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## Contra Costa County SBHIP Bi-Quarterly Report: Behavioral Health & Wellness Programs

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December 2023

**Medi-Cal MCP:** Contra Costa County Health Plan

**County:** Contra Costa County

**Targeted Intervention:** Behavioral Health and Wellness (BHW) Programs

**SBHIP LEA Partners:** Antioch Unified School District (AUSD), John Swett Unified School District (JSUSD), and Pittsburg Unified School District (PUSD)

**Other SBHIP Partners:** Anthem Blue Cross (ABC), County Behavioral Health Services, and Contra Costa County Office of Education (CCCOE), Kaiser Permanente

**Schools where interventions have been or will be implemented:**

- a. John Swett Unified School District (district wide)
- b. Pittsburg Unified School District: Foothill Elementary, Heights Elementary, Highlands Elementary, Los Medanos Elementary, Marina Vista Elementary, Parkside Elementary, Stoneman Elementary, Willow Cove Elementary
- c. Antioch Unified School District: Jack London Elementary, Lone Tree Elementary, Marsh Elementary, John Muir Elementary, Carmen Dragon Elementary, Fremont Elementary, Turner Elementary, Orchard Park K-8

1. ***Describe, clearly and in detail, for each selected LEA, the progress made towards implementing the selected intervention during this bi-quarterly segment. Provide documentation evidencing the level of progress reported.***

The following project tasks have been initiated or completed during this bi-quarterly segment by all participating LEAs, Antioch Unified School District (AUSD), John Swett Unified School District (JSUSD), and Pittsburg Unified School District (PUSD):

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

The meetings for each for the three LEAs were as follows:

- The meeting with Jenn Lynn-Whaley, SBHIP stakeholder for Antioch Unified School District, was held on November 1, 2023.

- The meeting with Dr. Charles Miller, District Superintendent and lead SBHIP stakeholder for John Swett Unified School District, was held on November 2, 2023.
- The meeting with Tracy Catalde, lead SBHIP stakeholder for Pittsburg Unified School District, was held on November 2, 2023.

**b. Posting and hiring of required positions**

- i. AUSD partners with an external agency, Wellness Together, to provide school-based Behavioral and Mental Health services to students. At the end of July, Wellness Together confirmed hiring the fourth and final provider required to expand the Behavioral Health and Wellness program at the elementary schools.
- ii. JSUSD partners with Bay Area Community Resource (BACR), a community-based organization (CBO) that provides school-based behavioral health and mental health services to its students. On August 1, 2023, the district was able to execute an agreement with BACR to hire additional providers to expand upon their existing Behavioral Health and Wellness program. Shortly after the execution of the agreement, BACR was able to post and hire additional providers to support their students district-wide. Please see the linked [JSUSD Provider Agreement](#).
- iii. PUSD was able to post for the required staff positions in July and hire providers prior to the start of the 2023-2024 school year. The hire dates of the four counselors are as follows:
  - Counselor 1- August 2, 2023
  - Counselor 2- August 4, 2023
  - Counselor 3 & 4- August 7, 2023

**c. Onboarding and training of providers**

- i. For AUSD, all new providers were onboarded at the beginning of August and trained on the district processes and applicable systems. This set them up to successfully execute their roles at the start of the 2023-2022 school year.
- ii. JSUSD onboarded their new providers during this bi-quarterly segment, which entailed training on the district processes and applicable systems. Additionally, JSUSD arranged for all providers and Coordination of Service Team (COST) members to undergo training on the closed loop referral process and their electronic health record (EHR) system, Student Health Network (SHN), where they document their behavioral and mental health referrals and services as well as all student health services. This occurred on August 23, 2023. Additional resources have been provided to all staff, and ongoing training and office hour sessions have occurred monthly since the end of August to encourage adoption of the district processes and ensure bi-directional communication and support.
- iii. PUSD onboarded their new providers at the beginning of August. The official start dates for three of the providers were on August 7, 2023, and on August 14, 2023, for one. Training on the district processes and the applicable systems occurred over the course of the 2.5 months and on October 25, 2023, the providers were officially

trained on the closed-loop referral process and the electronic health record (EHR) system, Student Health Network (SHN). They began documenting all behavioral and mental health referrals and services as of November 2, 2023, on SHN. As needed, ongoing support is available to staff, and additional resources have been provided. Please see linked [Welcome Emails for New Providers](#).

**d. Identifying and purchasing of equipment**

This task pertains to both JSUSD and PUSD only.

- For JSUSD, Dr. Charles Miller identified a list of equipment and materials needed for the district wellness centers. The list includes equipment such as computers for providers to document their services and essential supplies required for the Wellness Centers to support their students and allow for a comfortable and inviting environment. Some equipment and supplies have already been purchased, and some will be purchased throughout the year as needed. Please see linked [JSUSD SBHIP Expenditures List](#).
- For PUSD, Tracy Catalde purchased equipment for the new providers to ensure they would be set up for success and could document their services. All equipment identified to be required has been purchased and the list is as follows:
  - Four new Dell laptops
  - One printer
  - One locking cabinet
  - One desk

**2. Identify the current status of the SBHIP targeted intervention:**

On Track for all three participating LEAs

**3. If the project is Not On Track, has SBHIP Technical Assistance been contacted?**

N/A

**4. If the SBHIP targeted intervention is not on track, explain, clearly and in detail, why and identify what actions will be taken to remedy the current course. If the project is on track, write N/A.**

N/A

**5. Have there been any changes in the SBHIP partners based on the Project Plan submission? If changes have been made, describe clearly and in detail, why.**

No there have been no changes to the SBHIP partners based on the Project Plan submission.

