

# County of Santa Clara – Non Standard Service Agreement Amendment Cover Sheet

**This is an administrative form and is not part of the Agreement**

## SECTION I: GENERAL INFORMATION

Contractor Name: (As Displayed In SAP)	Sourcewise - IHSS Career Pathways				
Purchase Order Number:	4400008710 CW12249747	Amendment Number:	01	Effective Date (Will be the date executed by Authorized County Representative):	3/1/2024 01/01/2024
Agency/Department Name:	SSA OCM/DAAS			Department Number:	0501
Brief Description of Services:	Provides training courses for eligible IHSS providers with compensation for time spent attending and completing training courses.				

Maximum Financial Obligation (Prior to this Amendment):	\$ 233,708	Amended Maximum Financial Obligation (If dollar amount is changing):	\$ 233,708
Current Agreement End Date:	12/31/2023	New Agreement End Date:	12/31/2024

## Contract History

Total financial obligation from prior fiscal year(s):	\$ 118,395
Financial obligation in current fiscal year:	\$ 115,313
Cumulative total of all agreements with this Contractor within Budget Unit for same type of services (including this amendment):	\$ 233,708

## For County Use Only – SAP

	Account Assignment	Plant Number	General Ledger (Expense Code)	Cost Center (Dept Code)	Amount	WBS (Capital Project Code)	Internal Order ("PCA" code – optional)
<b>Line 1</b>	H	0501	5257200	1004	\$115,313		
<b>Line 2</b>	Select...						
<b>Line 3</b>	Select...						
<b>Line 4</b>	Select...						

REQ# 40037071

## **FIRST AMENDMENT TO THE CONTRACT BETWEEN THE COUNTY OF SANTA CLARA AND SOURCEWISE**

This is the First Amendment to the Contract between the County of Santa Clara (COUNTY) and Sourcewise (CONTRACTOR) effective October 1, 2022, for the provision of In-Home Supportive Services (IHSS) Career Pathways Provider Training Program. The original contract was approved by the County of Santa Clara Procurement Department on April 6, 2023.

### **This Contract is amended as follows:**

Effective January 1, 2024, the parties agree to comply with the provisions contained in the following exhibits and articles, which are either attached hereto or stated below, and incorporated herein by this reference and made a part of the Contract.

1. Add Exhibit A-1: Program Provisions, which is attached hereto and incorporated by this reference.
2. Add Exhibit B-1: Scope of Service and Staffing Plan, which is attached hereto and incorporated by this reference.
3. Add Exhibit C.1-1: Budget, which is attached hereto and incorporated by this reference.
4. Add Exhibit D-1: Logic Model, which is attached hereto and incorporated by this reference.
5. Article I, General Terms, #3. **CONFLICTS OF INTEREST** is revised to read, #3. **CONFLICTS OF INTEREST, POLITICAL REFORM ACT.**
6. Add Article I General Terms, #3 **CONFLICTS OF INTEREST, POLITICAL REFORM ACT**, e.
  - e. If applicable, CONTRACTOR and its agents shall comply with California Government Code section 84308 ("Levine Act") and the applicable regulations of the Fair Political Practices Commission concerning campaign disclosure (2 California Code of Regulations sections 18438.1 – 18438.8), which (1) require a party to a proceeding involving a contract to disclose on the record of the proceeding any contribution, as defined by Government Code section 84308(a)(6), of more than \$250 that the party or their agent has made within the prior 12 months, and (2) prohibit a party to a proceeding involving a contract from making a contribution, as defined by Government Code section 84308(a)(6), of more than \$250 to any COUNTY officer during the proceeding and for 12 months following the final decision in the proceeding. Disclosures pursuant to the Levine Act must be submitted online at the Office of the Clerk of the Board of Supervisors website at <http://www.sccgov.org/levineact>.
7. Article IV, Statutes, Regulations, and Policies, #15. **COVID-19 REQUIREMENTS** is revised to read.
  - 15. COVID -19 REQUIREMENTS**

Contractor shall comply with all County requirements in effect relating to COVID-19 for persons who routinely perform services for County onsite and share airspace with or proximity to other people at a County facility as part of their services for County as set forth in a County Health Order (or similar directives) available at <https://covid19.sccgov.org/home>, and incorporated herein by this reference. Contractor shall comply with all reasonable requests by County for

documentation demonstrating Contractor's compliance with this Section.

