

1 AGREEMENT FOR PROVISION OF
2 NARCOTIC REPLACEMENT THERAPY TREATMENT SERVICES
3 BETWEEN
4 COUNTY OF ORANGE
5 AND
6 WESTERN PACIFIC RE-HAB
7 JULY 1, 2017 THROUGH JUNE 30, 2020
8

9 THIS AGREEMENT entered into this 1st day of July 2017 (effective date), is by and between the
10 COUNTY OF ORANGE, a political subdivision of the State of California (COUNTY), and
11 WESTERN PACIFIC RE-HAB, a California nonprofit corporation (CONTRACTOR). COUNTY and
12 CONTRACTOR may sometimes be referred to herein individually as "Party" or collectively as
13 "Parties." This Agreement shall be administered by the County of Orange Health Care Agency
14 (ADMINISTRATOR).

15
16 **W I T N E S S E T H:**
17

18 WHEREAS, COUNTY wishes to contract with CONTRACTOR for the provision of Narcotic
19 Replacement Therapy Treatment Services described herein to the residents of Orange County; and

20 WHEREAS, CONTRACTOR is agreeable to the rendering of such services on the terms and
21 conditions hereinafter set forth:

22 NOW, THEREFORE, in consideration of the mutual covenants, benefits, and promises contained
23 herein, COUNTY and CONTRACTOR do hereby agree as follows:

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REFERENCED CONTRACT PROVISIONS

Term: July 1, 2017 through June 30, 2020
Period One means the period from July 1, 2017 through June 30, 2018
Period Two means the period from July 1, 2018 through June 30, 2019
Period Three means the period from July 1, 2019 through June 30, 2020

Maximum Obligation:

Period One Maximum Obligation: \$ 358,140
Period Two Maximum Obligation: 358,140
Period Three Maximum Obligation: 358,140
TOTAL MAXIMUM OBLIGATION: \$1,074,420

Basis for Reimbursement: Negotiated Rate
Payment Method: Monthly In Arrears

CONTRACTOR DUNS Number: 04-690-7267

CONTRACTOR TAX ID Number: 95-4168437

Notices to COUNTY and CONTRACTOR:

COUNTY: County of Orange
Health Care Agency
Contract Services
405 West 5th Street, Suite 600
Santa Ana, CA 92701-4637

CONTRACTOR: Western Pacific Re-Hab
4544 San Fernando Road; Suite 202
Glendale, CA 91204
Mark R. Hickman
mark@westpacmed.com

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I. ACRONYMS

The following standard definitions are for reference purposes only and may or may not apply in their entirety throughout this Agreement:

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4	A. ARRA	American Recovery and Reinvestment Act
5	B. ASRS	Alcohol and Drug Programs Reporting System
6	C. CalOMS	California Outcomes Measurement System
7	D. CAP	Corrective Action Plan
8	E. CCC	California Civil Code
9	F. CCR	California Code of Regulations
10	G. CEO	County Executive Office
11	H. CFDA	Catalog of Federal Domestic Assistance
12	I. CFR	Code of Federal Regulations
13	J. CHPP	COUNTY HIPAA Policies and Procedures
14	K. CHS	Correctional Health Services
15	L. COI	Certificate of Insurance
16	M. DATAR	Drug Abuse Treatment Access Report
17	N. D/MC	Drug/Medi-Cal
18	O. DHCS	Department of Health Care Services
19	P. DPFS	Drug Program Fiscal Systems
20	Q. DRS	Designated Record Set
21	R. ePHI	Electronic Protected Health Information
22	S. GAAP	Generally Accepted Accounting Principles
23	T. HCA	Health Care Agency
24	U. HHS	Health and Human Services
25	V. HIPAA	Health Insurance Portability and Accountability Act of 1996, Public
26		Law 104-191
27	W. HSC	California Health and Safety Code
28	X. IRIS	Integrated Record and Information System
29	Y. ISO	Insurance Services Office
30	Z. MHP	Mental Health Plan
31	AA. NIATx	Network Improvement of Addiction Treatment
32	AB. OCJS	Orange County Jail System
33	AC. OCPD	Orange County Probation Department
34	AD. OCR	Office for Civil Rights
35	AE. OCSD	Orange County Sheriff's Department
36	AF. OIG	Office of Inspector General
37	AG. OMB	Office of Management and Budget

1	AH. OPM	Federal Office of Personnel Management
2	AI. PA DSS	Payment Application Data Security Standard
3	AJ. PC	State of California Penal Code
4	AK. PCI DSS	Payment Card Industry Data Security Standard
5	AL. PHI	Protected Health Information
6	AM. PII	Personally Identifiable Information
7	AN. PRA	Public Record Act
8	AO. SIR	Self-Insured Retention
9	AP. HITECH Act	Health Information Technology for Economic and Clinical
10		Health Act, Public Law 111-005
11	AQ. USC	United States Code
12	AR. WIC	State of California Welfare and Institutions Code

13
14 **II. ALTERATION OF TERMS**

15 A. This Agreement, together with Exhibits A, B, and C attached hereto and incorporated herein,
16 fully expresses the complete understanding of COUNTY and CONTRACTOR with respect to the
17 subject matter of this Agreement.

18 B. Unless otherwise expressly stated in this Agreement, no addition to, or alteration of the terms of
19 this Agreement or any Exhibits, whether written or verbal, made by the parties, their officers, employees
20 or agents shall be valid unless made in the form of a written amendment to this Agreement, which has
21 been formally approved and executed by both parties.

22
23 **III. ASSIGNMENT OF DEBTS**

24 Unless this Agreement is followed without interruption by another Agreement between the parties
25 hereto for the same services and substantially the same scope, at the termination of this Agreement,
26 CONTRACTOR shall assign to COUNTY any debts owing to CONTRACTOR by or on behalf of
27 persons receiving services pursuant to this Agreement. CONTRACTOR shall immediately notify by
28 mail each of these persons, specifying the date of assignment, the County of Orange as assignee, and the
29 address to which payments are to be sent. Payments received by CONTRACTOR from or on behalf of
30 said persons, shall be immediately given to COUNTY.

31
32 **IV. COMPLIANCE**

33 A. COMPLIANCE PROGRAM - ADMINISTRATOR has established a Compliance Program for
34 the purpose of ensuring adherence to all rules and regulations related to federal and state health care
35 programs.

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1 1. ADMINISTRATOR shall provide CONTRACTOR with a copy of the policies and
2 procedures relating to ADMINISTRATOR’s Compliance Program, Code of Conduct and access to
3 General Compliance and Annual Provider Trainings.

4 2. CONTRACTOR has the option to provide ADMINISTRATOR with proof of its own
5 Compliance Program, Code of Conduct and any Compliance related policies and procedures.
6 CONTRACTOR’s Compliance Program, Code of Conduct and any related policies and procedures shall
7 be verified by ADMINISTRATOR’s Compliance Department to ensure they include all required
8 elements by ADMINISTRATOR’s Compliance Officer as described in in this Paragraph IV
9 (COMPLIANCE). These elements include:

- 10 a. Designation of a Compliance Officer and/or compliance staff.
- 11 b. Written standards, policies and/or procedures.
- 12 c. Compliance related training and/or education program and proof of completion.
- 13 d. Communication methods for reporting concerns to the Compliance Officer.
- 14 e. Methodology for conducting internal monitoring and auditing.
- 15 f. Methodology for detecting and correcting offenses.
- 16 g. Methodology/Procedure for enforcing disciplinary standards.

17 3. If CONTRACTOR does not provide proof of its own Compliance program to
18 ADMINISTRATOR, CONTRACTOR shall acknowledge to comply with ADMINISTRATOR’s
19 Compliance Program and Code of Conduct, the CONTRACTOR shall submit to the
20 ADMINISTRATOR within thirty (30) calendar days of execution of this Agreement a signed
21 acknowledgement that CONTRACTOR shall comply with ADMINISTRATOR’s Compliance Program
22 and Code of Conduct.

23 4. If CONTRACTOR elects to have its own Compliance Program, Code of Conduct and any
24 Compliance related policies and procedures review by ADMINISTRATOR, then CONTRACTOR shall
25 submit a copy of its compliance Program, code of Conduct and all relevant policies and procedures to
26 ADMINISTRATOR within thirty (30) calendar days of execution of this Agreement.
27 ADMINISTRATOR’s Compliance Officer, or designee, shall review said documents within a
28 reasonable time, which shall not exceed forty five (45) calendar days, and determine if
29 CONTRACTOR’s proposed compliance program and code of conduct contain all required elements to
30 the ADMINISTRATOR’s satisfaction as consistent with the HCA’s Compliance Program and Code of
31 Conduct. ADMINISTRATOR shall inform CONTRACTOR of any missing required elements and
32 CONTRACTOR shall revise its compliance program and code of conduct to meet
33 ADMINISTRATOR’s required elements within thirty (30) calendar days after ADMINISTRATOR’s
34 Compliance Officer’s determination and resubmit the same for review by the ADMINISTRATOR.

35 5. Upon written confirmation from ADMINISTRATOR’s Compliance Officer that the
36 CONTRACTOR’s compliance program, code of conduct and any Compliance related policies and
37 procedures contain all required elements, CONTRACTOR shall ensure that all Covered Individuals

1 relative to this Agreement are made aware of CONTRACTOR's compliance program, code of conduct,
2 related policies and procedures and contact information for the ADMINISTRATOR's Compliance
3 Program.

4 B. SANCTION SCREENING – CONTRACTOR shall screen all Covered Individuals employed or
5 retained to provide services related to this Agreement semi-annually to ensure that they are not
6 designated as Ineligible Persons, as pursuant to this Agreement. Screening shall be conducted against
7 the General Services Administration's Excluded Parties List System or System for Award Management,
8 the Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities, and
9 the California Medi-Cal Suspended and Ineligible Provider List and/or any other list or system as
10 identified by the ADMINISTRATOR.

11 1. For purposes of this Paragraph IV (COMPLIANCE), Covered Individuals includes all
12 employees, interns, volunteers, contractors, subcontractors, agents, and other persons who provide
13 health care items or services or who perform billing or coding functions on behalf of
14 ADMINISTRATOR. Notwithstanding the above, this term does not include part-time or per-diem
15 employees, contractors, subcontractors, agents, and other persons who are not reasonably expected to
16 work more than one hundred sixty (160) hours per year; except that any such individuals shall become
17 Covered Individuals at the point when they work more than one hundred sixty (160) hours during the
18 calendar year. CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are
19 made aware of ADMINISTRATOR's Compliance Program, Code of Conduct and related policies and
20 procedures (or CONTRACTOR's own compliance program, code of conduct and related policies and
21 procedures if CONTRACTOR has elected to use its own).

22 2. An Ineligible Person shall be any individual or entity who:
23 a. is currently excluded, suspended, debarred or otherwise ineligible to participate in
24 federal and state health care programs; or
25 b. has been convicted of a criminal offense related to the provision of health care items or
26 services and has not been reinstated in the federal and state health care programs after a period of
27 exclusion, suspension, debarment, or ineligibility.

28 3. CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement.
29 CONTRACTOR shall not hire or engage any Ineligible Person to provide services relative to this
30 Agreement.

31 4. CONTRACTOR shall screen all current Covered Individuals and subcontractors semi-
32 annually to ensure that they have not become Ineligible Persons. CONTRACTOR shall also request that
33 its subcontractors use their best efforts to verify that they are eligible to participate in all federal and
34 State of California health programs and have not been excluded or debarred from participation in any
35 federal or state health care programs, and to further represent to CONTRACTOR that they do not have
36 any Ineligible Person in their employ or under contract.

37 5. Covered Individuals shall be required to disclose to CONTRACTOR immediately any

1 debarment, exclusion or other event that makes the Covered Individual an Ineligible Person.
2 CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual providing
3 services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an
4 Ineligible Person.

5 6. CONTRACTOR acknowledges that Ineligible Persons are precluded from providing
6 federal and state funded health care services by contract with COUNTY in the event that they are
7 currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency.
8 If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person,
9 CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY
10 business operations related to this Agreement.

11 7. CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual or
12 entity is currently excluded, suspended or debarred, or is identified as such after being sanction
13 screened. Such individual or entity shall be immediately removed from participating in any activity
14 associated with this Agreement. ADMINISTRATOR will determine appropriate repayment from, or
15 sanction(s) to CONTRACTOR for services provided by ineligible person or individual.
16 CONTRACTOR shall promptly return any overpayments within forty-five (45) business days after the
17 overpayment is verified by ADMINISTRATOR.

18 C. GENERAL COMPLIANCE TRAINING – ADMINISTRATOR shall make General
19 Compliance Training available to Covered Individuals.

20 1. CONTRACTORS that have acknowledged to comply with ADMINISTRATOR’s
21 Compliance Program shall use its best efforts to encourage completion by all Covered Individuals;
22 provided, however, that at a minimum CONTRACTOR shall assign at least one (1) designated
23 representative to complete the General Compliance Training when offered.

24 2. Such training will be made available to Covered Individuals within thirty (30) calendar
25 days of employment or engagement.

26 3. Such training will be made available to each Covered Individual annually.

27 4. ADMINISTRATOR will track training completion while CONTRACTOR shall provide
28 copies of training certification upon request.

29 5. Each Covered Individual attending a group training shall certify, in writing, attendance at
30 compliance training. ADMINISTRATOR shall provide instruction on group training completion while
31 CONTRACTOR shall retain the training certifications. Upon written request by ADMINISTRATOR,
32 CONTRACTOR shall provide copies of the certifications.

33 D. SPECIALIZED PROVIDER TRAINING – ADMINISTRATOR shall make Specialized
34 Provider Training, where appropriate, available to Covered Individuals.

35 1. CONTRACTOR shall ensure completion of Specialized Provider Training by all Covered
36 Individuals relative to this Agreement.

37 //

1 2. Such training will be made available to Covered Individuals within thirty (30) calendar
2 days of employment or engagement.

3 3. Such training will be made available to each Covered Individual annually.

4 4. ADMINISTRATOR will track online completion of training while CONTRACTOR shall
5 provide copies of the certifications upon request.

6 5. Each Covered Individual attending a group training shall certify, in writing, attendance at
7 compliance training. ADMINISTRATOR shall provide instructions on completing the training in a
8 group setting while CONTRACTOR shall retain the certifications. Upon written request by
9 ADMINISTRATOR, CONTRACTOR shall provide copies of the certifications.

10 E. MEDICAL BILLING, CODING, AND DOCUMENTATION COMPLIANCE STANDARDS

11 1. CONTRACTOR shall take reasonable precaution to ensure that the coding of health care
12 claims, billings and/or invoices for same are prepared and submitted in an accurate and timely manner
13 and are consistent with federal, state and county laws and regulations. This includes compliance with
14 federal and state health care program regulations and procedures or instructions otherwise
15 communicated by regulatory agencies including the Centers for Medicare and Medicaid Services or
16 their agents.

17 2. CONTRACTOR shall not submit any false, fraudulent, inaccurate and/or fictitious claims
18 for payment or reimbursement of any kind.

19 3. CONTRACTOR shall bill only for those eligible services actually rendered which are also
20 fully documented. When such services are coded, CONTRACTOR shall use proper billing codes which
21 accurately describes the services provided and must ensure compliance with all billing and
22 documentation requirements.

23 4. CONTRACTOR shall act promptly to investigate and correct any problems or errors in
24 coding of claims and billing, if and when, any such problems or errors are identified.

25 5. CONTRACTOR shall promptly return any overpayments within forty-five (45) business
26 days after the overpayment is verified by the ADMINISTRATOR.