**6. Have there been any changes to the student population initially identified as recipients of the selected intervention? If changes have been made, describe clearly and in detail, why.**

No, there have been no changes to the student population initially identified as recipients.

7. ***Please identify, clearly and in detail, any current internal SBHIP challenge experienced in connection with this project at this point.***

There have not been any internal SBHIP challenges experienced by AUSD & PUSD.

For John Swett Unified School District, however, an internal SBHIP challenge experienced during this bi-quarterly segment was due to targeted intervention (TI) funding. As the district anticipated receiving its TI funding over the summer, the plan was to hire multiple Behavioral and Mental Health providers at the start of the 2023-2024 school year. Unfortunately, due to unforeseen circumstances, Contra Costa Health Plan could not release the initial TI funding to the LEAs until September, after the 2023-2024 school year had already begun. Contra Costa Health Plan, as a unit of the Contra Costa County government, relies on the county Auditor-Controller's office to make all disbursements. The unexpected circumstances experienced on the county level were due to software system upgrades being completed and other internal process issues preventing the Auditor-Controller from promptly disbursing funding.

Due to this delay, the district could only hire some providers required to staff their Wellness Centers and expand upon their Behavioral Health and Wellness Programs. The next step for Dr. Charles Miller is to re-evaluate the timeframe for hiring the remainder of the providers, as it may be beneficial to align hiring with the start of the second semester. Waiting would allow the district more time to establish the Wellness Centers and evaluate the effectiveness of their current services. Dr. Miller will continue communicating with his leadership team and Robert Auman at Contra Costa Health Plan to provide strategic updates.

8. ***Please identify, clearly and in detail, any current external SBHIP challenges experienced in connection with this project at this point.***

There have not been any external SBHIP challenges experienced by any of the participating LEAs in connection with this project.



## CONTRA COSTA HEALTH

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### Contra Costa County SBHIP Bi-Quarterly Report: Care Teams Project

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December 2023

**Medi-Cal MCP:** Contra Costa County Health Plan

**County:** Contra Costa County

**Targeted Intervention:** Care Teams

**SBHIP LEA Partners:** Antioch Unified School District (AUSD) and John Swett Unified School District (JSUSD)

**Other SBHIP Partners:** Anthem Blue Cross (ABC), County Behavioral Health Services, and Contra Costa County Office of Education (CCCOE), Kaiser Permanente

**Schools where interventions have been or will be implemented:**

- a. Antioch Unified School District (district wide)
  - b. John Swett Unified School District (district wide)
1. ***Describe, clearly and in detail, for each selected LEA, the progress made towards implementing the selected intervention during this bi-quarterly segment. Provide documentation evidencing the level of progress reported.***

The following project tasks have been initiated or completed during this bi-quarterly segment by Antioch Unified School District.

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. The meeting with Jenn Lynn-Whaley, SBHIP stakeholder for Antioch Unified School District, was held on November 1, 2023. Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

**b. Contracting with Care Solace**

After receiving SBHIP project implementation approval from their board on June 22, 2023, Jenn Lynn-Whaley executed a contract with Care Solace. This external agency connects students and their families with behavioral and mental health needs to community resources and support. In the past, AUSD has had challenges referring students to external support and services. By implementing this program in August, the

district has bridged that gap and increased access to external BH support for their students.

**c. Posting and hiring of Behavioral Health provider**

Similar to the execution of the Care Solace contract, Jenn Lynn-Whaley also contracted a behavioral health provider through Wellness Together, an external agency that provides school-based behavioral health services. The contracted provider position was posted in early July and hired shortly after. As there was quite a bit of planning for this role, the hiring process was quick and smooth, and the provider hired was able to begin at the start of the 2023-2024 school year. Please see linked [Exhibit A: AUSD Welcome Memo](#) and job description for [Student Support Counselor](#).

**d. Care Solace training**

The implementation of Care Solace has increased provider capacity and access to additional supports at the district. All providers, including the Coordination of Services Team (COST) members at AUSD were given Care Solace accounts and trained on how to utilize the program at the start of the 2023-24 school year. Data from Care Solace shows that for the first 2.5 months of the 2023-2024 school year, there have already been 68 referrals to BH resources in the community.

**e. Ongoing Communication and resource training**

As the Student Support Counselor position was completely new in the district, Jenn Lynn-Whaley recognized that the position should have been utilized more than it had been at the beginning of the year. This was likely due to uncertainty and the need to understand how the position could support their staff and students. Jenn confirmed that with more information sharing and staff training, the understanding of what to refer for and the process of how to refer increased significantly across the district. Jenn has sent email reminders and leverages the standing team meetings to reinforce the role's responsibilities. She will continue to solicit feedback from her team throughout the year to determine where further training or information may be needed.

The following project tasks have been initiated or completed during this bi-quarterly segment by John Swett Unified School District.

