

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
SERVICE LEAGUE OF SAN MATEO COUNTY**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and **Service League of San Mateo County**, hereinafter called "Contractor";

WITNESSETH:

**WHEREAS**, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

**WHEREAS**, it is necessary and desirable that Contractor be retained for the purpose of performing professional alcohol and drug treatment services in accordance with state and federal laws, regulations, and funding mandates.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Exhibits**

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A: Description of Services
- Exhibit B: Method and Rate of Payment
- Attachment 1: Assurance of Compliance with Section 504
- Attachment 2: Fingerprinting Compliance Form
- Attachment 3: Contractor Declaration Form

**2. Services to be performed by Contractor**

In consideration of the payments set forth herein and in Exhibit B, Contractor shall perform the services as set forth in this Agreement, in the Alcohol and Other Drug Services Policy and Procedure Manual and in the Exhibits and Attachments to the Agreement.

**3. Payments**

A. Maximum Amount

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein, in Exhibit A, and in the Alcohol and Other Drug Services Policy and Procedure Manual, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B and attachments herein for the contract term. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

The total fiscal obligation under this Agreement shall not exceed FOUR MILLION SIX HUNDRED-THREE THOUSAND THIRTY-FOUR DOLLARS (\$4,603,034). The County's total fiscal obligation under this Agreement shall include (a) a fixed amount, and (b) a variable amount, which shall be a portion of an aggregate amount allocated between all contractors who provide the same or similar services as those described in this Agreement.

The County's total fiscal obligation for the fixed amount shall not exceed \$460,053 for FY 2009-2010, and \$460,053 for FY 2010-2011.

The County's total fiscal obligation for the aggregate amount allocated between all contractors who provide the same or similar services as those described in this Agreement shall not exceed THREE MILLION SIX HUNDRED EIGHTY-TWO THOUSAND NINE HUNDRED TWENTY-EIGHT DOLLARS (\$3,682,928). The maximum aggregate amount for FY 2009-10 is \$1,841,464, and the maximum aggregate amount for FY 2010-11 is \$1,841,464.

The Contractor acknowledges that the County has agreed to pay a "variable amount" to all contractors who provide fee for service alcohol and drug treatment and drug testing services authorized individually or collectively by a County Resolution, which shall be the Contractor's share of an aggregate amount allocated between all contractors who provide the same or similar services as those described in this Agreement.

Therefore, the funds available to pay each individual contractor are dependent upon the amount or volume of services provided by the other contractors, as authorized by County.

The aggregate amount to be allocated between all contractors who provide the same or similar services as those described in this Agreement shall include and shall be limited to the following amounts:

For FY 2009-10:

1. NINE HUNDRED FIFTY THOUSAND EIGHT HUNDRED SIXTY-THREE DOLLARS (\$950,863) for SACPA Funded alcohol and drug treatment services as described in Exhibit A.
2. THREE HUNDRED THIRTY-NINE THOUSAND FOUR HUNDRED THIRTY-EIGHT DOLLARS (\$339,438) for SACPA OTP services as described in Exhibit A.
3. ONE HUNDRED SIXTY THOUSAND SIX HUNDRED-SEVEN DOLLARS (\$160,607) for SB223 Drug Testing described in Exhibit A.
4. TWO HUNDRED THIRTY THREE THOUSAND THREE HUNDRED TWENTY-FIVE DOLLARS(\$233,325) for Comprehensive Drug Court Implementation funded alcohol and drug treatment services as described in Exhibit A.
5. SEVENTY TWO THOUSAND TWO HUNDRED THIRTY-ONE DOLLARS (\$72,231) for Drug Court Partnership funded alcohol and drug treatment services as described in Exhibit A.
6. EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) for Ryan White CARE Act funded alcohol and drug treatment services as described in Exhibit A for the Contract term.

For FY 2010-11:

1. NINE HUNDRED FIFTY THOUSAND EIGHT HUNDRED SIXTY-THREE DOLLARS (\$950,863) for SACPA Funded alcohol and drug treatment services as described in Exhibit A.
2. THREE HUNDRED THIRTY-NINE THOUSAND FOUR HUNDRED THIRTY-EIGHT DOLLARS (\$339,438) for SACPA OTP services as described in Exhibit A.
3. ONE HUNDRED SIXTY THOUSAND SIX HUNDRED-SEVEN DOLLARS (\$160,607) for SB223 Drug Testing described in Exhibit A.
4. TWO HUNDRED THIRTY THREE THOUSAND THREE HUNDRED TWENTY-FIVE DOLLARS(\$233,325) for Comprehensive Drug Court Implementation funded alcohol and drug treatment services as described in Exhibit A.
5. SEVENTY TWO THOUSAND TWO HUNDRED THIRTY-ONE DOLLARS (\$72,231) for Drug Court Partnership funded alcohol and drug treatment services as described in Exhibit A.
6. EIGHTY-FIVE THOUSAND DOLLARS (\$85,000) for Ryan White CARE Act funded alcohol and drug treatment services as described in Exhibit A for the Contract term.

