The Orange County Department of Education

School-based Violence Prevention Education Services

2019-2020 OPERATIONS MANUAL
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs</td>
<td>1</td>
</tr>
<tr>
<td>Organizational Chart</td>
<td>2</td>
</tr>
<tr>
<td>Participant Selection Process</td>
<td>3</td>
</tr>
<tr>
<td>Procedure on Waiting List</td>
<td>4</td>
</tr>
<tr>
<td>Tracking Events/Trainings</td>
<td>5</td>
</tr>
<tr>
<td>Outreach &amp; Dissemination</td>
<td>6</td>
</tr>
<tr>
<td>One-On-One Interventions</td>
<td>7</td>
</tr>
<tr>
<td>Unserved, Underserved &amp; High Risk Population</td>
<td>8</td>
</tr>
<tr>
<td>Cultural &amp; Linguistic Approach</td>
<td>9</td>
</tr>
<tr>
<td>Addressing Threshold Languages</td>
<td>10</td>
</tr>
<tr>
<td>Referrals &amp; Resources</td>
<td>11</td>
</tr>
<tr>
<td>Community/County Coordination</td>
<td>13</td>
</tr>
<tr>
<td>Hiring &amp; Retaining Cultural Resp</td>
<td>14</td>
</tr>
<tr>
<td>Ensure Quality Assurance</td>
<td>15</td>
</tr>
<tr>
<td>Sub-Contractors</td>
<td>16</td>
</tr>
<tr>
<td>Accident and/or Special Incident</td>
<td>17</td>
</tr>
<tr>
<td>Grievance</td>
<td>22</td>
</tr>
<tr>
<td>Liability Insurance Coverage</td>
<td>23</td>
</tr>
<tr>
<td>Budget</td>
<td>27</td>
</tr>
<tr>
<td>Contract</td>
<td>28</td>
</tr>
<tr>
<td>Curricula</td>
<td>29</td>
</tr>
<tr>
<td>Equipment</td>
<td>30</td>
</tr>
<tr>
<td>Asset Inventory Protocol</td>
<td>31</td>
</tr>
<tr>
<td>Evaluation &amp; Data Collection</td>
<td>34</td>
</tr>
<tr>
<td>Literature &amp; Advertisements</td>
<td>36</td>
</tr>
<tr>
<td>Procedure on Monitoring</td>
<td>38</td>
</tr>
<tr>
<td>Public Events &amp; Meetings</td>
<td>39</td>
</tr>
<tr>
<td>Reports &amp; Record Keeping</td>
<td>40</td>
</tr>
<tr>
<td>Travel</td>
<td>43</td>
</tr>
<tr>
<td>Data Protection</td>
<td>46</td>
</tr>
<tr>
<td>APPENDIX</td>
<td></td>
</tr>
<tr>
<td>• Acronyms</td>
<td>i</td>
</tr>
<tr>
<td>• Contact List</td>
<td>ii</td>
</tr>
<tr>
<td>• Continuum of Care</td>
<td>iii</td>
</tr>
<tr>
<td>• Finding A Therapist</td>
<td>V</td>
</tr>
</tbody>
</table>

11/25/19
VISION
School-based Violence Prevention Education Services will provide support and show compassion to culturally diverse youth and families by presenting evidence-based content throughout Orange County.

MISSION
The Orange County Department of Education’s Violence Prevention Education team utilizes evidence-based curricula and proven effective strategies to provide services that are culturally and linguistically appropriate in order to reduce negative outcomes for youth and families such as suicide, incarceration, and school failure or dropout.
VIOLENCE PREVENTION EDUCATION (VPE) PROGRAMS

The Orange County Department of Education’s School-based Prevention Education Services programs consist of six (6) Violence Prevention Education (VPE) programs. Each component supports the VPE plan to reduce the risk of school failure. Contact information and organizational chart for programs are located in the manual.

Six (6) Violence Prevention Education (VPE) programs and their sub-components comprise a multi-faceted violence prevention education unit.

Bullying Prevention provides training, technical assistance and school-wide assemblies for public and private elementary and middle schools in Orange County. The programs are designed to promote a safe and positive school climate and to address concerns about bullying, including prevention and intervention strategies. In addition, parent trainings are provided on the topic of cyberbullying, which includes information about the latest trends and how families can support their children as they navigate the digital world. For more information, contact Danny Carrillo at dcarrillo@ocde.us

Crisis Response Network was developed to support school communities in crisis preparedness, response, and recovery efforts. CRN is a network of trained crisis responders ready to support school communities upon request. This mobilized team employs the Critical Incident Stress Management (CISM) model to support the emotional recovery of students and staff. This structured process allows school communities to achieve a healthy recovery from traumatic events. Pre-incident and crisis management trainings are available at no cost to Orange County schools and community-based personnel. For further information, contact Kandice Hsu at khsu@ocde.us

Digital Citizenship provides trainings for parents that focus on social media trends, privacy and security, cyberbullying and parent/child communication. In addition, training and technical assistance is offered to select districts that implement Common Sense Media curriculum, which focuses on empowering students to think critically, behave safely and participate responsibly as they access the internet and communicate with digital devices. For more information, contact Danny Carrillo at dcarrillo@ocde.us

OC Safe from the Start © provides strategies to support children who may suffer from behavioral or cognitive difficulties as a result of exposure to violence. Participants will learn how exposure to violence impacts the developing brain, discover how this can impact early learning and future academic achievement, as well as understand why healthy brain development is critical during the first five years of a child’s life. Most importantly, a message of HOPE is delivered through understanding brain development and learning how the brain can be rewired and healed. OCSFTS services are provided to: parents, pregnant teens, parenting minors, transitional-age youth, public and private school staff, nurses, mental health providers, social workers, juvenile justice providers, probation, faith-based organizations, and community-based organizations. Presentations and materials are available in multiple languages (English, Spanish, Vietnamese, Korean, and Farsi). For further information, contact Victoria Johnson at vjohnson@ocde.us

Restorative Practices offers a trauma-informed, research-based approach when dealing with youth who have been exposed to violence and varying degrees of trauma. The International Institute for Restorative Practices, “Introduction to Restorative Practices and Using Circles Effectively” training for teachers promotes resiliency in youth, families, adults, and communities. Circle practices implemented in the classroom allow students to strengthen relationships with their peers and teachers, thus, creating a safe and supportive environment for effective communication, expression of emotion, and exploration and acceptance of differences. Circles improve community building, promote healthy relationships, and help create calmer, more focused classrooms. The Restorative Practices Educator presentation gives an overview of Restorative Practices in an educational setting, dispels common misconceptions, and highlights the benefits of incorporating Restorative Practices in the classroom. Teachers who use these methods often find that the overall portion of time dedicated to managing behavior is reduced; freeing up more instructional time. For further information, contact Krystel Miranda at kmiranda@ocde.us

Threat Assessment provides a training program, which consists of three components; a) Proactive Threat Assessment Training – includes a full day training covering the definition of threat, threat types and levels, how to screen and assess threats, behavioral indicators to look for, a response protocol, addressing stigma, and mental health resources; b) Threat Assessment Simulation Drills – cover situational awareness to increase confidence and a sense of empowerment during an emergency, which includes classroom and front office lockdown steps and procedures, and a post-drill debrief to reflect on shared experience, distress reactions, and the importance of self-care; c) Community Forums – facilitate a discussion around the importance of violence prevention and early intervention, share best practices for school safety, and support families and community members in identifying ways they can participate in violence prevention efforts, as well as how to support children in times of crisis, and access mental health services and resources. For further information, contact Christine Laehle at claehle@ocde.us

11/25/19
PROCEDURE ON PARTICIPANT SELECTION PROCESS

The OCDE School-based Violence Prevention Education Services programs will use the following procedures for identification, recruitment and selection of school and community participants. Each program has individual criteria and/or focus for reaching schools and community. Services are intended to be short-term in duration, less than a calendar year.

- **Orange County Safe from the Start** (OCSFTS) uses both demographic representation (Spanish, Vietnamese, Farsi, and Korean) by city and/or agency and socio-economically challenged/disadvantaged as identified in the *Conditions of Children Report, Economic Well Being, 2009*.

- **Digital Citizenship** target school sites will include those with higher risk youth with histories of patterns of off- and online risk taking as research has found, students who bully others, are bullied, or witness bullying are more likely to report high levels of suicide-related behavior than students who report no involvement in bullying.

- **Bullying Prevention and Crisis Response Network** offers training and technical assistance to public, private and charter schools, as well as to community agencies, law enforcement and interested others. Bullying prevention training is offered through flyers, e-mail announcements and encourages Orange County public, private, charter and homeschooling sites to participate in planning, training and exercises. Additionally, sites that are out of compliance as evidenced by the State of California criteria will be a priority for training.