27 F. Failure to comply with the obligations stated in this Paragraph IV (COMPLIANCE) shall
28 constitute a breach of the Agreement on the part of CONTRACTOR and ground for COUNTY to
29 terminate the Agreement. Unless the circumstances require a sooner period of cure, CONTRACTOR
30 shall have thirty (30) calendar days from the date of the written notice of default to cure any defaults
31 grounded on this Paragraph IV (COMPLIANCE) prior to ADMINITRATOR's right to terminate this
32 Agreement on the basis of such default.

33
34 **V. CONFIDENTIALITY**

35 A. CONTRACTOR shall maintain the confidentiality of all records, including billings and any
36 audio and/or video recordings, in accordance with all applicable federal, state and county codes and
37 //

1 regulations, including 42 USC §290dd-2 (Confidentiality of Records), as they now exist or may
2 hereafter be amended or changed.

3 B. Prior to providing any services pursuant to this Agreement, all members of the Board of
4 Directors or its designee or authorized agent, employees, consultants, subcontractors, volunteers and
5 interns of the CONTRACTOR shall agree, in writing, with CONTRACTOR to maintain the
6 confidentiality of any and all information and records which may be obtained in the course of providing
7 such services. This Agreement shall specify that it is effective irrespective of all subsequent
8 resignations or terminations of CONTRACTOR members of the Board of Directors or its designee or
9 authorized agent, employees, consultants, subcontractors, volunteers and interns.

10 C. CONTRACTOR shall have in effect a system to protect patient records from inappropriate
11 disclosure in connection with activity funded under this Agreement. This system shall include
12 provisions for employee education on the confidentiality requirements, and the fact that disciplinary
13 action may occur upon inappropriate disclosure. CONTRACTOR agrees to implement administrative,
14 physical, and technical safeguards that reasonably and appropriately protect the confidentiality,
15 integrity, and availability of all confidential information that it creates, receives, maintains or transmits.
16 CONTRACTOR shall provide ADMINISTRATOR with information concerning such safeguards.

17 D. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known
18 to CONTRACTOR, or its subcontractors or agents in violation of the applicable state and federal
19 regulations regarding confidentiality.

20 E. CONTRACTOR shall monitor compliance with the above provisions on confidentiality and
21 security, and shall include them in all subcontracts.

22 F. CONTRACTOR shall notify ADMINISTRATOR within twenty-four (24) hours during a work
23 week, of any suspected or actual breach of its computer system.

24 **VI. COST REPORT**

25
26 A. CONTRACTOR shall submit separate Cost Reports for Period One, Period two, and Period
27 Three, or for a portion thereof, to COUNTY no later than forty-five (45) calendar days following the
28 period for which they are prepared or termination of this Agreement. CONTRACTOR shall prepare the
29 Cost Report in accordance with all applicable federal, state and COUNTY requirements, GAAP and the
30 Special Provisions Paragraph of this Agreement. CONTRACTOR shall allocate direct and indirect
31 costs to and between programs, cost centers, services, and funding sources in accordance with such
32 requirements and consistent with prudent business practice, which costs and allocations shall be
33 supported by source documentation maintained by CONTRACTOR, and available at any time to
34 ADMINISTRATOR upon reasonable notice.

35 1. If CONTRACTOR fails to submit an accurate and complete Cost Report within the time
36 period specified above, ADMINISTRATOR shall have sole discretion to impose one or both of the
37 following:

1 a. CONTRACTOR may be assessed a late penalty of five hundred dollars (\$500) for each
2 business day after the above specified due date that the accurate and complete Cost Report is not
3 submitted. Imposition of the late penalty shall be at the sole discretion of the ADMINISTRATOR. The
4 late penalty shall be assessed separately on each outstanding Cost Report due COUNTY by
5 CONTRACTOR.

6 b. ADMINISTRATOR may withhold or delay any or all payments due CONTRACTOR
7 pursuant to any or all agreements between COUNTY and CONTRACTOR until such time that the
8 accurate and complete Cost Report is delivered to ADMINISTRATOR.

9 2. CONTRACTOR may request, in advance and in writing, an extension of the due date of the
10 Cost Report setting forth good cause for justification of the request. Approval of such requests shall be
11 at the sole discretion of ADMINISTRATOR and shall not be unreasonably denied.

12 3. In the event that CONTRACTOR does not submit an accurate and complete Cost Report
13 within one hundred and eighty (180) calendar days following the termination of this Agreement, and
14 CONTRACTOR has not entered into a subsequent or new agreement for any other services with
15 COUNTY, then all amounts paid to CONTRACTOR by COUNTY during the term of the Agreement
16 shall be immediately reimbursed to COUNTY.

17 B. The individual and/or consolidated Cost Report prepared for each period shall be the final
18 financial and statistical report submitted by CONTRACTOR to COUNTY, and shall serve as the basis
19 for final settlement to CONTRACTOR for that period. CONTRACTOR shall document that costs are
20 reasonable and allowable and directly or indirectly related to the services to be provided hereunder. The
21 Cost Report shall be the final financial record for subsequent audits, if any.

22 C. Final settlement shall be based upon the actual and reimbursable costs for services hereunder,
23 less applicable revenues and any late penalty, not to exceed COUNTY's Maximum Obligation as set
24 forth in the Referenced Contract Provisions of this Agreement. CONTRACTOR shall not claim
25 expenditures to COUNTY which are not reimbursable pursuant to applicable federal, state and
26 COUNTY laws, regulations and requirements. Any payment made by COUNTY to CONTRACTOR,
27 which is subsequently determined to have been for an unreimbursable expenditure or service, shall be
28 repaid by CONTRACTOR to COUNTY in cash, or other authorized form of payment, within thirty (30)
29 calendar days of submission of the Cost Report or COUNTY may elect to reduce any amount owed
30 CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

31 D. If the Cost Report indicates the actual and reimbursable costs of services provided pursuant to
32 this Agreement, less applicable revenues and late penalty, are lower than the aggregate of interim
33 monthly payments to CONTRACTOR, CONTRACTOR shall remit the difference to COUNTY. Such
34 reimbursement shall be made, in cash, or other authorized form of payment, with the submission of the
35 Cost Report. If such reimbursement is not made by CONTRACTOR within thirty (30) calendar days
36 after submission of the Cost Report, COUNTY may, in addition to any other remedies, reduce any
37 amount owed CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

1 E. If the Cost Report indicates the actual and reimbursable costs of services provided pursuant to
2 this Agreement, less applicable revenues and late penalty, are higher than the aggregate of interim
3 monthly payments to CONTRACTOR, COUNTY shall pay CONTRACTOR the difference, provided
4 such payment does not exceed the Maximum Obligation of COUNTY.

5 F. All Cost Reports shall contain the following attestation, which may be typed directly on or
6 attached to the Cost Report:

7
8 "I HEREBY CERTIFY that I have executed the accompanying Cost Report and
9 supporting documentation prepared by _____ for the cost report period
10 beginning _____ and ending _____ and that, to the best of my
11 knowledge and belief, costs reimbursed through this Agreement are reasonable and
12 allowable and directly or indirectly related to the services provided and that this Cost
13 Report is a true, correct, and complete statement from the books and records of
14 (provider name) in accordance with applicable instructions, except as noted. I also
15 hereby certify that I have the authority to execute the accompanying Cost Report.

16
17 Signed _____
18 Name _____
19 Title _____
20 Date _____"

21
22 **VII. DEBARMENT AND SUSPENSION CERTIFICATION**

23 A. CONTRACTOR certifies that it and its principals:

24 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or
25 voluntarily excluded by any federal department or agency.

26 2. Have not within a three-year period preceding this Agreement been convicted of or had a
27 civil judgment rendered against them for commission of fraud or a criminal offense in connection with
28 obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract
29 under a public transaction; violation of federal or state antitrust statutes or commission of
30 embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or
31 receiving stolen property.

32 3. Are not presently indicted for or otherwise criminally or civilly charged by a federal, state,
33 or local governmental entity with commission of any of the offenses enumerated in Subparagraph A.2.
34 above.

35 4. Have not within a three-year period preceding this Agreement had one or more public
36 transactions (federal, state, or local) terminated for cause or default.

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1 5. Shall not knowingly enter into any lower tier covered transaction with a person who is
2 proposed for debarment under federal regulations (i.e., 48 CFR Part 9, Subpart 9.4), debarred,
3 suspended, declared ineligible, or voluntarily excluded from participation in such transaction unless
4 authorized by the State of California.

5 6. Shall include without modification, the clause titled "Certification Regarding Debarment,
6 Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transaction," (i.e., transactions
7 with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in
8 accordance with 2 CFR Part 376.

9 B. The terms and definitions of this paragraph have the meanings set out in the Definitions and
10 Coverage sections of the rules implementing 51 F.R. 6370.

11
12 **VIII. DELEGATION, ASSIGNMENT, AND SUBCONTRACTS**

13 A. CONTRACTOR may not delegate the obligations hereunder, either in whole or in part, without
14 prior written consent of COUNTY. CONTRACTOR shall provide written notification of
15 CONTRACTOR's intent to delegate the obligations hereunder, either in whole or part, to
16 ADMINISTRATOR not less than sixty (60) calendar days prior to the effective date of the delegation.
17 Any attempted assignment or delegation in derogation of this paragraph shall be void.

18 B. CONTRACTOR may not assign the rights hereunder, either in whole or in part, without the
19 prior written consent of COUNTY.

20 1. If CONTRACTOR is a nonprofit organization, any change from a nonprofit corporation to
21 any other corporate structure of CONTRACTOR, including a change in more than fifty percent (50%)
22 of the composition of the Board of Directors within a two (2) month period of time, shall be deemed an
23 assignment for purposes of this paragraph, unless CONTRACTOR is transitioning from a community
24 clinic/health center to a Federally Qualified Health Center and has been so designated by the Federal
25 Government. Any attempted assignment or delegation in derogation of this subparagraph shall be void.

26 2. If CONTRACTOR is a for-profit organization, any change in the business structure,
27 including but not limited to, the sale or transfer of more than ten percent (10%) of the assets or stocks of
28 CONTRACTOR, change to another corporate structure, including a change to a sole proprietorship, or a
29 change in fifty percent (50%) or more of Board of Directors or any governing body of CONTRACTOR
30 at one time shall be deemed an assignment pursuant to this paragraph. Any attempted assignment or
31 delegation in derogation of this subparagraph shall be void.

32 3. If CONTRACTOR is a governmental organization, any change to another structure,
33 including a change in more than fifty percent (50%) of the composition of its governing body (i.e. Board
34 of Supervisors, City Council, School Board) within a two (2) month period of time, shall be deemed an
35 assignment for purposes of this paragraph. Any attempted assignment or delegation in derogation of
36 this subparagraph shall be void.

37 //

1 4. Whether CONTRACTOR is a nonprofit, for-profit, or a governmental organization,
2 CONTRACTOR shall provide written notification of CONTRACTOR’s intent to assign the obligations
3 hereunder, either in whole or part, to ADMINISTRATOR not less than sixty (60) calendar days prior to
4 the effective date of the assignment.

5 5. Whether CONTRACTOR is a nonprofit, for-profit, or a governmental organization,
6 CONTRACTOR shall provide written notification within thirty (30) calendar days to
7 ADMINISTRATOR when there is change of less than fifty percent (50%) of Board of Directors or any
8 governing body of CONTRACTOR at one time.

9 C. CONTRACTOR’s obligations undertaken pursuant to this Agreement may be carried out by
10 means of subcontracts, provided such subcontracts are approved in advance, in writing by
11 ADMINISTRATOR, meet the requirements of this Agreement as they relate to the service or activity
12 under subcontract, and include any provisions that ADMINISTRATOR may require.

13 1. After approval of a subcontract, ADMINISTRATOR may revoke the approval of a
14 subcontract upon five (5) calendar days’ written notice to CONTRACTOR if the subcontract
15 subsequently fails to meet the requirements of this Agreement or any provisions that
16 ADMINISTRATOR has required.

17 2. No subcontract shall terminate or alter the responsibilities of CONTRACTOR to COUNTY
18 pursuant to this Agreement.

19 3. ADMINISTRATOR may disallow, from payments otherwise due CONTRACTOR,
20 amounts claimed for subcontracts not approved in accordance with this paragraph.

21 4. This provision shall not be applicable to service agreements usually and customarily
22 entered into by CONTRACTOR to obtain or arrange for supplies, technical support, and professional
23 services provided by consultants.

24
25 **IX. EMPLOYEE ELIGIBILITY VERIFICATION**

26 CONTRACTOR warrants that it shall fully comply with all federal and state statutes and
27 regulations regarding the employment of aliens and others and to ensure that employees, subcontractors,
28 and forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees,
29 subcontractors, and consultants performing work hereunder, all verification and other documentation of
30 employment eligibility status required by federal or state statutes and regulations including, but not
31 limited to, the Immigration Reform and Control Act of 1986, 8 USC §1324 et seq., as they currently
32 exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all
33 covered employees, subcontractors, and consultants for the period prescribed by the law.

34
35 **X. EQUIPMENT**

36 A. Unless otherwise specified in writing by ADMINISTRATOR, Equipment is defined as all
37 property of a Relatively Permanent nature with significant value, purchased in whole or in part by

1 ADMINISTRATOR to assist in performing the services described in this Agreement. “Relatively
2 Permanent” is defined as having a useful life of one year or longer. Equipment which costs \$5,000 or
3 over, including freight charges, sales taxes, and other taxes, and installation costs are defined as Capital
4 Assets. Equipment which costs between \$600 and \$5,000, including freight charges, sales taxes and
5 other taxes, and installation costs, or electronic equipment that costs less than \$600 but may contained
6 PHI or PII, are defined as Controlled Equipment. Controlled Equipment includes, but is not limited to
7 phones, tablets, audio/visual equipment, computer equipment, and lab equipment. The cost of
8 Equipment purchased, in whole or in part, with funds paid pursuant to this Agreement shall be
9 depreciated according to GAAP.

10 B. CONTRACTOR shall obtain ADMINISTRATOR’s prior written approval to purchase any
11 Equipment with funds paid pursuant to this Agreement. Upon delivery of Equipment, CONTRACTOR
12 shall forward to ADMINISTRATOR, copies of the purchase order, receipt, and other supporting
13 documentation, which includes delivery date, unit price, tax, shipping and serial numbers.
14 CONTRACTOR shall request an applicable asset tag for said Equipment and shall include each
15 purchased asset in an Equipment inventory.

16 C. Upon ADMINISTRATOR’s prior written approval, CONTRACTOR may expense to
17 COUNTY the cost of the approved Equipment purchased by CONTRACTOR. To “expense,” in
18 relation to Equipment, means to charge the proportionate cost of Equipment in the fiscal year in which it
19 is purchased. Title of expensed Equipment shall be vested with COUNTY.

20 D. CONTRACTOR shall maintain an inventory of all Equipment purchased in whole or in part
21 with funds paid through this Agreement, including date of purchase, purchase price, serial number,
22 model and type of Equipment. Such inventory shall be available for review by ADMINISTRATOR,
23 and shall include the original purchase date and price, useful life, and balance of depreciated Equipment
24 cost, if any.

25 E. CONTRACTOR shall cooperate with ADMINISTRATOR in conducting periodic physical
26 inventories of all Equipment. Upon demand by ADMINISTRATOR, CONTRACTOR shall return any
27 or all Equipment to COUNTY.

28 F. CONTRACTOR must report any loss or theft of Equipment in accordance with the procedure
29 approved by ADMINISTRATOR and the Notices Paragraph of this Agreement. In addition,
30 CONTRACTOR must complete and submit to ADMINISTRATOR a notification form when items of
31 Equipment are moved from one location to another or returned to COUNTY as surplus.