8. Add **Article IV, Statutes, Regulations, and Polices, #16. SURVIVAL.**

**16. SURVIVAL**

All representations, warranties, and covenants contained in this Contract, or in any instrument, certificate, exhibit, or other writing intended by the parties to survive this Contract, shall survive the termination or expiration of this Contract, including but not limited to all terms (1) providing for indemnification of COUNTY; (2) relating to the California Public Records Act; (3) relating to COUNTY Data; and (4) relating to CONTRACTOR's obligations upon termination or expiration of this Contract.

All other terms and conditions of the Contract remain in full force and effect. In the event of a conflict between the original Contract and this Amendment, this Amendment controls.

IN WITNESS WHEREOF, COUNTY and CONTRACTOR hereby agree to the terms of this Amendment to the Contract.

**COUNTY OF SANTA CLARA**

**CONTRACTOR**

DocuSigned by:  
*Daniel Little*  
5363F65508F8495  
Daniel Little, Director  
Social Services Agency  
Date: 1/19/2024

DocuSigned by:  
*Aneliza Del Pinal*  
B3D19351F63E425  
Anailza Del Pinal, Chief Executive  
Sourcewise  
Date: 1/15/2024

DocuSigned by:  
*Daniel Crick*  
E2810AD5501B40C  
Daniel Crick, Chief Fiscal Officer  
Social Services Agency  
Date: 1/12/2024

DocuSigned by:  
*Matthew Hada*  
CEA090A27EB84EA...  
Matthew Hada, Director  
Procurement Department  
Date: 3/1/2024

**APPROVED AS TO FORM AND LEGALITY**

DocuSigned by:  
*Katherine Erickson*  
0E2640E64BE0100  
Katherine Erickson, Deputy County Counsel  
Social Services Agency  
Date: 1/12/2024

**Exhibit A-1: Program Provisions****CONTRACTOR:** Sourcewise**PROGRAM/PROJECT NAME:** In-Home Supportive Services (IHSS) Career Pathways Provider Training**1. SCOPE OF WORK**

CONTRACTOR will provide the Career Pathways Program for providers of IHSS and Waiver Personal Care Services (WPCS) to increase the quality of care, recruitment, and retention of providers of services for recipients of IHSS and to provide training opportunities for career advancement in the home care and health care industries.

**2. DELIVERABLES****a. Invoices**

CONTRACTOR will submit invoices in a format approved by COUNTY with required information from CDSS for program reimbursement and as outlined in Section 6 of this Exhibit. Invoices must be signed by the CONTRACTOR.

**b. SSA Outcome Measurement Reporting**

CONTRACTOR will submit a quarterly report as outlined in Section 7 of this Exhibit and Exhibit D-1: Work Plan Logic Model.

**3. TERM OF CONTRACT**

The term begins on October 1, 2022 and expires on December 31, 2024, unless terminated earlier or otherwise amended.

**4. MAXIMUM FINANCIAL OBLIGATION**

COUNTY will reimburse CONTRACTOR actual allowable expenditures subject to the provisions of this Contract, for a total not to exceed \$118,395 for period October 1, 2023 through June 30, 2023, and \$115,313 for period July 1, 2023 through December 31, 2024, for a total of \$233,708.

**5. BUDGET CONTINGENCY**

This Contract is contingent upon the appropriation of sufficient funding by the County for the services covered by this Contract. Notwithstanding the termination provisions set forth herein, if funding is reduced or depleted by the County for services covered by this Contract, the County has the option to either terminate this Contract without notice (except that necessary to transition clients in the discretion of the County) and with no liability occurring to the County, or to offer an amendment to this Contract indicating the reduced amount.

