H4

LASSEN COUNTY
Health and Social Services Department

☐ **HSS Administration**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8128

☐ **Public Guardian/Administrator**
1345 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8337

☐ **Housing & Grants**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8309

☒ **Behavioral Health**
555 Hospital Lane
Susanville, CA 96130
(530) 251 - 8108

☐ **Public Health**
1445 Paul Bunyan Road, Ste B
Susanville, CA 96130
(530) 251 - 8183

☐ **Community Social Services**
1400 Chestnut Street, Ste A
Susanville, CA 96130

LassenWORKS
1616 Chestnut Street
Susanville, CA 96130
(530) 251 - 8152

Child & Family Services
1600 Chestnut Street
Susanville, CA 96130
(530) 251 - 8277

Adult Services
1400 Chestnut Street, Ste B
Susanville, CA 96130
(530) 251 - 8158

Family Solutions/Wraparound
1400 Chestnut Street, Ste C
Susanville, California 96130
(530) 251 - 8340

Mailing Address:
PO Box 1180
Susanville, California 96130

Date: January 10, 2026

To: Gary Bridges, Chairman
Lassen County Board of Supervisors

From: Tiffany Armstrong, Director
Behavioral Health

Subject: Amendment to the Agreement between Lassen County and Kings View Professional Services to provide SUD Cost Reporting Services and Mental Health Services Act (MHSA) Annual Revenue and Expenditure Reports (ARER), the term of July 1, 2025, through June 30, 2026, and a maximum amount of $45,352.

Background:

Kings View Professional Services (KVPS) provides specialized cost reporting and financial services specifically designed for California counties to comply with State and local requirements for Substance Use Disorder (SUD) and the Mental Health Services Act (MHSA).

KVPS assists counties in meeting complex state mandates, including the preparation of Annual Revenue and Expenditure Reports (ARER) for MHSA and annual cost reports for SUD services.

This amendment is to update the Scope of Services by adding the Annual Revenue and Expenditure Report for the Fiscal Year 23/24 and to increase the Maximum Amount by $5,000 to make it $45,352.

Fiscal Impact:

This Agreement will be paid from Behavioral Health Fund/Budget 110/0751, Alcohol and Drug Fund/Budget 110/0771, and Mental Health Services Act Fund/Budget 164/0752.

Action Requested:

1) Approve the Amendment to the Agreement with Kings View Professional Services; and 2) Authorize the County Administrative Officer to execute the amendment.

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN
LASSEN COUNTY
AND
KINGS VIEW PROFESSIONAL SERVICES

THIS FIRST AMENDMENT TO AGREEMENT ("Amendment") is made by and between LASSEN COUNTY ("COUNTY"), and KINGS VIEW PROFESSIONAL SERVICES (hereinafter "CONTRACTOR"), who agree as follows:

1. **Recitals:** This First Amendment is made with reference to the following facts and objectives:

   COUNTY and CONTRACTOR have entered into a written Agreement for the term of July 1, 2025, through June 30, 2026 (the "Agreement") in which CONTRACTOR agreed to provide SUD Cost Reporting Services and Mental Health Services Act-MHSA ARER.

2. **Amendments:** The parties agree to amend the Agreement as follows:

   a. The parties desire to amend the Scope of Services to add the FY 23/24 to the ARER. Therefore, Exhibit A is deleted and replaced with the attached Exhibit A.

   b. The parties desire to extend the Maximum Contract Amount by an additional $5,000. Therefore, Attachment B is deleted and replaced with the attached Attachment B.

3. **Effectiveness of Agreement:** Except as set forth in this First Amendment, all provisions of the Agreement signed October 15, 2025, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown opposite their respective signatures.

CONTRACTOR

Dated: 1/27/2026

By: Signed by: Amanda Nugent Divine
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Amanda Nugent Divine, PhD, CEO

COUNTY

Dated:_____

By:_____
Maurice Anderson,
County Administrative Officer

Approved as to form:

Andrew Plett
Lassen County Counsel

Dated: 1/29/2026

By: Andrew Plett

____ ____ County Initials

AND ____ ____ Contractor Initials

EXHIBIT A

COUNTY OF LASSEN
AND
KINGS VIEW PROFESSIONAL SERVICES

SCOPE OF SERVICES

This Scope of Work is applicable to the SUD Cost Reporting Services and Mental Health Services Act-MHSA ARER, provided by Kings View Professional Services ("CONTRACTOR").

SCOPE OF SERVICES AND DUTIES. CONTRACTOR shall provide the following services:

1. Reporting/Compliance:

   a. CONTRACTOR will use all reasonable efforts to provide services and software support that are compliant with all applicable local, state, and federal requirements.

   b. CONTRACTOR shall use all reasonable efforts to see that all local, state, and federal requirements are met within the time lines set by those agencies.

   c. CONTRACTOR will provide specialized reporting as required by COUNTY, State, and Federal agencies regarding mandatory reporting requirements.

   d. CONTRACTOR and COUNTY will adhere to all reporting requirements as prescribed by the State of California Department of Healthcare Services (DHCS), the Centers for Medicaid and Medicare (CMS), and all other agencies associated with the oversight of financial reporting by COUNTIES and COUNTY CONTRACTORS.

   e. CONTRACTOR and COUNTY will mutually agree upon an Activity Calendar for defining the dates of services and dates of anticipated completion.

