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09/13/11

11321-11-KLCARE

**INTERLOCAL AGREEMENT
WA-CARES**

This INTERLOCAL AGREEMENT is entered into and effective June 15, 2011 between CLALLAM COUNTY, STATE OF WASHINGTON, hereinafter referred to as "County" and KLALLAM COUNSELING SERVICES, hereinafter referred to as "Provider".

CLALLAM COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

Address: 223 E 4th Street, Suite 14
Port Angeles, WA 98362-3015
Main Phone: (360) 417-2303
Fax: (360) 417-2583
Contact Person: Judith Anderson, Human Services Planner
Contact Phone: (360) 417-2417

Provider: Klallam Counseling Services
1026 E 1st Street, Suite 2
Port Angeles, WA 98362
Funding Authority: DSHS Contract Code # 1000CC-63
DSHS Agreement # 1163-24766
Phone: (360) 452-4432
Fax: (360) 452-4599
Contact Person: Kevin Collins
Administrative Manager
IRS #: 91-0838085
UBI #: 601-418-162

PURPOSE:

To provide activities associated with the Washington State Division of Behavioral Health and Recovery's WA-CARES grant as administered by the County for the period of June 15, 2011 through September 30, 2011 for a maximum consideration of \$36,000.

IN WITNESS WHEREOF, the parties have caused this Agreement to be entered this 13th day of September 2011.

**BOARD OF CLALLAM COUNTY
COMMISSIONERS:**

KLALLAM COUNSELING SERVICES:

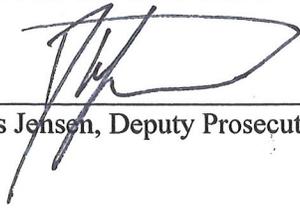

Howard V. Doherty, Jr., Chair


Authorized Signature
09/10/11
Date

ATTEST:

APPROVED AS TO FORM:


Trish Holden, CMC, Clerk of the Board


Douglas Jensen, Deputy Prosecuting Attorney

TERMS AND CONDITIONS

1. DEFINITIONS

The words and phrases listed below, as used in the Agreement, shall each have the following definitions:

Agreement/Provider Agreement/Interlocal Agreement means the Contract between Clallam County Department of Health and Human Services and the Contractor, and includes the Terms and Conditions and any other documents attached or incorporated by reference.

Court means the Adult Drug Court of Clallam County.

WA-CARES means the Washington Court and Recovery Enhancement System project intended to track the impact of using an electronic case management system in conjunction with the provision of recovery support services with the adult drug court population.

2. PURPOSE

The purpose of this Contract is to:

Implement the WA-CARES program.

- A. Implement the use of the Drug Court Case Management system as described in EXHIBIT A.
- B. Implement the Recovery Support Services program as described in EXHIBIT B.

3. STATEMENT OF WORK

The Contactor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of the work, as set forth below:

- A. Implement the use of the Drug Court Case Management system as described in EXHIBIT A.
- B. Implement the Recovery Support Services program as described in EXHIBIT B.

4. CONSIDERATION

Total consideration payable to Contractor for satisfactory performance of the work under this Contract is up to a maximum of \$13,000, including any and all expenses, and shall be based upon the following:

- A. Entry of data into the Drug Court Case Management System as necessary to maintain all information on active Adult Drug Court clients as required in EXHIBIT A. Contractor will work with the Clallam County Drug Court to ensure that data is accurate, complete and current.
- B. Delivery of Recovery Support services as described in EXHIBIT B, for a maximum consideration of \$13,000, based upon actual expenditures involved in administering recovery support services activities, reimbursed at the established case management services delivery cost of \$41.00 per hour; and the cost of the actual recovery support services, examples of which are specified in ATTACHMENT 1.

The Contractor is to document all recovery support service activities and expenses in the client's chart, such that they can be monitored by the County or the state during site visits.

Contractor is to bill the County for all administrative costs as well as recovery support services delivered to clients. County will bill State for these expenses and reimburse Contractor directly.

5. CONTRACTUAL PRECEDENCE

In the conduct of all activities associated with this Contract, the Contractor shall abide by the Special and General Terms and Conditions of Contract # 11321-10-OPG, between the County and the Contractor, which details substance abuse services delivery requirements set forth by the County and the State. All work to be conducted by the Contractor for the purposes of this Contract shall take place within the context of requirements set forth in Contract # 11321-10-OPG.

