**Pennsylvania Care Partnership**

**\_\_\_\_\_\_\_\_\_ County Partnership Agreement**

1. **STATEMENT OF COMMITMENT**
   1. This agreement confirms the commitment of PA Care Partnership (The Partnership) and the County of \_\_\_\_\_ (The County) to establish a mutual working relationship to inaugurate and implement a System of Care designed around The Partnership’s Expansion and Sustainability Initiative is to improve behavioral health outcomes for children and youth (birth-21) with serious emotional disturbances, and their families who may be involved with multiple systems including Child Welfare, Juvenile Justice, Behavioral Health, Intellectual Disabilities, and/or education, especially those that are in or at risk for residential placement. The Partnership agrees to work with the youth, families, and systems in The County to establish an effective and sustainable System of Care with values and principles that have been developed in partnership with the County, The Partnership staff and the State Leadership and Management Team. This will be done through the wide-scale operation, expansion, and integration of the System of Care approach through creating sustainable infrastructure and providing evidence based Child and Adolescent Service Systems Programs (CASSP). The Partnership will build on the work of previous System of Care, and other SAMHSA Grants, to support counties in developing comprehensive Systems of Care for children, youth, and families.
2. **SCOPE OF AGREEMENT ACTIVITIES**
   1. The PA System of Care Partnership will work with The County to continue to operate and expand the philosophy of System of Care throughout the county. The County is responsible for the training, evaluation, coaching, and implementation of System of Care services, including Youth and Family Services and Supports Planning process(s), with the support, training, and collaboration with the Partnership and the Youth and Family Training Institute (YFTI).

In addition, The County will fully collaborate with, and assist in the planning of implementation of The Partnership’s Expansion and Sustainability grant as needed and assist in training and engaging other counties to embed System of Care in their county.

This Letter of Agreement Activities is based on the ongoing development of The County’s System of Care, in collaboration with the Partnership staff, which will address progress toward achieving the SAMHSA System of Care philosophy and values as they are implemented in The County and work with other counties, as those listed below as the System of Care Core Values:

* Insuring family driven and youth driven;
* Home and community based;
* Strengths based and individualized;
* Trauma Informed;
* Culturally and linguistically competent;
* Connected to natural helping networks;
* Data-driven quality and outcomes oriented; and
* Implementation of a county leadership team or similar meeting with systems, youth and family as equal decision makers;

1. **THE COUNTY OF \_\_\_\_\_\_\_\_\_\_\_ WILL:** 
   1. Continue to operate as a System of Care county with the goal of implementing the System of Care Expansion and Sustainability Cooperative Agreement in collaboration and support of The Partnership.