32 G. Unless this Agreement is followed without interruption by another agreement between the
33 parties for substantially the same type and scope of services, at the termination of this Agreement for
34 any cause, CONTRACTOR shall return to COUNTY all Equipment purchased with funds paid through
35 this Agreement.

36 H. CONTRACTOR shall maintain and administer a sound business program for ensuring the
37 proper use, maintenance, repair, protection, insurance, and preservation of COUNTY Equipment.

1 I. The total cost of all Equipment purchases shall not exceed \$50,000 annually.

2
3 **XI. FACILITIES, PAYMENTS AND SERVICES**

4 A. CONTRACTOR agrees to provide the services, staffing, facilities, and supplies in accordance
5 with this Agreement. COUNTY shall compensate, and authorize, when applicable, said services.
6 CONTRACTOR shall operate continuously throughout the term of this Agreement with at least the
7 minimum number and type of staff which meet applicable federal and state requirements, and which are
8 necessary for the provision of the services hereunder.

9 B. In the event that CONTRACTOR is unable to provide the services, staffing, facilities, or
10 supplies as required, ADMINISTRATOR may, at its sole discretion, reduce the Maximum Obligation
11 for the appropriate Period as well as the Total Maximum Obligation. The reduction to the Maximum
12 Obligation for the appropriate Period as well as the Total Maximum Obligation shall be in an amount
13 proportionate to the number of days in which CONTRACTOR was determined to be unable to provide
14 services, staffing, facilities or supplies.

15
16 **XII. INDEMNIFICATION AND INSURANCE**

17 A. CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY,
18 and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special
19 districts and agencies for which COUNTY’s Board of Supervisors acts as the governing Board
20 (“COUNTY INDEMNITEES”) harmless from any claims, demands or liability of any kind or nature,
21 including but not limited to personal injury or property damage, arising from or related to the services,
22 products or other performance provided by CONTRACTOR pursuant to this Agreement. If judgment is
23 entered against CONTRACTOR and COUNTY by a court of competent jurisdiction because of the
24 concurrent active negligence of COUNTY or COUNTY INDEMNITEES, CONTRACTOR and
25 COUNTY agree that liability will be apportioned as determined by the court. Neither Party shall
26 request a jury apportionment.

27 B. Prior to the provision of services under this Agreement, CONTRACTOR agrees to purchase all
28 required insurance at CONTRACTOR’s expense, including all endorsements required herein, necessary
29 to satisfy COUNTY that the insurance provisions of this Agreement have been complied with.
30 CONTRACTOR agrees to keep such insurance coverage, Certificates of Insurance, and endorsements
31 on deposit with COUNTY during the entire term of this Agreement. In addition, all subcontractors
32 performing work on behalf of CONTRACTOR pursuant to this Agreement shall obtain insurance
33 subject to the same terms and conditions as set forth herein for CONTRACTOR.

34 C. CONTRACTOR shall ensure that all subcontractors performing work on behalf of
35 CONTRACTOR pursuant to this Agreement shall be covered under CONTRACTOR’s insurance as an
36 Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for
37 CONTRACTOR. CONTRACTOR shall not allow subcontractors to work if subcontractors have less

1 than the level of coverage required by COUNTY from CONTRACTOR under this Agreement. It is the
2 obligation of CONTRACTOR to provide notice of the insurance requirements to every subcontractor
3 and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of
4 insurance must be maintained by CONTRACTOR through the entirety of this Agreement for inspection
5 by COUNTY representative(s) at any reasonable time.

6 D. All SIRs and deductibles shall be clearly stated on the COI. If no SIRs or deductibles apply,
7 indicate this on the COI with a zero (0) by the appropriate line of coverage. Any SIR or deductible in an
8 amount in excess of \$50,000 (\$5,000 for automobile liability) shall specifically be approved by the
9 CEO/Office of Risk Management upon review of CONTRACTOR's current audited financial report. If
10 CONTRACTOR's SIR is approved, CONTRACTOR, in addition to, and without limitation of, any
11 other indemnity provision(s) in this Agreement, agrees to all of the following:

12 1. In addition to the duty to indemnify and hold the COUNTY harmless against any and all
13 liability, claim, demand or suit resulting from CONTRACTOR's, its agents, employee's or
14 subcontractor's performance of this Agreement, CONTRACTOR shall defend the COUNTY at its sole
15 cost and expense with counsel approved by Board of Supervisors against same; and

16 2. CONTRACTOR's duty to defend, as stated above, shall be absolute and irrespective of any
17 duty to indemnify or hold harmless; and

18 3. The provisions of California Civil Code Section 2860 shall apply to any and all actions to
19 which the duty to defend stated above applies, and the CONTRACTOR's SIR provision shall be
20 interpreted as though the CONTRACTOR was an insurer and the COUNTY was the insured.

21 E. If CONTRACTOR fails to maintain insurance as required in this Paragraph XII
22 (INDEMNIFICATION AND INSURANCE) for the full term of this Agreement, such failure shall
23 constitute a breach of CONTRACTOR's obligation hereunder and ground for COUNTY to terminate
24 this Agreement.

25 F. QUALIFIED INSURER

26 1. The policy or policies of insurance must be issued by an insurer with a minimum rating of
27 A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current
28 edition of the Best's Key Rating Guide/Property-Casualty/United States or ambest.com). It is preferred,
29 but not mandatory, that the insurer be licensed to do business in the state of California (California
30 Admitted Carrier).

31 2. If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of
32 Risk Management retains the right to approve or reject a carrier after a review of the company's
33 performance and financial ratings.

34 //
35 //
36 //
37 //

1 G. The policy or policies of insurance maintained by CONTRACTOR shall provide the minimum
 2 limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Network Security & Privacy Liability	\$1,000,000 per claims made
Professional Liability Insurance	\$1,000,000 per claims made \$1,000,000 aggregate
Sexual Misconduct Liability	\$1,000,000 per occurrence

23 H. REQUIRED COVERAGE FORMS

24 1. The Commercial General Liability coverage shall be written on ISO form CG 00 01, or a
 25 substitute form providing liability coverage at least as broad.

26 2. The Business Automobile Liability coverage shall be written on ISO form CA 00 01,
 27 CA 00 05, CA 00 12, CA 00 20, or a substitute form providing coverage at least as broad.

28 I. REQUIRED ENDORSEMENTS

29 1. The Commercial General Liability policy shall contain the following endorsements, which
 30 shall accompany the COI:

31 a. An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least
 32 as broad naming the County of Orange, its elected and appointed officials, officers, employees, and
 33 agents as Additional Insureds, or provide blanket coverage, which will state **AS REQUIRED BY**
 34 **WRITTEN AGREEMENT.**

35 b. A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at
 36 least as broad evidencing that the CONTRACTOR's insurance is primary and any insurance or self-
 37 insurance maintained by the County of Orange shall be excess and non-contributing.

1 2. The Network Security and Privacy Liability policy shall contain the following
2 endorsements which shall accompany the Certificate of Insurance:

3 a. An Additional Insured endorsement naming the County of Orange, its elected and
4 appointed officials, officers, agents and employees as Additional Insureds for its vicarious liability.

5 b. A primary and non-contributing endorsement evidencing that the Contractor's
6 insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be
7 excess and non-contributing.

8 J. All insurance policies required by this Agreement shall waive all rights of subrogation against
9 the County of Orange, its elected and appointed officials, officers, agents and employees when acting
10 within the scope of their appointment or employment.

11 K. The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving
12 all rights of subrogation against the County of Orange, its elected and appointed officials, officers,
13 agents and employees, or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN**
14 **AGREEMENT**.

15 L. CONTRACTOR shall notify COUNTY in writing within thirty (30) days of any policy
16 cancellation and within ten (10) days for non-payment of premium and provide a copy of the
17 cancellation notice to COUNTY. Failure to provide written notice of cancellation shall constitute a
18 breach of CONTRACTOR's obligation hereunder and ground for COUNTY to terminate this
19 Agreement.

20 M. If CONTRACTOR's Professional Liability and/or Network Security & Privacy Liability are
21 "Claims Made" policy(ies), CONTRACTOR shall agree to maintain coverage for two (2) years
22 following the completion of the Agreement.

23 N. The Commercial General Liability policy shall contain a "severability of interests" clause also
24 known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

25 O. COUNTY expressly retains the right to require CONTRACTOR to increase or decrease
26 insurance of any of the above insurance types throughout the term of this Agreement. Any increase or
27 decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to
28 adequately protect COUNTY.

29 P. COUNTY shall notify CONTRACTOR in writing of changes in the insurance requirements. If
30 CONTRACTOR does not deposit copies of acceptable COIs and endorsements with COUNTY
31 incorporating such changes within thirty (30) calendar days of receipt of such notice, such failure shall
32 constitute a breach of CONTRACTOR's obligation hereunder and ground for termination of this
33 Agreement by COUNTY.

34 Q. The procuring of such required policy or policies of insurance shall not be construed to limit
35 CONTRACTOR's liability hereunder nor to fulfill the indemnification provisions and requirements of
36 this Agreement, nor act in any way to reduce the policy coverage and limits available from the insurer.

37 //

1 R. SUBMISSION OF INSURANCE DOCUMENTS

2 1. The COI and endorsements shall be provided to COUNTY as follows:

3 a. Prior to the start date of this Agreement.

4 b. No later than the expiration date for each policy.

5 c. Within thirty (30) calendar days upon receipt of written notice by COUNTY regarding
6 changes to any of the insurance types as set forth in Subparagraph G, above.

7 2. The COI and endorsements shall be provided to the COUNTY at the address as specified in
8 the Referenced Contract Provisions of this Agreement.

9 3. If CONTRACTOR fails to submit the COI and endorsements that meet the insurance
10 provisions stipulated in this Agreement by the above specified due dates, ADMINISTRATOR shall
11 have sole discretion to impose one or both of the following:

12 a. ADMINISTRATOR may withhold or delay any or all payments due CONTRACTOR
13 pursuant to any and all Agreements between COUNTY and CONTRACTOR until such time that the
14 required COI and endorsements that meet the insurance provisions stipulated in this Agreement are
15 submitted to ADMINISTRATOR.

16 b. CONTRACTOR may be assessed a penalty of one hundred dollars (\$100) for each late
17 COI or endorsement for each business day, pursuant to any and all Agreements between COUNTY and
18 CONTRACTOR, until such time that the required COI and endorsements that meet the insurance
19 provisions stipulated in this Agreement are submitted to ADMINISTRATOR.

20 c. If CONTRACTOR is assessed a late penalty, the amount shall be deducted from
21 CONTRACTOR's monthly invoice.

22 4. In no cases shall assurances by CONTRACTOR, its employees, agents, including any
23 insurance agent, be construed as adequate evidence of insurance. COUNTY will only accept valid COIs
24 and endorsements, or in the interim, an insurance binder as adequate evidence of insurance coverage.

25
26 **XIII. INSPECTIONS AND AUDITS**

27 A. ADMINISTRATOR, any authorized representative of COUNTY, any authorized representative
28 of the State of California, the Secretary of the United States Department of Health and Human Services,
29 the Comptroller General of the United States, or any other of their authorized representatives, shall have
30 access to any books, documents, and records, including but not limited to, financial statements, general
31 ledgers, relevant accounting systems, medical and Client records, of CONTRACTOR that are directly
32 pertinent to this Agreement, for the purpose of responding to a beneficiary complaint or conducting an
33 audit, review, evaluation, or examination, or making transcripts during the periods of retention set forth
34 in the Records Management and Maintenance Paragraph of this Agreement. Such persons may at all
35 reasonable times inspect or otherwise evaluate the services provided pursuant to this Agreement, and the
36 premises in which they are provided.

37 //

1 B. CONTRACTOR shall actively participate and cooperate with any person specified in
2 Subparagraph A. above in any evaluation or monitoring of the services provided pursuant to this
3 Agreement, and shall provide the above-mentioned persons adequate office space to conduct such
4 evaluation or monitoring.

5 C. CONTRACTOR shall not be subject to disallowances as the result of audits of the cost of
6 services.

7
8 **XIV. LICENSES AND LAWS**

9 A. CONTRACTOR, its officers, agents, employees, affiliates, and subcontractors shall, throughout
10 the term of this Agreement, maintain all necessary licenses, permits, approvals, certificates,
11 accreditations, waivers, and exemptions necessary for the provision of the services hereunder and
12 required by the laws, regulations and requirements of the United States, the State of California,
13 COUNTY, and all other applicable governmental agencies. CONTRACTOR shall notify
14 ADMINISTRATOR immediately and in writing of its inability to obtain or maintain, irrespective of the
15 pendency of any hearings or appeals, permits, licenses, approvals, certificates, accreditations, waivers
16 and exemptions. Said inability shall be cause for termination of this Agreement.

17 **B. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS**

18 1. CONTRACTOR agrees to furnish to ADMINISTRATOR within thirty (30) calendar days
19 of the award of this Agreement:

20 a. In the case of an individual contractor, his/her name, date of birth, social security
21 number, and residence address;

22 b. In the case of a contractor doing business in a form other than as an individual, the
23 name, date of birth, social security number, and residence address of each individual who owns an
24 interest of ten percent (10%) or more in the contracting entity;

25 c. A certification that CONTRACTOR has fully complied with all applicable federal and
26 state reporting requirements regarding its employees;

27 d. A certification that CONTRACTOR has fully complied with all lawfully served Wage
28 and Earnings Assignment Orders and Notices of Assignment, and will continue to so comply.

29 2. Failure of CONTRACTOR to timely submit the data and/or certifications required by
30 Subparagraphs 1.a., 1.b., 1.c., or 1.d. above, or to comply with all federal and state employee reporting
31 requirements for child support enforcement, or to comply with all lawfully served Wage and Earnings
32 Assignment Orders and Notices of Assignment, shall constitute a material breach of this Agreement;
33 and failure to cure such breach within sixty (60) calendar days of notice from COUNTY shall constitute
34 grounds for termination of this Agreement.

35 3. It is expressly understood that this data will be transmitted to governmental agencies
36 charged with the establishment and enforcement of child support orders, or as permitted by federal
37 and/or state statute.

1 C. CONTRACTOR shall comply with all applicable governmental laws, regulations, and
2 requirements as they exist now or may be hereafter amended or changed. . These laws, regulations, and
3 requirements shall include, but not be limited to, the following:

- 4 1. 21 CFR, Chapter 2, Part 1300 through 1399, Drug Enforcement Administration.
- 5 2. 21 USC §§355, and 505, Manufacture of Drugs.
- 6 3. 21 USC §§812, 823, and 958, Controlled Substances.
- 7 4. 21 USC 300x-27(a) and 300y-11.
- 8 5. 42 CFR, Public Health, Part 8 – Certification of Opioid Treatment Programs.
- 9 6. ARRA of 2009.
- 10 7. California Welfare and Institutions Code, §14100.2, Medicaid Confidentiality.
- 11 8. CCR Title 9, Division 4, Chapter 4, Subchapters 1 through 6, Narcotic Treatment Programs.
- 12 9. D/MC Billing Manual (March 23, 2010).
- 13 10. D/MC Certification Standards for Substance Abuse Clinics, July 2004.
- 14 11. Federal Medicare Cost reimbursement principles and cost reporting standards.
- 15 12. HSC, §§11758.40 through 11758.47, Medi-Cal Drug Treatment Program.
- 16 13. HSC, §§11839 through 11839.22, Narcotic Treatment Programs.
- 17 14. HSC, §11876, Narcotic Treatment Programs (inspections).
- 18 15. Orange County Medi-Cal Mental Health Managed Care Plan.
- 19 16. Short Doyle/Medi-Cal Manual for the Rehabilitation Option and Targeted Case
20 Management.
- 21 17. Short-Doyle/Medi-Cal Modifications/Revisions for the Rehabilitation Option and Targeted
22 Case Management Manual, including DMH Letter 94-14, dated July 7, 1994, DMH Letter
23 No. 95-04, dated July 27, 1995, DMH Letter 96-03, dated August 13, 1996.
- 24 18. State of California-Health and Human Services Agency, Department of Health Care
25 Services, Mental Health Services Division (MHSD), Medi-Cal Billing Manual, October
26 2013
- 27 19. Title 22, CCR, §51009, Confidentiality of Records.
- 28 20. US Department of Justice, Drug Enforcement Administration.
- 29 21. Trafficking Victims Protection Act of 2000, specifically section 106(g) of the Trafficking
30 Victims Protection Act of 2000 (22 U.S.C. 7104(g)) as amended by section 1702.