**B. Rates, Amounts and Terms of Payment**

The amounts, rates and terms of payment shall be specified in the Exhibits, the Alcohol and Other Drug Services Policy and Procedure Manual and Attachments to this Agreement. Any rate increase is subject to the approval of the Chief of the Health System or the Chief's designee, and shall not be binding on County unless so approved in writing.

In no event shall the maximum County obligation exceed the total specified in paragraph 3.A. above, unless a duly executed written Amendment to this Agreement authorizes an increase. Each payment shall be conditioned on the satisfactory performance of the services described in the Exhibits herein. In the event the Chief of the Health System or the Chief's designee determines that Contractor has not satisfactorily performed services, and therefore decides to withhold payment, the Chief, or designee shall issue written findings of unsatisfactory performance of services within seven (7) days of any decision to withhold payment.

**C. Time Limit for Submitting Invoices**

Contractor shall submit an invoice for services to County in accordance with the provisions of the Exhibits and Attachments herein. County shall not be obligated to pay Contractor for the services covered by any invoice if Contractor presents the invoice to County more than one hundred eighty (180) days after the date Contractor renders the services, or more than ninety (90) days after this Agreement terminates, whichever is earlier. To ensure full and timely payment for services provided, Contractor is required to submit invoices for services provided no later than the tenth (10<sup>th</sup>) day of each month.

**4. Term and Termination**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2009, through June 30, 2011.

This Agreement may be terminated by Contractor, the Chief of the Health System or designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

#### **5. Availability of Funds**

The County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon unavailability of Federal, State, or County funds, by providing written notice to Contractor as soon as is reasonably possible after the County learns of said unavailability of outside funding.

#### **6. Relationship of Parties**

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges, powers, or advantages of County employees.

#### **7. Hold Harmless**

Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, or (D) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County, its officers, agents, employees, or servants, resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

#### **8. Assignability and Subcontracting**

Contractor shall not assign this Agreement or any portion thereof to a third party or subcontract with a third party to provide services required by contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without the County's prior written consent shall give County the right to automatically and immediately terminate this Agreement.

#### **9. Insurance**

The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and

such insurance has been approved by Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. The Contractor shall furnish the Department/Division with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the Department/Division of any pending change in the limits of liability or of any cancellation or modification of the policy.

- (1) **Worker's Compensation and Employer's Liability Insurance** The Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this Agreement.
  
- (2) **Liability Insurance** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractors operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified below.

Such insurance shall include:

(a) Comprehensive General Liability . . . . .	\$1,000,000
(b) Motor Vehicle Liability Insurance . . . . .	\$1,000,000
(c) Professional Liability . . . . .	\$1,000,000

County and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County or its officers and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the County of San Mateo at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

**10. Compliance with laws; payment of Permits/Licenses**

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, including, but not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended, and the Americans with Disabilities Act of

1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended and attached hereto and incorporated by reference herein as Attachment 1 which prohibits discrimination on the basis of handicap in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including, but not limited to, appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations.

In the event of a conflict between the terms of this agreement and State, Federal, County, or municipal law or regulations, the requirements of the applicable law will take precedence over the requirements set forth in this Agreement.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

#### **11. Non-Discrimination and Other Requirements**

- A. *Section 504 applies only to Contractor who are providing services to members of the public.* Contractor shall comply with § 504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this Agreement.
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this Agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
  - i) termination of this Agreement;
  - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
  - iii) liquidated damages of \$2,500 per violation;
  - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint, and a description of the circumstance. Contractor shall provide County with a

copy of their response to the Complaint when filed.

- E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- F. The Contractor shall comply fully with the non-discrimination requirements required by 41 CFR 60-741.5(a), which is incorporated herein as if fully set forth.

## **12. Compliance with Contractor Employee Jury Service Ordinance**

Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.

## **13. Retention of Records, Right to Monitor and Audit**

(a) CONTRACTOR shall maintain all required records for three (3) years after the COUNTY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

(b) Reporting and Record Keeping: CONTRACTOR shall comply with all program and fiscal reporting requirements set forth by appropriate Federal, State and local agencies, and as required by the COUNTY.