**Deliverables:**

* + 1. The County will use the first six months of the grant (September 30, 2017 to March 31, 2018) to develop their plans for implementation of the SOC standards and values to develop in your county.
    2. The County is to engage and inspire leaders in other counties as trusted and knowledgeable partners who “have been there” through sharing experiences of System of Care. This is to be completed via phone, face to face, and webinar meetings.
    3. The County will dedicate time and resources to connect with a larger organization or group, to nurture and/or develop local youth and family structure to receive services and supports which meet the needs of the county.
    4. The County will work with The Partnership to establish culturally and linguistically appropriate goals, policies, and management accountability. Additionally, The County will focus on the Cultural and Linguistic Appropriate Services (CLAS) element of recruiting, promoting, and supporting a culturally and linguistically diverse governance, leadership, and workforce that are responsive to the population in the service area.
    5. The County will be part of the development and maintain a training protocol to work in collaboration and with the guidance of The Partnership to educate new counties in System of Care activities and actions throughout the county.
    6. Provide System of Care Training as needed to new counties in person, by phone, and/or by webinar as needed.
    7. The County should maintain a County’s Leadership Team in its current or a modified version which meets the needs of the County, with continued focus on equal representation of youth, family and system partners.
    8. The County, in collaboration with The Partnership will provide support and guidance to the new county to either create a county leadership team or modify an existing leadership team in the new county to act as leadership and guidance of the System of Care efforts.
    9. The County will utilize High Fidelity Wraparound (HFW) and/or other planning process, and utilization will be determined and evidenced by the collection of data through the Youth and Family Training Institute (YFTI)
    10. The County will participate in the required evaluation activities defined by SAMHSA as the National Outcome Measures (NOMs) and the National Evaluation of System of Care. The data collection process will be facilitated by the Youth and Family Training Institute (YFTI) in The County to study youth and family services and supports planning processes, including HFW.
        1. The County will identify provider organizations who will be responsible for approaching youth and caregivers to explain the data collection process and to obtain a permission to contact for YFTI Interviewers.
        2. YFTI interviewers will work with providers to enroll and interview at least 20 new youth per county in one or more planning process as required in the grant in year one (1). The county will be expected to increase the number of new enrollees per year by five (5) until they reach at least 30 new youth each grant year.
        3. YFTI Interviewers can support up to 50 youth enrolled per county. Youth enrolled above the maximum will require additional funds paid to the Evaluation Team to support the data collection process.
        4. County providers will assist YFTI interviewers with updated contact information and other engagement/retention support to be able to retain at least 75% of the enrolled youth in follow-up and/or discharge interviews.
    11. The County will participate in a progress assessment to review and provide feedback on their county. This assessment will be collected from the County Leadership Team and others in the county no more than two (2) times per year.
    12. Youth and family representatives will attend conferences and trainings offered to system partners.
    13. The County reporting requirements:
        1. The County will submit to The Partnership 15 days after the end of a quarter, the TRAC IPPs with The Counties’ data. This will be due on January 15th, April 15th, July 15th, and October 15th of each year.
        2. The County will submit to the Youth and Family Training Institute (YFTI) on a monthly basis all required evaluation material, as required for the planning process, as completed by the 5th of the following month.
  1. The County will work to develop financial sustainability of System of Care when planning for services and processes and suggest how this can be replicated in other counties.
  2. Embed other SAMHSA and state grant programs in The County either in whole or in part with the support, guidance, and training of The Partnership and/or Grants, as applicable. Consideration should be given as to how embedded grants can be replicated in new or existing System of Care counties. The other SAMHSA and state grants include: Block Grants, PATH (Partnerships for Access to Higher Education) Program, Safe Schools/Healthy Students, Garrett Lee Smith, Project LAUNCH, and Healthy Transitions Partnership.
  3. The County will collaborate with the Evaluation Subcommittee to ensure that evaluation methods are complete, consistent with SOC values, and guided by local county needs.
  4. Training/Coaching/Technical Assistance:
     1. The County can imbed the Wellness Recovery Action Plans in their County and expand on this by training other counties about how this can benefit youth and young adults.
     2. The County will endorse the use and training of Youth Mental Health First Aid and Question, Persuade, and Refer.
     3. County Leadership Teams will bring together local training resources to be made available for all service providers, as well as community organizations and make them available to youth and families.
     4. The County in collaboration with The Partnership can work together to develop and engage local religious groups, service groups and organizations to bring The Open Table into the counties.
  5. The County can utilize received funds for the following positions if not already accounted for in other funding streams:
     1. SOC Coordinator or equivalent position
  6. The counties will work with existing local and regional youth organizations such as the Regional Youth Advisory Boards created by the child welfare system.
  7. The counties are encouraged to assist youth and families through guidance to develop support and advocacy organizations, by building on the work of national and statewide youth and family organizations. If applicable and appropriate fiscal assistance through The County is permissible.

1. **THE PA SYSTEM OF CARE PARTNERSHIP WILL:**
   1. The System of Care Partnership with have regular (to be mutually agreed upon by all parties) communication with the Human Services Director or designee in The County.
   2. Continue to operate as a System of Care Partnership with the goal of implementing the System of Care Expansion and Sustainability Cooperative Agreement in collaboration with, and support of, the Office of Mental Health and Substance Abuse Services, SAMHSA, and Technical Assistance.