Trainings, which will occur on the basis of need, are marketed through Orange County Department of Education’s (OCDE) school and community partners e-mail group lists and posted on the OCDE website. Also, training and technical assistance are developed to support immediate and emerging needs as defined by after action reports.

**The Crisis Response Network’s (CRN) process** in responding to a crisis is as follows: When any public, private, charter school and/or family who is home schooling encounters a crisis, the school administrator, or in the case of home schooling, the parent/guardian will notify the Orange County Department of Education (OCDE) Crisis Response Coordinator. The OCDE Crisis Response Coordinator provides an appropriate, mutually agreed upon response for their school community. School administrators will also notify their appropriate school district administrator.

The Coroner’s office will notify the OCDE Crisis Response Coordinator regarding a child’s death. The OCDE Crisis Response Coordinator will contact the appropriate district and/or school/family personnel, to provide an appropriate, mutually agreed upon response for the school, family and community. Technical assistance is offered and given as needed.

Crisis Responder Training is offered to educators in public, private, charter school and/or parent/guardian who is home schooling and to community members. The OCDE Crisis Response Coordinator reviews training evaluation data and facilitates additional quarterly meetings and skill building workshops for trained Crisis Responders.

**Restorative Practices** Educator Presentations are marketed through OCDE’s school and community partners e-mail group lists. Interested sites will contact the program lead who will then coordinate details with participating sites.

**Threat Assessment** selection was the Associate Superintendent met with all Orange County CBO’s to market the services for Threat Assessment. The selection for participation was based on those CBO’s that were interested in participating in receiving the services.
PROCEDURE ON WAITING LIST

- All program invitations, flyers, and/or announcements inviting school and community participation in a meeting, workshop and/or conference are both e-mailed to appropriate Orange County Department of Education group lists, posted on the School-based Violence Prevention Education Services website, and also when appropriate mailed in a hard copy format.

- Workshops, training and/or conferences, which fill to capacity, will generate a waiting list for potential opening. Those who submitted a registration for an event, which filled to capacity are notified by phone and/or e-mail and are made aware of the other future opportunities. Should an opening become available those on the wait list will be notified.

- School-based Violence Prevention Education Services shall provide services to the following targeted groups: teachers, parents/guardians, children and adolescents, community leaders and agency staff in Orange County schools. Where necessary, participants will be selected on the basis of need, social-economic status, high-risk student behaviors, low student achievement and interest in VPE. Each program strives to reach all districts represented by the Orange County Board of Supervisors.

Contact information for each program can be found in the appendix and on the Orange County Department of Education’s School-based Violence Prevention Education Services [http://www.ocde.us/pei/pages/default.aspx](http://www.ocde.us/pei/pages/default.aspx)
PROCEDURE ON TRACKING EVENTS/TRAININGS/ACTIVITIES

- Each VPE Program shall contribute to and maintain a calendar of events and training associated with VPE services on the OCDE PEI website.

- Calendared items are linked to OCDE’s “OMS” and are supported with a name and number of whom to register with and a downloadable flyer in PDF.

- Each VPE Program that has a program website will include a link to the OCDE main School-based Violence Prevention Education Services website, as well as include the appropriate OCHCA logo and funding acknowledgement.

- Website is updated as needed by the Administrative Services Coordinator. Program pages and calendar are update as needed by Program Leads.

- Website is open to the public.

- Once program events and/or training/activities are scheduled, OCDE VPE process is to place them on the VPE OCDE Website.
PROCEDURE ON OUTREACH & DISSEMINATION

The VPE programs provide marketing materials to our Orange County public, charter and private schools, and community organizations. Our goal is to reach those schools where we have not yet provided VPE services to. VPE programs utilize the Healthy Kids Survey, Conditions of Children OC, and School Climate resources which identify unserved, underserved, high risk, at risk for school failure, trauma exposed and other target populations that would benefit from additional programs and resources available from the VPE program.
PROCEDURE ON ONE-ON-ONE INTERVENTIONS AND GROUP INTERVENTIONS

OCDE VPE Crisis Response Network (CRN) Coordinator collaborates with school administration to determine students in need of one-on-one interventions and/or group interventions. Our CRN responders are required to complete a 2 day- ICISF Critical Incident Stress Management Model for Individuals and/or Group Intervention Certificated training before they may respond with our team. After attending and completing the training, CRN Responders are then certified to provide Individuals and/or Group Intervention to students. Only “certificated” Responders may provide one-on-one interventions and/or group interventions to identified students.
PROCEDURE ON SERVICING UNSERVED, UNDERSERVED & HIGH RISK POPULATIONS

The VPE programs provide marketing materials to our Orange County public, charter and private schools, and community organizations. Our goal is to reach those schools where we have not yet provided VPE services to. VPE programs utilize the Healthy Kids Survey, Conditions of Children OC, and School Climate resources which identify unserved, underserved, high risk, at risk for school failure, trauma exposed and other target populations that would benefit from additional programs and resources available from the VPE program.

As our VPE Programs are funded to provide services to all Orange County public, charter and private schools, and community organizations who request them, all Orange County sites who request service are able to participate in programs.
PROCEDURE ON CULTURAL AND LINGUISTIC APPROACHES

OCDE VPE Safe from the Start (SFTS) has a multi-lingual component. This component was developed based on outcomes from multi-lingual multi-cultural focus groups. As a result of the focus groups, comprehensive strategies were created to assist communities in reducing the impact of violence on children by raising awareness and providing education to culturally diverse parents. There are four (4) multi-lingual/ multi-cultural consultants that provide presentations to their cultural groups, Korean, Spanish, Vietnamese, and Farsi. During the presentation, each parent receives a parent workbook, “A Guide to Your Young Child’s Healthy Brain Development.” Materials have been translated into Spanish, Korean, Vietnamese, and Farsi.
PROCEDURE ADDRESSING THRESHOLD LANGUAGES

OCDE VPE focus groups were instrumental in the creation of a multi-lingual/multi-cultural team. Having this diverse team allows content to be delivered to a variety of cultural groups within Orange County which are; Korean, Spanish, Vietnamese, and Farsi.

If presentations/materials are requested in threshold languages which are not currently offered through any VPE program, the program lead will ensure that program materials are translated into the requested language (translation to be completed by Global Language Solutions (GLS). This process will ensure that VPE services are provided for additional languages upon request from the community.
PROCEDURE ON REFERRALS AND LINKING PARTICIPANTS FOR SERVICES

On occasion program staff, school staff, parents, and/or community members may want to refer a child or youth to appropriate support services. When a youth, parent, or school staff need is beyond the scope of services provided under the VPE contract, program staff will refer participants to the appropriate support services. The following process for referring participants may be helpful in making a decision on what to do:

- As our program staff becomes aware of a need for a child, youth and/or parent/guardian, the appropriate school site staff is contacted. Appropriate staff at each school site may include the following administration staffs: principal, assistant principal, school psychologist, nurse, school counselor and/or a health technician that are aware of the schools policy for referrals and of local or county community services.

- A general directory for counseling and other support services, which are available in multiple languages, is accessed by calling 2-1-1 or at http://www.211oc.org. This service is available 24 hours a day.

- Suicide Prevention Crisis Line can be accessed 24 hours a day, 7 days a week by calling toll-free in Orange County 877-727-4747. Online information about this service is available at http://www.didihirsch.org.

- A document called Finding a Therapist is available on our School-based Mental Health Services program website, http://www.ocde.us/pei/pages/default.aspx which provides links and numbers to licensed professionals and organizations to help find a therapist for counseling support. This document is located in the appendix.

- Continuum of Care: Communities provide different types of treatment programs and services for children and adolescents with mental illnesses. A complete range of programs and services is called the continuum of care. Not every community has every type of service or program on the continuum. The Orange County Health Care Agency, http://www.ochealthinfo.com/, provides many of the services on the continuum of care. A brief description of the different services or programs in a continuum of care for children and adolescents with mental illnesses is located in the appendix.

- For Families section of the American Academy of Child and Adolescent Psychiatry website, http://aacap.org/cs/forFamilies includes resources and information about the continuum of care, facts for families about mental illness and issues facing children, teenagers and their families.
PROCEDURE ON TRACKING REFERRALS AND LINKAGES

Categorizing & Tracking

Due to the nature of the program, VPE does not categorize or track referrals or linkages.
PROCEDURE ON COMMUNITY/COUNTY COORDINATION

Program staff will conduct research, network, and openly communicate with a variety of community and county service providers in order to avoid duplication of services and streamlining of client linkages.

- Program will share program highlights and collect outreach materials from other county service providers at various trainings/meetings throughout the year.

- Program has scheduled meetings at HCA to review and collaborate with VPE program services, as well as provide updates.