(c) CONTRACTOR agrees to provide to COUNTY, to any Federal or State department having monitoring or review authority, to COUNTY's authorized representatives, and/or their appropriate audit agencies upon reasonable notice, access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules and regulations, and this Agreement, and to evaluate the quality, appropriateness and timeliness of services performed.

## **14. Merger Clause**

This Agreement, including the Exhibits attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement or specification set forth in this body of the agreement conflicts with or is inconsistent with any term, condition, provision, requirement or specification in any exhibit and/or attachment to this agreement, the provisions of this body of the agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties.

## **15. Controlling Law**

The validity of this Agreement and of its terms or provisions, as well as the rights and duties of the parties hereunder, the interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or the United States District Court for the Northern District of California.

## **16. Notices**

Any notice, request, demand, or other communication required or permitted hereunder shall be deemed to be properly given when both (1) transmitted via facsimile to the telephone number listed below and (2) either deposited in the United States mail, postage prepaid, or when deposited for overnight delivery with an established overnight courier that provides a tracking number showing confirmation of receipt for transmittal, charges prepaid, addressed to:

**In the case of County, to:  
COUNTY OF SAN MATEO  
DIRECTOR, ALCOHOL AND OTHER DRUG  
SERVICES  
225 - 37TH AVENUE  
SAN MATEO, CA 94403**

**In the case of Contractor, to:  
SERVICE LEAGUE OF SAN MATEO  
COUNTY  
MIKE NEVIN, EXECUTIVE DIRECTOR  
727 MIDDLEFIELD ROAD  
REDWOOD CITY, CA 94063**

**IN WITNESS WHEREOF**, the parties hereto, by their duly authorized representatives, have affixed their hands to this Agreement.

**COUNTY OF SAN MATEO**

By: \_\_\_\_\_  
Mark Church, President  
Board of Supervisors, San Mateo County

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

**SERVICE LEAGUE OF SAN MATEO COUNTY**

By: Mike Nevin, Executive Director

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Exhibit A - Description of Services  
SERVICE LEAGUE OF SAN MATEO COUNTY**

**Alcohol and Drug Treatment and Services**

Contractor will provide the following alcohol and drug treatment services at a mutually agreed upon location in San Mateo County. All payments under this Original Agreement must directly support services specified in this Exhibit A. Contractor will give priority admission to San Mateo County residents and who are referred by County Behavioral Health and Recovery Services (BHRS) and Alcohol and Drug Services (AOD). Contractor will provide the following services to clients, who meet Alcohol and Drug Services (AOD) treatment and recovery services criteria in the following priority populations and service modalities. In providing its services and operations, Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein.

**I. Alcohol and Drug Treatment and Recovery Services**

**A. STRATEGIC DIRECTION 1: PRIORITY POPULATIONS**

1. The base of the funds must be used to serve priority population clients. Specifically:
  - a. 85% of annualized flat rate base funding must serve clients from one or more of Priority Populations as identified in Strategic Directions 2010.
  - b. 15% of the flat rate base funding is discretionary.
  - c. 100% of the Strategic Directions 2010 funding shall be used to fund services for clients in the four priority populations as outlined in the Strategic Directions 2010.

**Units of Service  
July 1, 2009- June 30, 2010**

Modalities / Priority Populations	Individuals Served (annually)	Units of Service (UOS)- Staff Available Hours (SAH) Bed Days (BD)
Residential (Perinatal, Homeless, Criminal Justice)	Capacity: 12 Individuals: 24	# of BD: 4,263
Treatment Readiness (Adult)	Individuals: 267	# of SAH: 533

**Priority Population Funding: UOS Breakdown**

Funding Type	Total Units of Service (UOS)	Priority Population UOS	Priority Population UOS %	Allowable Discretionary UOS	Allowable Discretionary UOS %
Flat Rate Base Funding Units of Service / (Residential)	2,545 (BD)	2,163 (BD)	85%	382 (BD)	15%
Flat Rate Base Funding Units of Service / (Treatment Readiness)	1066 (SAH)	906 (SAH)	85%	160 (SAH)	15%
Strategic Directions 2010 Funding – Criminal Justice / Perinatal (Residential)	1,718 (BD)	1,718 (BD)	100%	0	0%
TOTAL Residential (BD)	4,263 (BD)	3,881 (BD)		382 (BD)	
TOTAL Treatment	1066	906 (SAH)		160 (SAH)	

Readiness (SAH)	(SAH)				
<b>Specific condition(s):</b> Strategic Directions 2010 Funding will give priority to Perinatal and Criminal Justice clients.					