EXHIBIT A
Statement of Work
Drug Court Case Management System

Contractor will coordinate with Clallam County Drug Court to ensure entry of data elements identified below on current and incoming Adult Drug Court clients. "Current clients" are to include those drug court clients who are presently in treatment and entered treatment no earlier than January 1, 2010.

The Contractor will make every effort to enter and update data on adult drug court clients by the 10th day of the month following month of service.

Data elements below are to be recorded in the DCCM:

1. Personal Information (name, address, age, sex, education, etc.);
2. Addiction Severity Index (ASI) assessment information;
3. Employment History (e.g., employment status, employer, length of employment);
4. Criminal Information (e.g. outstanding warrants, number of prior arrests, number of prior convictions, dates of arrests or convictions and sentence information);
5. Medical Information (e.g., date of last medical exam, drug use, health insurance information, emergency contact);
6. Drug Testing Journal (e.g., history of drug tests and their results);
7. Treatment Plan Information (e.g., history of treatment type, status, provider, discharge dates, and discharge reason);
8. Record of Incentives and Sanctions (e.g., type of and reasons for incentive or sanction);
9. Fees (drug court fees, drug test fees, and treatment fees and fines);
10. Community Service Information (history of total hours worked and dates worked); and
11. Docket (e.g., record of each drug court review, staffing, recommendations and orders).

The Contractor will make every effort to ensure confidentiality of client data by:

1. Maintaining access to the DCCM in a secure setting;
2. Limiting access to those individuals granted a password under the license;
3. Ensuring passwords remain confidential.

The Contractor will grant to the County, DBHR and the Administrator of the Courts of the State of Washington (AOC) access to all data in the DCCM to be used for project management purposes.

EXHIBIT B
Statement of Work
Recovery Support Services

1. DEFINITIONS SPECIFIC TO EXHIBIT B

- A. “GPRA” means the Government Performance and Results Act.
- B. “GPRA Interviews” means a series of interviews using the GPRA mandated interview tool and occurring at least three times during the recovery process:
 - (1) An initial interview;
 - (2) An updated interview between five and eight months after the program admission date;
 - (3) A final interview at the time of program discharge.
- C. “Recovery Support Services (RSS)” means a broad range of social services to support an assessed chemical dependency drug court client to maintain the individual in recovery.
- D. “Recovery Specialist (RS)” means a case coordinator and broker of services for individual clients, in collaboration with the designated referral entities. The RS develops and manages client recovery care plans including, but not limited to, any or all of the following: counseling, crisis intervention, and support to clients; coordinating client-based care; assisting clients in eliminating barriers to services; monitoring clients’ progress and expenditures; inputting RSS data into TARGET; collecting and entering GPRA and other client-related data as required.
- E. “Recovery Support Services Client Assessment of Needs (R-SSCAN)” means the assessment tool used to measure a client’s need for recovery support services. Three reports will be submitted for each client as follows:
 - (1) An initial interview;
 - (2) An updated interview between five and eight months after the program admission date;
 - (3) A final interview at the time of program discharge
- F. “SAIS” means Services Accountability Information System.
- G. “Substance Abuse Disorder” means a disorder that includes: use, abuse, or substance dependency with drugs and/or alcohol that creates illness, injury, or other long-term morbidity and/or mortality.

H. "WA-CARES Client" means a person who is involved in an adult drug court program and referred to the WA-CARES program. These persons include adult drug court clients eligible for DBHR-funded alcohol and drug treatment support services.

2. PURPOSE

The purpose of this exhibit is to provide recovery support services to WA-CARES eligible clients.

3. PERFORMANCE WORK STATEMENT

The Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

A. Reporting Client Enrollment

Provide DBHR, via County, with a list of eligible WA-CARES clients and the outcome of enrollment in a format to be provided by DBHR.

B. Staff Training Requirements

- (1) Ensure that staff providing clinical services (for example: CDP, CDPT, or mental health counselor) have valid credentials for their clinical profession.
- (2) Ensure that staff responsible for completion of GPRA/R-SSCAN interviews and for the development of recovery plans have completed the required training on the use of the interview tools.
- (3) Ensure that staff entering GPRA data into SAIS have attended/completed the federal training on this topic.

C. Recovery Support Services

The Contractor shall provide recovery support services to enrolled WA-CARES eligible clients.