- Program submits Program and Fiscal reporting via excel file on the 20th of each month.

- Program Administrator contacts HCA regularly regarding program services questions or updates.

- Program Administrator works collaboratively with HCA in making sure services are provided county wide.
HIRING & RETAINING CULTURALLY RESPONSIVE & REFLECTIVE STAFF

The Orange County Department of Education has an excellent record of training and retaining high quality staff who are experts in their field or work. Program staff are recruited from a qualified pool of internal and external candidates. All new OCDE employees complete a LIVE Scan fingerprinting and background check prior to starting work. All OCDE staff are trained in protective factors and cultural proficiency.

Staff will be culturally competent and/or bilingual in the home languages of the target populations. In order to achieve cultural competency, OCDE staff participate in trainings to help them become more culturally sensitive to students from low income and/or violent home environments.

OCDE invests in the professional learning of all staff. This investment and a fair compensation and health plan have yielded a high level of workplace satisfaction and positive working culture for talented staff to thrive. Any staff positions replaced through natural attrition would utilize Human Resource protocol guidelines and practices and follow appropriate HCA procedures as outlined in the procedures manual.

To sustain staffing, OCDE provides Health and Welfare Benefits, Salary Step Increases, Professional Growth Options, One Floating Holiday per year, Legal Services, Partnership with Schools First Federal Credit Union for all school district employees, Retirement Plan, and Longevity Pay Increases.
QUALITY ASSURANCE

Every quarter, the evaluator analyzes the data that has been collected and prepares a report for each individual VPE program. This report summaries the findings and provides the staff with feedback on how services are perceived, quality assurance, and performance.

The Program lead will maintain communication with district lead as needed. The program lead will communicate via email or phone with district lead regarding verification forms submitted as curriculum is completed by participants. As the district lead begins the preparation of certification at the end of the school year, communication will increase. The program lead will communicate daily and weekly with district lead regarding services.
SUBCONTRACTORS

The School-Based Violence Prevention Program Services will ensure quality assurance of subcontractors in order to maintain the highest quality of services being provided to participants. Selected subcontractors must be approved in advance and in writing by the OCHCA Quality Management (QM) department before contracting for program services. An Exhibit must be submitted to OCHCA Quality Management (QM) department outlining the Subcontractor Program Information, Scope of Work, and Rate of Pay.

Upon approval by OCHCA Quality Management, the following will be followed to coordinate and ensure quality of subcontractor program services:

- Subcontractors must complete the OCHCA Code of Conduct training and sign the Code of Conduct Acknowledgement Form prior to beginning their service date.
- Subcontractors must complete the OCHCA Compliance training and submit certificate of completion prior to beginning their service date.
- VPE staff will communicate with subcontractors via phone or e-mail to determine dates for program services.
- VPE staff will monitor the master calendar to ensure availability of subcontractor staff and that all services are completed within the contract period.
- VPE staff will coordinate with the subcontractor to provide marketing materials such as program flyer, program outline, and availability schedule. They may also provide the general School-Based Violence Prevention Program flyer if in need of other services.
- VPE staff will notify the subcontractor of their scheduled service dates.
- When available, VPE staff will attend subcontractor presentations and provide feedback to subcontractor after presentations.
- VPE staff will collect data (surveys and sign-in sheets) from each subcontractor and review presentation evaluations. If there are areas of concern on the evaluations VPE staff will provide feedback to each subcontractor.
PROCEDURE ON ACCIDENT AND/OR SPECIAL INCIDENT REPORTING

• School-based Violence Prevention Education Services team members will provide a written record of special incidents for Risk Management and the OCHCA.

• Forms for documenting Special Incidents are available on the OCDE website, http://intranet.ocde.us/. These forms include:
  - Incident and Unusual Occurrence
  - Auto Accident (vehicles owned or leased by OCDE)
  - Student Accident (confidential, internal document)
  - Non-employee Accident

• One form is completed for each incident (one or more offenses committed in a place at one time).

• **Employee either witnessing the accident or supervising at the time should complete and submit the form within 24 hours to the OCHCA Contract Administrator, Program Manager, Supervisor, and Health Program Specialist.**

• A copy of the completed form is submitted to the school office and/or site administrator and the original and two copies are submitted to the Administrative Services Coordinator.

• The Administrative Services Coordinator sends the original form to Risk Management, a copy to the OCHCA Program Monitor (with the exception of Student Accident/Injury), and a copy is kept on file in the Administrative Services Coordinator’s office. After whitening or blacking out **ALL** identifying information, reports may be provided to the OCHCA program monitor.

• Student Accident/Injury forms are Confidential – Attorney/Client Work Product Privilege. Contents are not to be shared or copied for any persons who are not OCDE employees and/or their legal representatives.
# Special Incident Report

**TO BE COMPLETED WITHIN 24-HOURS OF THE INCIDENT AND SENT TO AGENCY DIRECTOR PER HCA P&P IV - 1.03**

1. **Incident Concerns:** Check appropriate box
   - [ ] Death or injury of a VPE staff member that occurred while providing program services.
   - [ ] Death or injury of a non-VPE staff member that occurred at an OCDE site/facility, or other location where VPE services were provided, or is related to an accident or another event that involved an OCDE/VPE staff member, while providing contracted services.
   - [ ] Theft, loss, or destruction of any item(s) purchased with program funding, and included on the Asset inventory List provided to HCA.

2. **Person(s) Involved:** Include name, and status as a VPE staff member or non-VPE staff member, of each person.

3. **Date Reported to HCA:**
   - [ ] Name of person contacted at HCA:

4. **Date of Incident:**

5. **Time of Incident:**

6. **Witnesses:** List name(s) and contact information:

7. **Location of Incident:** OCDE/VPE Program site or other location:

8. **Narrative Description of the Incident:** Including names of persons involved:

9. **Other Information:** E.g., ambulance transportation, police report number, Photograp/hdrawings, etc.

10. **Name of Person Completing Report:** Type or Print
    - [ ] Phone Number:
    - [ ] Signature
    - [ ] Date:

11. **Name of Reviewing Supervisor:** Type or Print
    - [ ] Phone Number:
    - [ ] Signature
    - [ ] Date:

11/25/19
Orange County Department of Education
School-based Violence Prevention Education Services
Operations Manual

SAMPLE

Orange County Department of Education
Special Incident Report

TO BE COMPLETED WITHIN 24-HOURS OF THE INCIDENT AND SENT TO AGENCY DIRECTOR PER HCA P&P IV-1.03

1. Incident Concerns: (Check appropriate box)
   - Death or injury of a VPE staff member that occurred while providing program services.
   - Death or injury of a non-VPE staff member that occurred at an OCDE site/facility, or other location where VPE services were provided, or is related to an accident or another event that involved an OCDE/VPE staff member, while providing contracted services.
   - Theft, loss, or destruction of any item(s) purchased with program funding, and included on the Asset Inventory List provided to HCA.

2. Person(s) Involved: (Include name, and status as a VPE staff member or non-VPE staff member, of each person)

3. Date Reported to HCA:
   Name of person contacted at HCA:

4. Date of Incident:

5. Time of Incident:

6. Witnesses: (List name(s) and contact information)

7. Location of Incident: (OCDE/VPE Program site or other location)

8. Narrative Description of the Incident: (Including Names of Persons Involved)
Describe in a clear and concise manner the situation (who, what, where, when, and how the incident occurred).

The document should be in final form to avoid any back and forth. This includes being grammatically correct and having appropriate signatures and including all pertinent details without being too lengthy.

If incident pertains to lost/stolen equipment:
- Include serial number and County asset tag number.
- Indicate what type of information was on the device.
- Indicate if laptops and phones were password protected with data protection, had encryption or erase data controls enabled.
- Indicate what has been done by your IT department upon notification. (Verify if device was deactivated and/or remotely wiped clean).
- Include current status of the breach at the time of completing the SIR (For example: Stolen laptop was reported to police and IT. Currently pending confirmation back from IT on verification that device was remotely wiped clean. Information will be provided as soon as it is available).

Include police report case number with date filed and when the police report will be available.
9. Other Information: (e.g., ambulance transportation, police report number, Photograph/drawings, etc.)

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PROCEDURE ON ADDRESSING GRIEVANCES

RESPONSIBILITIES

- Responding to and investigating client grievances is the responsibility of the respective OCDE Program Coordinator of each School-based Violence Prevention Education Services program office for which the complaint was made.

- The OCDE Administrative Services Coordinator shall review and respond to grievances as outlined in the procedures.

- The Administrator and/or Director of the Learning Support Unit shall be available to answer client questions about the client grievance process.

PROCEDURES

- Clients should first attempt to resolve a complaint at the program and/or department level.

- If resolution is not attained at the program and/or department level, the client may submit their grievance to the Administrative Services Coordinator.

