Planning and Budget Office  
 Shannon Pleasant, Purchasing Agent Assistant, Travis County Purchasing Office

**MODIFICATION OF CONTRACT NUMBER: 4400000374 (IL070037RE) – System of Care**

ISSUED BY:  
**Travis County Purchasing Office**  
 P.O. Box 1748  
 Austin, Texas 78767

PURCHASING AGENT ASST: **Shannon Pleasant**  
 TEL. NO: **(512) 854-1181**  
 FAX NO: **(512) 854-9185**

DATE PREPARED:  
**June 12, 2013**

ISSUED TO:  
**Austin Travis County Integral Care**  
 1430 Collier St.  
 Austin, TX 78704

MODIFICATION NO.:  
**15**

EXECUTED DATE OF ORIGINAL CONTRACT:  
**October 1, 2006**

ORIGINAL CONTRACT TERM DATES: October 1, 2006 – September 30, 2007 CURRENT CONTRACT TERM DATES: October 1, 2012 – September 30, 2013

**FOR TRAVIS COUNTY INTERNAL USE ONLY:**

Original Contract Amount: \$ 85,000

Current Modified Amount \$ 878,947

**DESCRIPTION OF CHANGES:** Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

The above-referenced contract is hereby modified to reflect the following changes, as well as those more completely set forth in the attachment:

1. The Parties agree to amend Section 4.2, "Attachments," by adding the following:

- a. Amended Attachment A – 2013 Work Statement and Performance
- b. Amended Attachment C – 2013 General Fund
- c. Amended Attachment C – 2013 Program Budget, Parenting in Recovery Grant
- d. Amended Attachment C – 2013 Program Budget, The Children's Continuum

2. The Parties agree to amend the increase provisions related to the maximum amounts as follows:

- a. County Grant Funds will increase from \$590,000 to \$650,000 an increase of \$60,000
- b. Parenting In Recovery Grant Funds will increase from \$63,386 to \$155,306 an increase of \$91,920
- c. The Children's Continuum Grant Funds will decrease from \$47,250 to \$36,918 a decrease of \$10,332

DRAFT

Except as provided herein, all terms, conditions, and provisions of the document referenced above as heretofore modified, remain unchanged and in full force and effect.

**Note to Vendor/City:**

Complete and execute (sign) your portion of the signature block section below for all copies and return all signed copies to Travis County.

DO NOT execute and return to Travis County. Retain for your records.

LEGAL BUSINESS NAME: \_\_\_\_\_

- DBA
- CORPORATION
- OTHER

BY: \_\_\_\_\_  
 SIGNATURE

BY: \_\_\_\_\_  
 PRINT NAME

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_  
 ITS DULY AUTHORIZED AGENT

TRAVIS COUNTY, TEXAS

DATE: \_\_\_\_\_

BY: CYD V. GRIMES  
 CYD V. GRIMES, C.P.M., CPPO, TRAVIS COUNTY PURCHASING AGENT

TRAVIS COUNTY, TEXAS

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
 SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

**AMENDMENT OF INTERLOCAL COOPERATION AGREEMENT  
BETWEEN TRAVIS COUNTY AND  
AUSTIN-TRAVIS COUNTY MENTAL HEALTH AND MENTAL RETARDATION CENTER  
DBA AUSTIN TRAVIS COUNTY INTEGRAL CARE FOR  
MANAGED SERVICES RELATED TO THE SYSTEM OF CARE**

This Amendment ("Amendment") of Interlocal Cooperation Agreement is entered into by the following Parties: Travis County, a political subdivision of the State of Texas ("County") and Austin-Travis County Mental Health and Mental Retardation Center, d.b.a. Austin Travis County Integral Care ("Center"), the Mental Health and Intellectual/Developmental Disabilities Authority designated by the State of Texas for Travis County and the incorporated municipalities therein pursuant to Texas Health and Safety Code, Chapters 531 and 534, and other applicable statutes.

**RECITALS**

County and Center (collectively referred to herein as the "Parties") entered into an agreement to provide mental health, intellectual/developmental disabilities and substance abuse services for indigent citizens and other eligible clients ("Agreement") the Initial Term of which began October 1, 2006, and terminated September 30, 2007 ("Initial Agreement Term"); and

Under the Agreement, Center agreed to provide personal and professional services for the care of indigents and other qualified recipients and for public health education and information related to mental health, mental retardation and substance abuse services in accordance with the terms of the Agreement, thus providing services for further public health purposes; and

The Agreement provided for renewal and amendment of the Agreement by the written agreement of the Parties; and

Pursuant to the terms of the Agreement, the Agreement has been renewed for additional terms, the latest of which was set forth in the 2013 Renewal and Amendment document ("2013 Renewal") approved by the Parties and continuing through September 30, 2013 ("2013 Renewal Term"); and

Where goods or services are funded from federal, state or local grants ("Grant"), Center will, according to the terms of the Grant, provide goods and services necessary to achieve the Grant's purpose in accordance with Grant terms.

County and Center desire to amend the Agreement to reflect certain mutually agreed upon changes in the Agreement applicable to the 2013 Renewal Term.

NOW, THEREFORE, in consideration of the mutual benefits received by these changes, and other good and adequate consideration as specified herein, the Parties agree to amend the Agreement as follows:

**1.0 INTERLOCAL TERMS.**

**1.1 2013 Renewal Term.** The Parties acknowledge and agree that the changes made in this Amendment are applicable to the 2013 Renewal Term continuing through September 30, 2013.

**1.2 2013 Grant Renewal Term.** The Parties agree that the changes made in this Amendment related to the 2013 Grant Funds (both Parenting in Recovery and The Children's Continuum) are applicable to the respective terms of those grants as set forth in the 2013 Renewal.



**2.0 AMENDED MAXIMUM AMOUNTS.**

**2.1 Amended 2013 Renewal Term Maximum Amounts.** The Parties agree to amend the maximum amounts applicable to the 2013 Renewal Term (Section 13.1.1) and the 2013 Grant Renewal Term, as applicable, to reflect amounts not to exceed the following for the 2013 Renewal Term:

County General Funds* (October 1, 2012 - September 30, 2013)	\$ 575,000.00
Parenting in Recovery FY'13 Grant Funds (September 30, 2012 – September 29, 2013)	\$ 155,306.00
The Children's Continuum FY '13 Grant Funds October 1, 2012 – September 30, 2013	\$ 36,918.00

\* All or any portion of the County General Funds may also be spent on the Parenting in Recovery and The Children's Continuum participants.

Those amounts not changed by this Amendment remain as set forth in the 2013 Renewal.

**3.0 ENTIRE AGREEMENT**

**3.1 2013 Attachments.** The Parties agree to amend Section 4.2, "Attachments," by adding the following:

4.2-2013 . 2013 Attachments.