**6. COMPENSATION TO CONTRACTOR****a. FEE FOR SERVICE CONTRACT**

- i. CONTRACTOR will be paid by COUNTY in accordance with Exhibit A-1: Program Provisions, Exhibit B-1: Scope of Service and Staffing Plan, and Exhibit C.1-1: Budget for FY2024-2025, for the performance of services as outlined in this Contract up to the : maximum compensation. These costs will also be in accordance with current cost principles and with all other requirements of this contract:

1. For Non-Profit Agencies, OMB Circular A-122.
2. For Local Governments, OMB Circular A-87.
3. For Public and Nonprofit Institutions of Higher Education, OMB Circular A-121.

**Exhibit A-1: Program Provisions**

## 4. For Profit Making Organization, 41 CFR Part 1.

- ii. If CONTRACTOR provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the CONTRACTOR, and the CONTRACTOR will have no claim whatsoever against COUNTY.
- iii. CONTRACTOR must participate in a closeout period at the end of the COUNTY funding period. During the closeout period all funds awarded to CONTRACTOR must be reconciled to the costs incurred and to the remaining cash, if any. A closeout packet will be provided to CONTRACTOR by COUNTY at the end of the funding period and is due within forty-five (45) days thereafter. This provision survives the termination of this Contract.

b. **COMPENSATION**

CONTRACTOR must submit to COUNTY an invoice in a form approved by COUNTY with required information from CDSS for program reimbursement, by the tenth (10th) working day of each month for the month just preceding in which services were performed. The CONTRACTOR will get paid on a monthly basis upon receiving an accurate account and invoice for service rendered.

- i. Prior to submittal, invoices must be certified and signed by a responsible officer of CONTRACTOR with authority to certify that the information submitted by CONTRACTOR is accurate and CONTRACTOR is entitled to payment under the terms of the Contract. COUNTY may rely on said certification in making payment, but this payment will not constitute a waiver of any of COUNTY's legal rights or objections.
- ii. If the invoice is in proper form and the items billed are payable under this Contract, COUNTY will make payment to CONTRACTOR.
- iii. COUNTY will not be required to make payment if the amount claimed is not in accordance with the provisions of this Contract. All payments under this Contract will be made directly to CONTRACTOR as a corporate entity. Under no circumstances will COUNTY be required to make payments in any amount pursuant to this Contract to any other parties, including individual employees or creditors of CONTRACTOR.
- iv. COUNTY is not obligated to reimburse CONTRACTOR for any expenditure not reported to COUNTY within sixty (60) calendar days after the end of the last month of the Contract term.

7. **OUTCOME MEASUREMENT REPORTING**

This contract requires SSA's performance and outcome measurement reporting in order to demonstrate the impact of services on client populations. CONTRACTOR shall monitor, measure and report on the service outputs and outcomes outlined in Exhibit D-1: Logic Model. CONTRACTOR must submit to COUNTY a quarterly report using the form provided by the COUNTY. Instructions and training to complete the form can be found on <https://www.youtube.com/watch?v=Ij2VUO4PhW8>.

CONTRACTOR must submit the report by the fifteenth (15<sup>th</sup>) calendar day after each quarter

**Exhibit A-1: Program Provisions**

for services performed during the preceding quarter.

**8. ADJUSTMENT TO EXHIBIT B-1: SCOPE OF SERVICE AND STAFFING PLAN**

A written adjustment to the Scope of Service/Staffing Plan may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Scope of Service/Staffing Plan begins.

**9. ADJUSTMENT TO EXHIBIT D-1: LOGIC MODEL**

A written adjustment to the Work Plan Logic Model may be approved by the COUNTY Representative, or designee, identified in this Exhibit, without a contract amendment as long as the adjustment reflects approved original program provisions and both parties are notified at least 10 days before the adjusted Logic Model begins.

**10. SERVICE PROVIDED**

- a. CONTRACTOR must inform COUNTY of services and activities performed under this Contract and accept appropriately referred clients from the COUNTY for contract services as part of CONTRACTOR's client base.
- b. CONTRACTOR must coordinate services with other organizations providing similar services in order to foster community cooperation and avoid unnecessary duplication of services.