- The Administrative Services Coordinator who will forward recommendations for resolution to the appropriate coordinator and track the grievance process will review the grievance.

- The Administrative Services Coordinator will put the results of their findings in writing and share them with the client.

- If the client is not satisfied with the results of the grievance, they may submit another grievance in writing to the attention of the Administrator of the Instructional Services Division, Learning Support Unit. This grievance should specify the original complaint as well as any concerns over the findings of the first grievance.

- The Administrator of the Instructional Services Division, Learning Support Unit shall review the grievance and make a final determination. A written notification will be forwarded to the OCHCA Program Monitor.

- The Administrative Services Coordinator will maintain on file all related documentation.
July 1, 2019

Re: Verification of Workers’ Compensation Coverage

To Whom It May Concern:

The Orange County Superintendent of Schools is self-insured for it Workers’ Compensation coverage through the Western Orange County Self-Funded Workers’ Compensation Agency, a Joint Powers Authority (JPA). Our self-insured certificate number is A-5532-10-132.

If you are in need of further details or have any questions, please feel free to contact me at (714) 966-4059.

Sincerely,

[Signature]

Ann Kantor, Coordinator
Risk Management
LIABILITY INSURANCE COVERAGE

SAFETY NATIONAL CASUALTY CORPORATION
EXCESS WORKERS COMPENSATION INSURANCE BINDER

NAME INSURED EMPLOYER: WESTERN ORANGE COUNTY SELF-FUNDED WORKERS' COMPENSATION AGENCY
ADDRESS: 200 KALMUS DRIVE, ROOM 1117, COSTA MESA, CA 92626
POLICY NUMBER: SP 4060407
TYPE OF INSURANCE: Specific Excess Workers' Compensation and Employers' Liability Insurance
LOCATION(S): CALIFORNIA
POLICY LIABILITY PERIOD: July 01, 2019 through July 01, 2021
POLICY PAYROLL REPORTING PERIOD: July 01, 2019 through July 01, 2020

This is to certify that the above named Insured Employer is covered by Specific Excess Workers' Compensation and Employers' Liability Insurance by the CORPORATION.

Self-insured Retention Per Occurrence $ 500,000
Maximum Limit of Indemnity Per Occurrence Statutory
Employers' Liability Maximum Limit of Indemnity Per Occurrence and Aggregate $ 1,000,000
Premium Rate $ 0.1117 per $100 of Payroll
Minimum Premium for the Liability Period $ 503,979
Deposit Premium for the Payroll Reporting Period $ 265,252

This binder is effective July 01, 2019 and is subject to all the forms, terms and conditions of bound quote number 4654966286, and shall be automatically terminated and superseded by the Excess Workers' Compensation Agreement and Employers' Liability Insurance Agreement when issued.

Issued at St. Louis, Missouri, on May 16, 2019.

SAFETY NATIONAL CASUALTY CORPORATION

By: Seth A. Smith
Senior Vice President Workers' Compensation Underwriting

1832 Schuetz Road St. Louis MO 63146-3540 314-995-5300 fax 314-995-3843

11/25/19
EVIDENCE OF COVERAGE

DATE [MM/DD/YYYY]: 7/23/2019

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the memoranda listed below.

MEMORANDUM NUMBER: 74

JOINT POWERS AUTHORITY (JPA)

Alliance of Schools for Cooperative Insurance Programs
15550 Bloomfield Avenue
Cerritos, CA 90703

www.ASCIP.org

CONTRACT NAME: Mr. Fritz J. Heirich, Chief Executive Officer
PHONE: (562) 404-8029

This is to certify that the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverages on insurance listed below have been issued to the Covered Party named above for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages afforded by the Memorandum of Coverages described herein are subject to all the terms, exclusions, and conditions of such Memorandum of Coverages.

<table>
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<tr>
<th>TYPE OF COVERAGE</th>
<th>ADOR EXP.</th>
<th>MEMORANDUM NUMBER (MOC)</th>
<th>POLICY EXP. START DATE</th>
<th>POLICY EXP. END DATE</th>
<th>LIMIT OF LIABILITY / COVERAGE</th>
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ADDITIONAL REMARKS:

As respects to Agreement for Provision of School Based Violence Prevention Education Services (Includes Professional Liability and Defense of Child Care/Sexual Abuse Claims)

CERTIFICATE HOLDER

Health Care Agency

County of Orange

Address: Monica Gutierrez
405 W. 5th Street, Suite 500
Santa Ana CA 92701

CANCELLATION

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, ASCIP will mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon ASCIP, its agents, or representatives.

AUTHORIZED REPRESENTATIVE: Fritz J. Heirich

*ASCIP is a joint powers authority pursuant to Article 1 (commencing with Section 6650) Chapter 5 of Division 7 of Title 1 of the Government Code and Sections 36503 and 36505 of the Education Code.
### Additional Covered Party Endorsement

<table>
<thead>
<tr>
<th>District: Orange County Department of Education</th>
<th>Endorsement No.</th>
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<tr>
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<table>
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<tr>
<th>Additional Covered Party:</th>
<th>Description of Operations, Vehicle, or Property:</th>
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</thead>
<tbody>
<tr>
<td>County of Orange</td>
<td>As respects to Agreement for Provision of School Based Violence Prevention Education Services</td>
</tr>
<tr>
<td>Its elected and appointed officials, officers, employees and agents</td>
<td></td>
</tr>
</tbody>
</table>

**Coverage Period:**
- **Effective:** 7/1/2019
- **Expires 12:01 a.m.:** 7/1/2020

The coverage provided to the Covered Party is hereby extended by this endorsement to the Additional Covered Party named above in accordance with the provisions contained in the Memorandum of Coverage (MOC). The coverage extended hereby applies only with respect to liability arising out of activities in the Description of Operations, Vehicle, or Property noted above. It is intended by ASCIP in issuing this endorsement to defend and/or indemnify the Additional Covered Party. In issuing this endorsement, ASCIP intends and agrees to extend coverage pursuant to the terms and conditions of the MOC to the Additional Covered Party named above only to the extent that the Additional Covered Party faces liability arising out of claims, demands, or lawsuits claiming money damages on account of bodily injury or property damage as defined and limited in the ASCIP MOC. The limits of liability extended to the Additional Covered Party listed above is $5,000,000 per occurrence for liability. Such insurance as afforded by this policy shall be primary, and any insurance carried by the Additional Covered Party named above shall be in excess and non-contributory.

**Authorized Representative:**

**Date Issued:** 7/23/2019

ASCIP is a joint powers authority pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code and Sections 39603 and 81603 of the Education Code.

**Rev 5/97**
BUDGET

- There is no carryover of dollars. Budget for each year’s spending ends June 30th.

- Any travel out-of-county must have prior approval by Program Monitor, OCHCA. (Refer to travel section).

- Conferences and travel taking place in one period cannot be encumbered into the following period.

- Budgets cannot fund food and/or clothing. Incentives cannot be cash such as gift cards, but could be items such as instructional books.

- Violence Prevention programs may not use Violence Prevention program funds for the following purposes:
  - Making cash payments to intended recipients of services through this agreement.
  - Lobbying any governmental agency or official or making political contributions.
  - Fundraising.
  - Purchase of gifts, meals, entertainment, awards, or other personal expenses for program staff, volunteers, and/or members of the Board of Trustees.

- All billings and purchases for the School-based Violence Prevention Education Services programs shall be supported, at each program office with source documentation including, but not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided.
CONTRACT

- Period One is from July 1, 2018 – June 30, 2019.
- Period Two is from July 1, 2019 – June 30, 2020.
- Period Three is from July 1, 2020 – June 30, 2021.

CONSULTANT

- The Manager of Special Projects or their designee will pre-approve all consultant agreements.
- To avoid any conflict of interest or ethics violations, consultants, while providing services under this agreement, shall not refer clients or accept client referrals to his or her private practice or services.
- Unless otherwise specified in advance and in writing, the district and/or schools shall not use the funds provided by means of this agreement as payment for grant writing, consultants, certified public accounting, or legal services.

SUB-CONTRACT

- Prior approval is required on any subcontracts requiring the Orange County Health Care Agency as a third (3rd) party signer. Billing from districts and/or schools for services and/or supplies will not be accepted prior to approval and with the OCHCA signature with the approved start date.
- All subcontractor agreements will be pre-approved by Manager of Special Projects or their designee.
- Subcontract language is used in the budget rather than stipend.
- Subcontract will be well defined, using a standard form for all districts and/or schools.
- Districts and/or schools will submit itemized invoices, which include substitutes, materials and other.
- District and/or school subcontracts will indicate a specific period of time. A subcontract cannot be paid ahead for work to be done in another contract year.
CURRICULA

- Research-based, proven effective curricula and/or research-based strategies will be used to deliver lessons and/or offered in trainings.