**Units of Service  
July 1, 2010- June 30, 2011**

Modalities / Priority Populations	Individuals Served (annually)	Units of Service (UOS)- Staff Available Hours (SAH) Bed Days (BD)
Residential (Perinatal, Homeless, Criminal Justice)	Capacity: 12 Individuals: 24	# of BD: 4,263
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Strategic Directions 2010 Funding – Criminal Justice / Perinatal (Residential)	1,718 (BD)	1,718 (BD)	100%	0	0%
TOTAL Residential (BD)	4,263 (BD)	3,881 (BD)		382 (BD)	
TOTAL Treatment Readiness (SAH)	1066 (SAH)	906 (SAH)		160 (SAH)	
<b>Specific condition(s):</b> Strategic Directions 2010 Funding will give priority to Perinatal and Criminal Justice clients.					

2. Best Practices

Contractor will continue to use Evidenced-Based Practices, including but not limited to:

- a. Dialectical Behavioral Therapy (DBT) classes which provide clients with tools that help reduce self-harm behaviors and teach them emotional management including but not limited to anger management and communicating effectively with others.
- b. Cognitive Behavioral Therapy (CBT) that teaches mindfulness techniques of replacing and reducing negative thoughts that impact behaviors.
- c. Stephanie Covington's Gender Responsive Treatment (Women's Recovery) that teaches self esteem building, women's issues, empowerment, sexuality and trauma.
- d. Post Traumatic Stress Disorder (PTSD) and Trauma Recovery and Healing.
- e. Motivational Interviewing.

During the term of this Agreement Contractor will continue working on implementing additional Evidenced-Based Best Practices, including:

- a. Stephanie Covington's Trauma series and a women's way through the 12-steps.

3. Client-Centered Continuum of Care

Contractor will involve clients in a treatment plan that includes a continuity of care plan beginning with the initial assessment focusing on the client's resources, issues and strengths. A client's relapse plan and other crisis planning will also be incorporated into the treatment plan. The plan will be evaluated and evolve during the course of the client's engagement with the contractor. The plan and the modifications will be documented in the client file. Contractor will also document referrals and linkages to other services and providers. Contractor shall include the following components when developing a treatment plan.

a. Client Involvement

Contractor shall provide individualized treatment based on the client's needs. Contractor and client shall work together to develop treatment plan at initial entry into the program and on an individual basis thereafter. The plan shall be re-assessed at three months, where a completion and aftercare plan is developed by client and counselor.

b. Crisis Planning

Contractor shall develop comprehensive relapse plans with the client by identifying strengths, goals, and challenges. Crises are handled jointly by the counselor and the client on an as-needed basis. Spot counseling and/or group counseling sessions shall be held to help the client identify and address feelings that may arise prior to a relapse or a crisis.

c. Continuum of Care

Contractor shall collaborate with a wide variety of community partners to assure an integrated continuity of care including, but not limited to: San Mateo County-BHRS, San Mateo County Medical and all satellite clinics, Mental Health Services, Caminar, AIDS Community Research Consortium, JobsTrain, Vocational Rehabilitation Services, Peninsula Works, Stanford University, Mentoring Program (utilizing community members), San Mateo County Probation and Parole Departments, local Law Enforcement Agencies, Child Protective Services, HIP Housing, Shelter Network

**B. STRATEGIC DIRECTION 2: SYSTEM-WIDE IMPROVEMENTS**

1. Co-occurring Disorders

- a. Contractor will continue participation as a Change Agent and will participate in monthly activities to effect the changes necessary to maintain and enhance Co-occurring Disorders (COD) capability.
- b. Based on Contractor self-assessment utilizing the COMPASS, (Co-morbidity Program Audit and Self-Survey for Behavioral Health Services) Contractor will continue implementation of COMPASS action plan as recommended by the (Comprehensive Continuous Integrated System of Care).CCISC. Contractor will provide quarterly progress on implementation.
- c. Contractor will work to improve COD outcomes by providing the following:
  - i. Contractor will use a Quality Improvement process to increase the average length of stay for residential clients with co-occurring disorders by 10% annually.