**11. CONTRACT REPRESENTATIVES**

- a. CONTRACTOR designates Aneliza Del Pinal, Chief Executive Officer, as CONTRACTOR's representative for the purpose of performing the services as required by this Contract. Unless otherwise indicated in writing, the above named person has the primary authority and responsibility to carry out this Contract.
- b. COUNTY designates the Director of Social Services Agency, or designee, as its representative for the purpose of managing the services performed pursuant to this Contract.

**12. NOTICES**

All notices prescribed by this Contract will be in writing and deemed effective if sent by certified mail or registered mail and properly deposited with the United States Postal Service, postage prepaid with return receipt requested and addressed as follows:

- a. To COUNTY:
  - Social Services Agency
  - Office of Contracts Management
  - 333 West Julian Street
  - San Jose, California 95110-2335
- b. To CONTRACTOR:
  - Sourcewise
  - Aneliza Del Pinal, Chief Executive Officer
  - 3100 De La Cruz Blvd, Ste 310
  - Santa Clara, CA 95054

**13. COUNTY'S CONTRACT TRANSITION PROCESS**

CONTRACTOR agrees to provide all information deemed necessary by the County for use in subsequent procurement cycles.

**Exhibit B-1: Scope of Service****CONTRACTOR:** Sourcewise**PROGRAM/PROJECT NAME:** In-Home Supportive Services (IHSS) Career Pathways Provider Training**A. SERVICE DESCRIPTION AND EXPECTED OUTCOME**

CONTRACTOR will provide the Career Pathways Program for providers of IHSS and Waiver Personal Care Services (WPCS) to increase the quality of care, recruitment, and retention of providers of services for recipients of IHSS and to provide training opportunities for career advancement in the home care and health care industries.

**B. DELIVERABLES, MILESTONES, TIMELINE FOR PERFORMANCE**

1. CONTRACTOR or their authorized training education partner shall provide the following services:
  - a. Provide mechanism for Independent Provider (IP) class registration, waitlists, and class reminders, including:
    - i. Set up training classes on online platform, such as Zoom.
    - ii. Provide class times and registration links to the California Department of Social Service (CDSS) for inclusion in online Course Catalog.
    - iii. Send class reminders to registrants.
    - iv. Cancel training classes if registration does not meet minimum number of ten (10) registrants.
  - b. Confirm IP eligibility in the Case Management Information and Payroll System (CMIPS) for all class registrants and those on the waitlist, including:
    - i. Remove ineligible providers from class registration and notify ineligible providers why they were removed.
    - ii. Update incorrect data in class registration system (i.e, incorrect provider ID) so class export/upload data provided to CDSS matches the CMIPS.
  - c. Deliver CDSS approved training classes at set dates/times as set forth by the Public Authority and it's authorized training partner and in languages as specified. Classes will be offered Monday – Saturday between 9AM – 7PM, at least once per month. CONTRACTOR will provide the below eight (8) classes, all to be delivered online. The combined number of classes to be offered is 316.
    - i. Six (6) classes are offered by training partner, Fremont Union High School Adult Education (FUHSD), at least once per month for a total of 292 total classes.

<b>Class Name</b>	<b>Total/Mo</b>	<b>Language(s)</b>
Alzheimer's Basics	4	English, Mandarin, Spanish, Vietnamese
Last Phase of Life	4	English, Mandarin, Spanish, Vietnamese
Mental Health	4	English, Mandarin, Spanish, Vietnamese
Nutrition	4	English, Mandarin, Spanish, Vietnamese
Safety and Infection Prevention	4	English, Mandarin, Spanish, Vietnamese
Understanding Diabetes	4	English, Mandarin, Spanish, Vietnamese

**Exhibit B-1: Scope of Service**

- ii. Two (2) classes are offered by the Public Authority in English only, at least once per month for a total of 24 classes.