- Program curricula will be available in the Program Coordinator’s office of each School-based Violence Prevention Education Services.
EQUIPMENT

Purchase and Inventory Tracking

Equipment is defined as moveable property of a relatively permanent nature with significant value. Equipment which costs $5,000 or over, including sales taxes, freight charges and other taxes are considered Fixed Assets. Equipment which costs less than $5,000, including sales taxes, freight charges and other taxes, are considered Minor Equipment or Controlled Assets. All equipment purchased through School-based Violence Prevention Education Services funding is property of the OCHCA and is considered on loan to OCDE.

• OCDE School-based Violence Prevention Education Services shall obtain a prior written approval to purchase any equipment with designated PEI funds. Upon delivery of equipment, Manager of Special Projects or designee shall forward to the Program Monitor copies of the purchase order, receipt, and other supporting documentation, which includes delivery date, unit price, tax, shipping, serial numbers, etc. Manager of Special Projects or designee shall request an applicable asset tag (Fixed or Controlled) for said equipment and shall include each purchased asset in an equipment inventory.

• Equipment purchased with School-based Violence Prevention Education Services funds costing $500.00 or over, purchased either fully or partially with School-based Violence Prevention Education Services budget must be marked with an inventory tag and kept on an inventory log for annual audit.

• Each program must asset tag and keep an inventory log of each piece of equipment purchased through this funding.

• Equipment moved from one program or staff to another needs to be indicated on the program’s inventory log and notification provided to the Administrative Services Coordinator.

• Any loss or theft of equipment will be reported to the Administrative Services Coordinator, to the OCDE Coordinator of Risk Management, and to both the OCHCA program monitor and contract manager.
Statement of Asset Inventory Procurement:

All equipment purchased in the PEI contract is considered property of The Health Care Agency and must be listed in the master inventory list which details the description, Model, Serial Number, Cost, Location and Fixed Asset number assigned by OCDE’s IT Unit for the purpose of internal tracking of all equipment in the organization. Identified equipment items that are selected to be tagged by the Orange County Health Care Agency will also be noted on the Inventory listing with the Asset Tag Number assigned by HCA.

Process for Identification of Asset Inventory:

Each of the equipment items on the inventory list must remain in the location where the program is housed and as indicated on the Equipment Inventory List at all times. All equipment items are to be labeled with the statement “Purchased with (Name of contract services)/HCA Funds, Property of HCA” and should be placed somewhere visible on the item so that staff from the IT Unit at OCDE will be aware that these items must not be removed from its location. In the event that the location of the item should change, it is required that OCDE notify The Health Care Agency in addition to submitting a copy of the updated information that is made to the Master Inventory List. When the funding for the program ends the equipment inventory list will be reviewed and audited to ensure that all items have been verified and accounted for by the Program Administrator and a Program Manager or Support Staff. OCDE will provide HCA with the final audited listing where arrangements can then be made for the return of all items to The Health Care Agency.

Security of Asset Inventory:

The location where the assets will be housed shall be secured with a locking mechanism. Access to this designated space will be limited to the Program Administrator, Program Manager, and Administrative Assistant III.

PROCESS FOR CHECKING-OUT ASSETS:

In the event that a program lead should require additional equipment items for program activities, trainings or conferences, they may check out available equipment with the authorized Administrative Support staff or Program Administrator.

The program lead will be required to complete the A/V Equipment Check-Out Form indicating the Event or activity where the loaned equipment is needed, the date of the event, location of the event and the event end time. The Program Lead will be required to sign the form upon receiving the equipment items that are being checked out. The authorized Administrative Support staff will also sign the form with the Program Lead as verification of all items being checked out. Once the event has ended the Program Lead must return ALL items that were checked out and listed on the form. Once all returned items are verified the Program Lead will be required to sign the form as checking-in along with the authorized Administrative Support staff or Program Administrator.
PROCESS FOR CHECKING-OUT ASSETS: (Continued)

**Limitations for Use of Assets:**

The items on the equipment inventory list **may not** be loaned out to any program or personnel outside of the School Based Violence Prevention Education Services Program, and is for the sole use for the services/programs outlined in the HCA contract only.

**Process For Reporting Lost or Stolen Assets:**

ANY items found to be lost or stolen **must** be reported to The Health Care Agency as soon as you are aware that an item is missing or stolen. If the item is stolen you will be required to submit a copy of the police report to the Health Care Agency along with the form to report the lost or stolen item. Equipment items, such as Lap-tops, projectors, speakers, video cameras, and flip video cameras should remain in a locked cabinet at all times, except when in use for trainings.

**Process For Adding Items to the Asset Inventory:**

Equipment items approved by HCA to be purchased with contract dollars will be added to the asset inventory list. Upon approval and receipt of any such item, HCA will be notified that the item will be placed on the asset inventory list and a revised copy will be forwarded to HCA via email. Appropriate labels will be affixed indicating property of HCA as well as any OCDE’s fixed asset tags.

**Process For Internal Audit and Verification of the Asset Inventory:**

Administrator/Manager of VPE will execute a quarterly internal audit of all items listed on the inventory listing. This accounting of all equipment will be reported to HCA for the verification of the equipment status. Any items that are found to be in poor condition, malfunctioning, or in disrepair will also be noted and reported to HCA.

**Process For Informing Staff of the Equipment Inventory Asset Protocol:**

The Equipment Inventory Asset Protocol will be discussed in our first program team meeting to cover all provisions of the protocol. All program staff will receive a written copy of the Equipment Inventory Asset. Further, Program Administrator and Program Manager will discuss the protocol as part of a formal agenda item at the onset of program delivery to consultant/trainers contracted to provide service/trainings in the Violence Prevention Education Services contract. Each provision of the protocol will be addressed to assure clear understanding of individual responsibility. Verification of receipt and understanding of these provisions will be indicated by a signature from all program staff.
PROCEDURES FOR EQUIPMENT INVENTORY/CHECK-OUT TO VIOLENCE PREVENTION PROGRAM LEADS

All equipment purchased in the PEI contract is considered property of The Health Care Agency and must be listed in the master inventory list which details the description, Model, Serial Number, Cost, Location and Fixed Asset number assigned by OCDE’s IT Unit for the purpose of internal tracking of all equipment in the organization. Each equipment item on the inventory list must remain in the location where the program is housed at all times. All equipment must be labeled with the statement “Purchased with HCA Funds, Property of HCA” placed somewhere on the item so that staff from the IT Unit at OCDE will be aware not to remove these items at any time from its location. In the event that the location of the item should change, it is required that OCDE is to notify The Health Care Agency of this change as well as making the change in the Master Inventory list. When the funding for the program ends the equipment inventory list will be reviewed and audited to ensure that all items are accounted for and will be returned to The Health Care Agency.

In the event that a program lead should require additional equipment items for their trainings or conferences, they may check out available equipment with the authorized Administrative Support staff.

The program lead will be required to complete the A/V Equipment Check-Out Form indicating the Event or activity where the loaned equipment is needed, the date of the event, location of the event and the event end time. The Program Lead will be required to sign the form upon receiving the equipment items that are being checked out. The authorized Administrative Support staff will also sign the form with the Program Lead as verification of all items being checked out. Once the event has ended the Program Lead must return ALL items that were checked out and listed on the form and will be required to sign at the time of the return along with the authorized Administrative Support staff.

The items on the equipment inventory list may not be loaned out to any program or personnel outside of the School Based Violence Prevention Education Services Program, and is for the sole use for the programs in this contract only.

ANY items found to be lost or stolen must be reported to The Health Care Agency as soon as you are aware that an item is missing or stolen. If the item is stolen you will be required to submit a copy of the police report to the Health Care Agency along with the form to report the lost or stolen item.

Equipment items that are not in use every day that is taken off-site and used for trainings must be locked at all times while not in use. Examples of these items are; Lap-tops, projectors, speakers, video cameras, camcorders, and flip video cameras.
PROCEDURE ON DATA COLLECTION & DATA PROCESSING

Violence Prevention Program (VPE) raw data is collected from a wide range of program participants (i.e., parents/caregivers, students, school staff/teachers, and youth service providers) through scannable paper and online surveys. Some surveys are translated into different languages to accommodate participants’ language needs as per the contract. Additional translations are provided upon request. The evaluator keeps on file copies of all surveys by individual program. Documents included in or supporting a workshop and/or meeting are kept on file in the program’s offices.