(i) Amended Attachment A - 2013  
2013 York State and Performance Measures –  
- General Fund  
- Parenting in Recovery Grant  
- The Children's Continuum

**DRAFT**

(ii) Amended Attachment C - 2013  
2013 Program Budget  
- Amended Attachment C  
2013 General Fund  
- Amended Attachment C.1  
2013 Program Budget, Parenting in Recovery Grant  
- Amended Attachment C.3  
2013 Program Budget, The Children's Continuum

Those attachments not changed in this Amendment remain as set forth in the 2013 Renewal.

**3.2 Promised Performance.** The attachments enumerated and denominated above are attached to this Amendment as **Exhibit 1** and are hereby made a part of the Agreement, as amended, and constitute promised performances by Center in accordance with all terms of the Agreement.

**4.0 CENTER PERFORMANCE**

**4.1 Grant Terms.** The Parties agree that all terms and conditions relevant to Grant requirements (both PIR and TCC, or the "Grants") as included in this Agreement by this Amendment, either specifically or by reference, or by previous Agreement/Amendment terms not specifically changed by this Amendment remain in full force and effect. County will provide Center with copies of any changes in either the Grants or the Milburn Trust applicable to Center's performance under this Amendment and the Agreement, as amended, upon receipt of such changes.



**5.0 FINANCIAL PROVISIONS**

**5.1 Amended 2013 Renewal Term Maximum Funds.** The Parties agree to amend Section 13.1.1, "Maximum Amount," by adding the following as to 2013 Renewal Term not-to-exceed amounts:

13.1.1 – Amended 2013 Renewal Term Maximum Funds. Subject to the terms and conditions of this Agreement, as amended (see Section 2.1 above) the Parties agree to Maximum Funds as to the 2013 Renewal Term in the following amounts:

County General Funds	\$ 575,000.00
Parenting In Recovery FY'13 Grant Funds	155,306.00
The Children's Continuum FY '13 Grant Funds	36,918.00

**5.2 Grant Funds Limitations.** The Parties agree that, should Grant Funds from any individual source identified in this Amendment be withdrawn, decreased, or otherwise not provided to County, the County's not-to-exceed amount in this Section 5.0 shall be reduced accordingly. County shall advise Center of any decrease in Grant Funds immediately upon receipt of notice from the Grant source, and shall not be responsible for payment of any expenses incurred for Grant activities provided by Center after such notice. Funds from any Grant funding source are available only during the term of that Grant, according to the terms of the Grant.

**5.3 Fiscal Year Limitations, - 2013 Renewal Term.** As to the 2013 Renewal Term, the Parties agree that the fiscal year limitations set forth in the Agreement shall apply to the amounts set forth in this Amendment.

**6.0 INCORPORATION**

6.1 County and Center hereby incorporate the Agreement, as amended, into this Amendment. Except for the changes made in this Amendment, County and Center hereby agree to all the terms and conditions of the Agreement as amended. The Agreement, as amended, with the changes made in this Amendment constitutes the entire agreement between the Parties with respect to the subject matter contained herein, and supersedes any prior undertaking or written or oral agreements or representations between the Parties.

**7.0 EFFECTIVE DATE**

7.1 This Amendment is effective July 1, 2013, when it is approved and signed by both Parties. This Agreement, as amended, shall remain in effect until further modified or terminated in writing by the Parties, or until the termination date.

**ATTACHMENT A  
FY'13 AMENDED WORK STATEMENT  
SYSTEM OF CARE**

**Community Partners for Children/ The Children's Partnership /Youth and Family Assessment Center/  
Parenting in Recovery (Federally Funded Grant Project) /Milburn Trust Funds/  
The Children's Continuum (Federally Funded Grant Project)**

**MANAGED SERVICES ORGANIZATION**

**I. General Background**

Austin-Travis County Mental Health and Mental Retardation Center (d.b.a. Austin Travis County Integral Care (ATCIC)) is the local authority for mental health and intellectual/developmental disability services for Travis County. ATCIC was established in late 1965 and began operations in 1967 pursuant to the laws of the State of Texas, regulations of the Texas Department of State Health Services (TDSHS), and the articles of organization approved by its sponsoring agencies. As of October 1, 2012, ATCIC's local sponsoring agencies are the City of Austin, Travis County and the Travis County Healthcare District dba Central Health.

As the local authority for mental health and intellectual/developmental disability services with extensive experience in this area, ATCIC serves as the Managed Services Organization (MSO) under this Agreement. In the model established under this Agreement, clients are authorized and then individuals and organizations from the provider network provide services and supports. Funding of services and supports to eligible clients is authorized by the System of Care brokers ("Brokers") and verified by the MSO through The Clinical Manager (TCM). In addition, the following MSO functions are provided: Credentialing, Gate Functions, Utilization Management, Quality Management, Management Information Systems, Fiscal Management, Network Development and Management (contract management) and Claims Payment as set forth in the Agreement and specified by Travis County.

**II. MSO Responsibilities and Functions**

ATCIC will utilize a Managed Services Organization (MSO) approach in order to ensure coordination and standardization of community services. ATCIC will provide services as the MSO in order to prevent duplication of administrative services, and to promote continuum of care for children, youth and families, through the Wraparound Approach. The MSO facilitates a more efficient process, which allows access to a wide array of services and supports. This will also make it possible for Travis County to coordinate services with child-serving agencies to maximize leveraging of available funds.

It is understood and agreed that the MSO functions and responsibilities, listed below, include methodologies, data gathering and reporting, and other components, the specifics of which are not listed here. The Travis County Health and Human Services and Veterans Service Department ("Department") reserves the right to review the specific components and operations of these systems and related data supporting the implementation of these systems and to require changes as reasonably determined by the Department, in order to achieve the goals of this Agreement. Requests for changes shall be in writing and effective at such time as agreed to by ATCIC and the Department.

**A. Definitions of Functions**

**1. Network Development and Management**

**a. Network Development**

Provider Network Development and Management –A Provider Network to support the Wraparound process consists of a combination of traditional, formal and non-traditional service providers. The Provider Network should reflect various spiritual, ethnic, racial and gender characteristics that families find are a good fit for them. The Provider Network Development process should respond to needs identified in Child and Family Teams to procure services and supports that are not readily available in the community.

Specific procedures have been developed by ATCIC which define the processes for procurement of provider service contracts, to include: procurement processes, processing provider applications and credentialing, rate negotiation, and execution of service contracts. New providers are enrolled to fill network gaps, as identified by the MSO and the System of Care partners,<sup>1</sup> as agreed to by ATCIC.

The MSO will provide an on-going assessment of needs for the provider network that will indicate the types of service gaps. The assessment will identify the providers needed to ensure adequate capacity, diversity, and quality to meet the needs of the System of Care initiatives.

b. Network (Contracts) Management-

Specific procedures define the processes for development, negotiation, and execution of service contracts. The enrollment process ensures providers are added to the network as guided by client needs. Contract negotiations confirm areas of services to be performed, performance measures, rates, contract terms, termination clauses, and all other provisions of contracts. All contracts are reviewed for access, quality at a reasonable cost and responsiveness to the needs and concerns of the recipient child, youth and family.