<b>Class Name</b>	<b>Total/Mo</b>	<b>Language</b>
The Skilled Care Provider	1	English
Caregiver Stress Management	1	English

- d. Provide the following services during and after each class:
- i. Take attendance before, during, and after class.
  - ii. Administer pre- and post- test quizzes.
  - iii. Send certificate of completion to all attendees with information specified by CDSS.
- e. Provide monthly and quarterly reports to the CDSS, including:
- i. Provide monthly or bi-monthly reports of registrations and class attendance to CDSS for each completed class using CDSS supplied template.
  - ii. Provide quarterly reports regarding pre- and post- test results per class; compare against two previous quarter's results.
  - iii. Provide additional information as requested by CDSS.
2. CONTRACTOR must complete classes by December 31, 2024.
3. CONTRACTOR will provide CDSS with registration links for inclusion in the Career Pathways Course Catalog approximately two-three weeks prior to the following month's classes being offered.

**C. PERFORMANCE STANDARDS**

1. Performance will be monitored and evaluated by Department of Aging and Adult Services (DAAS) Program Monitor and CDSS to ensure the Career Pathways program goals are being met.
2. Performance will be monitored and evaluated by the designated DAAS Program Monitor to ensure that the services meet the need of COUNTY and other participants.
3. The COUNTY will evaluate and document the CONTRACTOR'S performance in accordance with COUNTY policy and standards. The CONTRACTOR'S evaluation will consist of, but not limited to, the review of the quality of delivered services and desired outcomes.
4. CONTRACTOR will perform the agreed services according to the scheduled timeline listed in Section B: Deliverables, Milestones, and Timeline for Performance. Services will be executed in accordance with reasonable professional standards in the field consistent with the degree of skills and care ordinarily exercised by vendors performing scope of services, purpose, and magnitude comparable with the services provided under this agreement.
5. CONTRACTOR must immediately inform the COUNTY in writing any condition, situation, issue or problem that may impact the performance of the services.

**D. CRITICAL INCIDENT REPORTING PROVISION**

1. The CONTRACTOR shall report and document all major and/or sensitive incidents ("critical incidents") to the COUNTY pursuant to the procedures and timing outlined below. The COUNTY, in its sole discretion, may require the CONTRACTOR to conduct all

**Exhibit B-1: Scope of Service**

necessary follow-up after reporting critical incidents. If there is any doubt about whether an incident should be reported, the default shall be for the CONTRACTOR to report the incident to the COUNTY. Nothing in the section shall be interpreted to compel CONTRACTOR to disclose client information in violation of CONTRACTOR's professional duties to maintain confidentiality as required by federal or state law, grant requirements, or canons governing the practice of law, including under the California Model Rules of Professional Conduct, Business and Professions Code Sections 6068 and 6453, 42 U.S.C.1320d-6 (HIPAA), or the Older Americans Act and California Department on Aging guidelines.

2. A "critical incident" generally refers to an unanticipated and unusual event or occurrence which (1) impacts or poses a risk to the health or safety of the participants, if any, and/or CONTRACTOR's staff; or (2) represents a significant deviation from the standard of care for the participants, if any, served by the CONTRACTOR. Critical incidents include, but are not limited to, the following allegations and/or events:
  - a. Boundary violation (e.g., inappropriate contact/communication/or other interaction between a service provider and participants, if any, served by the CONTRACTOR).
  - b. Sexual assault or misconduct.
  - c. Physical, psychological, or emotional abuse or neglect.
  - d. Attempted suicide.
  - e. Death.
  - f. Serious injury or death related to the services provided under the contract.
  - g. Serious injury or death of any person on property owned, leased, or operated by the CONTRACTOR, including but not limited to facilities, parks, sidewalks, roads, and parks.
  - h. Serious damage to the property of another related to the services provided by the CONTRACTOR under this Agreement.
  - i. Event requiring significant medical intervention (e.g., emergency medical services, inpatient stay, complications from psychotropic medication regimen, overdose, 5150).
  - j. Notice that the District Attorney's Office will or has filed a criminal charge against participants and their child(ren), if any, served by the CONTRACTOR.
  - k. Notice that the District Attorney's Office will or has filed a criminal charge against any staff member of CONTRACTOR.
  - l. Use of or possession of a weapon by participants and their child(ren), if any, served by the CONTRACTOR or by CONTRACTOR's staff.
  - m. Any phone calls made to 911 or law enforcement.
  - n. Criminal conduct involving CONTRACTOR personnel;
  - o. Any other incident outside the realm of normal events that may have an adverse effect on the client, or the integrity and operation of the program.
  - p. Any event that has a significant possibility of resulting in a claim or lawsuit against the CONTRACTOR that is related to this Agreement.
  - q. Any event that has a possibility of receiving public or media attention.
  