The surveys document, at a minimum, the following:
- Gender (male/female)
- Age groups identified by Children/Youth (5-15); Transitional Age Youth (TAY – 16-25 years of age) and Adult/Family Members
- Satisfaction with activity
- Recommendation to a colleague and/or friend
- Connection to activity, such as educator, teacher, parent/guardian, student, community member, law enforcement, licensed professional, agency staff member, community partner and other

Quality Assurance

When the surveys are returned to the evaluator or completed online, a survey log is updated with, at a minimum, the presentation/training name, the date and location of the presentation/training, and the number of surveys received.

The data technician is the point person for inputting and compiling the raw data from the scannable paper surveys. The data technician scans all the paper format surveys using scanning software and hardware, verifies (reconciles) the quality of the scanned data with participants’ responses on the hardcopy surveys, and compiles the survey results into an Excel spreadsheet; one spreadsheet per survey form. The evaluator is the point person for monitoring the completion of and extracting raw data from the online surveys.

The evaluator conducts the following procedure on a monthly basis.
1. The scannable paper survey data and online survey data from the previous month are combined.
2. The combined survey data is compared with the information on the survey log to check data consistency on the total number of surveys, the location and date of survey administration, and the names of presentation/training per survey form.
PROCEDURE ON DATA COLLECTION & DATA PROCESSING (Continued)

1. If a mismatch is identified, the evaluator examines the data thoroughly to identify where the mismatch has occurred and resolves the issue.

2. If no mismatch is found, the evaluator uses the combined survey data to compute frequencies and sums for the Demographic Count report and the Survey Count report.

3. Lastly, the computed sums per demographic variable or per survey form are compared with the total numbers from the survey log to ensure that these numbers match with one another.

PROCEDURE ON DATA REPORTING

Monthly Reporting

OCDE submits program reporting electronically via Microsoft Excel and Microsoft Access database to the HCA Contract Monitor on the 20th of each month that includes demographic data, survey counts, and units of service. Demographic data and survey counts are generated from the procedure described above. The units of service report in the Access database draws numbers directly from each program’s Units of Services tab on the VPE monthly program report (Excel). The evaluator ensures that all Access reports match the raw data by following the procedure described above.

Additionally, the evaluator analyzes the data that has been collected and prepares a report for each individual VPE program. This report summaries the survey data and provides the staff with feedback on how services were perceived, quality assurance, and performance.

School Site Reporting

OCDE compiles a list of sites/schools served; this list is a compilation of each program’s scheduled trainings as listed on their monthly calendar of the VPE monthly program report. It will be submitted at the same time as the monthly report to the HCA Contract Monitor on the 20th of each month.

Quarterly Reporting

Each quarter, the evaluator analyzes the combined survey data based on the VPE outcome statements as described in the contract and prepares a program evaluation report. The purpose of the report is to summarize the implementation and cumulative impact of VPE services over the course of the year. The report is arranged to describe program participation (demographics), VPE activities, progress towards meeting contracted outcomes, and participant satisfaction with VPE programs. OCDE submits the program evaluation report electronically to the HCA Contract Monitor in the month following the close of each quarter.

Bi-Annual Reporting

OCDE submits raw survey data files (Excel) electronically to the HCA Contract Monitor twice a year (January and July).
LITERATURE AND ADVERTISEMENTS

- Any written information or literature, including educational or promotional materials, distributed by the OCDE School-based Violence Prevention Education Services to any person or organization for purposes directly or indirectly related to the School-based Violence Prevention Education Services programs will be approved in advance and in writing by the OCHCA Quality Management (QM) department before distribution.

Requirements from OCHCA for flyers/brochures:

- Ensure that all flyers/brochures have been reviewed (including grammar, proper logos, funding statement and punctuation) "Funded by OC Health Care Agency (OCHCA), Behavioral Health Services, Prevention and Intervention, Mental Health Services Act/Prop. 63" by OCDE’s staff and Program Management, and are ready for press prior to sending to OCHCA for approval.

- All flyers must include; Each Mind Matters, HCA County Logo, VPE Logo, OCDE Logo, and Funding Statement.

- Include in the body of the e-mail a notation of OCDE’s review of the document by Program Management.

- Allow the OCHCA a minimum of 3-4 weeks for approval on flyers/brochures.

- Change flyers/brochures following recommendations made by OCHCA QM and forward the revised copy to OCHCA contact person within five working days.

- Provide a thirty (30) day notice to the community about the event/training along with the approved flyer/brochure.

- Any advertisement made by OCDE VPE programs through radio, television broadcast, or the Internet, for educational and/or the OCHCA Program Monitor must approve promotional purposes, in advance and in writing.

- Written approvals will be kept on file in each program office and in the Administrative Services Coordinator’s Office.

- Flyers advertising an event, workshop and/or conference will include a notation on the registration regarding accommodations for disabilities, for example:

leanor

Please check if you have any special assistance needs or dietary restrictions.
Please indicate your needs here: _____________________________

-36-
LITERATURE AND ADVERTISEMENTS  (Continued)

- Flyers inviting school and community to participate in a meeting, workshop and/or conference will be both e-mailed to appropriate Orange County Department of Education group lists and also be mailed in a hard copy format to appropriate school and community groups.

- Registrations for activities will be listed in an electronic document and kept on file by date of the event with other supporting documentation.

If a workshop fills to capacity, a waiting list will be established and those unable to attend will be notified by phone and/or e-mail of other future opportunities.
PROCEDURE ON MONITORING

General (All Programs)

- School-based Violence Prevention Education Services team meets quarterly to share successes, collaborate and strategize to overcome obstacles and/or challenges.

- Team meetings include updates on program reporting and expectations, budget, professional development, and program successes and celebrations.

- Administrative Services Coordinator reviews the monthly program reports.

- Administrative Services Coordinator reviews program files and procedure compliance bi-annually and as needed.

- The Senior Project Accountant reviews the budgets and meets with program leads, as needed, to insure that all fiscal contract requirements are being met.
PUBLIC EVENT AND MEETINGS

- School-based Violence Prevention Education Services program leads shall provide a thirty-day (30) prior notification to the Administrative Services Coordinator of any public event or meeting funded in whole or part by the School-based Violence Prevention Education Services (VPE) Contract.

- The OCHCA Program Monitor prior to distribution must approve all media including radio, television, flyers, promotional materials and/or event related materials going to the public.

- All press releases will have prior approval by the OCHCA and OCDE before publishing

INVITATIONS TO BOARD OF SUPERVISORS

- Any and all conferences that are offered to the public community and/or when invites to political figures are extended, an invite to the Board of Supervisors (BOS) and to the OCDE County Superintendent of Schools will occur.

- Invitation to the BOS shall be passed through the OCDE Superintendent’s Office Transmittal Slip for appropriate signatures.

- The Orange County Health Care Agency (OCHCA) Program Monitor and/or designee will be provided the OCDE approved BOS invitation at least thirty days in advanced of the event.

- Upon approval by OCHCA of the BOS invitation, OCDE will extend the invitation within an appropriate time frame for the BOS to accommodate their calendars.
PROCEDURE ON REPORTS AND RECORD KEEPING

• All VPE billings are supported by source documentation including, but not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided.

• All records and tracking evidence are kept on file for audit by each School-based Violence Prevention Education Services program office.

• Marketing of workshops and program are noted with and/or on the flyer as to where it was sent and when.

• “Unduplicated” Units of Service means that program staff presenting content at the same meeting can only count the audience once in their units of service. Also, program staff cannot count participant duplicate times when participant is attending a multi-day workshop.

• Programs will track workshops, training, webinars, resource fairs and exhibits by keeping on file the flyer for the event, agenda, registration list, sign-in sheet of attendance and notes on how many pieces of what brochures/flyers were disseminated.

• Attach or staple a copy of the flyers to the Purchase Requisition from which they were purchased so auditors can visually see the pieces ordered and received.

RECORDS RETENTION

• For persons eighteen (18) years or older records are retained by program participant and financial records for a period of seven (7) years from termination or end of contract period, or until completion of the annual audit and resolution of any resulting audit issues.

• Participant or children’s records for persons under the age of eighteen (18) years are retained by program for one (1) year past the person’s eighteenth (18th) birthday or for seven (7) years, whichever is greater.

STAFFING REPORT

• Each VPE program shall submit monthly staffing reports to the Manager of Special Projects or designee.

• Manager of Special Projects or designee shall receive the reports no later than seven (7) calendar days following the end of the month being reported.
PROCEDURE ON REPORTS AND RECORD KEEPING (Continued)

PROGRAM REPORTS

- Each VPE Program shall submit monthly programmatic reports to the Administrative Services Coordinator no later than seven (7) calendar days following the end of the month being reported.
- Each program will indicate the Units of Service completed and provide a narrative for clarification regarding each month’s numbers.
- Programs will answer nine (9) questions and include successes and accomplishments; challenges; staffing changes; and need for technical assistance. Answers should be no more than one page, substantial yet brief, and describe uniqueness and not duplicate the numbers already listed on the report.