**Deliverables:**

* + 1. The Partnership staff will attend regular System of Care meetings in your county, as well as meetings/calls at your discretion which are relevant to the further development of the System of Care in \_\_\_\_\_\_\_ County.
    2. The Partnership will work closely with youth, family and system partners in The County and with the State Leadership and Management Team, to develop and implement technical assistance plans/activities that address the county’s strengths, needs, and culture in System of Care development.
    3. Complete a monthly reporting document in collaboration with the County through a monthly phone call with the County System of Care Coordinator or Designee.
    4. Provide training and support for The Partnership or contracted providers or individuals at the skillset and level determined to be most effective in learning styles that meet audience needs. The support provided will be based on best practices in technical assistance and information from local evidence and national expertise. Types of training and support will include:
       1. Cultural and Linguistic Competency
       2. Trauma Informed Care
       3. First Episode Psychosis
       4. Youth Mental Health First Aid and/or Question, Persuade Refer
       5. Wellness Recovery Action Plans
       6. The Open Table
       7. Data Collection and Utilization
    5. Work and meet with counties on regular basis through phone calls, webinars, and face-to-face meetings to support the county implementation of System of Care.
    6. The PA System of Care Partnership will provide training and/or training support as necessary to further the vision, mission, values, and principles of the county’s System of Care as it works to become more youth driven and family driven.
    7. The Partnership will require that The Partnership staff follow through on all agreed upon commitments (i.e., deadlines, appointments, etc. or call at least 24 hours in advance to make alternate arrangements).
  1. The PA System of Care Partnership will engage the county in ongoing progress reviews.
  2. Funding provided to The County by The Partnership will be distributed to The County for the work completed by The County for both internal System of Care projects, as well as the County’s work with new System of Care counties.
  3. The Partnership will work with other System of Care grants and other grants associated with the PA Department of Human Service/OMHSAS and include and incorporate The County in discussions and learning opportunities.
  4. The SOC Partnership will be working with youth and family representatives in The County to identify opportunities to develop and implement plans for youth and family peer support, advocacy, and self-help.
  5. The Partnership will offer assistance and resources to The County to assist in the development and/or expansion of local family and youth organizations. Resources include assistance from The Partnership staff, youth organizations, like Youth M.O.V.E. PA, and if available, statewide, regional, and/or local family organizations.
  6. The Youth and Family Training Institute will provide training and assistance for data collection to The County.

1. **SPECIAL REPORTING REQUIREMENTS**
   1. Successful performance will be monitored through:
      1. Review of data and evaluation reports by state System of Care Partnership staff.
      2. Review and approval of invoices by the System of Care Partnership Director.
      3. Joint review of progress conducted by System of Care Partnership staff with staff and/or System of Care partners in the County.
2. **FUNDING AND COMPENSATION**
   1. Services and funds provided are subject to the availability and appropriation of Federal funds and the terms and conditions of this agreement.
   2. County compensation pursuant to the agreement shall not exceed $100,000.00 in year one (1). Year one begins on or about 7/1/2018 and ends 6/30/2019.
   3. Subsequent years two (2) through four (4) will have funding titrated not to exceed $50,000.00.
   4. The County shall be funded in full upon funding receipt through SAMHSA and the county shall document spending pursuant to an approved project budget. The county shall submit a quarterly invoice detailing all staff time and expenses to The Partnership designee.
   5. The County will have youth and family time honored through provision of stipends to cover costs associated with meeting attendance, or other System of Care work, and develop procedures and/or ideas for sustainability.
3. **DISCONTINUATION OF AGREEMENT AND FUNDING** 
   1. Participation and accompanying funding as a PA System of Care Partner County is voluntary on the part of the county and discretionary on the part of the System of Care Partnership State. Either party may discontinue its participation if expectations are not met, which would lead to a return of unspent directly allocated funds. If either party chooses to discontinue, that party will first request a meeting to discuss the issues and attempt to negotiate resolution. In the event that resolution is not possible, the decision to discontinue will be put in writing with 90-day notice, unless otherwise agreed upon by both parties.

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

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title Date |
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