2. Standards of Care

- a. There is a need for a coordinated system of treatment services within San Mateo County for those with substance abuse problems. The County has identified specific standards of care for treatment services which incorporate scientific

research and clinical practice. Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein

- i. Screening and Assessment Standards
  - ii. Treatment Standards of Care that incorporate Evidence Based Treatment Standards.
- b. Contractor will develop an analysis of program elements which align with the Standards of Care by September 1, 2009.
  - c. Contractor shall submit training and technical assistance needs to BHRS no later than October 1, 2009.
  - d. Contractor will report quarterly on progress towards Standards of Care
3. AOD Policy Implementation
- AOD Services implements new policies to advance the quality of treatment services and to align with scientific and clinical research about best practices in substance abuse treatment. Contractors shall also develop guidelines and procedures consistent with County Policy and continue staff training and development of policy adherence. The following new policies were effective July 1, 2008: Medications, Relapse, and Narcotic Replacement Therapy Policies.
- a. Contractor will participate in training to further develop the implementations needs of these policies.

### **C. STRATEGIC DIRECTIONS 3: BUILDING CAPACITY**

#### 1. Quality Improvement Program

To enhance the quality of services, all contractors must have an established Quality Improvement (QI) program. A QI program must include a QI committee made up of staff from all levels that guide the development and implementation of the QI Plan. AOD Services intends for Contractor QI programs to establish a mechanism whereby contractors will identify processes and practices at the organizational level which undermine client access and retention in treatment. A QI program does not look at the level of individual employee performance. BHRS requires all contractors to:

- a. Use the Plan-Do-Study-Act (PDSA) rapid change cycle process as at least one component of the organizational quality improvement program. This process improvement initiative must focus on improving client outcomes.
  - b. Defined measure(s) of change (i.e.: rate of “no shows” for intake)
  - c. Baseline data (using the above identified measures) has been collected
  - d. A change action/activity has been identified for implementation
  - e. A timeline for measuring change data and sharing with QI team
  - f. Contractor will regularly complete two (2) PDSA change cycles annually as part of this contract.
  - g. Contractor will report quarterly to BHRS on the status of the PDSA process.
2. Client Feedback Required
- A rigorous Quality Improvement program must solicit and integrate feedback from service recipients. Contractor will implement a process to include client feedback to understand the client experience of treatment services. This client feedback process may include but is not limited to: focus groups, client satisfaction surveys, etc. Feedback will be shared with the QI committee which is urged to address identified improvement areas through future QI plans.
- a. Contractor will incorporate client feedback by implementing a qualitative survey upon client’s completion of treatment, and whenever possible at discharge. Additionally, Contractor will survey clients to generate a list of their unmet needs,

desired classes, and topics that are of interest. Contractor will review summaries of surveys, request for more feedback if needed, and make improvements and/or adjustments as needed.

- b. Contractor will report quarterly to BHRS on the status of the client feedback process and outcomes on a quarterly basis.

#### **D. FEE FOR SERVICE**

In providing its services and operations, Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein. The maximum length of stay is set by the specific funding source and an extension beyond a 90 day period may be granted only by written approval from the Alcohol and Other Drug Services (AOD) Administrator, pursuant to a Contractor's written request outlining and justifying the client's clinical need. Reimbursement will be approved only for clients who referred through the formal referral process outlined in the AOD Policy and Procedure Manual.

##### 1. SACPA and SACPA OTP Services

In accordance with the AOD Policy and Procedure Manual, contractor will provide the following alcohol and drug treatment and recovery services for clients referred to SACPA and SACPA OTP services as:

- a. Level 3 - Residential Treatment;
- b. SB223 drug testing

##### 2. Comprehensive Drug Court Implementations (CDCI) Grant and Drug Court Partnership (DCP) Grant funded Services

In accordance with the AOD Policy and Procedure Manual, Contractor will provide the following alcohol and drug treatment and recovery services to clients who have been referred by the San Mateo County Drug Court Team(s):

- a. Residential Treatment Services
- b. Sober Living Environment Services
- c. Drug Testing

##### 3. Ryan White CARE Act funded services

In accordance with the AOD Policy and Procedure Manual, contractor will provide the following alcohol and drug treatment and recovery services to clients who have been referred by the Ryan White Case Manager. The maximum length of stay is 90 days and an extension beyond a 90 day period may be granted only by written approval from the Alcohol and Other Drug Services (AOD) Administrator, pursuant to a Contractor's written request outlining and justifying the client's clinical need. Requests must be submitted by 1-month prior to the 90 day maximum.

##### 4. Residential Treatment Services

#### **E. FEE FOR SERVICE ALLOCATION**

In providing its services and operations, Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein. Reimbursement will be approved only for clients who referred through the formal referral process outlined in the AOD Policy and Procedure Manual.