31
32 **XV. LITERATURE, ADVERTISEMENTS, AND SOCIAL MEDIA**

33 A. Any written information or literature, including educational or promotional materials,
34 distributed by CONTRACTOR to any person or organization for purposes directly or indirectly related
35 to this Agreement must be approved at least thirty (30) days in advance and in writing by
36 ADMINISTRATOR before distribution. For the purposes of this Agreement, distribution of written

37 //

1 materials shall include, but not be limited to, pamphlets, brochures, flyers, newspaper or magazine ads,
2 and electronic media such as the Internet.

3 B. Any advertisement through radio, television broadcast, or the Internet, for educational or
4 promotional purposes, made by CONTRACTOR for purposes directly or indirectly related to this
5 Agreement must be approved in advance at least thirty (30) days and in writing by ADMINISTRATOR.

6 C. If CONTRACTOR uses social media (such as Facebook, Twitter, YouTube or other publicly
7 available social media sites) in support of the services described within this Agreement,
8 CONTRACTOR shall develop social media policies and procedures and have them available to
9 ADMINISTRATOR upon reasonable notice. CONTRACTOR shall inform ADMINISTRATOR of all
10 forms of social media used to either directly or indirectly support the services described within this
11 Agreement. CONTRACTOR shall comply with COUNTY Social Media Use Policy and Procedures as
12 they pertain to any social media developed in support of the services described within this Agreement.
13 CONTRACTOR shall also include any required funding statement information on social media when
14 required by ADMINISTRATOR.

15 D. Any information as described in Subparagraphs A. and B. above shall not imply endorsement
16 by COUNTY, unless ADMINISTRATOR consents thereto in writing.

17 E. CONTRACTOR shall also clearly explain through these materials that there shall be no
18 unlawful use of drugs or alcohol associated with the services provided pursuant to this Agreement, as
19 specified in HSC, §11999-11999.3.

20
21 **XVI. MAXIMUM OBLIGATION**

22 A. The Total Maximum Obligation of COUNTY for services provided in accordance with this
23 Agreement, and the separate Maximum Obligations for each period under this Agreement, are as
24 specified in the Referenced Contract Provisions of this Agreement, except as allowed for in
25 Subparagraph B. below.

26 B. ADMINISTRATOR may amend the Maximum Obligation by an amount not to exceed ten
27 percent (10%) of Period One funding for this Agreement.

28
29 **XVII. MINIMUM WAGE LAWS**

30 A. Pursuant to the United States of America Fair Labor Standards Act of 1938, as amended, and
31 State of California Labor Code, §1178.5, CONTRACTOR shall pay no less than the greater of the
32 federal or California Minimum Wage to all its employees that directly or indirectly provide services
33 pursuant to this Agreement, in any manner whatsoever. CONTRACTOR shall require and verify that
34 all its contractors or other persons providing services pursuant to this Agreement on behalf of
35 CONTRACTOR also pay their employees no less than the greater of the federal or California Minimum
36 Wage.

37 //

1 B. CONTRACTOR shall comply and verify that its contractors comply with all other federal and
2 State of California laws for minimum wage, overtime pay, record keeping, and child labor standards
3 pursuant to providing services pursuant to this Agreement.

4 C. Notwithstanding the minimum wage requirements provided for in this clause, CONTRACTOR,
5 where applicable, shall comply with the prevailing wage and related requirements, as provided for in
6 accordance with the provisions of Article 2 of Chapter 1, Part 7, Division 2 of the Labor Code of the
7 State of California (§§1770, et seq.), as it now exists or may hereafter be amended.

8
9 **XVIII. NONDISCRIMINATION**

10 **A. EMPLOYMENT**

11 1. During the term of this Agreement, CONTRACTOR and its Covered Individuals shall not
12 unlawfully discriminate against any employee or applicant for employment because of his/her race,
13 religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition,
14 genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual
15 orientation, or military and veteran status. Additionally, during the term of this Agreement,
16 CONTRACTOR and its Covered Individuals shall require in its subcontracts that subcontractors shall
17 not unlawfully discriminate against any employee or applicant for employment because of his/her race,
18 religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition,
19 genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual
20 orientation, or military and veteran status.

21 2. CONTRACTOR and its Covered Individuals shall not discriminate against employees or
22 applicants for employment in the areas of employment, promotion, demotion or transfer; recruitment or
23 recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection
24 for training, including apprenticeship.

25 3. CONTRACTOR shall not discriminate between employees with spouses and employees
26 with domestic partners, or discriminate between domestic partners and spouses of those employees, in
27 the provision of benefits.

28 4. CONTRACTOR shall post in conspicuous places, available to employees and applicants for
29 employment, notices from ADMINISTRATOR and/or the United States Equal Employment
30 Opportunity Commission setting forth the provisions of the Equal Opportunity clause.

31 5. All solicitations or advertisements for employees placed by or on behalf of
32 CONTRACTOR and/or subcontractor shall state that all qualified applicants will receive consideration
33 for employment without regard to race, religious creed, color, national origin, ancestry, physical
34 disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender
35 identity, gender expression, age, sexual orientation, or military and veteran status. Such requirements
36 shall be deemed fulfilled by use of the term EOE.

37 //

1 6. Each labor union or representative of workers with which CONTRACTOR and/or
2 subcontractor has a collective bargaining agreement or other contract or understanding must post a
3 notice advising the labor union or workers' representative of the commitments under this
4 Nondiscrimination Paragraph and shall post copies of the notice in conspicuous places available to
5 employees and applicants for employment.

6 B. SERVICES, BENEFITS AND FACILITIES – CONTRACTOR and/or subcontractor shall not
7 discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities
8 on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental
9 disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender
10 expression, age, sexual orientation, or military and veteran status in accordance with Title IX of the
11 Education Amendments of 1972 as they relate to 20 USC §1681 - §1688; Title VI of the Civil Rights
12 Act of 1964 (42 USC §2000d); the Age Discrimination Act of 1975 (42 USC §6101); Title 9, Division
13 4, Chapter 6, Article 1 (§10800, et seq.) of the California Code of Regulations; and Title II of the
14 Genetic Information Nondiscrimination Act of 2008, 42 USC 2000ff, et seq. as applicable, and all other
15 pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by state law and
16 regulations, as all may now exist or be hereafter amended or changed. For the purpose of this
17 Nondiscrimination paragraph, Discrimination includes, but is not limited to the following based on one
18 or more of the factors identified above:

- 19 1. Denying a Client or potential Client any service, benefit, or accommodation.
- 20 2. Providing any service or benefit to a Client which is different or is provided in a different
21 manner or at a different time from that provided to other Clients.
- 22 3. Restricting a Client in any way in the enjoyment of any advantage or privilege enjoyed by
23 others receiving any service or benefit.
- 24 4. Treating a Client differently from others in satisfying any admission requirement or
25 condition, or eligibility requirement or condition, which individuals must meet in order to be provided
26 any service or benefit.
- 27 5. Assignment of times or places for the provision of services.

28 C. COMPLAINT PROCESS – CONTRACTOR shall establish procedures for advising all
29 Clients through a written statement that CONTRACTOR’s and/or subcontractor’s Clients may file all
30 complaints alleging discrimination in the delivery of services with CONTRACTOR, subcontractor, and
31 ADMINISTRATOR or the U.S. Department of Health and Human Services’ OCR.

32 1. Whenever possible, problems shall be resolved informally and at the point of service.
33 CONTRACTOR shall establish an internal informal problem resolution process for Clients not able to
34 resolve such problems at the point of service. Clients may initiate a grievance or complaint directly with
35 CONTRACTOR either orally or in writing.

36 2. Within the time limits procedurally imposed, the complainant shall be notified in writing as
37 to the findings regarding the alleged complaint and, if not satisfied with the decision, may file an appeal.

1 D. PERSONS WITH DISABILITIES – CONTRACTOR and/or subcontractor agree to comply
2 with the provisions of §504 of the Rehabilitation Act of 1973, as amended, (29 USC 794 et seq., as
3 implemented in 45 CFR 84.1 et seq.), and the Americans with Disabilities Act of 1990 as amended (42
4 USC 12101 et seq.; as implemented in 29 CFR 1630), as applicable, pertaining to the prohibition of
5 discrimination against qualified persons with disabilities in all programs or activities; and if applicable,
6 as implemented in Title 45, CFR, §84.1 et seq., as they exist now or may be hereafter amended together
7 with succeeding legislation.

8 E. RETALIATION – Neither CONTRACTOR nor subcontractor, nor its employees or agents shall
9 intimidate, coerce or take adverse action against any person for the purpose of interfering with rights
10 secured by federal or state laws, or because such person has filed a complaint, certified, assisted or
11 otherwise participated in an investigation, proceeding, hearing or any other activity undertaken to
12 enforce rights secured by federal or state law.

13 F. In the event of non-compliance with this paragraph or as otherwise provided by federal and
14 state law, this Agreement may be canceled, terminated or suspended in whole or in part and
15 CONTRACTOR or subcontractor may be declared ineligible for further contracts involving federal,
16 state or county funds.

17
18 **XIX. NOTICES**

19 A. Unless otherwise specified, all notices, claims, correspondence, reports and/or statements
20 authorized or required by this Agreement shall be effective:

- 21 1. When written and deposited in the United States mail, first class postage prepaid and
22 addressed as specified in the Referenced Contract Provisions of this Agreement or as otherwise directed
23 by ADMINISTRATOR;
- 24 2. When faxed, transmission confirmed;
- 25 3. When sent by Email; or
- 26 4. When accepted by U.S. Postal Service Express Mail, Federal Express, United Parcel
27 Service, or any other expedited delivery service.

28 B. Termination Notices shall be addressed as specified in the Referenced Contract Provisions of
29 this Agreement or as otherwise directed by ADMINISTRATOR and shall be effective when faxed,
30 transmission confirmed, or when accepted by U.S. Postal Service Express Mail, Federal Express, United
31 Parcel Service, or any other expedited delivery service.

32 C. CONTRACTOR shall notify ADMINISTRATOR, in writing, within twenty-four (24) hours of
33 becoming aware of any occurrence of a serious nature, which may expose COUNTY to liability. Such
34 occurrences shall include, but not be limited to, accidents, injuries, or acts of negligence, or loss or
35 damage to any COUNTY property in possession of CONTRACTOR.

36 D. For purposes of this Agreement, any notice to be provided by COUNTY may be given by
37 ADMINISTRATOR.

XX. NOTIFICATION OF DEATH

A. Upon becoming aware of the death of any person served pursuant to this Agreement, CONTRACTOR shall immediately notify ADMINISTRATOR.

B. All Notifications of Death provided to ADMINISTRATOR by CONTRACTOR shall contain the name of the deceased, the date and time of death, the nature and circumstances of the death, and the name(s) of CONTRACTOR’s officers or employees with knowledge of the incident.

1. TELEPHONE NOTIFICATION – CONTRACTOR shall notify ADMINISTRATOR by telephone immediately upon becoming aware of the death due to non-terminal illness of any person served pursuant to this Agreement; provided, however, weekends and holidays shall not be included for purposes of computing the time within which to give telephone notice and, notwithstanding the time limit herein specified, notice need only be given during normal business hours.

2. WRITTEN NOTIFICATION

a. NON-TERMINAL ILLNESS – CONTRACTOR shall hand deliver, fax, and/or send via encrypted email to ADMINISTRATOR a written report within sixteen (16) hours after becoming aware of the death due to non-terminal illness of any person served pursuant to this Agreement.

b. TERMINAL ILLNESS – CONTRACTOR shall notify ADMINISTRATOR by written report hand delivered, faxed, sent via encrypted email, and/or postmarked and sent via U.S. Mail within forty-eight (48) hours of becoming aware of the death due to terminal illness of any person served pursuant to this Agreement.

C. If there are any questions regarding the cause of death of any person served pursuant to this Agreement who was diagnosed with a terminal illness, or if there are any unusual circumstances related to the death, CONTRACTOR shall immediately notify ADMINISTRATOR in accordance with this Notification of Death Paragraph.

XXI. NOTIFICATION OF PUBLIC EVENTS AND MEETINGS

A. CONTRACTOR shall notify ADMINISTRATOR of any public event or meeting funded in whole or in part by the COUNTY, except for those events or meetings that are intended solely to serve Clients or occur in the normal course of business.

B. CONTRACTOR shall notify ADMINISTRATOR at least thirty (30) business days in advance of any applicable public event or meeting. The notification must include the date, time, duration, location and purpose of the public event or meeting. Any promotional materials or event related flyers must be approved by ADMINISTRATOR prior to distribution.

XXII. RECORDS MANAGEMENT AND MAINTENANCE

A. CONTRACTOR, its officers, agents, employees and subcontractors shall, throughout the term of this Agreement, prepare, maintain and manage records appropriate to the services provided and in accordance with this Agreement and all applicable requirements, which include but are not limited to:

1 1. California Code of Regulations Title 22, §§70751(c), 71551(c), 73543(a), 74731(d),
2 75055(a), 75343(a), and 77143(a).

3 2. State of California, Department of Health Care Services ASRS Manual.

4 3. State of California, Department of Health Care Services DPFS Manual.

5 4. California Health and Safety Code §123145.

6 5. Title 45 CFR, §164.501; §164.524; §164.526; §164.530(c) and (j).

7 B. CONTRACTOR shall implement and maintain administrative, technical and physical
8 safeguards to ensure the privacy of PHI and prevent the intentional or unintentional use or disclosure of
9 PHI in violation of the HIPAA, federal and state regulations and/or CHPP. CONTRACTOR shall
10 mitigate to the extent practicable, the known harmful effect of any use or disclosure of PHI made in
11 violation of federal or state regulations and/or COUNTY policies.

12 C. CONTRACTOR’s Client,, and/or patient records shall be maintained in a secure manner.
13 CONTRACTOR shall maintain Client,, and/or patient records and must establish and implement written
14 record management procedures.

15 D. CONTRACTOR shall retain all financial records for a minimum of seven (7) years from the
16 commencement of the contract, unless a longer period is required due to legal proceedings such as
17 litigations and/or settlement of claims.

18 E. CONTRACTOR shall make records pertaining to the costs of services, Client fees, charges,
19 billings, and revenues available at one (1) location within the limits of the County of Orange.

20 F. CONTRACTOR shall ensure all HIPAA (DRS) requirements are met. HIPAA requires that
21 clients, Clients and/or patients be provided the right to access or receive a copy of their DRS and/or
22 request addendum to their records. Title 45 CFR §164.501, defines DRS as a group of records
23 maintained by or for a covered entity that is:

24 1. The medical records and billing records about individuals maintained by or for a covered
25 health care provider;

26 2. The enrollment, payment, claims adjudication, and case or medical management record
27 systems maintained by or for a health plan; or

28 3. Used, in whole or in part, by or for the covered entity to make decisions about individuals.