Provider contracts are reviewed and monitored to ensure quality of services, and compliance with provider contract requirements, according to ATCIC's defined policies and procedures for contract administration. This function includes training, technical assistance, and monitoring of the current service providers and identification of new service providers, as necessary to meet the specific service requirements of the Department under this Agreement.

c. Credentialing - The credentialing process, as part of the network development process, shall ensure that the network is composed of individual providers and organizations that are qualified to provide services in compliance with applicable standards. Established standards will be consistently used in the enrollment and renewal of providers throughout the term of the Agreement.

2. Gate Functions – ATCIC is responsible for verifying whether an individual meets the eligibility criteria, according to the information entered into The Clinical Manager (TCM) by the System of Care partners. (System of Care Partners include all those participants in the system of care (SOC) initiatives: families being served, ATCIC, Travis County Health and Human Services and Veterans Service Department, Travis County Juvenile Probation Department, Austin, Manor, Pflugerville Independent School Districts, Travis County Child Protective Services, Communities In Schools and any partner that joins the SOC during the contract year.) The goal of the gate function is to ensure that eligible clients gain access to diverse, appropriate, family choice providers.
3. Utilization Management - A key function of the Wraparound approach is achieving cost containment, balanced with effective results, through the organizational approach of child or youth/family/provider teams. In addition, this process should provide trend data, which can identify current client and provider needs, as well as projected needs. Utilization management under these conditions consists of monitoring the funds that purchase the services and supports approved by the Child and Family Teams.  
Utilization management is performed through prospective and retrospective review of authorized services and supports. An analysis of service expenditure trends, identification and assessment of fiscal or programmatic issues is performed on a quarterly basis (or more often, if requested by County). The managed care software used by the MSO to support the System of Care projects is TCM.
4. Quality Management - Current service delivery is aimed at controlling costs and improving the quality of services. Purchasers have increasingly demanded a way to measure the effectiveness of these efforts. Hence, the Quality Assurance process must include the evaluation of outputs and outcomes on a variety of indicators including: participant satisfaction, access to services, service and cost information. Quality Management compiles data and reports output and outcome results compared to annual objectives on a variety of indicators.

5. Management Information System – The management information system will be used to collect, manage and report information necessary to ensure effective management of project resources, and perform program evaluation functions, to include service authorization and funds management, and client and provider profiling information necessary to demonstrate that the project outcomes/goals are being met. This information is collected, tracked and reported in TCM.
6. Fiscal Management– ATCIC will ensure that payment requests do not exceed funds allocated for the project during the contact term. Fiscal management and analysis will occur on a monthly basis upon submission of payment requests and supporting detail. ATCIC will set and/or negotiate payment rates with providers according to ATCIC rate-setting guidelines and/or standards. ATCIC will utilize its financial management processes to ensure that ATCIC payment requests to the Department, with the appropriate back-up, are correctly submitted by the monthly due date.
7. Claims Adjudication and Payment – ATCIC will ensure that claims are paid in a timely manner and at the appropriate rates. All claims received shall be reviewed for specific information to verify that the claim is valid. Incomplete or inaccurate claims may be denied payment or returned to the provider for correction and re-submission.
8. Administrative Processes– Specific procedures have been developed by ATCIC to provide efficient and appropriate access to services and supports funded with MSO dollars under management by the MSO. All administrative processes developed and implemented by ATCIC are, and will be, consistent with the wraparound service delivery model. MSO will facilitate the training of Brokers on the MSO administrative procedures/processes (e.g., methods to access funds, network development).

**B. Description of Responsibilities**

ATCIC, as the MCO, will provide the following:

1. **Provider Network Development and Management (to include credentialing)**
  - a. Ensure the availability of quality providers through the ATCIC’s credentialing process.
  - b. Maintain an array of traditional (licensed) and non-traditional (non-licensed) providers.
  - c. Ensure the availability of culturally and linguistically diverse providers.
  - d. Provide technical assistance to potential providers to ensure timely enrollment into the provider network.
  - e. Ensure that the provider network can meet the service needs of the project by maintaining an adequate number of providers who meet the network profiling needs identified by the System of Care partners and ATCIC through the ongoing assessment process.
  - f. Develop and maintain a service and contact listing of network providers and a provider network directory to include, at a minimum, provider name and contact information, services offered, location of service, service capacity and special skills, experience and/or expertise.
  - g. Identify service gaps.
  - h. Expand the provider network to meet needs and/or fill gaps in services as necessary through an Open Enrollment, Request for Proposals process or other procurement processes.
  - i. Include Department representatives in the provider network development process throughout agreement term.

- j. Develop, negotiate, and execute contracts with network service providers.
- k. Ensure contract negotiations include: contract standards, provider's ability to comply with contract standards, rates, contract terms, termination clauses, and all other provisions of contracts, as appropriate.

## **2. Quality Management**

- a. Ensure a streamlined and efficient credentialing process, which results in the enrollment of potential providers who meet the application criteria and training requirements, as per ATCIC's standards.
- b. Provide technical assistance regarding the application process to promote the timely enrollment of potential providers.
- c. Ensure the quality of network services through the sufficient provision of provider training (e.g., contract standards, Wraparound service delivery model) and the monitoring of contract compliance.
- d. Solicit annual feedback from providers, and System of Care partners regarding the application and credentialing process, the quality of services provided through the network, and the provider and partner satisfaction with MSO processes.

## **3. Management Information Services and Utilization Management**

- a. Capture electronic data for eligibility verification, funding allocation decisions, project management, program specific utilization review (service utilization trend analysis) and service utilization evaluation and any other data necessary to meet reporting requirements contained in this contract, through The Clinical Manager (TCM) software program.
- b. Provide regular (quarterly) written reports on service utilization and participant demographics to System of Care partners.
- c. Issue service authorizations from TCM to providers semi-monthly, or as authorizations are added or changed.
- d. Review service utilization every quarter, no later than the 30<sup>th</sup> of the month following the end of the quarter.
- e. Conduct second level reviews of all "request for funds" for vendor purchases which exceed \$299. Vendor purchases are any purchases that are off network. These purchases are processed through Request for Funds (RFF) forms submitted by coordination staff after review by their supervisor. ATCIC completes a secondary review of any RFF that exceeds \$299 for accuracy and completeness.

## **4. Fiscal Management**

- a. Ensure management of funding streams per eligibility criteria.
- b. Submit payment requests each month to the Department.

## **5. Claims Adjudication and Payment**

- a. Ensure timely payment of provider claims.

- b. Review all claims for accuracy and completeness.
- c. Adjudicate all claims against service authorizations in the managed care software system, TCM.

#### 6. Administrative Processes

Route Provider Service Delivery Records (progress notes), used by the MSO as supportive documentation for invoice/claims, to assigned care coordinators, to be maintained in the client record, which is developed and maintained by the care coordinators.

### III. County Eligibility (Travis County General Fund)

#### A. Client Eligibility Criteria for County Funds

1. Individual has a household income of 200% or less of the federal poverty guidelines (as updated annually by the U.S. Department of Health and Human Services) that are applicable to a household with the same number of persons as his/her household; and
2. Individual is a bona fide resident of Travis County, which is determined by the Broker by the family's or parent's stated intention to remain in Travis County for an indefinite period; and
3. Individual meets criteria as a member of one of the designated target populations for this Agreement (as described below and/or as approved in writing by the Department).