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. The meeting with Dr. Charles Miller, District Superintendent and lead SBHIP stakeholder for John Swett Unified School District, was held on November 2, 2023. Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

**b. Creation of job descriptions for Behavioral Health providers**

During this bi-quarterly segment, Charles Miller, the SBHIP lead stakeholder and Superintendent of JSUSD, created an additional job description for the inclusion of Student Support Assistants (SSA) in the district's Wellness Centers. The SSA role will

directly support students struggling with behavioral health and social and emotional challenges. The role will also be responsible for implementing Social and Emotional Learning modules through the BASE SEL program that was implemented at the beginning of the 2023-2024 school year. Additionally, the SSA role will directly support the Mental Health and Wellness Center Coordinator and increase the Coordination of Services Team (COST) capacity as they will also be able to create internal and external referrals. Please see the linked [Job Description for Student Support Assistant](#).

**c. Posting and hiring of Behavioral Health staff**

Upon approval of the job descriptions, Dr. Miller was able to post and hire the positions to support their Mental Health and Wellness Center and Coordination of Services Team. Student Support Assistants were hired and onboarded on October 4 and October 17, 2023.

**d. Contracting with Bay Area Community Resource (BACR)**

Upon receipt of the first installment of SBHIP funding in mid-September, Dr. Miller was able to execute a contract with BACR to post and hire a Mental Health and Wellness Coordinator to support their Elementary School Wellness Center. The position will also work with both the middle school and high school wellness centers to ensure they are functioning at the capacity needed to support their students at each level. Please see linked [Wellness Center Coordinator Agreement](#) and [Exhibit B: Welcome Email for Wellness Center Coordinator](#).

**2. Identify the current status of the SBHIP targeted intervention:**

On Track for both participating LEAs.

**3. If the project is Not On Track, has SBHIP Technical Assistance been contacted?**

N/A

**4. If the SBHIP targeted intervention is not on track, explain, clearly and in detail, why and identify what actions will be taken to remedy the current course. If the project is on track, write N/A.**

N/A

**5. Have there been any changes in the SBHIP partners based on the Project Plan submission? If changes have been made, describe clearly and in detail, why.**

No there have been no changes to the SBHIP partners based on the Project Plan submission.

**6. Have there been any changes to the student population initially identified as recipients of the selected intervention? If changes have been made, describe clearly and in detail, why.**

No, there have been no changes to the student population initially identified as recipients.

7. ***Please identify, clearly and in detail, any current internal SBHIP challenge experienced in connection with this project at this point.***

Antioch Unified School District has not experienced any internal SBHIP challenges during this bi-quarterly segment.

For John Swett Unified School District, however, an internal SBHIP challenge experienced during this bi-quarterly segment was due to targeted intervention (TI) funding. As the district anticipated receiving its TI funding over the summer, some implementation activities, such as creating an additional contract with BACR and hiring a Mental Health and Wellness Coordinator, were planned for before the start of the 2023-2024 school year. Unfortunately, due to unforeseen circumstances, Contra Costa Health Plan could not release the initial TI funding to the LEAs until September, after the 2023-2024 school year had already begun. Contra Costa Health Plan, as a unit of the Contra Costa County government, relies on the county Auditor-Controller's office to make all disbursements. The unexpected circumstances experienced on the county level were due to software system upgrades and other internal process issues preventing the Auditor-Controller from promptly disbursing funding. This delay prevented the district from executing a contract with BACR and posting for the required position prior to the start of this school year. That said, due to the strong relationship and communication between Bay Area Community Resource and JSUSD, the turnaround time to execute an agreement was quick once funding was received in September. Since then, BACR was able to hire for the position in November, and the district has moved forward with the implementation activities, such as onboarding and training.

8. ***Please identify, clearly and in detail, any current external SBHIP challenges experienced in connection with this project at this point.***

There have not been any external SBHIP challenges experienced by any of the participating LEAs in connection with this project.





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## Contra Costa County SBHIP Bi-Quarterly Report: Culturally Appropriate and Targeted Populations Project

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December 2023

**Medi-Cal MCP:** Contra Costa County Health Plan

**County:** Contra Costa County

**Targeted Intervention:** Culturally Appropriate and Targeted Populations

**SBHIP LEA Partners:** John Swett Unified School District (JSUSD), and West Contra Costa Unified School District (WCCUSD)

**Other SBHIP Partners:** Anthem Blue Cross (ABC), County Behavioral Health Services, and Contra Costa County Office of Education (CCCOE), Kaiser Permanente

**Schools where interventions have been or will be implemented:**

- a. John Swett Unified School District (district wide)
  - b. West Contra Costa Unified School District: Betty Reid Soskin Middle School, Lovonya DeJean Middle School, Fred T Korematsu Middle School, Hercules Middle School, Helms Middle School, Pinole Middle School
1. ***Describe, clearly and in detail, for each selected LEA, the progress made towards implementing the selected intervention during this bi-quarterly segment. Provide documentation evidencing the level of progress reported.***

The following project tasks have been initiated or completed during this bi-quarterly segment by John Swett Unified School District:

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. The meeting with Dr. Charles Miller, lead SBHIP stakeholder for John Swett Unified School District, was held on November 2, 2023. Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

**b. Implementation of AVID & BASE Social Emotional Learning (SEL) Program**

Since the AVID and BASE SEL program contracts were in place at the end of the last bi-quarterly segment, Dr. Charles Miller, the lead SBHIP stakeholder for JSUSD was able to

implement the two programs at the beginning of the 2023-2024 school year and roll them out to staff.