1. Bay Area Service Network

Contractor will provide a maximum of one hundred eighty (180) days of BASN residential treatment per program participant per year for the term of the Agreement, for clients referred to the BASN residential program by the Bay Area Services Network (BASN). Each program participant must be formally determined by the Parolee Services Network Case Manager to be eligible to receive BASN services.

a. BASN Residential Alcohol and Drug Treatment Units of Service:

Contractor will provide a total of three hundred sixty-five (365) days of BASN residential alcohol and drug treatment to a minimum of two (2) BASN program participants per year during the term of the Agreement.

**F. DESCRIPTION OF UNIQUE PROGRAM SERVICES**

Contractor provides Adult Residential, Perinatal Residential, and Treatment Readiness services for women, in compliance with the requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated herein.

**Service League's Hope House Adult Residential**

The Service League's Hope House provides a 6-month or longer, residential substance abuse and co-occurring disorder treatment program for adult women, pregnant women and women with infants, most who have been incarcerated. Hope House treats the whole woman in a social model program and is a 12-Step based program which allows a client to work through her individual issues and rewards with her privileges as she progresses. Individual case management, provided by our Licensed and Certified Staff, assures that appropriate medical, pediatric and other client-specific services are provided.

The following services are provided to all residential clients:

- orientation to facility
- assessment and treatment planning
- alcohol and other drug education
- individual and group counseling
- addressing relationship issues
- relapse prevention
- Dialectical Behavioral Therapy (DBT) therapy groups
- managing anger and other emotions
- 12-Step assignments
- parenting skills
- Stephanie Covington's gender responsive workshops
- managing anxiety and depression
- Classes on life skills and job readiness, computer skills, self-esteem building, Stanford University classes and tutoring, poetry classes, restructuring your belief systems, HIV awareness and health education, nutritional education and goal setting, art therapy, hypnotherapy and relaxation, nutrition and cooking, daily exercise, self-defense for women (summer time only), domestic violence prevention, therapy addressing sexual and physical abuse issues
- holiday-appropriate celebrations and events
- and alumni aftercare groups

Additionally every woman is matched up with a mentor while she is in the program and has the option of having a mentor for up to one year upon graduation.

### **Service League's Hope House Perinatal Program**

The Service League's Hope House Perinatal Program specializes in providing a treatment environment for pregnant women, thus producing drug-free babies. A key component in the Hope House program is to help women re-unify with and regain custody of their children as they become clean and sober and maintain recovery. Hope House is very involved in the re-unification of mothers with their children, working closely with Child Protective Services and the Courts to transition the children back to their mother after her graduation from the program. Hope House staff works with the client to ensure all pre- and post-natal appointments are met. Hope House will provide services for babies up to nine months old. Visits can include: Pre-Three case manager visits, nutritionists, breast feeding specialists, mental health professionals, etc. Additionally, all services described above in the Adult Residential Program are provided to all perinatal clients.

### **Service League's Treatment Readiness Program**

The Service League's Treatment Readiness component is for women who are unable to enter the program immediately due to unavailable bed space or because they are still incarcerated. Services of the Treatment Readiness Program include

- interviewing candidate in custody, at Hope House facility, or other locations in San Mateo County to determine the applicant's needs and possible acceptance into the program
- managing wait list by continuing to engage applicant, building rapport, and counseling
- providing two weekly groups inside of Women's Correctional Center
- following-up and coordinating with Probation and Parole officers for entry into the program, for release from custody, or for confirmation of entry into the program.

**EXHIBIT B – PAYMENTS AND RATE OF PAYMENTS  
SERVICE LEAGUE OF SAN MATEO COUNTY**

In full consideration of the services provided by Contractor, County shall pay Contractor as follows:

**I. Alcohol and Drug Treatment and Recovery Services**

**A. FLAT RATE Negotiated Rate (NRC):**

In full consideration of the funded alcohol and drug treatment services provided to clients who lack the necessary resources to pay for all, or part of these services themselves. The County will pay Contractor the total contract amount in twenty four (24) monthly payments in a manner as outlined in the charts below. County will pay Contractor's monthly payment within (thirty) 30 days, upon timely submission of reports as outlined in the Alcohol and Other Drug Services (AOD) Policy and Procedure Manual.