The Contractor shall provide or ensure the following:

- (1) Each eligible client works with a Recovery Support Specialist for various social service interventions including, but not limited to: managing client services, completing required assessment and data entry, developing and managing client recovery care plans, counseling, recovery coaching, and discharge planning.
- (2) In order to continue eligibility, each client shall include in his/her recovery plan a signed and dated authorization for the collection of required data, to permit the sharing of data with DSHS and AOC, and to permit a Recovery Specialist to manage the recovery services,

- (3) Vouchers or other payment is made for WA-CARES recovery support services only.
- (4) Compliance with Federal, State and County monitoring and audit guidelines.
- (5) Submit to the County, within fifteen (15) days of request, a summary of the program's implementation progress including, but not limited to, successes and challenges of the program.
- (6) Appropriate Agency staff completes all training required for the conduct of activities in this Statement of Work.

D. Data Collection

The Contractor shall:

- (1) Ensure that the Government Performance and Results Act (GPRA) interview data is collected and entered into the SAIS within seven (7) working days as required by SAMHSA and the WA-CARES grant.
- (2) Ensure all RSS services are entered into the Treatment and Assessment Reporting Generation Tool (TARGET) no later than the 10th working day of the following month. See ATTACHMENT 1.
- (3) Complete the R-SSCAN and submit the information to the DSHS Contract Manager for each of the three required assessments within ten working days of completion.

E. Performance-based Goal

Complete a follow-up GPRA interview between the fifth and eighth month of services (preferably during the sixth month) with no less than 80% of WA-CARES clients.

4. RECOVERY SUPPORT SERVICES

The Contractor shall limit recovery support services to those listed in ATTACHMENT 1. These services may be modified by DBHR, in which case the Contractor will receive written notice seven days in advance of the change by e-mail.

5. RECOVERY SUPPORT BUDGET

A. All support services shall be provided at the lowest appropriate cost:

- (1) Services provided at no cost shall not be billed to the County.
- (2) If state or local resources are available and clients qualify or meet eligibility requirements for these resources, state or local funds shall be used to provide these services which may include but not limited to:

- (a) Transportation Services for Medicaid qualified clients with qualifying medical appointments.
- (b) Mental Health treatment/assistance through Regional Support Networks for eligible clients;
- (c) Programs and services funded by the Clallam County Chemical Dependency/Mental Health Program Fund.

ATTACHMENT 1
Recovery Support Services Chart and Data Crosswalk

The purpose of this chart is to provide the list of recovery support services and to assist the contractor to enter these services in the TARGET and DCCM data systems.

The recovery support services shall be entered into TARGET under the section called Support Activity. Recovery support services may be entered into DCCM in the section called Ancillary Services.

DCCM Ancillary Services	Support Activity Type as identified in TARGET	Description	Likely Recovery Goal
12 Step Program Yoga Physical Conditioning Other Support Group Volunteer Programs	Alcohol and Drug Free Social and Recreational Activities	Indicates payment was made for a drug free social activity sponsored by an approved group (such as AA, NA) and recreational/athletic activities.	Support Network
	Child Care	Payment to an approved child care center for child care while the drug court participant participates in a drug free social activity, employment coaching, employment services, family/marriage counseling, information and referral, medical care, recovery coaching, or spiritual support.	Support Network
Mental Health Treatment	Mental Health Assessment	Indicates payment to an approved mental health provider for a mental health assessment.	Healthcare
Employment Services	Employment Services	Work incidentals (including clothing for an interview).	Vocational
Parenting Classes	Family/Marriage Counseling	Includes marriage counseling and parenting classes.	Support Network
Mental Health Treatment	Mental Health Group Counseling	Mental health counseling provided in a group setting at an approved provider.	Healthcare

Mental Health Treatment Art Therapy	Mental Health Individual Counseling	Mental health counseling provided to the individual at an approved provider.	Healthcare
	RSS Assessment	Intake processing including conducting the initial GPRA interview, entering the GPRA in the SAMHSA website, completing the R-SSCAN, financial form completion, voluntary consent, freedom of choice, set up in TARGET, creation of the client's recovery plan, issuing and follow-up of client vouchers, and assessing the client's need for services.	Miscellaneous Recovery Support
Dental	Dental Care	Dental exam and dental procedures.	Healthcare
Vision	Vision Care	Vision exams and glasses,	Healthcare
Smoking Cessation Medical/Health Services *Acupuncture	Medical Care	Initial medical exam, specific services or equipment. *Acupuncture – If part of the treatment plan this would be paid for with treatment dollars and not listed as a recovery support in TARGET. If part of the recovery plan only, WA-CARES funded and listed in recovery support in TARGET.	Healthcare
	Basic Needs	Includes personal hygiene items, clothing, food, etc.	Independent Living