- c. Staff meetings to evaluate AVID & BASE Social Emotional Learning (SEL) Programs**  
Since the rollout of the AVID and BASE SEL programs, the SBHIP lead stakeholder, Dr. Charles Miller, also the Superintendent of JSUSD, has met with his staff and confirmed usage of the programs. However, the understanding is that the programs could be utilized more. The next step for the district and Charles is to continue increasing awareness of these programs, as they will significantly benefit the staff and students. In order to be as impactful as envisioned, more staff development time will be needed. Dr. Miller hopes to identify strategies with his administrative staff that will raise awareness and understanding of the effectiveness of these programs. He anticipates that by the end of the 2023-2024 school year, staff will incorporate more BASE SEL modules that foster an approach to learning that makes all students feel welcome and comfortable and creates a more inclusive, culturally appropriate classroom and school environment. As for AVID, the district has completed training for approximately 15 staff, but additional staff training will continue to be incorporated throughout the year.

The following project tasks have been initiated or completed during this bi-quarterly segment by West Contra Costa Unified School District:

- d. Ongoing individual stakeholder status meetings.**  
During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. The meeting with Lashante Smith, lead SBHIP stakeholder for West Contra Costa Unified School District, was held on November 1, 2023. Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)
- e. Board approval of job description for MH/BH Wellness Counselor**  
The job description for the Behavioral Health and Wellness Counselor position was revised and finally brought to the board during the board meeting on October 11, 2023. Official approval of the position was received on October 18, 2023. LaShante Smith then began working with Human Resources to post the positions, hoping to hire by the end of 2023. See linked [Board of Education Meeting Agenda](#), along with page 2 of 3 of the [Awards and Grants](#) document outlining the awards and grants that need to be reviewed and approved by the board.
- f. Posting of job descriptions**  
After receiving board approval of the job description for the MH/BH Wellness Counsellor positions on October 18, the SBHIP Lead stakeholder, LaShante Smith, worked with Human Resources to post the positions on November 7, 2023. The positions will be posted for seven days in the hopes that multiple qualified candidates will have been identified. See the linked [MH/BH Wellness Counselor Job Description](#).

At the time this report was completed, the timeline for hiring the MH/BH Wellness Counselor positions was planned as follows:

- November 7, 2023, the positions were posted on multiple sites,
- After seven days, LaShante and HR will review applications received and begin identifying candidates to interview
- Interviews would commence the week of November 20, 2023
- Second round of interviews begin November 27<sup>th</sup> and 28<sup>th</sup>
- Week of December 18, 2023, plan to offer and hire
- January 8, 2023, all systems training including EHR system
- January 15, 2023, the counselors will officially begin their roles

**g. List of equipment and materials**

A list of equipment and materials have been identified for purchase to ensure the central hub is equipped and new providers have what they need to be successful in their new roles. The list includes computers for providers to document their services, to essential supplies such as pens and notebooks. Some of the equipment and supplies have been purchased already and some will be purchased throughout the year as needed. Please see linked [JSUSD SBHIP Expenditures List](#).

**2. Identify the current status of the SBHIP targeted intervention:**

On Track for both participating LEAs.

**3. If the project is Not On Track, has SBHIP Technical Assistance been contacted?**

N/A

**4. If the SBHIP targeted intervention is not on track, explain, clearly and in detail, why and identify what actions will be taken to remedy the current course. If the project is on track, write N/A.**

N/A

**5. Have there been any changes in the SBHIP partners based on the Project Plan submission? If changes have been made, describe clearly and in detail, why.**

No there have been no changes to the SBHIP partners based on the Project Plan submission.

**6. Have there been any changes to the student population initially identified as recipients of the selected intervention? If changes have been made, describe clearly and in detail, why.**

No, there have been no changes to the student population initially identified as recipients.

7. ***Please identify, clearly and in detail, any current internal SBHIP challenge experienced in connection with this project at this point.***

There have been no internal SBHIP challenges experienced by John Swett during this bi-quarterly segment.

For West Contra Costa Unified School District, however, an internal SBHIP challenge experienced during this bi-quarterly segment was due to targeted intervention (TI) funding. As the district anticipated receiving its TI funding over the summer, the plan was to provide all SBHIP project information, including receipt of funding, to their board for approval during a summer board meeting. Unfortunately, due to unforeseen circumstances, Contra Costa Health Plan could not release the initial TI funding to the LEAs until September, after the 2023-2024 school year had already begun. Contra Costa Health Plan, as a unit of the Contra Costa County government, relies on the county Auditor-Controller's office to make all disbursements. The unexpected circumstances experienced on the county level were due to software system upgrades being completed and other internal process issues preventing the Auditor-Controller from promptly disbursing funding.