**July 1, 2009- June 30, 2010  
Annual Funding Amount**

<b>Services</b>	<b>Funding Amount</b>	<b>Monthly Amount</b>	<b>UOS BD SAH or</b>	<b>Rate</b>	<b># clients to be served</b>	<b>Slots</b>
NRC Adult -Residential	\$137,707	\$11,476	1565	\$88.00	8	4
County Adult- Residential	\$57,311	\$4,776	651	\$88.00	4	2
NRC Perinatal	\$31,955	\$2,663	329	\$97.00	2	1
Treatment Readiness - Adult	\$15,990	\$1,332	533	\$30.00	267	
Strategic Directions 2010 Funding – Perinatal	\$101,970	\$8,498	1051	\$97.00	6	3
Strategic Directions 2010 Funding – Criminal Justice	\$58,710	\$4,893	667	\$88.00	4	2
Co-occurring Disorders Funding	\$17,355	\$1,446				
<b>TOTAL</b>	<b>\$420,998</b>	<b>\$35,084</b>			<b>291</b>	<b>12</b>

**Summary of Funding for (\*) Priority Populations FY 2009-10  
Annual Funding Amount**

<b>Funding Type</b>	<b>Total Funding Allocation</b>	<b>Priority Population Funding</b>	<b>Priority Population %</b>	<b>Allowable Discretionary Funding</b>	<b>Allowable Discretionary %</b>
Annual Flat Rate	\$260,318	\$221,270	85%	\$39,048	15%
Strategic Directions 2010	\$160,680	\$160,680	15%	\$0	0%
<b>TOTAL Funding</b>	<b>\$420,998</b>	<b>\$381,950</b>		<b>\$39,048</b>	

(\*) Priority Populations as identified in the AOD Strategic Directions 2010 plan. The plan, as well as the funding, was approved by the Board of Supervisors. Discretionary funding can be used for non-priority population clients.

**July 1, 2010- June 30, 2011  
Annual Funding Amount**

<b>Services</b>	<b>Funding Amount</b>	<b>Monthly Amount</b>	<b>UOS BD or SAH</b>	<b>Rate</b>	<b># clients to be served</b>	<b>Slots</b>
NRC Adult -Residential	\$137,707	\$11,476	1565	\$88.00	8	4
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NRC Perinatal	\$31,955	\$2,663	329	\$97.00	2	1
Treatment Readiness - Adult	\$15,990	\$1,332	533	\$30.00	267	
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Strategic Directions 2010 Funding - Criminal Justice	\$58,710	\$4,893	667	\$88.00	4	2
Co-occurring Disorders Funding	\$17,355	\$1,446				
<b>TOTAL</b>	<b>\$420,998</b>	<b>\$35,084</b>			<b>291</b>	<b>12</b>

**Summary of Funding for (\*) Priority Populations FY 2010-11  
Annual Funding Amount**

<b>Funding Type</b>	<b>Total Funding Allocation</b>	<b>Priority Population Funding</b>	<b>Priority Population %</b>	<b>Allowable Discretionary Funding</b>	<b>Allowable Discretionary %</b>
Annual Flat Rate	\$260,318	\$221,270	85%	\$39,048	15%
Strategic Directions 2010	\$160,680	\$160,680	15%	\$0	0%
<b>TOTAL Funding</b>	<b>\$420,998</b>	<b>\$381,950</b>		<b>\$39,048</b>	

(\*) Priority Populations as identified in the AOD Strategic Directions 2010 plan. The plan, as well as the funding, was approved by the Board of Supervisors. Discretionary funding can be used for non-priority population clients.

**B. VARIABLE RATE /FEE FOR SERVICE** In full consideration of the fee for service funded alcohol and drug treatment services provided to individuals who lack the necessary resources to pay for all, or part of these services themselves and are referred by the County, the variable amount County shall be obligated to pay for such services rendered under this Agreement and all other Agreements approved individually, or collectively by a resolution, shall not exceed the aggregate amounts stated in Section 3. Payments – Maximum Amount, in the main body of this Agreement.

1. SACPA and SACPA OTP Funded Services

The fees for SACPA and OTP funded services shall be as follows:

a. Level III Residential Treatment

\$80.00 per individual for each bed day provided within the approved treatment period for SACPA and SACPA OTP funded residential alcohol and drug treatment and recovery services, including food, shelter and other basic needs.

- b. SB223 Drug Testing  
The rate will not exceed the actual cost of the drug screen, plus an administrative fee as specified in the Contractor's approved Drug Testing Plan. Total cost reimbursed, including the administrative fee, will not exceed \$30.00 per screen.

2. CDCI and DCP Grant Funded Services

The fees for CDCI and DCP funded services shall be as follows:

- a. Residential Treatment Services  
\$77.00 per individual for each bed day provided for CDCI/DCP funded residential alcohol and drug treatment and recovery services.
- b. Sober Living Environment Services  
\$22.00 per bed day provided for CDCI/DCP funded sober living environment services.
- c. Drug Testing  
The rate will not exceed the actual cost of the drug screen, plus an administrative fee as specified in the Contractor's approved Drug Testing Plan. Total cost reimbursed, including the administrative fee, will not exceed \$30.00 per urinalysis test.