29 G. CONTRACTOR may retain Client, and/or patient documentation electronically in accordance
30 with the terms of this Agreement and common business practices. If documentation is retained
31 electronically, CONTRACTOR shall, in the event of an audit or site visit:

32 1. Have documents readily available within forty-eight (48) hour notice of a scheduled audit
33 or site visit.

34 2. Provide auditor or other authorized individuals access to documents via a computer
35 terminal.

36 3. Provide auditor or other authorized individuals a hardcopy printout of documents, if
37 requested.

1 H. CONTRACTOR shall ensure compliance with requirements pertaining to the privacy and
2 security of PII and/or PHI. CONTRACTOR shall notify COUNTY immediately by telephone call plus
3 email or fax upon the discovery of a Breach of unsecured PHI and/or PII.

4 I. CONTRACTOR may be required to pay any costs associated with a Breach of privacy and/or
5 security of PII and/or PHI, including but not limited to the costs of notification. CONTRACTOR shall
6 pay any and all such costs arising out of a Breach of privacy and/or security of PII and/or PHI.

7 J. CONTRACTOR shall retain all Client and/or patient medical records for seven (7) years
8 following discharge of the Client and/or patient, with the exception of non-emancipated minors for
9 whom records must be kept for at least one (1) year after such minors have reached the age of eighteen
10 (18) years, or for seven (7) years after the last date of service, whichever is longer.

11
12 **XXIII. RESEARCH AND PUBLICATION**

13 CONTRACTOR shall not utilize information and/or data received from COUNTY, or arising out
14 of, or developed, as a result of this Agreement for the purpose of personal or professional research, or
15 for publication.

16
17 **XXIV. REVENUE**

18 A. CLIENT FEES – CONTRACTOR shall charge a fee to Clients to whom services are provided
19 pursuant to this Agreement, their estates and responsible relatives, in accordance with the fee system
20 designated by ADMINISTRATOR. This fee shall be based upon the person's ability to pay for services,
21 but it shall not exceed the actual cost of services provided. No person shall be denied services because
22 of an inability to pay.

23 B. THIRD-PARTY REVENUE – CONTRACTOR shall make every reasonable effort to obtain all
24 available third-party reimbursement for which persons served pursuant to this Agreement may be
25 eligible. Charges to insurance carriers shall be on the basis of CONTRACTOR’s usual and customary
26 charges.

27 C. PROCEDURES – CONTRACTOR shall maintain internal financial controls which adequately
28 ensure proper billing and collection procedures. CONTRACTOR’s procedures shall specifically
29 provide for the identification of delinquent accounts and methods for pursuing such accounts.
30 CONTRACTOR shall provide ADMINISTRATOR, monthly, a written report specifying the current
31 status of fees which are billed, collected, transferred to a collection agency, or deemed by
32 CONTRACTOR to be uncollectible.

33
34 **XXV. SEVERABILITY**

35 If a court of competent jurisdiction declares any provision of this Agreement or application thereof
36 to any person or circumstances to be invalid or if any provision of this Agreement contravenes any
37 federal, state or county statute, ordinance, or regulation, the remaining provisions of this Agreement or

1 the application thereof shall remain valid, and the remaining provisions of this Agreement shall remain
2 in full force and effect, and to that extent the provisions of this Agreement are severable.

3
4 **XXVI. SPECIAL PROVISIONS**

5 A. CONTRACTOR shall not use the funds provided by means of this Agreement for the following
6 purposes:

- 7 1. Making cash payments to intended recipients of services through this Agreement.
- 8 2. Lobbying any governmental agency or official. CONTRACTOR shall file all certifications
9 and reports in compliance with this requirement pursuant to Title 31, USC, §1352 (e.g., limitation on
10 use of appropriated funds to influence certain federal contracting and financial transactions).
- 11 3. Fundraising.
- 12 4. Purchase of gifts, meals, entertainment, awards, or other personal expenses for
13 CONTRACTOR’s staff, volunteers, or members of the Board of Directors or governing body.
- 14 5. Reimbursement of CONTRACTOR’s members of the Board of Directors or governing
15 body for expenses or services.
- 16 6. Making personal loans to CONTRACTOR’s staff, volunteers, interns, consultants,
17 subcontractors, and members of the Board of Directors or governing body, or its designee or authorized
18 agent, or making salary advances or giving bonuses to CONTRACTOR’s staff.
- 19 7. Paying an individual salary or compensation for services at a rate in excess of the current
20 Level I of the Executive Salary Schedule as published by the OPM. The OPM Executive Salary
21 Schedule may be found at www.opm.gov.
- 22 8. Severance pay for separating employees.
- 23 9. Paying rent and/or lease costs for a facility prior to the facility meeting all required building
24 codes and obtaining all necessary building permits for any associated construction.
- 25 10. Purchasing or improving land, including constructing or permanently improving any
26 building or facility, except for tenant improvements.
- 27 11. Satisfying any expenditure of non-federal funds as a condition for the receipt of federal
28 funds (matching).
- 29 12. Contracting or subcontracting with any entity other than an individual or nonprofit entity.
- 30 13. Producing any information that promotes responsible use, if the use is unlawful, of drugs or
31 alcohol.
- 32 14. Promoting the legalization of any drug or other substance included in Schedule 1 of the
33 Controlled Substance Act (21 USC 812).
- 34 15. Distributing or aiding in the distribution of sterile needles or syringes for the hypodermic
35 injection of any illegal drug.
- 36 16. Assisting, promoting, or deterring union organizing.
- 37 17. Providing inpatient hospital services or purchasing major medical equipment.

1 B. Unless otherwise specified in advance and in writing by ADMINISTRATOR, CONTRACTOR
2 shall not use the funds provided by means of this Agreement for the following purposes:

- 3 1. Funding travel or training (excluding mileage or parking).
- 4 2. Making phone calls outside of the local area unless documented to be directly for the
5 purpose of Client care.
- 6 3. Payment for grant writing, consultants, certified public accounting, or legal services.
- 7 4. Purchase of artwork or other items that are for decorative purposes and do not directly
8 contribute to the quality of services to be provided pursuant to this Agreement.
- 9 5. Purchase of gifts, meals, entertainment, awards, or other personal expenses for

10 CONTRACTOR’s Clients

11 C. Neither party shall be responsible for delays or failures in performance resulting from acts
12 beyond the control of the affected party. Such acts shall include, but not be limited to, acts of God, fire,
13 flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight, embargo, public
14 related utility, or governmental statutes or regulations imposed after the fact.

15
16 **XXVII. STATUS OF CONTRACTOR**

17 CONTRACTOR is, and shall at all times be deemed to be, an independent contractor and shall be
18 wholly responsible for the manner in which it performs the services required of it by the terms of this
19 Agreement. CONTRACTOR is entirely responsible for compensating staff, subcontractors, and
20 consultants employed by CONTRACTOR. This Agreement shall not be construed as creating the
21 relationship of employer and employee, or principal and agent, between COUNTY and CONTRACTOR
22 or any of CONTRACTOR’s employees, agents, consultants, or subcontractors. CONTRACTOR
23 assumes exclusively the responsibility for the acts of its employees, agents, consultants, or
24 subcontractors as they relate to the services to be provided during the course and scope of their
25 employment. CONTRACTOR, its agents, employees, consultants, or subcontractors, shall not be
26 entitled to any rights or privileges of COUNTY’s employees and shall not be considered in any manner
27 to be COUNTY’s employees.

28
29 **XXVIII. TERM**

30 A. The term of this Agreement shall commence as specified in the Referenced Contract Provisions
31 of this Agreement or the execution date, whichever is later. This Agreement shall terminate as specified
32 in the Referenced Contract Provisions of this Agreement unless otherwise sooner terminated as provided
33 in this Agreement; provided, however, CONTRACTOR shall be obligated to perform such duties as
34 would normally extend beyond this term, including but not limited to, obligations with respect to
35 confidentiality, indemnification, audits, reporting and accounting.

36 B. Any administrative duty or obligation to be performed pursuant to this Agreement on a
37 weekend or holiday may be performed on the next regular business day.

XXIX. TERMINATION

A. Either party may terminate this Agreement, without cause, upon thirty (30) calendar days' written notice given the other party.

B. Unless otherwise specified in this Agreement, COUNTY may terminate this Agreement upon five (5) calendar days' written notice if CONTRACTOR fails to perform any of the terms of this Agreement. At ADMINISTRATOR's sole discretion, CONTRACTOR may be allowed up to thirty (30) calendar days for corrective action.

C. COUNTY may terminate this Agreement immediately, upon written notice, on the occurrence of any of the following events:

- 1. The loss by CONTRACTOR of legal capacity.
- 2. Cessation of services.
- 3. The delegation or assignment of CONTRACTOR's services, operation or administration to another entity without the prior written consent of COUNTY.
- 4. The neglect by any physician or licensed person employed by CONTRACTOR of any duty required pursuant to this Agreement.
- 5. The loss of accreditation or any license required by the Licenses and Laws Paragraph of this Agreement.
- 6. The continued incapacity of any physician or licensed person to perform duties required pursuant to this Agreement.
- 7. Unethical conduct or malpractice by any physician or licensed person providing services pursuant to this Agreement; provided, however, COUNTY may waive this option if CONTRACTOR removes such physician or licensed person from serving persons treated or assisted pursuant to this Agreement.

D. CONTINGENT FUNDING

- 1. Any obligation of COUNTY under this Agreement is contingent upon the following:
 - a. The continued availability of federal, state and county funds for reimbursement of COUNTY's expenditures, and
 - b. Inclusion of sufficient funding for the services hereunder in the applicable budget(s) approved by the Board of Supervisors.

2. In the event such funding is subsequently reduced or terminated, COUNTY may suspend, terminate or renegotiate this Agreement upon thirty (30) calendar days' written notice given CONTRACTOR. If COUNTY elects to renegotiate this Agreement due to reduced or terminated funding, CONTRACTOR shall not be obligated to accept the renegotiated terms.

E. In the event this Agreement is suspended or terminated prior to the completion of the term as specified in the Referenced Contract Provisions of this Agreement, ADMINISTRATOR may, at its sole discretion, reduce the Maximum Obligation of this Agreement in an amount consistent with the reduced term of the Agreement.

1 F. In the event this Agreement is terminated by either party pursuant to Subparagraphs B., C. or D.
2 above, CONTRACTOR shall do the following:

3 1. Comply with termination instructions provided by ADMINISTRATOR in a manner which
4 is consistent with recognized standards of quality care and prudent business practice.

5 2. Obtain immediate clarification from ADMINISTRATOR of any unsettled issues of contract
6 performance during the remaining contract term.

7 3. Until the date of termination, continue to provide the same level of service required by this
8 Agreement.

9 4. If Clients are to be transferred to another facility for services, furnish ADMINISTRATOR,
10 upon request, all Client information and records deemed necessary by ADMINISTRATOR to effect an
11 orderly transfer.

12 5. Assist ADMINISTRATOR in effecting the transfer of Clients in a manner consistent with
13 Client's best interests.

14 6. If records are to be transferred to COUNTY, pack and label such records in accordance
15 with directions provided by ADMINISTRATOR.

16 7. Return to COUNTY, in the manner indicated by ADMINISTRATOR, any equipment and
17 supplies purchased with funds provided by COUNTY.

18 8. To the extent services are terminated, cancel outstanding commitments covering the
19 procurement of materials, supplies, equipment, and miscellaneous items, as well as outstanding
20 commitments which relate to personal services. With respect to these canceled commitments,
21 CONTRACTOR shall submit a written plan for settlement of all outstanding liabilities and all claims
22 arising out of such cancellation of commitment which shall be subject to written approval of
23 ADMINISTRATOR.

24 9. Provide written notice of termination of services to each Client being served under this
25 Agreement, within fifteen (15) calendar days of receipt of termination notice. A copy of the notice of
26 termination of services must also be provided to ADMINISTRATOR within the fifteen (15) calendar
27 day period.

28 G. The rights and remedies of COUNTY provided in this Termination Paragraph shall not be
29 exclusive, and are in addition to any other rights and remedies provided by law or under this Agreement.

30 **XXX. THIRD PARTY BENEFICIARY**

31 Neither party hereto intends that this Agreement shall create rights hereunder in third parties
32 including, but not limited to, any subcontractors or any Clients provided services pursuant to this
33 Agreement.

34 **XXXI. WAIVER OF DEFAULT OR BREACH**

35 Waiver by COUNTY of any default by CONTRACTOR shall not be considered a waiver of any
36 subsequent default. Waiver by COUNTY of any breach by CONTRACTOR of any provision of this
37

1 Agreement shall not be considered a waiver of any subsequent breach. Waiver by COUNTY of any
2 default or any breach by CONTRACTOR shall not be considered a modification of the terms of this
3 Agreement.

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1 IN WITNESS WHEREOF, the parties have executed this Agreement, in the County of Orange,
2 State of California.

3
4
5 WESTERN PACIFIC RE-HAB

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7 DocuSigned by:
8 BY: Mark Hickman DATED: 2/14/2017
9 768A3D7AE19B419...

10 TITLE: CEO

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14
15 COUNTY OF ORANGE

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17
18 BY: _____ DATED: _____
19 HEALTH CARE AGENCY

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22
23 APPROVED AS TO FORM
24 OFFICE OF THE COUNTY COUNSEL
25 ORANGE COUNTY, CALIFORNIA

26
27 DocuSigned by:
28 BY: Eric Divine DATED: 2/14/2017
29 C4E3886C1E6D4FD...
30 DEPUTY

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35 If the contracting party is a corporation, two (2) signatures are required: one (1) signature by the Chairman of the Board, the
36 President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer
37 or any Assistant Treasurer. If the contract is signed by one (1) authorized individual only, a copy of the corporate resolution
signature alone is required by ADMINISTRATOR.

1 EXHIBIT A
2 TO AGREEMENT FOR PROVISION OF
3 NARCOTIC REPLACEMENT THERAPY TREATMENT SERVICES
4 WITH
5 WESTERN PACIFIC RE-HAB
6 JULY 1, 2017 THROUGH JUNE 30, 2020
7

8 **I. COMMON TERMS AND DEFINITIONS**

9 A. AB109 Services are for those Clients deemed eligible by California Department of Corrections
10 and Rehabilitation and/or OCPD. Clients in AB 109 Services are those who have received sentencing
11 for a felony or misdemeanor that is non-violent, non-sexual, and non-serious.

12 B. CalOMS is a statewide Client based data collection and outcomes measurement system as
13 required by the state to effectively manage and improve the provision of alcohol and other drug services
14 at the state, COUNTY, and provider levels.

15 C. Counselor means a staff member who is registered or certified by one of the state approved
16 Counseling Certification programs or who is a registered intern or licensed by the Board of Behavioral
17 Sciences. A Counselor must remain in good standing with the certification or licensing process.

18 D. Diagnosis means the identification of the nature of the Client’s substance use disorder. When
19 formulating the diagnosis of a Client, the CONTRACTOR shall use the diagnosis codes and axes as
20 specified in the most current edition of the DSM published by the American Psychiatric Association.
21 The Contractor shall record all DSM diagnoses on all IRIS documents and in the Client files as
22 appropriate.

23 E. Dose means the administration of a specific amount of methadone prescribed by a physician for
24 the Client’s care along with medical care and individual and/or group counseling.

25 F. Dual Diagnosed Client means a Client having co-occurring mental illness and substance abuse
26 diagnosis, irrespective of which is the primary diagnosis.

27 G. Family Counseling means a face-to-face contact between a Counselor and members of a
28 Client’s family or significant other. The Client may or may not be present.