Furthermore, West Contra Costa Unified School District is under fiscal oversight which requires the district to follow specific financial procedures. The board must review, monitor, and approve all awards, grants, and fiscal data. As such, WCCUSD could only bring the SBHIP intervention plans to the board once funding was physically received and could only move forward with implementation activities once approval was granted. This process and the delay in receipt of funding prevented the district from implementing activities, such as posting and hiring staff, per the planned SBHIP timeline, pushing back the district's SBHIP timelines for implementation by months.

In mid-September, the district received its initial allotted funding and brought the SBHIP information to the board for review during their October 11, 2023, board meeting. The district has moved forward with the next steps since approval was received on October 18, 2023, and anticipates implementing this targeted intervention plan by January 2024 to align with the start of the district's second semester. CCHP has already distributed the second round of funding (from the June 2023 bi-quarterly reports) to the participating LEAs within a week of receipt, minimizing further delays.

8. ***Please identify, clearly and in detail, any current external SBHIP challenges experienced in connection with this project at this point.***

There have not been any external SBHIP challenges experienced by John Swett Unified School District during this bi-quarterly segment.

For West Contra Costa Unified School District, during this bi-quarterly segment, an external SBHIP challenge experienced in connection with this project is around funding and fiscal concerns. Beginning this school fiscal year 2023-2024, WCCUSD has been under fiscal oversight, which requires the district to follow specific financial procedures. The board must review, monitor, and approve all awards, grants, and fiscal data. As such, WCCUSD could only bring its SBHIP intervention plans to the board once funding was physically received and could only move forward with implementation activities once approval was granted. This process, along with the



delay in receipt of TI funding, was unforeseen and has ultimately pushed back the district's timelines for implementation on all projects.

As the district must abide by the fiscal oversight process, the next step will be to adjust the implementation timeline to account for any additional actions the district may need to take as part of this process, which will manage expectations and ensure the revised SBHIP timeline is accurate.

Although implementation of this project was delayed, the project is now moving forward as the district has been granted approval to hire staff and establish the middle school SUD program. LaShante and her department expect to have their new team in place by January 2023 for the start of the district's second semester.



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## Contra Costa County SBHIP Bi-Quarterly Report: IT Enhancement Project

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December 2023

**Medi-Cal MCP:** Contra Costa Health Plan

**County:** Contra Costa County

**Targeted Intervention:** IT Enhancement Project

**SBHIP LEA Partners:** Antioch Unified School District (AUSD), John Swett Unified School District (JSUSD), Pittsburg Unified School District (PUSD), and West Contra Costa Unified School District (WCCUSD), and Contra Costa County Office of Education (CCCOE).

**Other SBHIP Partners:** Anthem Blue Cross (ABC), County Behavioral Health Services, and Contra Costa County Office of Education (CCCOE), Kaiser Permanente

**Schools where interventions have been or will be implemented:**

- a. John Swett Unified School District has implemented this intervention district wide.
  - b. Pittsburg Unified School District has implemented this intervention at all eight elementary schools: Foothill Elementary, Heights Elementary, Highlands Elementary, Los Medanos Elementary, Marina Vista Elementary, Parkside Elementary, Stoneman Elementary, and Willow Cove Elementary.
  - d. West Contra Costa Unified School District is currently implementing this intervention at all six of their middle schools: Betty Reid Soskin Middle School, Lovonya DeJean Middle School, Fred T. Korematsu Middle School, Hercules Middle School, Helms Middle School, and Pinole Middle School.
  - c. Antioch Unified School District may be implementing this intervention district wide to leverage the Fee Schedule program. See response to question # 8 for more details about AUSD's IT situation, and how Implementing the Fee Schedule will drive changes in how this TI gets implemented in the district.
  - e. CCCOE has implemented this intervention at all their school sites.
1. ***Describe, clearly and in detail, for each selected LEA, the progress made towards implementing the selected intervention during this bi-quarterly segment. Provide documentation evidencing the level of progress reported.***

The following project tasks have been initiated or completed during this bi-quarterly segment:

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, Robert Auman at Contra Costa Health Plan arranged a stakeholder status meeting with each district and CCCOE. The purpose of the meetings was

to follow up on deliverables and the status of each district's projects. Each district was able to provide a summary of what had been implemented to date, including progress and feedback on the EHR system that was implemented. The meeting dates for each LEA and CCCOE in this bi-quarterly segment were as follows:

- Antioch Unified School District on November 1, 2023
- West Contra Costa Unified School District on November 1, 2023
- Pittsburg Unified School District on November 2, 2023
- John Swett Unifi4ed School District on November 2, 2023
- Contra Costa County Office of Education on November 2, 2023

Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

**b. Ongoing individual IT planning meetings**

After the initial stakeholder IT planning meetings and the individual EHR demonstrations held during the first bi-quarterly segment, the IT Enhancement Project lead arranged follow-up meetings to establish a training plan and collect all onboarding information required for the participating LEAs and CCCOE to appropriately begin implementation and training on the Electronic Health Record system. Through these meetings, dates for training were confirmed by each participating LEA and CCCOE, and expectations regarding documentation of services to be captured were also discussed. These meetings were held on multiple occasions and follow up meetings were held as needed or requested. Some of the meeting dates for each district were as follows:

1. Pittsburg Unified School District (PUSD) stakeholder, Tracey Catalde, met on June 13, 2023
2. John Swett Unified School District (JSUSD) Director of Special Ed, Curriculum, and Instruction, Megan Tucker and Ashley Shue, Special Education Admin Asst, met on August 8, 2023
3. West Contra Costa Unified School District (WCCUSD) stakeholders, LaShante Smith met on July 17, 2023
4. CCCOE stakeholder, Nick Berger along with IT Director David Sanderson, met on June 20, 2023

**c. Collection of start-up/onboarding information for Implementation of Student Health Network (SHN)**

The SBHIP project lead requested the required onboarding information from JSUSD, PUSD, WCCUSD, and CCCOE to prepare the district to implement SHN. All start-up kit/onboarding information was received, and user accounts were created for the applicable providers at each district and at the CCCOE. Welcome emails were also sent with access information so the SBHIP lead stakeholders and their providers could begin utilizing the system. Please see linked [Start-up Kit for Onboarding](#) document.

**d. Student Health Network (SHN) System training & ongoing TA support**

Upon completion of the training plans and receipt of onboarding information from JSUSD, PUSD, WCCUSD, and CCCOE, each district's providers and Coordination of Services staff received training on the electronic health record (EHR) system, Student Health Network (SHN). The trainings were completed on the following dates for each department:

- John Swett Unified School District providers and Coordination of Services Team (COST) members and Case Managers: August 23, 2023

- Contra Costa County Office of Education Providers and admin staff: August 24, 2023
- West Contra Costa Unified School District providers, Community School Directors, and other Coordination of Care staff: October 16, 2023
- Pittsburg Unified School District providers and lead: October 25, 2023

Click on the link to view a brief walkthrough of [SHN's screening, assessment, and intervention screens](#), which staff were trained on.

In addition to the trainings, resources were also provided, and additional ongoing support was discussed as needed. Each district's staff has access to attend office hours as well as monthly provider trainings.

**a. Cohort 1 Readiness Application Meeting**

On August 17, 2023, Lynn Mackey, Superintendent of Schools, Contra Costa County Office of Education, hosted a meeting with Robert Auman, Contra Costa Health Plan, and the Superintendents of all four participating LEAs to discuss the Application for Cohort 1 of the Fee Schedule. The meeting was arranged to discuss the expectations for participation outlined by DHCS and assess each district's interest and readiness to apply. After the meeting concluded, it was confirmed that all four districts were interested in applying. The COE invited all but WCCUSD to apply. Lynn Mackey was concerned that WCCUSD was already limited in resources and would not have the capacity to participate to the level required by DHCS in the first Cohort. In the end, only JSUSD and AUSD applied and confirmed their application submission on October 6, 2023.

The following project tasks have been initiated or completed during this bi-quarterly segment by Antioch Unified School District and John Swett Unified School District only:

**a. Meeting with external partners to develop a process to collect BH data captured outside of SHN**

To ensure all data is being captured that is not documented in the Student Health Network due to existing processes and agreements with contracted agencies, etc., the project lead arranged meetings with each contracted agency that provides school-based services to students at Antioch Unified School District and John Swett Unified School District to discuss the data collection requirements and arrange a monthly data dump.

For AUSD, due to their existing contract with Wellness Together and the organizations internal processes, the Wellness Together contracted providers are not able to document in SHN. A meeting with Wellness Together was held on August 2, 2023, to discuss a solution to obtain referral and service data captured for program evaluation and SBHIP reporting purposes. A similar meeting was arranged with Care Solace, an organization which connects students and families to external resources and services, on November 7, 2023, for the same purpose, to obtain referral data. The outcome of these meetings was positive and both agencies agreed to provide aggregated data monthly to the Paradigm Healthcare Services SBHIP project lead who would consolidate the information. Please see linked [AUSD Wellness Together Data Template](#) for an example of what is being received.

For JSUSD, most behavioral and mental health service data is captured in SHN. However, JSUSD also partners with a community-based organization (CBO) called Bay Area Community



Resource (BACR), which provides school-based mental health services to their student's district-wide. Due to the complexities of the partnership (County Behavioral Health Services also contracts with BACR to provide services to JSUSD student), BACR providers cannot document in SHN. A meeting was arranged with the director of BACR to discuss obtaining their referral data for program evaluation and SBHIP reporting purposes. The BACR director agreed, and summary data is provided to the Paradigm Healthcare Services SBHIP project lead monthly in the form of an email.

**b. Cohort 1 Readiness Application for the Fee Schedule**

After the initial Cohort 1 meeting hosted by Lynn Mackey on August 17, 2023, to discuss the application for Cohort 1 of the Fee schedule, the Superintendents at AUSD & JSUSD arranged meetings with Paradigm Healthcare Services to discuss their interest in applying to participate in Cohort 1 of the Fee Schedule and to obtain guidance regarding the application.

For AUSD, a meeting was scheduled with Paradigm Healthcare Services on October 5, 2023, to guide their application responses.

For JSUSD, multiple meetings and communications were had over the week of September 25, 2023, until submission on October 6, 2023. Paradigm assisted JSUSD with the application responses, specifically drafting responses to Section C, Data Collection and Documentation, and Section D, Billing Infrastructure for the Fee Schedule Cohort Readiness Application. Paradigm will continue collaborating with all SBHIP stakeholders regarding this work in preparation for the Fee Schedule and billing to the State's Third-Party Administrator.