3. When the CONTRACTOR, or an employee or agent of the CONTRACTOR, knows or has reason to believe that a critical incident has occurred or may have occurred, the CONTRACTOR must notify the COUNTY as soon as possible but no later than twenty-four (24) hours from when the incident occurred. The CONTRACTOR must include the following information in all incident reports: name and contact information of the submitting individual; name and email address of the best contact for immediate access to a CONTRACTOR staff member who can answer questions regarding the incident; an indication of whether press

## **Exhibit B-1: Scope of Service**

coverage is likely; an incident description, including date, time, and location of the incident; the names and job titles of CONTRACTOR personnel involved in the incident; and a description of any action taken in response to the incident.

**Santa Clara County  
Social Services Agency**

**FY 2023-2025**

**Exhibit B-1: Scope of Service  
Staffing Plan**

**Contractor:** Sourcewise  
**Contract Period:** October 1, 2022 - December 31, 2024  
**Program:** IHSS Career Pathways Provider Training

**Provide the following information for each staff member who would be assigned to fulfill the terms of contract.**

#	Staff Job Title	Activities Staff Person Will Perform	Education, Experience, and Qualifications	Language and Cultural Competence
1	Training Specialist	Provide mechanism for Independent provider class registration, waitlists and class reminders; Confirm eIP eligibility in Case Management information and Payroll system for all class registrants and those on the waitlist; Deliver training classes; Monthly and quarterly reporting to CDSS.	Bachelor's Degree in Early Childhood Education. Experienced Teacher/Instructor, Teacher's Assistant. Excelent communicator, HR/people operations and onboarding.	Fluent in Vietnamese and English. Experience working with older adults.
2	Accounting/Payroll Manager	Provide invoices to county Fiscal with required information from CDSS for program reimbursement.	Processes and records the payroll and PA invoices/reporting. Advanced diploma in Business Management from Thames School of Business in Singapore and BA in Accounting at Lincoln University. Lead employee for Sourcewise payroll and benefits since 2008.	Proficient in English, Chinese, Cantonese, and Malaysian

**Agency Name:** Public Authority Services by Sourcewise  
**Contract Period:** July 1, 2023 - December 31, 2024  
**Program Name:** Career Pathways Provider Training

A Source of Funds	B FY24 Amount	C % of Total Funding	D Commitment Code
Social Services Agency (SSA)*	\$ 115,313	100%	1
<b>Other Funding Sources</b>			
	\$ -	0%	
	\$ -	0%	
	\$ -	0%	
	\$ -	0%	
	\$ -	0%	
	\$ -	0%	
	\$ -	0%	
<b>Total Funding Resources**</b>	\$ 115,313	100%	

Commitment Code	
1	Firm Commitment-Already have an agreement or letter confirming funding
2	Anticipated Renewal of Existing Funding-Continuation of current year funding
3	Anticipated Resource-Projection of previous fees or donations
4	Application Pending-Application has been submitted, no confirmation at this time
5	Pre-Application-Not yet submitted and expect funding

\* The SSA line in FY24 Amount, Column "B" should equal the Grand Total of Column "B" in the Budget Detail.

\*\* The Total Funding Resources in Column "B" should equal the Grand Total of Column "D" in the Budget Detail.