#### B. Target Populations

1. The Children's Partnership (TCP) is a collaborative of agencies serving children, adolescents and families in Travis County. These agencies include Travis County HHS&VS, Travis County Juvenile Probation Department, Austin Travis County Integral Care, Region VII, Department of Family and Protective Services (DFPS), Austin, Del Valle, Manor and Pflugerville Independent School Districts, Texas Health and Human Services Commission (HHSC), Casey Family Programs and The Texas Juvenile Justice Department.

1. Primary Target Population – Children and Youth referred through Community Partners for Children (Travis County local Community Resource Coordination Group) that:
  - a. Are between the age of 5-17;
  - b. Have a Mental Health Diagnosis; and
  - c. Have and/or require multi-system involvement.
2. Community Partners for Children (CPC) - is a collaboration of more than 20 agencies providing intensive service planning to children, adolescents and families who have multiple and complex needs that cannot be addressed by one agency alone.
  1. Primary Target Population – Youth and their families who participate and are staffed by CPC who:
    - a. Are children/youth between 0-22;
    - b. Require multiple system involvement;



- c. Have physical challenges, mental health challenges and/or developmental disabilities that significantly impact their ability to function in home, school and/or the community; and
- d. Families, whose children meet the above criteria that are seeking access to, CPC Bridge services, The Children's Partnership and/or the TRIAD program.

3. The Youth and Family Assessment Center (YFAC) - is a collaboration that provides comprehensive services and supports to children and adolescents at-risk of serious behavior problems and dropping out of school. Partners include Travis County HHS&VS, City of Austin, Communities In Schools (CIS), Austin Travis County Integral Care, and Austin Independent School District.

The Primary Target Population is youth between the ages of 3-22 who demonstrate a need for social service intervention (e.g., behavioral health services, self-sufficiency supports, enrichment services, parental support and education) based on at-risk behaviors.

- 1. The youth served attend one of the following schools at referral: Allison, Andrews, Harris, Oak Springs, Ortega, Rodriguez, and Zavala Elementary Schools; or Dobie, Kealing, Martin, Mendez, and Webb Middle Schools; and/or
- 2. The youth enrolled in the Supportive Services program of YFAC through the Travis County Community Centers; and/or

b. The youth enrolled in the School-Respite Camp.  
The Secondary Target Population is youth and family members of the Primary Target Population who demonstrate a need for social service intervention (e.g., behavioral health services, self-sufficiency supports, enrichment services, parental support and education) due to impaired family functioning, which contributes to the youth's at-risk status.

### C. Referral Process

The referral sources for The Children's Partnership (TCP) are the Community Partners for Children (CPC) / CRCG family sessions. All families must attend a CPC session to facilitate enrollment into the TCP. All referred families will be screened for eligibility by the Quality Assurance individual for TCP.

The referral sources for Community Partners for Children are parents, guardians, agency staff, teachers, faith-based community, counselors or anyone who is concerned about a child or youth with complex needs.

The primary referral source for the YFAC project is the IMPACT teams of the schools identified in Section B3. Additional referrals may be accepted from other community sources (e.g., law enforcement, youth, family members, service providers, churches, Community Partners for Children) for children who attend one of the targeted schools, or those youth referred through the Travis County Community Centers, or the Communities In Schools programs at the identified schools referenced in Section B3.

## IV. County Eligible Services (Travis County General Fund)

### 1. Education/Training

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
  - i. Violence Prevention



- ii. Teen Pregnancy Prevention
- iii. Substance Abuse Prevention
- iv. Vocational Training
- c. Tutoring

**2. Assessments/Evaluation**

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

**3. Treatment Services (Counseling/Therapy)**

- a. Individual, Group or Family Counseling/therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, Occupational Therapy, PT, art, music, dance or other movement therapies)
- d. Medication Management
- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

**4. Flexible Community Support Services**

- a. Respite Care
- b. Child Care/supervision
- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide

- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

**5. *Enrichment Services***

- a. Recreational/Social activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment Skill Development
- f. Case Management

In addition to the services identified in Section III, Travis County funding may be used to: 1) provide basic need services to the target populations, and/or 2) provide services to the target population who do not meet eligibility criteria for Community Development Block Grant funding in YFAC target populations.

**6. *Basic Needs*** – Essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modification
- d. Utilities
- e. Housing Assistance
- f. Medical Purchases

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**7. *Any other eligible service or support, not defined above, that meets the needs established in the Plan of Care, or an emergency or crisis situation.***

## V. Parenting in Recovery (PIR) Federal Grant Eligibility Requirements

Parenting In Recovery (PIR) - Per the approved grant proposal the “target population will be women with child(ren) who reside in Travis County, are identified as substance dependent, and have an open investigation with Child Protective Services.” The approved grant proposal states “the purpose of the *Parenting in Recovery* project is to provide a flexible, comprehensive continuum of services for children and their mothers who are involved in the child welfare system and have substance dependency. These services will include: inpatient and outpatient substance abuse treatment, mental health services, collaborative treatment planning, housing, employment, individual counseling, child-care, home visitation, case management, and **informal supports**.” These informal and housing supports will be addressed through the use of this SOC contract. More specifically the approved grant proposal states, “Following discharge from residential treatment (recovery support phase), families will have access to supportive housing with case manager, outpatient substance abuse treatment, counseling and **any specific supports identified by the collaborative team during discharge planning**. The children will receive an initial assessment to identify unmet needs and service recommendations. The children will receive ongoing medical and dental care, educational support, access to licensed child-care, therapeutic interventions, enrichment supports, and group counseling that focuses on children of parents with substance abuse issues. **Individualized supports**: will be provided to families to promote their stability in the community, such as the payment of past utility bills, specialized equipment or uniform for employment not covered by Workforce Solutions, gap funding for child-care, and other items as needed. **Services specific to children**: Child(ren) will receive supports and services as developed in their individualized treatment plans, including: safe housing, placement in licensed child care settings, mental health supports, educational support and enrichment activities. These services will be provided through CPS contract services, community resources, and **grant funding**.” The use of this Agreement is designed to comply with the above grant requirements to meet the families’ needs for individualized supports.