29 H. Gatekeeper means ADMINISTRATOR staff responsible for all initial referrals to
30 CONTRACTOR for methadone maintenance treatment or detoxification therapy.

31 I. Group Counseling means a face-to-face contact between a Counselor and each Client involved
32 in a group counseling session. A group session is a ninety (90) minute session with more than one (1)
33 person in an encounter with a Counselor.

34 J. Individual Counseling means a face-to-face contact, between a Counselor and an individual
35 Client resulting in a record of therapeutic experience in a Client’s chart. An individual session is with
36 one (1) Client in an encounter with a Counselor.

37 //

1 K. Intake means the initial face-to-face meeting between a Client and CONTRACTOR staff in
2 which specific information about the Client is gathered including the ability to pay and standard
3 admission forms pursuant to the Agreement, post Gatekeeper approval.

4 L. IRIS means a collection of applications and data bases that serve the needs of programs within
5 HCA and includes functionality such as registration and scheduling, laboratory information system,
6 billing and reporting capabilities, compliance with regulatory requirements, electronic medical records
7 and other relevant information.

8 M. Linkage means connecting Clients to ancillary services such as outpatient treatment and
9 supportive services which may include self-help groups, social services, rehabilitation services,
10 vocational services, job training services or other appropriate services.

11 N. Maintenance Client means a male or female aged 18 and over residing in COUNTY who has a
12 primary problem of opiate addiction and is currently recovering through Narcotic Replacement
13 Maintenance Therapy.

14 O. Medical Director means the physician licensed to practice medicine in California who is
15 responsible for medical services provided by CONTRACTOR.

16 P. Medical Necessity means the decision by Contractor’s Medical Director that a Client meets
17 admission criteria and continuing care justification pursuant to CCR, Title 22 and Title 9, Section
18 10270.

19 Q. Narcotic Replacement Maintenance Therapy means the medically supervised use of an opiate
20 agonist medication to provide a means whereby the patient may be rehabilitated from opiate substance
21 use disorders.

22 R. Narcotic Replacement Detoxification means narcotic therapy used in decreasing medically
23 determined dosage levels for a period of not more than twenty-one (21) calendar days, to reduce or
24 eliminate opiate addiction.

25 S. Client means a male or female aged 18 and over residing in the COUNTY who has a primary
26 problem of opiate addiction and also qualifies for admission as per Title 9 and contractual eligibility
27 requirements.

28 T. Program Protocol means the written program description, goals, objectives, and policies
29 established by CONTRACTOR for the methadone therapy program provided pursuant to the
30 Agreement.

31 U. Ryan White Funding means specific funding for Clients with HIV disease as may be awarded
32 by the COUNTY HIV Planning Council.

33 V. Screening means the process by which the program obtains information about the individual
34 seeking admission for methadone therapy services.

35 W. Token means the security device which allows an individual user to access the HCA computer
36 based IRIS.

37 //

1 X. Unit of Service means a calendar month of treatment services at a Narcotic Treatment Program
2 provided pursuant to Title 22 and Title 9. Dosing and counseling services may be provided on the same
3 day to a single Client.

4
5 **II. PAYMENTS**

6 A. BASIS FOR REIMBURSEMENT – As compensation to CONTRACTOR for services provided
7 pursuant to the Agreement, COUNTY shall pay CONTRACTOR monthly in arrears at the following all
8 inclusive rates of reimbursement: \$17.38 daily per Maintenance Client served at CONTRACTOR’s
9 facility, \$12.00 per dose for Detoxification Clients at CONTRACTOR’s facility, and \$26.07 per dose
10 for Maintenance Clients at other locations as approved by ADMINISTRATOR; however, the total of
11 monthly payments to CONTRACTOR shall not exceed COUNTY’s Maximum Obligation set forth in
12 the Referenced Contract Provisions of the Agreement and provided further, that CONTRACTOR’s costs
13 are allowable pursuant to applicable COUNTY, federal and state regulations. Non-compliance will
14 require the completion of a CAP by CONTRACTOR. If CAPs are not completed within timeframes
15 approved by ADMINISTRATOR, payments may be reduced accordingly.

16 B. COUNTY shall pay CONTRACTOR monthly, in arrears. CONTRACTOR's invoice shall be
17 on an approved invoice form, approved or supplied by ADMINISTRATOR, and provide such
18 information as is required by ADMINISTRATOR.

19 C. CONTRACTOR's invoices are due the tenth (10th) day of the month. Invoices received after
20 the due date may not be paid within the same month.

21 D. All billings to COUNTY shall be supported by supporting documentation that clearly show
22 CONTRACTOR is entitled to compensation as a result of and in the performance of duties for
23 COUNTY.

24 E. ADMINISTRATOR may withhold or delay any payment if CONTRACTOR fails to comply
25 with any provision of the Agreement or is not in compliance with federal, state or COUNTY regulations
26 governing the provision of contracted services.

27 F. COUNTY shall not reimburse CONTRACTOR for services provided beyond the expiration
28 and/or termination of the Agreement, except as may otherwise be provided for under the Agreement.

29 G. In conjunction with Payments Paragraph, Subparagraph A, Units of Service shall not be entered
30 in the IRIS system for services not rendered. If information has been entered, corrections will be made
31 within ten (10) business days from notification of ADMINISTRATOR.

32 H. The Agreement includes federal funds paid to CONTRACTOR. The CFDA number(s) and
33 associated information for federal funds paid through the Agreement are specified below:

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1 CFDA Year: 2013

2 CFDA#: 93.959

3 Program Title: Block Grants for Prevention and Treatment of Substance Abuse

4 Federal Agency: Department of Health Care Services

5 Award Name: Negotiated Net Amount/Drug Medi-Cal Contract

6 I. CONTRACTOR may be required to have an audit conducted in accordance with federal OMB
7 Circular A-133. CONTRACTOR shall be responsible for complying with any federal audit
8 requirements within the reporting period specified by OMB Circular A-133.

9 J. ADMINISTRATOR may revise the CFDA information listed above, and shall notify
10 CONTRACTOR in writing of said revisions.

11 K. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
12 Payments Paragraph of this Exhibit A to the Agreement.

13
14 **III. RECORDS**

15 A. CLIENT RECORDS – CONTRACTOR shall maintain adequate records in accordance with the
16 ADMINISTRATOR Alcohol and Drug Abuse Services Guidelines on each individual Client in
17 sufficient detail to permit an evaluation of services, which shall include, but need not be limited to
18 unless otherwise approved by ADMINISTRATOR:

- 19 1. ADMINISTRATOR’s Treatment Authorization Form
- 20 2. Substance abuse history
- 21 3. Case Manager's name and telephone number
- 22 4. Tuberculosis clearance
- 23 5. Emergency notification information
- 24 6. Record of any funds collected from, or on behalf of, the Client
- 25 7. Treatment Plan

26 B. FINANCIAL RECORDS – CONTRACTOR shall prepare and maintain accurate and complete
27 financial records of its costs and operating expenses. Such records shall reflect the actual costs of the
28 type of service for which payment is claimed in accordance with generally accepted accounting
29 principles, the ASRS Manual.

30 1. Any apportionment of or distribution of costs, including indirect costs, to or between
31 programs or cost centers of CONTRACTOR shall be documented, and shall be made in accordance with
32 generally accepted principles, the ASRS Manual, and the DPFS Manual.

33 2. CONTRACTOR shall account for funds provided through the Agreement separately from
34 other funds, and maintain a clear audit trail for the expenditure of funds.

35 3. The Client eligibility determination and fee charged to and collected from Clients, together
36 with a record of all billings rendered and revenues received from any source, on behalf of Clients treated
37 pursuant to the Agreement, must be reflected in CONTRACTOR’s financial records.

1 C. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
2 Records Paragraph of this Exhibit A to the Agreement.

3
4 **IV. REPORTS**

5 **A. MONTHLY PROGRAMMATIC**

6 1. CONTRACTOR shall submit a monthly programmatic report to ADMINISTRATOR,
7 including information required and on a form approved or provided by ADMINISTRATOR, in
8 conjunction with the billing described in the Payments paragraph of this Exhibit A of the Agreement.
9 These monthly programmatic reports should be received by ADMINISTRATOR no later than the tenth
10 (10th) business day of the month following the report month.

11 2. CONTRACTOR shall be responsible to include in the monthly programmatic report any
12 problems in implementing the provisions of the Agreement, pertinent facts or interim findings, staff
13 changes, status of license(s) and/or certification(s), changes in population served, and reasons for any
14 changes. Additionally, a statement that the CONTRACTOR is or is not progressing satisfactorily in
15 achieving all the terms of the Agreement shall be included.

16 B. MONTHLY IRIS – CONTRACTOR shall input all CalOMS data for the preceding month no
17 later than the fifth (5th) calendar day of the month following the report month. CONTRACTOR shall
18 correct and submit all errors from the CalOMS Feedback and Error Report within seven (7) calendar
19 days of receipt of the report. CalOMS discharges shall be entered no later than seven (7) calendar days
20 after Client’s discharge.

21 C. MONTHLY DATAR – CONTRACTOR shall provide reports under the DATAR and/or any
22 other State Department of Alcohol and Drug Programs Reporting System no later than the fifth (5th)
23 business day of the month following the report month.

24 D. ADDITIONAL REPORTS – CONTRACTOR shall make additional reports, as required by
25 ADMINISTRATOR, concerning CONTRACTOR’s activities as they affect the services hereunder.
26 ADMINISTRATOR will be specific as to the nature of information requested.

27 E. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
28 Reports Paragraph of this Exhibit A to the Agreement.

29
30 **V. SERVICES**

31 A. CONTRACTOR shall operate a licensed accredited and certified alcohol and drug abuse
32 Narcotic Replacement Therapy program, in accordance with the standards established by COUNTY and
33 under Title 9, Division 4, Chapter 4 of the CCR by the State of California, DHCS, and shall administer
34 or dispense methadone as a maintenance substitute narcotic drug or for detoxification for Clients who
35 are dependent on heroin or other morphine-like drugs at the following locations unless otherwise
36 approved in advance and in writing by ADMINISTRATOR:

37 //

1 218 Commonwealth Avenue 10751 Dale Street
2 Fullerton, CA Stanton, CA
3

4 B. PERSONS TO BE SERVED – CONTRACTOR shall provide services to Maintenance Clients
5 who are eligible for services. Maintenance Clients are considered eligible for services if they are
6 indigent or earning up to 200% of poverty level; including those who are disabled, have HIV and/or
7 Hepatitis C, or are pregnant, and those identified in Services Paragraph, subparagraph M., three hundred
8 sixty-five (365) days per year. In addition to the above, program eligibility shall be determined as per
9 Title 9 section 10270 for Maintenance and Detoxification Clients. Detoxification services shall be
10 provided, to those Clients that are indigent or earning up to 200% of poverty level or as approved by
11 ADMINISTRATOR. Detoxification therapy shall not include pregnant women. In addition,
12 CONTRACTOR shall provide maintenance and detoxification services to persons eighteen (18) and
13 over earning up to 200% of poverty level and/or eligible for AB109 via referral from OC Probation
14 Department assessment staff. Other eligibility may be determined by ADMINISTRATOR.

15 1. CONTRACTOR shall provide individual case management, treatment planning, crisis
16 intervention, discharge planning, medication handling and dispensing, and related services as required
17 by federal, state, and COUNTY rules and regulations.

18 2. CONTRACTOR’s program must include an introduction to appropriate self-help structured
19 support programs as approved by ADMINISTRATOR.

20 C. INTAKE/ASSESSMENT – Before admitting an applicant to Detoxification or Maintenance
21 therapy, the Medical Director shall determine medical Necessity by either conducting a medical
22 evaluation or documenting the review in agreement with a medical evaluation conducted by the
23 physician’s designee. Within seven (7) calendar days of admission, CONTRACTOR shall provide a
24 standardized, comprehensive risk and needs assessment on each Maintenance Client to assess alcohol
25 and drug abuse history, family history, mental and emotional status, educational and vocational
26 background, as well as daily living skills, stress management, literacy, employment, education and
27 money management. Assessment tools may include Addiction Severity Index, or any other assessment
28 tool, as approved by ADMINISTRATOR. The content of Client records shall follow Title 9, Section
29 10165 and all requirements specified by this Agreement.

30 D. PROGRAM ORIENTATION – CONTRACTOR shall, within seventy-two (72) hours of
31 Client’s admission into the program, provide an overview of the program. The program orientation
32 shall be documented in the Client’s file, and shall include, but not be limited to:

- 33 1. Overview of program structure and schedules;
- 34 2. Program rules and regulations;
- 35 3. Effects of medication used in Narcotic Replacement Therapy and adverse effects of abrupt
36 withdrawal;
- 37 4. Policies regarding Client fees;

- 1 5. Client rights and responsibilities;
- 2 6. Assignment of a counselor;
- 3 7. Staff code of conduct;
- 4 8. Confidentiality Statement, and how release of information is permitted in accordance with
- 5 42 CFR Part 2 and 45 CFR (HIPAA);
- 6 9. Agreements needed to exchange appropriate information within the network of consultants
- 7 and linkage agencies in accordance with HIPAA regulations and 42 CFR Part 2; and Title 9, Division 4,
- 8 Chapter 4, Section 10290; and
- 9 10. Continuing care services.

10 E. TREATMENT PLAN

11 1. CONTRACTOR shall, within twenty-eight (28) calendar days of initiation of Narcotic
12 Replacement Therapy for a Maintenance Client, have a registered, certified, and/or licensed Counselor
13 develop an individual treatment plan with each Client per Title 9, Section 10305 which shall include:

14 a. Goals, based on identified needs, to be achieved by the Client with estimated target
15 dates for attainment in accordance with the following:

16 1) Short-term goals which are estimated to require eighty-nine (89) calendar days or
17 less for Client to achieve;

18 2) Long-term goals which are estimated to require a specified time exceeding ninety
19 (90) calendar days for Client to achieve;

20 b. Specific behavioral tasks the Client must accomplish to complete each short-term and
21 long-term goal;

22 c. A description of the type and frequency of counseling services to be provided to the
23 Client;

24 d. An effective date based on the day the Counselor signed the initial treatment plan;

25 e. The Supervising Counselor shall review the initial maintenance treatment plan, along
26 with the needs assessment, and all updated maintenance treatment plans within fourteen (14) calendar
27 days from the effective dates and shall countersign these documents to signify concurrence with the
28 findings; and

29 f. Medical Director or Designee will review the needs assessment, and sign the initial and
30 all updated treatment plans within fourteen (14) days of Counselor's signature.

31 2. CONTRACTOR's registered, certified, and/or licensed Counselor shall evaluate and update
32 the Client's treatment plan whenever necessary, or at a minimum once every three (3) months from the
33 date of initiation of Narcotic Replacement Therapy. The updated treatment plan shall include:

34 a. A summary of the Client's progress or lack of progress toward each goal identified in
35 the initial treatment plan;

36 b. New goals and behavioral tasks for any newly identified needs, and related changes in
37 the type and frequency of counseling services.

1 3. CONTRACTOR shall develop an individualized treatment plan for each Client undergoing
2 detoxification including:

- 3 a. Provision to educate the Client on illicit drug addictions and how to deal with them;
- 4 b. Provision for furnishing services to the Client as needed when Detoxification is
5 completed;
- 6 c. Required treatment services and the role of the Client to achieve stated goals; and
- 7 d. The type and frequency of scheduled counseling services.