2. CONTRACTOR'S <u>Provision of Services for Annual Cost Report:</u>

   a. CONTRACTOR shall provide customized data worksheets, using the COUNTY'S financial and statistical databases for the operation of COUNTY'S Substance Use Disorder (SUD) Programs for each fiscal year as agreed in Exhibit A(2)(b).

   b. CONTRACTOR shall provide complete Cost Reporting Services for the below listed fiscal years.

SUD Cost Report. CONTRACTOR shall complete and submit the below listed three (3) SUD Cost Reports on time:

(1) SUD Cost Report for Fiscal Year 2020/21
(2) SUD Cost Report for Fiscal Year 2021/22
(3) SUD Cost Report for Fiscal Year 2022/23

   c. CONTRACTOR shall proceed with the completion of the Cost Reports up to and including working with the COUNTY and/or PROVIDER(S) to submit the completed Cost Reports to the necessary agencies.

d. CONTRACTOR shall provide COUNTY all worksheets and other back-up information (such as General Ledger reports) which are clearly defined and identified with the Cost Report forms.

e. CONTRACTOR shall provide COUNTY a digital copy of the Cost Report on a flash drive or CD, whichever is preferred.

f. CONTRACTOR shall provide COUNTY with full-service Cost Reporting services for the Fiscal Years as stipulated on Exhibit A(2)(b) up to and including final submission.

g. COUNTY will provide all necessary documentation for the successful completion of the SUD Cost Reports.

3. CONTRACTOR'S Provision of Services for Mental Health Services Act (ARER):

a. CONTRACTOR shall research all COUNTY Annual MHSA revenue, expenditures, and interest computations for each category of MHSA funding:
   (1) CSS – Community Services and Support
   (2) PEI – Prevention and Intervention
   (3) INNOVATION – Innovating Unique Programs
   (4) WET – Workforce Education and Training
   (5) CFTN – Capital Facilities and Technological Needs
   (6) TTACB – Technical Assistance and Capacity Building
   (7) PRUDENT RESERVE – Funding set aside
   (8) INTEREST – Interest earned on unspent funds

b. CONTRACTOR shall prepare COUNTY'S RERs for **Fiscal Years 23/24 and 24/25**;

c. CONTRACTOR shall review other COUNTY funding sources used to provide MHSA services and pay expenditures;

d. CONTRACTOR shall review all COUNTY Full Service Partnership (FSP) and NON-FSP programs and expenditures;

e. CONTRACTOR shall review COUNTY RERs to match each coinciding annual Cost Report;

f. CONTRACTOR shall make any necessary adjustments and transfers within the COUNTY RER which are justifiable;

g. CONTRACTOR shall provide a table of upcoming COUNTY FUNDING REVERSIONS, as based on the use of funds by MHSA category and time limit for COUNTY use;

h. CONTRACTOR shall complete in its entirety the COUNTY RER for submission on time for FY, pending timely receipt from COUNTY and State templates. CONTRACTOR shall complete the RERs before the deadline set by the Department of Healthcare Services (DHCS) for the FY RER due.

i. CONTRACTOR shall provide COUNTY all worksheets and other back-up information which are clearly defined and identified with the RER forms;

j. CONTRACTOR shall provide COUNTY a digital copy of the RER.

3. CONTRACTOR'S Provision for Consulting Services:

CONTRACTOR shall provide an estimated 60 hours of consultation to be utilized on a per needed basis, for FY 25-26. COUNTY shall compensate CONTRACTOR per hour at the below rate:

- $275.00 for FY 2025-26

Consultation will include but is not limited to the following:

1. Review of recent audit findings and advisement to improve various allocation methodologies.
2. Assist staff of the COUNTY Division of Behavioral Health in developing methods for producing year-to date monthly reports for the Behavioral Health Program that compares actual costs with budgeted costs by cost center.
3. Assist staff with budgeting, reimbursement, and other financial services.
4. Training on funding sources, restrictions and maximizing funding streams.

ATTACHMENT B

COUNTY OF LASSEN
AND
KINGS VIEW PROFESSIONAL SERVICES

PAYMENT

COUNTY shall pay CONTRACTOR for services described in Attachment A as follows:

1. MAXIMUM CONTRACT AMOUNT. The consideration to be paid CONTRACTOR, as provided herein, shall be in compensation for all CONTRACTOR's expenses incurred in the performance hereof, unless otherwise expressly so provided.

2. METHOD OF PAYMENT. CONTRACTOR shall submit a request for payment monthly as needed. COUNTY shall make payment for services within thirty (30) days after the invoice is received by the COUNTY Contract Administrator. In no event shall total compensation paid to CONTRACTOR exceed the amount defined as the MAXIMUM CONTRACT AMOUNT in Payment section below captured.

Payment:

SUD CR		**ARER**		**CONSULTING**	
FY20/21	$6,000	FY 23/24	$5,000		
FY21/22	$6,300	FY 24/25	$5,000	FY 25/26	$16,500
FY22/23	$6,552				
	$18,852		**$10,000**		**$16,500**

Payment Terms:

CONTRACTOR shall bill COUNTY 50% of the Cost Report project at the start of each Cost Report due per year and 50% upon completion. ARER will be billed 100% upon completion of each quarterly report. COUNTY shall pay CONTRACTOR in full 30 days from invoice submission.

CONTRACTOR shall prepare the reports with due dates that fall under the contract effective dates.

CONTRACTOR shall not exceed the maximum amount of $45,352 over the next year unless previously approved by COUNY in writing.