### 1. Specific Eligibility Criteria

1. Primary Target Population as specified in the grant – Parents involved in the child welfare system due to substance dependency
  - a. Parent is a resident of Travis County
  - b. Referred to PIR by Child Protective Services (CPS)
  - c. Parent is found to be substance dependent
2. Secondary Target Population – Children/Youth identified as participants of PIR
  - a. Child/Youth reside with the parent, relative caregiver, fictive kin (non-relative who is caring for a designated child/youth who is considered to be functioning in the capacity of a relative by the family)
  - b. Child/Youth resides in Travis or contiguous counties

## 2. Referral Process for PIR Families –

The referral process for PIR is specified in the grant design. The parent is identified by a Child Protective Services referral and routed to PIR if the referral meets one of these criteria: 1) a referral that alleges the mother and/or baby test positive at birth for any illegal substances or alcohol; 2) a referral that alleges a pregnant woman tests positive for any illegal substance and there are children in the home under the age of five and the report must have come from a professional reporter (doctor, hospital, etc.); or 3) a referral that alleges a mother, with children under the age of five is convicted to be using illegal substances, and is not designated as one of the PIR control group participants. The parent then participates in a Family Team Meeting (FTM) initiated by CPS where they have the opportunity to enroll in PIR. The parent signs the PIR form to signify official enrollment. The form is maintained in the PIR registry by the PIR project director at the Travis County office. Once enrolled in PIR the parent and children are eligible to access funds under this Agreement. PIR clients will be enrolled into the The Clinical Manager (TCM) database by the PIR project director, or their designee, associated with the PIR project for billing adjudication and processing.

## VI. PIR Eligible Services

### 1. Education/Training

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
  - i. Violence Prevention
  - ii. Teen Pregnancy Prevention
  - iii. Substance Abuse Prevention
  - iv. Vocational Training
- c. Tutoring

### 2. Assessments/Evaluation

- a. Psychological Assessment
- b. Psychiatric Assessment

- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

**3. Treatment Services (Counseling/Therapy)**

- a. Individual, Group or Family Counseling/Therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, OT, PT, art, music, dance or other movement therapies).
- d. Medication Management
- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

**4. Flexible Community Support Services**

- a. Respite Care
- b. Child Care/Supervision
- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide
- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

**5. Enrichment Services**

- a. Recreational/Social Activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program

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- e. Enrichment Skill Development
- f. Case Management

**6. Basic Needs** – Essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modifications
- d. Utilities
- e. Housing Subsidies
- f. Medical Purchases

**7. Any other eligible service or support, not defined above, that meets the needs established by the collaborative team during discharge planning.**

**VII. Milburn Trust Fund Eligibility Requirements**

Milburn Trust funds are donated by the Milburn family through a will request designated for service and supports that prevent, deter and address child abuse and neglect. The funds were bequeathed to Travis County and designated to Health and Human Services Office of Child Services Division for the Healthy Families program and the Children F.I.R.S.T. program.

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**1. Milburn Eligibility Criteria**

- a) Family is a resident of Travis County
- b) Family is enrolled in either Children F.I.R.S.T. program or the Healthy Families program
- c) The family is receiving prevention and/or intervention services to address issues of child abuse and/or neglect
- d) Services can be expended on any household family member of an enrolled family

**2. Milburn Referral Process**

- a) The family will be identified and enrolled into services with either the Healthy Families program and/or Children F.I.R.S.T. These programs will follow their established referral and enrollment process. Through an identification and staffing process the assigned caseworker will make funding requests on behalf of their enrolled families. The families will be enrolled in The Clinical Manager (TCM) data system by the Prevention and Intervention Manager of OCS, or their designee, and associated with the Milburn program for adjudication and billing purposes.

## **VIII. Milburn Trust Fund Eligible Services**

### **1. Education/Training**

- a. Parent/Caretaker Education
- b. Life Skills Training Prevention Services which may include specialized areas of focus such as:
  - v. Violence Prevention
  - vi. Teen Pregnancy Prevention
  - vii. Substance Abuse Prevention
  - viii. Vocational Training
- c. Tutoring

### **2. Assessments/Evaluation**

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other Assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

### **3. Treatment Services (Counseling/Therapy)**

- a. Individual, Group or Family Counseling/Therapy
- b. Crisis Counseling
- c. Specialized Therapy (includes but not limited to Speech/Audiology, OT, PT, art, music, dance or other movement therapies).
- d. Medication Management
- e. Nursing Services
- f. Substance Abuse Intervention (substance abuse counseling)
- g. Substance Abuse Treatment
- h. Psychosocial Skills Training/Behavior Management

### **4. Flexible Community Support Services**

- a. Respite Care
- b. Child Care/Supervision



- c. Transportation
- d. Parent Coach
- e. Employment Support Services
- f. Mentoring
- g. Therapeutic/Behavioral Aide
- h. Case Conference (Wraparound Team Meeting)
- i. Shelter Care

**5. *Enrichment Services***

- a. Recreational/Social Activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment/Skill Development
- f. Case Management

**6. *Basic Needs*** – essential services in order to meet basic needs for survival such as:

- a. Emergency Food
- b. Clothing
- c. Housing Modifications
- d. Utilities
- e. Housing Subsidies
- f. Medical Purchases

**7. *Any other eligible service or support, not defined above, that meets the needs established by the authorizing staff meeting held by Healthy Families program and Children F.I.R.S.T. program.***

**IX. The Children's Continuum (TCC) Federal Grant Eligibility Requirements**

The Travis County Family Drug Treatment Court (FDTC), established in 2007, provides judicial oversight to parents of children 0-5 involved in the child welfare system due to substance abuse/dependency. Its design is based on the 10 key components of a successful drug court and involves both judicial oversight and a continuum of services including substance abuse treatment, mental health

services, and recovery supports. FDTC provides for a coordinated community strategy. FDTC seeks to enhance its operation by creating *The Children's Continuum* to augment services to the children of FDTC participants. *The Children's Continuum* will: 1) *enhance the functioning and well-being of children*, 2) *improve the capacity of parents to safely care for their children through improved parent/child relationships*, 3) *establish a continuum of screening, developmental, therapeutic and non-traditional services for children* and 4) *ensure that a child advocate remains a vital part of the FDTC*. Progress towards achieving these goals will be measured by: the number of unique services provided to children; the number of developmental screenings and assessments completed; enhancement in the parent/child relationship through improvement in the AAPI-2 rating; notable improvement in achieving developmental milestones; and maintenance of a child advocate in the FDTC.

*The Children's Continuum* will accomplish these goals through attainment of these **objectives**: children will receive developmental screenings and additional assessments/evaluations as indicated; children will have access to an array of services to address developmental needs including therapy (play, art, music), speech and occupational therapy, pro-social groups, behavioral aide, and family mentoring; parents will participate in parent coaching sessions using the Nurturing Parenting Program and demonstrate improvement through the AAPI-2; parents will have access to insight-oriented therapy to improve the parent/child relationship; child/parent visitation will occur bi-weekly; children will attend medical/behavioral health appointments; and the child advocate will participate in meetings, staffing, hearings associated with FDTC.

The services will range from referrals to Austin area ECI programs: Any Baby Can, Easter Seals, Infant Parent Program; occupational and speech screenings and therapy; insight-oriented psychotherapy to improve parent/child bond; psychological assessments; play therapy; and non-traditional therapeutic services such as art, music, recreational therapy, behavioral aide, pro-social groups, individual, family mentoring, and equine therapy.