8 F. COUNSELING – Upon completion of the initial treatment plan, CONTRACTOR shall arrange
9 for Client to receive a minimum of fifty (50) minutes of counseling services per calendar month for
10 Maintenance, and two (2) twenty-five (25) minute counseling sessions within the 21-day period for
11 Detoxification, in accordance with the following requirements:

- 12 1. Program staff member conducting the session must be a Counselor;
- 13 2. The session must be conducted in a private setting in accordance with all applicable federal,
14 state, and COUNTY regulations regarding confidentiality; and
- 15 3. The format of the counseling session shall be an Individual session, with face-to-face
16 discussion with the Client, on a one-on-one basis, on issues identified in the Client’s treatment plan.
17 Counselor shall document this session in Client’s file.

18 G. CONTINUATION OF TREATMENT – CONTRACTOR shall provide justification for
19 treatment to Clients who have been on methadone maintenance for a period of two (2) years, and
20 annually thereafter. Justification shall be provided by the Medical Director and noted in Clients files.
21 CONTRACTOR shall ensure that no Maintenance Client is enrolled for more than one (1) year from
22 admission date on COUNTY funding and that no Detoxification Client is enrolled for more than one (1)
23 detox episode per fiscal year, unless approved by ADMINISTRATOR. COUNTY funding is designed
24 to be a short-term stabilizer with the Client progressing to longer-term self- sustainment. Only those
25 Clients with special circumstances will be allowed to remain on Maintenance funding for up to two (2)
26 years of their admission unless otherwise approved by ADMINISTRATOR.

27 H. DISCHARGE PLAN/EXIT PLANNING/TERMINATION – CONTRACTOR shall
28 begin discharge planning immediately after enrollment. CONTRACTOR shall develop a formal exit
29 plan no later than fourteen (14) calendar days prior to Client’s successful completion of the program for
30 a Maintenance or Detoxification Client. The transition/exit plan shall be completed and signed by
31 CONTRACTOR and Client. CONTRACTOR shall establish a protocol for scheduled termination of
32 services and document any discharge via a discharge summary.

- 33 1. The transition/exit plan shall include:
- 34 a. A strategy or strategies to assist the Client in maintaining an alcohol and drug free
35 lifestyle;
- 36 b. A continuing treatment exit plan that includes linkage and referral of the Client to
37 appropriate services, such as outpatient treatment, other support services such as self-help groups, social

1 services, vocational rehabilitation, job training and other services, if needed, and document this in
2 Client's chart. The continuing treatment exit plan shall also include the goals identified in the Client's
3 treatment plan; and

4 c. Referrals to appropriate non-substance abuse resources such as continuing education
5 and vocational rehabilitation.

6 2. Written criteria for the discharge summary shall include:

7 a. Reason for discharge;

8 b. Client's achievements while in the Treatment Program such as meeting or progressing
9 towards educational or vocational goals;

10 c. Description of detoxification episodes or maintenance services and Client progress;

11 d. Current alcohol and/or drug usage at discharge;

12 e. Vocational and educational achievements;

13 f. Any outstanding legal concerns;

14 g. Linkages and referrals made;

15 h. Client's comments; and

16 i. Prognosis.

17 I. PERFORMANCE OUTCOMES – ADMINISTRATOR shall develop and provide
18 CONTRACTOR with performance outcome measure guidelines for the purpose of evaluating the
19 impact or contribution of CONTRACTOR's services on the well-being of the COUNTY Clients being
20 served under the terms of the Agreement. At a minimum, CONTRACTOR shall implement a process
21 improvement project as outlined in the NIATx model, targeting at least one of the following four (4)
22 NIATx aims:

23 1. Reduce waiting times

24 2. Reduce no-shows

25 3. Increase admissions

26 4. Increase continuation in treatment

27 J. ADDITIONAL REPORTING – CONTRACTOR shall submit written report to
28 ADMINISTRATOR on a weekly basis, or as arranged by ADMINISTRATOR, for all Clients
29 participating in treatment as part of the Agreement. Report will note all current Clients.
30 ADMINISTRATOR will approve CONTRACTOR's form for report, and determine mode of
31 transmission of said report from the CONTRACTOR to the ADMINISTRATOR.

32 K. CASE MANAGEMENT – CONTRACTOR shall provide Case Management services
33 which include the process of identification, assessment of need, planning, coordination and linking,
34 monitoring and continuous evaluation of Clients and of available resources, and advocacy through a
35 process of casework activities in order to achieve the best possible resolution of individual needs in the
36 most effective way possible.

37 //

1 L. REFERRAL AND LINKAGE – CONTRACTOR shall provide effective linkage of a Client to
2 other ancillary services to include literacy training, vocational counseling, and other Client services,
3 with follow-up to be provided and documented in the Client file to ensure that the Client has contacted
4 the referred service provider. Referrals shall also be made for individuals having special needs, such as
5 persons living with chronic diseases. Referrals shall be sensitive to the Client's cultural needs.

6 M. ALCOHOL AND/OR DRUG SCREENING – CONTRACTOR shall have a written policy and
7 procedure regarding alcohol and/or drug testing at a minimum of one (1) time per month for all
8 Maintenance Clients. Clients requiring Detoxification shall be screened for alcohol/illicit drug use at
9 the time of admission, prior to completion, and any other time deemed necessary by the attending
10 physician. Urine specimen collection shall be observed by same sex staff. This policy shall be approved
11 by ADMINISTRATOR. Results of these screenings shall be documented in the Client's file. If any
12 Maintenance Client's drug screen results indicate a negative pattern of testing positive for non-opioid
13 illegal substances, or methadone diversion, CONTRACTOR shall list on the Monthly Report, the
14 corrective action taken to refocus the Client. The CONTRACTOR shall document this in the Client's
15 file. Detoxification Clients that produce positive drug screens for illicit substances during detoxification
16 shall be given relapse prevention strategies during counseling sessions or moved to a higher level of
17 service such as maintenance dosing, extended detox, with ADMINISTRATOR approval, linkages to
18 residential treatment, or ongoing outpatient treatment services for substance use disorders. All
19 counseling session discussions and referrals/linkages shall be documented in the Client's file.

20 N. IN CUSTODY SERVICES

21 1. CONTRACTOR shall provide methadone dosing to pregnant women currently on
22 methadone and shall be responsible for coordinating care that includes a process for methadone dosing
23 at the following COUNTY correctional facilities:

- 24 a. COUNTY's Intake and Release Center; and
- 25 b. Santa Ana City Jail.

26 2. Additional sites may be added by mutual agreement of ADMINISTRATOR and
27 CONTRACTOR.

28 3. Services are to be provided seven (7) calendar days per week, including COUNTY
29 observed holidays.

30 4. CONTRACTOR will have staff approved to dispense methadone carry identification this
31 includes at a minimum, the following:

- 32 a. persons name,
- 33 b. picture,
- 34 c. title,
- 35 d. organizational name, and
- 36 e. organizational address.

37 //

1 5. CONTRACTOR must submit a list of staff administering methadone to COUNTY Sheriff's
2 Department monthly or as any changes occur.

3 6. CONTRACTOR will make every effort possible to ensure that services are provided in a
4 timely manner to the Clients.

5 7. CONTRACTOR will advise methadone treatment programs within a fifty (50)-mile radius
6 of their role in the COUNTY correctional facilities, and maintain collaboration with these clinics to
7 coordinate care of mutual Clients.

8 8. CONTRACTOR will develop, and submit to ADMINISTRATOR for approval, a policy
9 and procedure for jail dosing by implementation of the Agreement.

10 9. CONTRACTOR is responsible for all costs incurred for properly disposing all methadone
11 that could not be administered to Clients in custody.

12 O. TOKENS – ADMINISTRATOR shall provide CONTRACTOR the necessary number of
13 Tokens for appropriate individual staff to access the HCA IRIS at no cost to the CONTRACTOR.

14 1. CONTRACTOR recognizes Tokens are assigned to a specific individual staff member with
15 a unique password. Tokens and passwords will not be shared with anyone.

16 2. CONTRACTOR shall maintain an inventory of the Tokens, by serial number and the staff
17 member to whom each is assigned.

18 3. CONTRACTOR shall return to ADMINISTRATOR all Tokens under the following
19 conditions:

- 20 a. Token of each staff member who no longer supports the Agreement;
- 21 b. Token of each staff member who no longer requires access to the IRIS;
- 22 c. Token of each staff member who leaves employment of CONTRACTOR; or
- 23 d. Token is malfunctioning.

24 4. ADMINISTRATOR shall issue Tokens for CONTRACTOR's staff members who require
25 access to the IRIS upon initial training or as a replacement for malfunctioning Tokens.

26 5. CONTRACTOR shall reimburse the COUNTY for Tokens lost, stolen, or damaged through
27 acts of negligence.

28 P. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
29 Services Paragraph of this Exhibit A to the Agreement.

30
31 **VI. STAFFING**

32 A. CONTRACTOR shall ensure that all clinical staffing, including those providing direct Client
33 services, meet the requirements of Title 22 and Title 9 of the CCR as it exists now or may hereafter be
34 amended or changed and all standards of the Department of Health Care Services.

35 B. CONTRACTOR shall include bilingual/bicultural services to meet the needs of the population
36 to be served under the Agreement. Whenever possible, bilingual/bicultural staff should be retained.

37 //

1 C. CONTRACTOR shall make its best effort to provide services pursuant to the Agreement in a
2 manner that is culturally and linguistically appropriate for the population(s) served. CONTRACTOR
3 shall maintain documents of such efforts which may include; but not be limited to: records of
4 participation in COUNTY-sponsored or other applicable training; recruitment and hiring policies and
5 procedures; copies of literature in multiple languages and formats, as appropriate; and descriptions of
6 measures taken to enhance accessibility for, and sensitivity to, individuals who are physically
7 challenged.

8 D. CONTRACTOR shall ensure that administrative staffing is sufficient to support the
9 performance of services pursuant to the Agreement.

10 E. CONTRACTOR may augment paid staff with volunteers or part-time student interns.
11 CONTRACTOR shall provide supervision to volunteers as specified in the respective job descriptions
12 or work contracts.

13 F. STAFF CONDUCT – CONTRACTOR shall establish a written policies and procedures for
14 employees, volunteers, interns, and members of the Board of Directors which shall include, but not be
15 limited to, standards related to the use of drugs and/or alcohol; staff-Client relationships; prohibition of
16 sexual conduct with Clients; prohibition of forging or falsifying documents or drug tests; and real or
17 perceived conflict of interest. Situations that may be perceived as a conflict of interest shall be brought
18 to the ADMINISTRATOR’s attention prior to the occurrence. Prior to providing any services pursuant
19 to the Agreement all employees, volunteers, and interns shall agree in writing to maintain the standards
20 set forth in the said policies and procedures. A copy said policies and
21 procedures shall be provided to each Client upon admission and shall be posted in writing in a
22 prominent place in the treatment facility and updated annually by the Board of Directors.

23 G. CONTRACTOR shall provide pre-employment screening of any staff person providing any
24 service pursuant to the Agreement. All new staff, volunteers, and interns shall pass a one-time “live
25 scan” fingerprinting background check prior to such staff becoming involved with the Clients.
26 CONTRACTOR shall provide copies of the criminal record reviews to ADMINISTRATOR within ten
27 (10) calendar days of receiving such reviews. The results of the fingerprinting will be sent directly from
28 the Department of Justice to CONTRACTOR. Results must remain in staff file. ADMINISTRATOR
29 may change this approval mechanism at their discretion.

30 1. All staff, prior to hiring, shall meet the following requirements:

31 a. No person shall have been convicted of a sex offense for which the person is required
32 to register as a sex offender under California Penal Code section 290;

33 b. No person shall have been convicted of an arson offense – Violation of Penal Code
34 sections 451, 451.1, 451.5, 452, 452.1, 453, 454, or 455;

35 c. No person shall have been convicted of any violent felony as defined in Penal Code
36 section 667.5, which involve doing bodily harm to another person, for which the staff member was
37 convicted within five years prior to employment;

1 d. No person shall be on parole or probation, unless approved in advance by
2 ADMINISTRATOR; and

3 e. No prior employment history of improper conduct, including but not limited to, forging
4 or falsifying documents or drug tests, sexual assault or sexual harassment, or inappropriate behavior
5 with staff at another treatment facility.

6 f. No person shall participate in the criminal activities of a criminal street gang and/or
7 prison gang.

8 2. Exceptions to staffing requirements set forth above, may be requested if CONTRACTOR
9 deems the decision will benefit the program. Requests for exceptions shall be submitted in writing and
10 approved in advance by ADMINISTRATOR.

11 H. CONTRACTOR shall provide ongoing training in topics related to alcohol and drug use on an
12 annual basis including:

13 1. analysis of illicit drug use, the meaning of the analysis results, and procedures to be
14 followed by CONTRACTOR to alleviate continued use.

15 2. confidentiality requirements.

16 I. All staff providing services shall be licensed and/or certified in accordance with the
17 requirements and professional guidelines as applicable.

18 J. All personnel files shall be complete and made readily accessible to ADMINISTRATOR for
19 purposes of audits and investigation or any other reason deemed necessary by ADMINISTRATOR.

20 K. CONTRACTOR's Executive Director or designee shall participate, when requested, in
21 meetings facilitated by ADMINISTRATOR related to the provision of services pursuant to the
22 Agreement.

23 L. Any CONTRACTOR staff participating in the delivery of services to Clients shall complete the
24 Annual Provider Training made available by ADMINISTRATOR. Completion certificates shall be
25 placed in each personnel file as applicable.

26 M. CONTRACTOR shall not conduct any proselytizing activities, regardless of funding sources,
27 with respect to any person who has been referred to CONTRACTOR by COUNTY under the terms of
28 the Agreement. Further, CONTRACTOR agrees that the funds provided hereunder shall not be used to
29 promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian
30 institution, or religious belief.

31 N. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
32 Staffing Paragraph of this Exhibit A to the Agreement.

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1 EXHIBIT B
2 TO AGREEMENT FOR PROVISION OF
3 NARCOTIC REPLACEMENT THERAPY TREATMENT SERVICES
4 BETWEEN
5 COUNTY OF ORANGE
6 AND
7 WESTERN PACIFIC RE-HAB
8 JULY 1, 2017 THROUGH JUNE 30, 2020
9

10 **I. BUSINESS ASSOCIATE CONTRACT**

11 **A. GENERAL PROVISIONS AND RECITALS**

12 1. The parties agree that the terms used, but not otherwise defined in the Common Terms and
13 Definitions Paragraph of Exhibit A to the Agreement or in Subparagraph B below, shall have the same
14 meaning given to such terms under HIPAA, the HITECH Act, and their implementing regulations at 45
15 CFR Parts 160 and 164 (the HIPAA regulations) as they may exist now or be hereafter amended.

16 2. The parties agree that a business associate relationship under HIPAA, the HITECH Act,
17 and the HIPAA regulations between the CONTRACTOR and COUNTY arises to the extent that
18 CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of
19 COUNTY pursuant to, and as set forth in, the Agreement that are described in the definition of
20 "Business Associate" in 45 CFR § 160.103.

21 3. The COUNTY wishes to disclose to CONTRACTOR certain information pursuant to the
22 terms of the Agreement, some of which may constitute PHI, as defined below in Subparagraph B.10, to
23 be used or disclosed in the course of providing services and activities pursuant to, and as set forth, in the
24 Agreement.

25 4. The parties intend to protect the privacy and provide for the security of PHI that may be
26 created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance
27 with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH
28 Act, and the HIPAA regulations as they may exist now or be hereafter amended.

29 5. The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA
30 regulations do not pre-empt any state statutes, rules, or regulations that are not otherwise pre-empted by
31 other Federal law(s) and impose more stringent requirements with respect to privacy of PHI.