STAFFING

Time Sheets

- Time sheets will be kept for any full or partially funded staff to indicate what portion is funded through the OCDE School-based Violence Prevention Education Services.
- Time sheets will reflect the VPE budget for salary. Timekeeper will calculate the actual monthly working hours for VPE and submit by the 7th of each month to the Business Services Special Projects Manager or designee.

Personnel Action Notice (PAN)

- A PAN is to be completed in order for Human Resources to conduct recruitment for a position or when a short-term employee or substitute is needed or when changes occur for an existing employee, i.e., budget, location, hours, resignations, name/address changes, etc. Forms can be located at http://intranet.ocde.us/eform.asp.
- Before completing a PAN for a VPE program staff, programs will consult with the Business Services Special Projects Manager, or designee.
Education Code Regulations:

- **Certificated** - If a substitute or temporary employee serves more than 60 school days in the same assignment, the employee is deemed to have been hired as a substitute or temporary employee for the duration of the semester in which the employee renders the substitute or temporary service. Ed Code 1294.1(c).

- **Classified** - A substitute employee may not work more than 60 calendar days in the same assignment. Ed Code 45103 (d) (1).
PROCEDURE ON TRAVEL

- Any out-of-county travel must be requested through a completed travel approval form and have prior approval from the OCHCA before traveling.

- Travel and conference purpose, goals of travel/event/conference, benefits and reasoning for attendance must be clearly indicated on travel form.

- Travel and conference costs must be clearly described on travel form.

- Conferences and travel cannot be encumbered from one fiscal year into the next.

- Local mileage paid for through School-based Violence Prevention Education Services budget should be tracked on separate mileage form or clearly indicated.

- Local conference (within Orange County) registration fees should be taken out of “local mileage” line item.

- Registration for out-of-county conferences will be paid out of “conference” line item.

- Out-of-County forms (Salmons) should be completed for any out-of-county, one-day with no overnight travel.
SAMPLE OF APPROVAL FORM

Notification of VPE Staff attending **In-County** Workshops and Conferences

In-County Conferences and/or Workshops. Please complete (type the following, attach a flyer, and submit to Admin Name & Goretti Fernandez for approval and submission to our Orange County Health Care Agency PEI Contract and Program monitor.

Conference Title: __________________________________________________________

Date(s) and Location: ______________________________________________________

Person(s) Attending and Program: ____________________________________________

Purpose for Attending: _____________________________________________________

PEI Budgeted Cost for travel, lodging, registration, per diem: ____________________

Estimated Travel Cost: __________

Admin Name, Title _____________________________ Date _______________________

Goretti Fernandez, Budget Monitor __________________________ Date _____________

Approval Signatures: __________________________________ Date: _______________

Program Manager, OCHCA

Contract Administrator, OCHCA

7.1.2019
SAMPLE OF APPROVAL FORM

Notification of VPE Staff attending
Out-of-County Workshops and Conferences
2019-2020

Out-of-County Conferences and/or Workshops. Please complete (type) the following, attach a flyer, and submit to [Admin Name here] & Goretti Fernandez for approval and submission to our Orange County Health Care Agency PEI Contract and Program monitor.

Conference Title: ____________________________________________________________

Date(s) and Location: _______________________________________________________

Person(s) Attending and Program: ____________________________________________

Purpose for Attending: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx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PROCEDURE ON DATA PROTECTION

Since the world of cyber security changes rapidly, the Orange County Department of Education takes a holistic approach to cyber security. This is a multi-tiered approach within the various areas of the organization. In addition to basic cyber security protection such as; firewalls and endpoint protection, we go beyond that with data center (network gear, servers and storage) level protection utilizing portions of the ISO 27000 series, annual IT audits, monitoring services, and end user education.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS</td>
<td>Alternative, Community and Correctional Educational Services</td>
</tr>
<tr>
<td>API</td>
<td>Academic Performance Index</td>
</tr>
<tr>
<td>ASC</td>
<td>Administrative Services Coordinator</td>
</tr>
<tr>
<td>ASO</td>
<td>Administrative Services Office</td>
</tr>
<tr>
<td>AYP</td>
<td>Adequate Yearly Progress</td>
</tr>
<tr>
<td>BICM</td>
<td>Behavior Intervention Case Manager</td>
</tr>
<tr>
<td>BOQ</td>
<td>Benchmarks of Quality</td>
</tr>
<tr>
<td>BP</td>
<td>Bullying Prevention</td>
</tr>
<tr>
<td>BSP</td>
<td>Behavior Support Plan</td>
</tr>
<tr>
<td>CA</td>
<td>Child Abduction</td>
</tr>
<tr>
<td>CAHSEE</td>
<td>California High School Exit Exam</td>
</tr>
<tr>
<td>CalTAC</td>
<td>California Technical Assistance Center</td>
</tr>
<tr>
<td>CASC</td>
<td>California Association of School Counselors</td>
</tr>
<tr>
<td>CDE</td>
<td>California Department of Education</td>
</tr>
<tr>
<td>CHKS</td>
<td>California Healthy Kids Survey</td>
</tr>
<tr>
<td>CISF</td>
<td>Critical Incident Stress Foundation</td>
</tr>
<tr>
<td>CISM</td>
<td>Critical Incident Stress Management</td>
</tr>
<tr>
<td>CR</td>
<td>Conflict Resolution</td>
</tr>
<tr>
<td>CRN</td>
<td>Crisis Response Network</td>
</tr>
<tr>
<td>CST</td>
<td>California Standards Test</td>
</tr>
<tr>
<td>DV</td>
<td>Dating Violence</td>
</tr>
<tr>
<td>FACT</td>
<td>Functional Assessment Checklist for Teachers</td>
</tr>
<tr>
<td>FBA</td>
<td>Functional Behavioral Assessment</td>
</tr>
<tr>
<td>GP</td>
<td>Gang Prevention</td>
</tr>
<tr>
<td>HC</td>
<td>Hate Crime</td>
</tr>
<tr>
<td>HCA</td>
<td>Health Care Agency</td>
</tr>
<tr>
<td>IEP</td>
<td>Individualized Educational Plan</td>
</tr>
<tr>
<td>LGBT</td>
<td>Lesbian, Gay, Bisexual, Transgender</td>
</tr>
<tr>
<td>MHSIA</td>
<td>Mental Health Services Act</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>OC-CASC</td>
<td>Orange County Chapter of California Association of School Counselors</td>
</tr>
<tr>
<td>OCDE</td>
<td>Orange County Department of Education</td>
</tr>
<tr>
<td>OCHCA</td>
<td>Orange County Health Care Agency</td>
</tr>
<tr>
<td>OCSAC</td>
<td>Orange County School Administrator Consortium</td>
</tr>
<tr>
<td>OCSAGPC</td>
<td>Orange County School Administrator Gang Prevention Consortium</td>
</tr>
<tr>
<td>OCSFTS</td>
<td>Orange County Safe from the Start</td>
</tr>
<tr>
<td>PBIS</td>
<td>Positive Behavioral Intervention and Supports</td>
</tr>
<tr>
<td>PBIS Cohort</td>
<td>PBIS school training groups within Cadre</td>
</tr>
<tr>
<td>PBIS Team Cadre</td>
<td>Grouping of PBIS schools by year participated in PBIS training</td>
</tr>
<tr>
<td>PBSeval</td>
<td>PBIS on-line surveys and assessments</td>
</tr>
<tr>
<td>PEI</td>
<td>Prevention and Early Intervention</td>
</tr>
<tr>
<td>PTSD</td>
<td>Post Traumatic Stress Disorder</td>
</tr>
<tr>
<td>SAS</td>
<td>School-wide Assessment Survey</td>
</tr>
<tr>
<td>SMHS</td>
<td>School-based Mental Health Services</td>
</tr>
<tr>
<td>SET</td>
<td>School-wide evaluation tool</td>
</tr>
<tr>
<td>SLEP</td>
<td>School Law Enforcement Partnership</td>
</tr>
<tr>
<td>SS</td>
<td>Safe Schools</td>
</tr>
<tr>
<td>SSS</td>
<td>School-wide Safety Survey</td>
</tr>
<tr>
<td>SWIS</td>
<td>School-wide Information System</td>
</tr>
<tr>
<td>SWPBS</td>
<td>School-wide Positive Behavioral Support</td>
</tr>
<tr>
<td>TIC, SAS, SET, BOQ, SS</td>
<td>PBIS Surveys</td>
</tr>
<tr>
<td>TIC</td>
<td>Team Implementation Checklist</td>
</tr>
<tr>
<td>Tier 1; Tier 2; Tier 3</td>
<td>(1) First best instruction and school wide, all students; (2) Targeted group instruction; (3) Individual intervention</td>
</tr>
<tr>
<td>TOT</td>
<td>Training of Trainers</td>
</tr>
<tr>
<td>VP</td>
<td>Violence Prevention</td>
</tr>
</tbody>
</table>
Contact List for Orange County Department of Education
School-based Violence Prevention Education Services