#### 1. Specific Eligibility Criteria

1. Primary Target Population as specified in the grant – children whose parents are enrolled in the Travis County Family Drug Treatment Court (FDTC)
  - a. Parents are enrolled in FDTC;
  - b. Children ages 0-5; and
  - c. Referred to services by Child Therapist and/or Drug Court Team Members.
2. Secondary Target Population – Parents enrolled in FDTC
  - a. Parents enrolled in FDTC; and
  - b. Parents who require parenting support, education, guidance, and training

## 2. Referral Process for TCC children and parents –

The referral process for TCC is specified in the grant design. The child(ren) are referred to services once their parent(s) enroll in FDTC. The child(ren) will be assessed for service need by a child therapist and linked to appropriate community based or network service. Additionally, service needs can be identified by the Drug Court Team of FDTC and child(ren) can be linked to either community based or network services. The focus of the service is to enhance the functioning and well-being of the child. The parent can be referred for additional parenting services by the parent coach, the child therapist, or at the parent's own request. Once the need for additional parenting services is identified by the parent, will be connected to the most appropriate service that matches the parent's unique need.

## X. TCC Eligible Services

### 1. Education/Training

- a. Parent/Caretaker Education
- b. Parent/Caretaker Training/Coaching
- c. Tutoring

### 2. Assessments/Evaluation

- a. Psychological Assessment
- b. Psychiatric Assessment
- c. Specialized Therapy Assessment (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Recreational Therapy, Art, Music, Dance or other movement therapies)
- d. Functional/Behavior Assessment
- e. Other assessments that may assist in evaluation of the functional, behavioral, mental health or other needs.

### 3. Treatment Services (Counseling/Therapy)

- a. Individual, Group or Family Counseling/therapy
- b. Play Therapy

- c. Crisis Counseling
- d. Specialized Therapy (includes but not limited to Speech/Audiology, Occupational Therapy, Physical Therapy, Recreational Therapy, Art, Music, Dance or other movement therapies)
- e. Medication Management
- f. Nursing Services
- g. Psychosocial Skills Training/Behavior Management (Pro-Social groups)

**4. Flexible Community Support Services**

- a. Respite Care
- b. Child Care/supervision
- c. Transportation
- d. Parent Coach
- e. Mentoring (Individual and Family)
- f. Therapeutic/Behavioral Aide
- g. Case Conference (Wrap around Team Meeting)
- h. Shelter Care

**5. Enrichment Services**

- a. Recreational/Social activities
- b. Gap Time Enrichment Activities
- c. Camp
- d. After School Program
- e. Enrichment Skill Development

**6. Basic Needs** – Essential services in order to meet basic needs for survival such as:

- a. Clothing
- b. Medical Purchases

**7. Any other eligible service or support, not defined above, that meets the needs established by the Drug Court Team and/or the Child Therapist assigned to TCC.**

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## XI. Budget

See Attachment C

## XII. Contract Funds

### A. MSO Fees – ATCIC

#### (Travis County General Fund)

ATCIC may receive up to \$575,000.00 in funding from the Travis County General Fund for the satisfactory implementation and provision of MSO services. \$532,689.00 can be expended for any of the three programs: CPC Bridge Services, The Children's Partnership, and Youth and Family Assessment Center (YFAC). The dollars expended by YFAC will only be for those services not covered by the program's CDBG allocation. (CDBG money is provided under a separate contract between the City of Austin and Austin Travis County Integral Care.) Additionally, when approved by the Travis County Project Manager, Travis County General Fund dollars can be expended for the Parenting in Recovery and The Children's Continuum programs. ATCIC may request an annual amount not to exceed \$42,311.00 as an MSO fee to be calculated as .079429 of the amount billed for this funding source's direct services each month during the 2013 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

The MSO Fee for General Fund dollars spent for PIR clients will be calculated as .0500029 of the amount billed for direct services. The MSO Fee for General Fund dollars spent for TCC clients will be calculated as .05 of the amount billed for direct services.

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(Parenting in Recovery Grant Funds) ATCIC may receive up to \$155,306.00 in funding from the Parenting in Recovery grant for the satisfactory implementation and provision of MSO services. The Parenting in Recovery grant will provide up to \$147,340.00 for direct services for PIR enrolled participants. ATCIC may request an amount not to exceed \$765.00 as an MSO fee to be calculated as .052626 of the amount billed for this funding source's direct services each month during the 2013 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

#### (Milburn Trust Funds)

ATCIC may receive up to \$36,723.00 of Milburn Trust Funds for services: \$17,627.00 can be expended for Healthy Families enrolled participants and \$19,096.00 for Children F.I.R.S.T. enrolled families. There is not an MSO fee associated with the Milburn funding.

#### (The Children's Continuum Grant Funds)

ATCIC may receive up to \$36,918.00 in funding from The Children's Continuum grant for the satisfactory implementation and provision of MSO services. The Children's Continuum grant will provide up to \$35,072.00 for direct services for TCC enrolled participants. ATCIC may request an amount not to exceed \$1,846.00 as an MSO fee to be calculated as .052643 of the amount billed for this funding source's direct services each month during the 2013 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month.

#### (Travis County Allocated Reserves)

ATCIC may receive up to \$75,000.00 in funding from the Travis County Allocated Reserves for the satisfactory implementation and provision of MSO services. \$71,250.00 can be expended for any of the three programs: CPC Bridge Services, The Children's Partnership, and Youth and Family Assessment Center (YFAC). The dollars expended by YFAC will only be for those services not covered by the program's CDBG allocation. (CDBG money is provided under a separate contract between the City of

Austin and Austin Travis County Integral Care.) Additionally, when approved by the Travis County Project Manager, Travis County General Fund dollars can be expended for the Parenting in Recovery and The Children's Continuum programs. ATCIC may request an annual amount not to exceed \$3,750.00 as an MSO fee to be calculated as .052631 of the amount billed for this funding source's direct services each month during the 2013 Renewal Term. This MSO fee will be included on the payment request submitted for service reimbursement each month. The MSO Fee for General Fund dollars spent for PIR clients will be calculated as .05 of the amount billed for direct services. The MSO Fee for General Fund dollars spent for TCC clients will be calculated as .05 of the amount billed for direct services.

**B. Contract Funds – Network Service Providers and purchased supports (vendor purchases)**

**(Travis County General Fund)**

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2013 Renewal Term. ATCIC will use up to \$532,689.00 to purchase services from the network providers and community-based vendors in accordance with this Work Statement.

**(Parenting in Recovery Grant Funds)**

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2013 Renewal Term. ATCIC will use up to a maximum of \$147,541.00 in Parenting in Recovery federal grant funds to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

**(Milburn Trust Funds)**

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2013 Renewal Term. ATCIC will use up to a maximum of \$36,723.00 from the Milburn Trust funds to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

**(The Children's Continuum Grant Funds)**

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2013 Renewal Term. ATCIC will use up to a maximum of \$35,072.00 from The Children's Continuum to purchase services from the network service providers and community-based vendors in accordance with this Work Statement.

**(Travis County Allocated Reserves)**

ATCIC will negotiate contracts with fee-for-service rates or cost reimbursement rates with network service providers that include the 2013 Renewal Term. ATCIC will use up to \$71,250.00 to purchase services from the network providers and community-based vendors in accordance with this Work Statement.