3. Ryan White CARE Act Funded Services

- a. Residential Treatment Services  
\$85.31 per individual for each bed day provided for Ryan White CARE Act funded residential alcohol and drug treatment and recovery services, including food, shelter and other basic needs.

**C. FEE FOR SERVICE WITH ALLOCATION**

1. Bay Area Services Network (BASN)

In providing its services and operations, Contractor will maintain compliance with requirements of the AOD Policy and Procedure Manual including additions and revisions, incorporated by reference herein. In full consideration of the BASN services provided by Contractor, County shall pay Contractor \$31,025 for Residential Treatment Services and \$8,030 for SLE Services

- a. \$85.00 per bed day provided for BASN funded residential alcohol and drug treatment and recovery services.
- b. \$22.00 per bed day provided for BASN funded transitional services.

**D. REQUIRED FISCAL DOCUMENTATION**

- 1. Contractor's annual budget, and line item narrative justification covering all contracted services under this Agreement is subject to review and approval by the San Mateo County Alcohol and Other Drug Services program liaison for each fiscal year.
- 2. Contractor will comply with all fiscal and reporting requirements for funded services as specified in the AOD Policy and Procedure Manual.

**ATTACHMENT 1 - ASSURANCE OF COMPLIANCE WITH SECTION § 504  
of the Rehabilitation Act of 1973, as Amended  
SERVICE LEAGUE OF SAN MATEO COUNTY**

The undersigned (hereinafter called the "Contractor(s)") hereby agrees that it will comply with Section § 504 of the Rehabilitation Act of 1973, as amended, all requirements imposed by the applicable DHHS regulation, and all guidelines and interpretations issued pursuant thereto.

The Contractor(s) gives/give this assurance in consideration of and for the purpose of obtaining contracts after the date of this assurance. The Contractor(s) recognizes/recognize and agrees/agree that contracts will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Contractor(s), its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Contractor(s).

The Contractor(s): (Check a or b)

- a. Employs fewer than 15 persons
- b. Employs 15 or more persons and, pursuant to section 84.7 (a) of the regulation (45 C.F.R. 84.7 (a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulations.

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Name of § 504 Person - Type or Print

Service League of San Mateo County  
727 Middlefield Road  
Redwood City, CA 94063

Name of Contractor(s) – type or Print

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I certify that the above information is complete and correct to the best of my knowledge.

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Date

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Signature and Title of Authorized Official

\*Exception: DHHS regulations state that:

"If a recipient with fewer than 15 employees finds that, after consultation with a disabled person seeking its services, there is no method of complying with (the facility accessibility regulations)...other than making a significant alteration in its existing facilities, the recipient may, as an alternative, refer the handicapped person to other providers of those services that are accessible."

**ATTACHMENT 2 - FINGERPRINTING COMPLIANCE FORM  
SERVICE LEAGUE OF SAN MATEO COUNTY**

Contractor agrees that its employees and/or its subcontractors, assignees and volunteers who, during the course of performing services under this agreement, have contact with children will be fingerprinted in order to determine whether they have a criminal history which would compromise the safety of children with whom contractors employees, assignees and subcontractors or volunteers have contact.

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Name

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Title

---

Signature

---

Date

**ATTACHMENT 3 - CONTRACTOR'S DECLARATION FORM  
COUNTY OF SAN MATEO  
SERVICE LEAGUE OF SAN MATEO COUNTY**

**I. CONTRACTOR INFORMATION**

Contractor Name:	Service League of San Mateo County	Phone:	(650) 364-4664
Contact Person:	Mike Nevin, Executive Director	Fax:	(650) 365-6817
Address:	727 Middlefield Road Redwood City, CA 94063		

**II. EQUAL BENEFITS (check one or more boxes)**

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
  - offering equal benefits to employees with spouses and employees with domestic partners.
  - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
  - Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
  - Contractor is a party to a collective bargaining agreement that began on \_\_\_ (date) and expires on \_\_\_ (date), and intends to offer equal benefits when said agreement expires.

**III. NON-DISCRIMINATION (check appropriate box)**

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

**IV. EMPLOYEE JURY SERVICE (check one or more boxes)**

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
  - the contract is for \$100,000 or less.
  - Contractor is a party to a collective bargaining agreement that began on \_\_\_ (date) and expires on \_\_\_ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature	Name
Date	Title