ADMINISTRATIVE SERVICES

Educational Services
Tom Turner, Executive Director
Phone: (714) 966-4203
Email: tturner@ocde.us

Student Achievement & Wellness
Jasmine Kuzuk, Administrative Technician
Phone: (714) 966.1060
Email: jkuzuk@ocde.us

Evaluation, Assessment and Data Center/IS
Lauren Duran, Coordinator
Phone: (714) 966-4086
Email: lduran@ocde.us

Business Services
Goretti Fernandez, Financial Analyst
Phone: (714) 966-4203
Email: gfernandez@ocde.us

Learning Supports Unit
Linda Behnami, Administrative Assistant
Phone: (714) 327-1058
Email: lbehnami@ocde.us

Evaluation, Assessment and Data Center/IS
Connie Trejo, Program Data Technician
Phone: (714) 327-1064
Email: ctrejo@ocde.us

VPE PROGRAMS: EDUCATIONAL SERVICES

BULLYING PREVENTION
Danny Carrillo
Project Assistant
Phone: (714) 966-4473
Email: dcarrillo@ocde.us

DIGITAL CITIZENSHIP
Danny Carrillo
Project Assistant
Phone: (714) 966-4473
Email: dcarrillo@ocde.us

OC SAFE FROM THE START
Victoria Johnson
Program Specialist
Phone: (714) 953-6513
Email: vjohnson@ocde.us

RESTORATIVE PRACTICE
Krystel Miranda
Instructional Program Assistant
Phone: (714) 966.4209
Email: kmiranda@ocde.us

CRISIS RESPONSE NETWORK
Stephanie Loscko
Program Specialist
Phone: (714) 966-4077
Email: stephanie@ocde.us

Kandice Hsu
Project Assistant
Phone: (714) 327-4173
Email: khsu@ocde.us

THREAT ASSESSMENT
Christine Laehle
Program Specialist
Phone: (714) 327-1067
Email: claehle@ocde.us

Stephanie Loscko
Project Assistant
Phone: (714) 327-1086
Email: sloscko@ocde.us
THE CONTINUUM OF CARE FOR CHILDREN AND ADOLESCENTS

Communities provide different types of treatment programs and services for children and adolescents with mental illnesses. A complete range of programs and services is called the continuum of care. Not every community has every type of service or program on the continuum. Some psychiatric hospitals and other organized systems of care now provide many of the services on the continuum. When several of the services are provided, the organization may be called a health care system.

The beginning point for parents concerned about their child’s behavior or emotions should be an evaluation by a qualified mental health professional such as a child and adolescent psychiatrist. At the conclusion of the evaluation, the professional will recommend a certain type or service(s) or program(s) from the continuum available locally. The professional is then usually required to obtain approval from the insurance company or organization managing mental health benefits (e.g., managed care organization). In the case of programs funded publicly, a specific state agency must authorize the recommended program(s) or service(s). If the program or service is not authorized, it will not be paid. Many of the programs on the continuum offer a variety of different treatments, such as individual psychotherapy, family therapy, group therapy, and medications.

A brief description of the different services or programs in a continuum of care follows:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office or outpatient clinic</td>
<td>Visits are usually 30-60 minutes. The number of visits per month depends on the youngster's needs.</td>
</tr>
<tr>
<td>Intensive case management</td>
<td>Specially trained individuals coordinate or provide psychiatric, financial, legal, and medical services to help the child or adolescent live successfully at home and in the community.</td>
</tr>
<tr>
<td>Home-based treatment services</td>
<td>A team of specially trained staff go into a home and develop a treatment program to help the child and family.</td>
</tr>
<tr>
<td>Family support services</td>
<td>Services to help families care for their child such as parent training, parent support group, etc.</td>
</tr>
<tr>
<td>Day treatment program</td>
<td>This intensive treatment program provides psychiatric treatment with special education. The child usually attends five days per week.</td>
</tr>
<tr>
<td>Partial hospitalization (day hospital)</td>
<td>This provides all the treatment services of a psychiatric hospital, but the patients go home each evening.</td>
</tr>
<tr>
<td>Emergency/crisis services</td>
<td>24-hour-per-day services for emergencies (for example, hospital emergency room, mobile crisis team).</td>
</tr>
</tbody>
</table>
The Continuum of Care for Children and Adolescents, “Facts for Families,” No. 42
(9/08)

<table>
<thead>
<tr>
<th>Respite care services</th>
<th>A patient stays briefly away from home with specially trained individuals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic group home or community residence</td>
<td>This therapeutic program usually includes 6 to 10 children or adolescents per home, and may be linked with a day treatment program or specialized educational program.</td>
</tr>
<tr>
<td>Crisis residence</td>
<td>This setting provides short-term (usually fewer than 15 days) crisis intervention and treatment. Patients receive 24-hour-per-day supervision</td>
</tr>
<tr>
<td>Residential treatment facility</td>
<td>Seriously disturbed patients receive intensive and comprehensive psychiatric treatment in a campus-like setting on a longer-term basis.</td>
</tr>
<tr>
<td>Hospital treatment</td>
<td>Patients receive comprehensive psychiatric treatment in a hospital. Treatment programs should be specifically designed for either children or adolescents. Length of treatment depends on different variables.</td>
</tr>
</tbody>
</table>

Parents should always ask questions when a professional recommends psychiatric treatment for their child or adolescent. For instance, which types of treatment are provided, and by whom? Parents should also ask about the length of time? What is the cost? How much of the cost is covered by insurance or public funding? What are the advantages and disadvantages of the recommended service or program? Parents should always feel free to obtain a second opinion about the best type of program for their child or adolescent.

Related Facts for Families:
#25 - Where to Find Help for Your Child
#26 - Understanding Your Mental Health Insurance
#32 - 11 Questions to Ask Before Psychiatric Hospital Treatment of Children and Adolescents
#41 - Making Decisions About Substance Abuse Treatment

If you find Facts for Families® helpful and would like to make good mental health a reality for all children, please consider donating to the Campaign for America's Kids. Your support will help us continue to produce and distribute Facts for Families, as well as other vital mental health information, free of charge.

You may also mail in your contribution. Please make checks payable to the AACAP and send to Campaign for America’s Kids, P.O. Box 96106, Washington, DC 20090.

The American Academy of Child and Adolescent Psychiatry (AACAP) represents over 7,000 child and adolescent psychiatrists who are physicians with at least five years of additional training beyond medical school in general (adult) and child and adolescent psychiatry.

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## Finding a Therapist

<table>
<thead>
<tr>
<th>Family/Relational Individual Counseling</th>
<th>Client Insurance Coverage</th>
<th>Provider</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychiatrist</td>
<td>Insurance</td>
<td>Orange County Psychiatric Services</td>
<td><a href="http://www.ocps.org/referraldirectorymain.htm">http://www.ocps.org/referraldirectorymain.htm</a></td>
</tr>
<tr>
<td>Marriage, Family Therapist</td>
<td>No Insurance Sliding Fee/Low Cost</td>
<td>Human Options (Battered women and their families)</td>
<td>877.854.3594 (24-hour Hotline) 714-449-1125</td>
</tr>
<tr>
<td>Licensed Clinical Social Worker</td>
<td>MediCal</td>
<td>Korean Community Services (all ethnicities)</td>
<td>714-479-0120</td>
</tr>
<tr>
<td>Psychologist</td>
<td></td>
<td>La Familia (Spanish, English)</td>
<td>714-544-8488, 877-910-9276 (warm line), <a href="http://www.namioc.org">http://www.namioc.org</a></td>
</tr>
<tr>
<td>Psychiatrist</td>
<td></td>
<td>National Alliance on Mental Illness (NAMI)</td>
<td>714-547-8111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OCHCA, Behavioral Health (Spanish/English) Alcohol and Drug Abuse Services</td>
<td>800-564-8448</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Straight Talk</td>
<td>714-828-2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Center OC (LGBT)</td>
<td>714-534-0862</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turning Point Center for Families</td>
<td>714-547-8111</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Western Youth Services</td>
<td>714-378-2620</td>
</tr>
</tbody>
</table>

**General directory for counseling and other in multiple languages:** Call 2-1-1 or see [http://www.211oc.org](http://www.211oc.org)

**Abuse reporting and resources:** Orange County Social Services Agency, [http://egov.ocgov.com/egov/Social%20Services%20Agency](http://egov.ocgov.com/egov/Social%20Services%20Agency)

Orange County Department of Education, School-based Mental Health Services, February, 2011