**C. Billing Documentation and Request for Payment**

Per the terms and conditions of this Agreement, ATCIC will file a complete and correct (as reasonably determined by Department) Request for Payment and Status of Funds Report ("Request for Payment"), a Monthly Expenditure Report, and a Compliance Certification Form with the Department by the 30th of the month immediately following the month in which services have been rendered. The Request will itemize, in detail and per Department's reasonable specifications, services and supports provided to eligible clients and costs.

**(Travis County General Fund)**

During the 2013 Renewal Term, ATCIC will provide billing detail with each monthly Request for Payment showing the amount expended for direct services and supports to the target populations. The Office of Children's Services (OCS) Prevention and Intervention Manager or their designee will review the billing

detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Travis County general revenue dollars.

**(Parenting in Recovery Grant Funds)**

ATCIC will provide separate billing detail for Parenting in Recovery clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Parenting in Recovery federal grant funding.

**(Milburn Trust Funds)**

ATCIC will provide separate billing detail for Milburn Trust Fund clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Milburn Trust funding.

**(The Children's Continuum Grant Funds)**

ATCIC will provide separate billing detail for The Children's Continuum clients with each monthly Request for Payment. The billing detail shall reflect the amount expended for direct services and supports to the target populations. The OCS Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for The Children's Continuum federal grant funding.

**(Travis County Allocated Reserves)**

During the 2013 Renewal Term, ATCIC will provide billing detail with each monthly Request for Payment showing the amount expended for direct services and supports to the target populations. The Office of Children's Services (OCS) Prevention and Intervention Manager or their designee will review the billing detail to ensure that all services billed comply with the service eligibility specified in this Agreement for Travis County Allocated Reserve dollars.

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ATCIC will cooperate with the Department throughout the 2013 Renewal Term in allocating Contract Funds for the target populations, as reasonably required by County.

**D. Rate Setting**

ATCIC will negotiate rates with providers consistent with Medicaid reimbursement when appropriate, according to ATCIC's rate setting procedures. Rates will be negotiated with the goal of cost effectiveness and development of sufficient capacity for network services. For services not reimbursable under Medicaid, negotiated rates will be used.



**FY'13 PERFORMANCE MEASURES  
SYSTEM OF CARE**

**A. MSO Outcomes**

**1. *Provider Network Development and Management***

- a. Contracts shall be developed, negotiated, and executed with network service providers in a timely manner. MSO will provide technical assistance to potential service providers, as needed to complete the credentialing and contracting process.
- b. 100% of providers who apply and meet the criteria will be credentialed within 30 days of the MSO receiving all required information from the provider.
- c. 100% of providers who have been credentialed will have contracts mailed to providers for signature within 30 days after the applicable credentialing date.
- d. A provider network directory shall be developed and made available to project staff via internet. Additionally, the MSO will update or make corrections to the directory as it becomes aware of any such changes. This directory shall include but is not limited to the following: name, address, phone number, licenses/credentials, information about the providers' specific skill sets (e.g., bilingual, ASL) or experience, population served, race/ethnicity, service location and schedule availability.
- e. A service analysis shall be conducted with input from System of Care partners, on an annual basis. The results will be used to enhance and improve the network. The results of the survey will be reported annually to include: compilation of results, analysis, and recommendations.

**2. *Quality Management***

- a. 80% of the System of Care partners<sup>iii</sup> will report satisfaction with the MSO as captured in the MSO Partner Satisfaction Survey. The survey shall be administered annually. The survey, at a minimum, shall capture feedback on the following: the application and credentialing process, and the capacity and quality of the network.
- b. 80% of the network providers responding to the MSO Network Provider Satisfaction Survey will report satisfaction with the MSO as captured therein. The survey shall be administered annually. The survey, at a minimum, shall capture feedback on the following: application/credentialing process, claims payment, training, contract monitoring and technical assistance processes.
- c. MSO will distribute surveys to 100% of active System of Care partners and providers.
- d. 60% of the annual satisfaction surveys distributed will be returned with the results being reported at the conclusion of the final quarter of the County's fiscal year.

**3. *Management Information Services***

- a. ATCIC will maintain an Access Database for The Children's Partnership (TCP) that

will include:

- a. Ohio Scales (initial and follow-ups every three months);
  - b. Education Questionnaires (initial and follow-ups every three months); and
  - c. CRAFFT (only initially).
- b. Project Management Data shall be provided quarterly and year to date, by the 30th of the month following the end of the quarter for TCP and YFAC.
- a. The Children's Partnership
    - i. ATCIC will produce Quarterly MSO Reports for The Children's Partnership Board of Directors which include, but are not limited to:
      - (i) Executive summary;
      - (ii) Demographic information;
      - (iii) Diagnosis information;
      - (iv) Referral source;
      - (v) Insurance coverage;
      - (vi) Service Expenditures;
      - (vii) System involvement, and
      - (viii) Interagency funds.
    - b. Specifically, on a quarterly basis the MSO will report on the following for TCP:
      - i. Total number of children and their families that were served with the Wraparound approach since project inception (unduplicated);
      - ii. Number of newly enrolled children and their families served during the county's fiscal year (unduplicated);
      - iii. Total number of children and their families served during the quarter;
      - iv. Demographic information: Gender, Race/Ethnicity, Age group, Zip code;
      - v. Diagnosis information;
      - vi. Referral Source;
      - vii. Insurance Coverage;
      - viii. Service expenditures: Expenditures by service category;
      - ix. System involvement;
      - x. Interagency Funds: Expenditures by Partner Agencies;
      - xi. Cost analysis;
      - xii. Exit reasons and placement information; and
      - xiii. Average length of stay.
    - c. On an annual basis the MSO will report on the following for TCP:
      - i. Total number of children and their families that were served with the Wraparound approach since project inception (unduplicated);
      - ii. Number of newly enrolled children and their families served during the fiscal year (unduplicated);
      - iii. Total number of children and their families served during the fiscal year;
      - iv. Number of children improving school attendance and school performance as evidenced by reduction in absenteeism, improvement in grades, reduction in out-of school suspensions and expulsions. School attendance and school performance data (school absences, school performance, out-of school suspension and expulsion reported historically at intake, and subsequently during quarterly follow up);
      - v. Number of children served will demonstrate reduction in presentation of problem behaviors. Persistence of problem behaviors from Ohio Youth Problem Severity Scale (problem behaviors reported historically at intake, and subsequently during quarterly follow up);

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- vi. Number of children served whose participation in delinquent behaviors (recidivism with at least a class B misdemeanor) is reduced. Arrests, probation and detention (reported historically at intake and subsequently during quarterly follow up);
  - vii. Number of children served maintained in their homes, with no out-of-home placement. Actual number of days spent in out-of-home care. (Reported historically at intake and subsequently during quarterly follow up);
  - viii. Actual number of living arrangements –single versus multiple placements- (reported historically at intake and subsequently during quarterly follow up); and
  - ix. Number of children, youth and their families demonstrating increased self-sufficiency as evidenced by their exiting the program due to family choice or having met identified goals.
- d. YFAC Reporting
- a. Service utilization data quarterly including:
    - i. Total project expenditures by service category;
    - ii. Average cost profile and
    - iii. Total service dollars leveraged in the community, analysis of the service utilization patterns according to information entered into TCM.
  - b. Competitive activities and status shall be reported quarterly to include the following:
    - i. number and type (temporary vs. non-conditional) of providers;
    - ii. number of new providers credentialed;
    - iii. number of providers dropped from network;
    - iv. number of application packets distributed;
    - v. number of application packets submitted by providers;
    - vi. percentage of providers who meet criteria that are credentialed within 30 days; and
    - vii. percentage of providers who have been credentialed and whose contracts have been mailed to said provider within 30 days.