Both AUSD and JSUSD have been approved to participate in Cohort 1 and will be attending the CYBHI Fee Schedule Pre-Kick-Off meeting on December 13, 2023, to learn more about the cohort expectations and next steps.

**2. Identify the current status of the SBHIP targeted intervention:**

On Track for all participating LEAs and CCCOE

**3. If the project is Not On Track, has SBHIP Technical Assistance been contacted?**

N/A

**4. If the SBHIP targeted intervention is not on track, explain, clearly and in detail, why and identify what actions will be taken to remedy the current course. If the project is on track, write N/A.**

N/A

**5. Have there been any changes in the SBHIP partners based on the Project Plan submission? If changes have been made, describe clearly and in detail, why.**

During this bi-quarterly segment, there have been no further changes to the SBHIP partners since the project plan submission.

6. ***Have there been any changes to the student population initially identified as recipients of the selected intervention? If changes have been made, describe clearly and in detail, why.***

No, there have been no changes to the student population initially identified as recipients.

7. ***Please identify, clearly and in detail, any current internal SBHIP challenge experienced in connection with this project at this point.***

There have been no internal SBHIP challenges experienced in connection with this project by any of the participating districts, or the COE, during this bi-quarterly segment.

8. ***Please identify, clearly and in detail, any current external SBHIP challenges experienced in connection with this project at this point.***


There have been no external SBHIP challenges experienced by JSUSD, PUSD, or the COE in connection with this project.

For AUSD, an external SBHIP challenge experienced in connection with this project during this bi-quarterly segment is around their existing partnerships with external agencies. Currently, the district contracts with Wellness Together, an external agency that provides school-based behavioral health services. Due to the organization's internal processes, their providers cannot document in the district's EHR system, Student Health Network (SHN). This has prevented the district from using SHN as anticipated in the original intervention plan. To ensure behavioral health service and referral data could still be captured for program evaluation and SBHIP reporting purposes, the SBHIP project lead from Paradigm Healthcare Services arranged a meeting with Wellness Together to identify an alternate solution. Based on this meeting, the required metrics were discussed, and a monthly data collection process was established. The data being provided is aggregated data in Excel format that does not include any PHI.

The next step is to await AUSD's participation in Cohort 1 of the Fee Schedule to determine if the district will move forward with the implementation of SHN to assist with capturing other behavioral health services that are provided at the district beyond the SBHIP TI projects to leverage the Fee Schedule program. Follow-up meetings will be arranged by Paradigm Healthcare Services with AUSD leadership and the COE to determine this.

For WCCUSD, an external SBHIP challenge experienced in connection with this project concerns delays in receiving the district's student data. The district's IT department has been slow to establish its service and data privacy agreements. The process of establishing these agreements for the utilization of the Student Health Network (SHN) started in August and still needs to be completed. This delay has prevented LaShante Smith and her Student Climate team of providers from being able to begin utilizing the Student Health Network (SHN) and documenting their services. As the district does not have a universal service documentation system to capture behavioral health services provided to its general education students, this delay has been disappointing to all involved.

LaShante Smith recently involved leadership in the IT department to assist with moving the process along. The hope is that this issue can be rectified soon with leadership's involvement.



Although this has pushed the timeline back for their providers to begin documentation in SHN, all providers have been trained and provided with accounts to start immediately once all required documents to obtain student data are in place. LaShante hopes this will align with the start of the second semester.



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## Contra Costa County SBHIP Bi-Quarterly Report: Substance Use Disorder (SUD) Project

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December 2023

**Medi-Cal MCP:** Contra Costa County Health Plan

**County:** Contra Costa County

**Targeted Intervention:** Substance Use Disorder

**SBHIP LEA Partners:** West Contra Costa Unified School District (WCCUSD)

**Other SBHIP Partners:** Anthem Blue Cross (ABC), County Behavioral Health Services, and Contra Costa County Office of Education (CCCOE), Kaiser Permanente

**Schools where interventions have been or will be implemented:**

- a. West Contra Costa Unified School District: Betty Reid Soskin Middle School, Lovonya DeJean Middle School, Fred T Korematsu Middle School, Hercules Middle School, Helms Middle School, Pinole Middle School

1. ***Describe, clearly and in detail, for each selected LEA, the progress made towards implementing the selected intervention during this bi-quarterly segment. Provide documentation evidencing the level of progress reported.***

As per the project plan, the following project tasks have been initiated or completed during this bi-quarterly segment:

**a. Ongoing individual stakeholder status meetings.**

During this bi-quarterly segment, a stakeholder status meeting, which was scheduled with each district by Robert Auman at Contra Costa Health Plan (CCHP), was conducted. These meetings aimed to follow up on deliverables and the status of each district's projects. Each district summarized what had been implemented and provided information on any implementation challenges they experienced during this bi-quarterly segment. The meeting with Lashante Smith, lead SBHIP stakeholder for West Contra Costa Unified School District, was held on November 1, 2023.