**Agency Name:** Public Authority Services by Sourcewise  
**Contract Period:** July 1, 2023 - December 31, 2024  
**Program Name:** Career Pathways Provider Training

A Contracted Service*	B Rate	C Est. Quantity*	D Total
Classes - FUHSD	\$ 744.45	144	\$ 107,201
PA Admin - Classes FUHSD	\$ 26.00	144	\$ 3,744
Classes - PA	\$ 364.00	12	\$ 4,368
			\$ -
<b>Grand Total</b>			<b>\$ 115,313</b>

**\*To request an adjustment to estimated quantity for budget line items during the course of the fiscal year, contractor must submit to the County an advance budget revision request form and get written pre-approval from the County. Rate changes and adding or removing line items are generally not permitted through a budget revision request.**

**Agency Name:** Public Authority Services by Sourcewise  
**Contract Period:** July 1, 2023 - December 31, 2024  
**Program Name:** Career Pathways Provider Training

Please provide detail for each line item. Narrative should explain each service, including the ancillary services that are included as part of the primary service. All ancillary services listed in the Outputs section of your Work Plan, but not included as a budget line item, should be included in the Narrative for the line item to which it corresponds.

Contracted Service(s)*	Narrative
Career Pathways Classes - Delivered by Fremont Union High School Adult Education	FUHSD Adult School is teaching six of the approved Career Pathways classes in four languages: English, Spanish, Vietnamese and Chinese (Mandarin). Authorized classes include: Alzheimer's Basics, Last Phase of Life, Mental Health, Nutrition, Safety and Infection Prevention, and Understanding Diabetes. FUHSD is using it's own LMS to manage registrations, waitlists and attendees. They provide class planning, instruction, quizzes, written quarterly class evaluation, certificates of completion and reporting per CDSS requirements. The plan is to offer each class in each language once a month (24/month).
Admin for Classes delivered by Fremont Union High School Adult Education	Independent Provider eligibility must be confirmed through the state payrolling and case management system (CMIPS) and only authorized IHSS and Public Authority Staff have access. This function must be completed by PA staff for every class that FUHSD Adult School is teaching. This administrative service is billed for separately on a per class basis.
Career Pathways Classes - Delivered by Public Authority	Public Authority is teaching two approved Career Pathways classes in English only. Authorized classes are The Skilled Care Provider and Caregiver Stress Management. The plan is offer each class once a month. Public Authority will use a free registration platform (likely to be EventBrite) to manage registrations, waitlists and attendees. The PA will do class planning, instruction, quizzes, written quarterly class evaluation, certificates of completion and reporting per CDSS requirements.

\*Contracted Services rate always include all direct, indirect, and administrative costs related to providing the services. This includes, but is not limited to, personnel cost, travel, technology, training, curriculum development or acquisition costs, support staff, management, credentialing, and quality improvement and/or quality assurance.

**Logic Model -**

**Career Pathways Provider Training**

**Agency Name: Public Authority Services by Sourcewise**

**A. Contract Goal:** Recruit, train and retain network of high-skilled care workers. Improve consumer experience and care outcomes. Support a career ladder that allows care workers to build their skills and opportunities for career advancement.

**B. Situation**

IHSS care providers are paid lower wages than skilled and/or educated individuals. Many have English as a second language which is also a barrier to better paying jobs. This program pays care providers to take training classes that will improve their skills and knowledge to be better care providers. If they want to advance/build skills in home health or in a medical setting, these classes will be a stepping stone for career advancement and higher paying jobs.

**C. Activities/Services**

IHSS Care Providers will attend training classes offered by FUHSD

IHSS Care Providers will attend training classes offered by Public Authority

D1. # of unduplicated clients/families served per FY	D2. # of Outputs per FY	D3. Output
6258 Clients	292	3-hour training class
	24	3-hour training class

**E. Short/Long Term Outcome Measures**

90% of the participants will successfully complete training with FUHSD

90% of the participants will successfully complete training with Public Authority

80% of the participants will report an improvement in their skill set and knowledge to be better care providers upon completion of the FUHSD training as measured by pre/post test quizzes.

80% of the participants will report an improvement in their skill set and knowledge to be better care providers upon completion of the Public Authority training as measured by pre/post test quizzes.