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**4. Fiscal Management**

- a. Payment requests shall be submitted each month by ATCIC to the Department by the 30th of the month immediately following the month in which services have been rendered. The Request for Payment must include these completed documents: Request for Payment and Status of Funds Report, Monthly Expenditure Report, and Compliance Certification Form, as well as billing detail.
- b. Submission of the Request for payment and accompanying documents (as indicated above) will be coordinated by a designated staff as identified by ATCIC. ATCIC will provide the name and contact information of the designated staff.

**5. Claims Adjudication and Management**

- a. 95% of provider invoice/claims shall be processed and paid within thirty days of the receipt of an accurate and complete invoice/claim.

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<sup>i</sup> System of Care Partners refers collectively to these projects/programs: The Children's Partnership, Youth and Family Assessment Center, Community Partners for Children.

<sup>ii</sup> Additional youth, who do not meet these stated target populations, may be served at the direction of the YFAC project manager

<sup>iii</sup> Partners include all those participants in the system of care (SOC) initiatives: Families, ATCIC, Travis County Health and Human Services and Veterans Service, Travis County Juvenile Probation Department, Austin, Manor, and Pflugerville Independent School Districts, Travis County Child Protective Services, Communities In Schools and any partner that joins the SOC during the 2013 Renewal Term.

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**ATTACHMENT C**  
**FY'13 Amended Budget System of Care MSO**  
**PROGRAM BUDGET DETAIL - GENERAL FUND**

Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
<b>PERSONNEL</b>				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
<b>A. TOTAL PERSONNEL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>OPERATING EXPENSES</b>				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (for support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
<b>B. TOTAL OPERATING EXPENSES</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>DIRECT ASSISTANCE</b>				
Drugs/Medicine				0.00
Food/Beverage				0.00
<b>Specific Assistance to Individuals</b>		<b>532,689.00</b>		<b>532,689.00</b>
<b>Other: MSO FEE (.079429 of Specific Assistance to Individuals)</b>		<b>42,311.00</b>		<b>42,311.00</b>
				0.00
<b>C. TOTAL DIRECT ASSISTANCE</b>	\$0.00	\$575,000.00	\$0.00	\$575,000.00
<b>EQUIPMENT/CAPITAL OUTLAY</b>				
(Specify)				0.00
				0.00
				0.00
<b>D. TOTAL EQUIPMENT/CAPITAL OUTLAY</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL (A + B + C + D)</b>	\$0.00	\$575,000.00	\$0.00	\$575,000.00

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Note: Grand Total does not include program income



**ATTACHMENT C.1  
 FY'13 Amended Budget System of Care MSO  
 PROGRAM BUDGET DETAIL - PARENTING IN RECOVERY**

**Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care  
 Programs: Children's Partnership, Community Partners for Children, and Youth and Family Assessment Center**

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
<b>PERSONNEL</b>				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
<b>A. TOTAL PERSONNEL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>OPERATING EXPENSES</b>				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (for support of agency operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual (complete Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
<b>B. TOTAL OPERATING EXPENSES</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>DIRECT ASSISTANCE</b>				
Drugs/Medicine				0.00
Food/Beverage				0.00
<b>Specific Assistance to Individuals</b>		<b>147,541.00</b>		<b>147,541.00</b>
<b>Other: MSO FEE (.052626 of Specific Assistance to Individuals)</b>		<b>7,765.00</b>		<b>7,765.00</b>
				0.00
<b>C. TOTAL DIRECT ASSISTANCE</b>	\$0.00	\$155,306.00	\$0.00	\$155,306.00
<b>EQUIPMENT/CAPITAL OUTLAY</b>				
(Specify)				0.00
				0.00
				0.00
<b>D. TOTAL EQUIPMENT/CAPITAL OUTLAY</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL (A + B + C + D)</b>	\$0.00	\$155,306.00	\$0.00	\$155,306.00

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Note: Grand Total does not include program income

**ATTACHMENT C.3  
 FY'13 Amended Budget System of Care MSO  
 PROGRAM BUDGET DETAIL - THE CHILDREN'S CONTINUUM**

**Agency: Austin-Travis County Mental Health and Mental Retardation Center d.b.a. Austin-Travis County Integral Care  
 Programs: Children's Partnership, Community Partners for Children, and Youth and Family Assessment Center**

	Requested CITY OF AUSTIN Amount	Requested TRAVIS COUNTY Amount	Balance - Amounts Funded by All OTHER Sources	TOTAL Budget (ALL funding sources)
<b>PERSONNEL</b>				
Salaries (insert total from attached worksheet)				\$0.00
FICA: rate x salaries				0.00
Retirement				0.00
Insurance: cost/month X FTE's				0.00
Worker's Compensation: rate x salaries				0.00
Unemployment: rate x salaries				0.00
Other Benefits (specify)				0.00
				0.00
				0.00
<b>A. TOTAL PERSONNEL</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>OPERATING EXPENSES</b>				
Equipment Rental				0.00
Occupancy Expenses (including rent, utilities, building maintenance, etc.)				0.00
Postage				0.00
Telephone				0.00
Staff Travel				0.00
Printing/Duplication				0.00
Office Supplies and Related Costs (including support operations)				0.00
Audit/Accounting				0.00
Consultants/Contractual Services (see Subcontracted Expenses form)				0.00
Subscriptions/Memberships				0.00
Conferences/Seminars				0.00
Insurance/Bonding				0.00
Other (specify)				0.00
				0.00
				0.00
<b>B. TOTAL OPERATING EXPENSES</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>DIRECT ASSISTANCE</b>				
Drugs/Medicine				0.00
Food/Beverage				0.00
Specific Assistance to Individuals		35,072.00		35,072.00
Other: MSO FEE (.052643 of Specific Assistance)		1,846.00		1,846.00
				0.00
<b>C. TOTAL DIRECT ASSISTANCE</b>	\$0.00	\$36,918.00	\$0.00	\$36,918.00
<b>EQUIPMENT/CAPITAL OUTLAY</b>				
(Specify)				0.00
				0.00
				0.00
<b>D. TOTAL EQUIPMENT/CAPITAL OUTLAY</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL (A + B + C + D)</b>	\$0.00	\$36,918.00	\$0.00	\$36,918.00

Note: Grand Total does not include program income