Please see linked [Exhibit C: SBHIP Stakeholder Status Meeting Mins.](#)

**b. Board approval of job description for Substance Use Prevention Program**

The job description for the Substance Use Disorder (SUD) Prevention Program position was revised and brought to the board during the October 11, 2023, board meeting. The revised role titled, Youth Services Specialist for K-12 Substance Use Prevention and Support, was officially approved and received by LaShante Smith on October 18, 2023. The district has begun to work with Human Resources to post the positions with the

hopes of hiring by the end of 2023. See linked [Board of Education Meeting Agenda](#), along with page 2 of 3 of the [Awards and Grants](#) document outlining the awards and grants that need to be reviewed and approved by the board.

**c. Posting of Youth Service Specialist position**

After approval of the job descriptions were received, the SBHIP Lead stakeholder, LaShante Smith, worked with Human Resources to post the positions on November 7, 2023. The positions will be posted for seven days, in the hopes that multiple qualified candidates will have been identified. See linked, [Youth Services Specialist for K-12 Substance Use Prevention and Support](#) job description.

At the time this report was completed, the anticipated timeline for hiring the SUD program positions were planned as follows:

- November 7, 2023, positions posted on multiple sites
- After seven days, LaShante and HR will review applications received and begin identifying candidates to interview
- Interviews would commence the week of November 20, 2023
- Second round of interviews begin November 27<sup>th</sup> and 28<sup>th</sup>
- Week of December 18, 2023, plan to offer and hire
- January 8, 2023, all systems training including EHR system
- January 15, 2023, the two AOD counsellors would officially begin in their roles

**d. Identification and purchasing of equipment and materials**

A list of equipment and materials have been identified for purchase to ensure the district's central provider hub is equipped as well as the new providers have what they need to succeed in their new roles. The list includes computers for providers to document their services, to essential supplies such as pens and notebooks. Some of the equipment and supplies have been purchased already and some will be purchased throughout the year as needed.

**2. Identify the current status of the SBHIP targeted intervention:**

Delayed but on track

**3. If the project is Not On Track, has SBHIP Technical Assistance been contacted?**

N/A

**4. If the SBHIP targeted intervention is not on track, explain, clearly and in detail, why and identify what actions will be taken to remedy the current course. If the project is on track, write N/A.**

N/A

5. ***Have there been any changes in the SBHIP partners based on the Project Plan submission? If changes have been made, describe clearly and in detail, why.***

No, there have not been any changes to the project partners for this Project Plan.

6. ***Have there been any changes to the student population initially identified as recipients of the selected intervention? If changes have been made, describe clearly and in detail, why.***

No, there have been no changes to the student population initially identified as recipients.

7. ***Please identify, clearly and in detail, any current internal SBHIP challenge experienced in connection with this project at this point.***


During this bi-quarterly segment, an internal SBHIP challenge was experienced due to targeted intervention (TI) funding. As the district anticipated receiving its TI funding over the summer, the plan was to provide all SBHIP project information, including receipt of funding, to their board for approval during a summer board meeting. Unfortunately, due to unforeseen circumstances, Contra Costa Health Plan could not release the initial TI funding to the LEAs until September, after the 2023-2024 school year had already begun. Contra Costa Health Plan, as a unit of the Contra Costa County government, relies on the county Auditor-Controller's office to make all disbursements. The unexpected circumstances experienced on the county level were due to software system upgrades being completed and other internal process issues preventing the Auditor-Controller from promptly disbursing funding.

Furthermore, West Contra Costa Unified School District is under fiscal oversight which requires the district to follow specific financial procedures. The board must review, monitor, and approve all awards, grants, and fiscal data. As such, WCCUSD could only bring the SBHIP intervention plans to the board once funding was physically received and could only move forward with implementation activities once approval was granted. This process and the delay in receipt of funding prevented the district from implementing activities, such as posting and hiring staff, per the planned SBHIP timeline, pushing back the district's SBHIP timelines for implementation by months.

In mid-September, the district received its initial allotted funding and brought the SBHIP information to the board for review during their October 11, 2023, board meeting. The district has moved forward with the next steps since approval was received on October 18, 2023, and anticipates implementing this targeted intervention plan by January 2024 to align with the start of the district's second semester. CCHP has already distributed the second round of funding (from the June 2023 bi-quarterly reports) to the participating LEAs within a week of receipt, minimizing further delays.

8. ***Please identify, clearly and in detail, any current external SBHIP challenges experienced in connection with this project at this point.***

During this bi-quarterly segment, an external SBHIP challenge experienced in connection with this project is around fiscal concerns. Beginning this school fiscal year 2023-2024, WCCUSD has been under fiscal oversight, which requires the district to follow specific financial procedures. The board must review, monitor, and approve all awards, grants, and fiscal data. As such,



WCCUSD could only bring its SBHIP intervention plans to the board once funding was physically received and could only move forward with implementation activities once approval was granted. This process, along with the delay in receipt of TI funding, was unforeseen and has ultimately pushed back the district's timelines for implementation on all projects.

As the district must abide by the fiscal oversight process, the next step will be to adjust the implementation timeline to account for any additional actions the district may need to take as part of this process, which will manage expectations and ensure the revised SBHIP timeline is accurate.

Although implementation of this project was delayed, the project is now moving forward as the district has been granted approval to hire staff and establish the middle school SUD program. LaShante and her department expect to have their new team in place by January 2023 for the start of the district's second semester.