32 6. The parties understand that the HIPAA Privacy and Security rules, as defined below in
33 Subparagraphs B.9 and B.14, apply to the CONTRACTOR in the same manner as they apply to the
34 covered entity (COUNTY). CONTRACTOR agrees therefore to be in compliance at all times with the
35 terms of this Business Associate Contract and the applicable standards, implementation specifications,
36 and requirements of the Privacy and the Security rules, as they may exist now or be hereafter amended,
37 //

1 with respect to PHI and electronic PHI created, received, maintained, transmitted, used, or disclosed
2 pursuant to the Agreement.

3 B. DEFINITIONS

4 1. "Administrative Safeguards" are administrative actions, and policies and procedures, to
5 manage the selection, development, implementation, and maintenance of security measures to protect
6 electronic PHI and to manage the conduct of CONTRACTOR's workforce in relation to the protection
7 of that information.

8 2. "Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted
9 under the HIPAA Privacy Rule which compromises the security or privacy of the PHI.

10 a. Breach excludes:

11 1) Any unintentional acquisition, access, or use of PHI by a workforce member or
12 person acting under the authority of CONTRACTOR or COUNTY, if such acquisition, access, or use
13 was made in good faith and within the scope of authority and does not result in further use or disclosure
14 in a manner not permitted under the Privacy Rule.

15 2) Any inadvertent disclosure by a person who is authorized to access PHI at
16 CONTRACTOR to another person authorized to access PHI at the CONTRACTOR, or organized health
17 care arrangement in which COUNTY participates, and the information received as a result of such
18 disclosure is not further used or disclosed in a manner not permitted under the HIPAA Privacy Rule.

19 3) A disclosure of PHI where CONTRACTOR or COUNTY has a good faith belief
20 that an unauthorized person to whom the disclosure was made would not reasonably have been able to
21 retain such information.

22 b. Except as provided in paragraph (a) of this definition, an acquisition, access, use, or
23 disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach
24 unless CONTRACTOR demonstrates that there is a low probability that the PHI has been compromised
25 based on a risk assessment of at least the following Factors:

26 1) The nature and extent of the PHI involved, including the types of identifiers and the
27 likelihood of re-identification;

28 2) The unauthorized person who used the PHI or to whom the disclosure was made;

29 3) Whether the PHI was actually acquired or viewed; and

30 4) The extent to which the risk to the PHI has been mitigated.

31 3. "Data Aggregation" shall have the meaning given to such term under the HIPAA Privacy
32 Rule in 45 CFR § 164.501.

33 4. "DRS" shall have the meaning given to such term under the HIPAA Privacy Rule in 45
34 CFR § 164.501.

35 5. "Disclosure" shall have the meaning given to such term under the HIPAA regulations in 45
36 CFR § 160.103.

37 //

1 6. "Health Care Operations" shall have the meaning given to such term under the HIPAA
2 Privacy Rule in 45 CFR § 164.501.

3 7. "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in
4 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance
5 with 45 CFR § 164.502(g).

6 8. "Physical Safeguards" are physical measures, policies, and procedures to protect
7 CONTRACTOR's electronic information systems and related buildings and equipment, from natural
8 and environmental hazards, and unauthorized intrusion.

9 9. "The HIPAA Privacy Rule" shall mean the Standards for Privacy of Individually
10 Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

11 10. "PHI" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §
12 160.103.

13 11. "Required by Law" shall have the meaning given to such term under the HIPAA Privacy
14 Rule in 45 CFR § 164.103.

15 12. "Secretary" shall mean the Secretary of the Department of Health and Human Services or
16 his or her designee.

17 13. "Security Incident" means attempted or successful unauthorized access, use, disclosure,
18 modification, or destruction of information or interference with system operations in an information
19 system. "Security incident" does not include trivial incidents that occur on a daily basis, such as scans,
20 "pings", or unsuccessful attempts to penetrate computer networks or servers maintained by
21 CONTRACTOR.

22 14. "The HIPAA Security Rule" shall mean the Security Standards for the Protection of ePHI at
23 45 CFR Part 160, Part 162, and Part 164, Subparts A and C.

24 15. "Subcontractor" shall have the meaning given to such term under the HIPAA regulations in
25 45 CFR § 160.103.

26 16. "Technical safeguards" means the technology and the policy and procedures for its use that
27 protect ePHI and control access to it.

28 17. "Unsecured PHI" or "PHI that is unsecured" means PHI that is not rendered unusable,
29 unreadable, or indecipherable to unauthorized individuals through the use of a technology or
30 methodology specified by the Secretary of HHS in the guidance issued on the HHS Web site.

31 18. "Use" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §
32 160.103.

33 C. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE:

34 1. CONTRACTOR agrees not to use or further disclose PHI COUNTY discloses to
35 CONTRACTOR other than as permitted or required by this Business Associate Contract or as required
36 by law.

37 //

1 2. CONTRACTOR agrees to use appropriate safeguards, as provided for in this Business
2 Associate Contract and the Agreement, to prevent use or disclosure of PHI COUNTY discloses to
3 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
4 other than as provided for by this Business Associate Contract.

5 3. CONTRACTOR agrees to comply with the HIPAA Security Rule at Subpart C of 45 CFR
6 Part 164 with respect to electronic PHI COUNTY discloses to CONTRACTOR or CONTRACTOR
7 creates, receives, maintains, or transmits on behalf of COUNTY.

8 4. CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is
9 known to CONTRACTOR of a Use or Disclosure of PHI by CONTRACTOR in violation of the
10 requirements of this Business Associate Contract.

11 5. CONTRACTOR agrees to report to COUNTY immediately any Use or Disclosure of PHI
12 not provided for by this Business Associate Contract of which CONTRACTOR becomes aware.
13 CONTRACTOR must report Breaches of Unsecured PHI in accordance with Subparagraph E below and
14 as required by 45 CFR § 164.410.

15 6. CONTRACTOR agrees to ensure that any Subcontractors that create, receive, maintain, or
16 transmit PHI on behalf of CONTRACTOR agree to the same restrictions and conditions that apply
17 through this Business Associate Contract to CONTRACTOR with respect to such information.

18 7. CONTRACTOR agrees to provide access, within fifteen (15) calendar days of receipt of a
19 written request by COUNTY, to PHI in a DRS, to COUNTY or, as directed by COUNTY, to an
20 Individual in order to meet the requirements under 45 CFR § 164.524. If CONTRACTOR maintains an
21 EHR with PHI, and an individual requests a copy of such information in an electronic format,
22 CONTRACTOR shall provide such information in an electronic format.

23 8. CONTRACTOR agrees to make any amendment(s) to PHI in a DRS that COUNTY directs
24 or agrees to pursuant to 45 CFR § 164.526 at the request of COUNTY or an Individual, within thirty
25 (30) calendar days of receipt of said request by COUNTY. CONTRACTOR agrees to notify COUNTY
26 in writing no later than ten (10) calendar days after said amendment is completed.

27 9. CONTRACTOR agrees to make internal practices, books, and records, including P&Ps,
28 relating to the use and disclosure of PHI received from, or created or received by CONTRACTOR on
29 behalf of, COUNTY available to COUNTY and the Secretary in a time and manner as determined by
30 COUNTY or as designated by the Secretary for purposes of the Secretary determining COUNTY's
31 compliance with the HIPAA Privacy Rule.

32 10. CONTRACTOR agrees to document any Disclosures of PHI COUNTY discloses to
33 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY,
34 and to make information related to such Disclosures available as would be required for COUNTY to
35 respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45
36 CFR § 164.528.

37 //

1 11. CONTRACTOR agrees to provide COUNTY or an Individual, as directed by COUNTY, in
2 a time and manner to be determined by COUNTY, that information collected in accordance with the
3 Agreement, in order to permit COUNTY to respond to a request by an Individual for an accounting of
4 Disclosures of PHI in accordance with 45 CFR § 164.528.

5 12. CONTRACTOR agrees that to the extent CONTRACTOR carries out COUNTY's
6 obligation under the HIPAA Privacy and/or Security rules CONTRACTOR will comply with the
7 requirements of 45 CFR Part 164 that apply to COUNTY in the performance of such obligation.

8 13. If CONTRACTOR receives Social Security data from COUNTY provided to COUNTY by
9 a state agency, upon request by COUNTY, CONTRACTOR shall provide COUNTY with a list of all
10 employees, subcontractors, and agents who have access to the Social Security data, including
11 employees, agents, subcontractors, and agents of its subcontractors.

12 14. CONTRACTOR will notify COUNTY if CONTRACTOR is named as a defendant in a
13 criminal proceeding for a violation of HIPAA. COUNTY may terminate the Agreement, if
14 CONTRACTOR is found guilty of a criminal violation in connection with HIPAA. COUNTY may
15 terminate the Agreement, if a finding or stipulation that CONTRACTOR has violated any standard or
16 requirement of the privacy or security provisions of HIPAA, or other security or privacy laws are made
17 in any administrative or civil proceeding in which CONTRACTOR is a party or has been joined.
18 COUNTY will consider the nature and seriousness of the violation in deciding whether or not to
19 terminate the Agreement.

20 15. CONTRACTOR shall make itself and any subcontractors, employees or agents assisting
21 CONTRACTOR in the performance of its obligations under the Agreement, available to COUNTY at
22 no cost to COUNTY to testify as witnesses, or otherwise, in the event of litigation or administrative
23 proceedings being commenced against COUNTY, its directors, officers or employees based upon
24 claimed violation of HIPAA, the HIPAA regulations or other laws relating to security and privacy,
25 which involves inactions or actions by CONTRACTOR, except where CONTRACTOR or its
26 subcontractor, employee, or agent is a named adverse party.

27 16. The Parties acknowledge that federal and state laws relating to electronic data security and
28 privacy are rapidly evolving and that amendment of this Business Associate Contract may be required to
29 provide for procedures to ensure compliance with such developments. The Parties specifically agree to
30 take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH
31 Act, the HIPAA regulations and other applicable laws relating to the security or privacy of PHI. Upon
32 COUNTY's request, CONTRACTOR agrees to promptly enter into negotiations with COUNTY
33 concerning an amendment to this Business Associate Contract embodying written assurances consistent
34 with the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other
35 applicable laws. COUNTY may terminate the Agreement upon thirty (30) days written notice in the
36 event:

37 //

1 a. CONTRACTOR does not promptly enter into negotiations to amend this Business
2 Associate Contract when requested by COUNTY pursuant to this Subparagraph F; or

3 b. CONTRACTOR does not enter into an amendment providing assurances regarding the
4 safeguarding of PHI that COUNTY deems are necessary to satisfy the standards and requirements of
5 HIPAA, the HITECH Act, and the HIPAA regulations.

6 17. CONTRACTOR shall work with COUNTY upon notification by CONTRACTOR to
7 COUNTY of a Breach to properly determine if any Breach exclusions exist as defined in Subparagraph
8 B.2.a above.

9 D. SECURITY RULE

10 1. CONTRACTOR shall comply with the requirements of 45 CFR § 164.306 and establish
11 and maintain appropriate Administrative, Physical and Technical Safeguards in accordance with 45 CFR
12 § 164.308, § 164.310, and § 164.312, with respect to electronic PHI COUNTY discloses to
13 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY.
14 CONTRACTOR shall develop and maintain a written information privacy and security program that
15 includes Administrative, Physical, and Technical Safeguards appropriate to the size and complexity of
16 CONTRACTOR's operations and the nature and scope of its activities.

17 2. CONTRACTOR shall implement reasonable and appropriate policies and procedures to
18 comply with the standards, implementation specifications and other requirements of 45 CFR Part 164,
19 Subpart C, in compliance with 45 CFR § 164.316. CONTRACTOR will provide COUNTY with its
20 current and updated policies upon request.

21 3. CONTRACTOR shall ensure the continuous security of all computerized data systems
22 containing electronic PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives,
23 maintains, or transmits on behalf of COUNTY. CONTRACTOR shall protect paper documents
24 containing PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives,
25 maintains, or transmits on behalf of COUNTY. These steps shall include, at a minimum:

26 a. Complying with all of the data system security precautions listed under Subparagraphs
27 E, below;

28 b. Achieving and maintaining compliance with the HIPAA Security Rule, as necessary in
29 conducting operations on behalf of COUNTY;

30 c. Providing a level and scope of security that is at least comparable to the level and scope
31 of security established by the OMB in OMB Circular No. A-130, Appendix III - Security of Federal
32 Automated Information Systems, which sets forth guidelines for automated information systems in
33 Federal agencies;

34 4. CONTRACTOR shall ensure that any subcontractors that create, receive, maintain, or
35 transmit ePHI on behalf of CONTRACTOR agree through a contract with CONTRACTOR to the same
36 restrictions and requirements contained in this Subparagraph D of this Business Associate Contract.

37 //

1 5. CONTRACTOR shall report to COUNTY immediately any Security Incident of which it
2 becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI in accordance with
3 Subparagraph E below and as required by 45 CFR § 164.410.

4 6. CONTRACTOR shall designate a Security Officer to oversee its data security program who
5 shall be responsible for carrying out the requirements of this paragraph and for communicating on
6 security matters with COUNTY.

7 E. DATA SECURITY REQUIREMENTS

8 1. Personal Controls

9 a. Employee Training. All workforce members who assist in the performance of
10 functions or activities on behalf of COUNTY in connection with Agreement, or access or disclose PHI
11 COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on
12 behalf of COUNTY, must complete information privacy and security training, at least annually, at
13 CONTRACTOR's expense. Each workforce member who receives information privacy and security
14 training must sign a certification, indicating the member's name and the date on which the training was
15 completed. These certifications must be retained for a period of six (6) years following the termination
16 of Agreement.

17 b. Employee Discipline. Appropriate sanctions must be applied against workforce
18 members who fail to comply with any provisions of CONTRACTOR's privacy P&Ps, including
19 termination of employment where appropriate.

20 c. Confidentiality Statement. All persons that will be working with PHI COUNTY
21 discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of
22 COUNTY must sign a confidentiality statement that includes, at a minimum, General Use, Security and
23 Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the
24 workforce member prior to access to such PHI. The statement must be renewed annually. The
25 CONTRACTOR shall retain each person's written confidentiality statement for COUNTY inspection
26 for a period of six (6) years following the termination of the Agreement.

27 d. Background Check. Before a member of the workforce may access PHI COUNTY
28 discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of
29 COUNTY, a background screening of that worker must be conducted. The screening should be
30 commensurate with the risk and magnitude of harm the employee could cause, with more thorough
31 screening being done for those employees who are authorized to bypass significant technical and
32 operational security controls. The CONTRACTOR shall retain each workforce member's background
33 check documentation for a period of three (3) years.

34 2. Technical Security Controls

35 a. Workstation/Laptop encryption. All workstations and laptops that store PHI COUNTY
36 discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of

37 //

1 COUNTY either directly or temporarily must be encrypted using a FIPS 140-2 certified algorithm which
2 is 128bit or higher, such as AES. The encryption solution must be full disk unless approved by the
3 COUNTY.

4 b. Server Security. Servers containing unencrypted PHI COUNTY discloses to
5 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
6 must have sufficient administrative, physical, and technical controls in place to protect that data, based
7 upon a risk assessment/system security review.

8 c. Minimum Necessary. Only the minimum necessary amount of PHI COUNTY discloses
9 to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
10 required to perform necessary business functions may be copied, downloaded, or exported.

11 d. Removable media devices. All electronic files that contain PHI COUNTY discloses to
12 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
13 must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives,
14 floppies, CD/DVD, Blackberry, backup tapes etc.). Encryption must be a FIPS 140-2 certified
15 algorithm which is 128bit or higher, such as AES. Such PHI shall not be considered “removed from the
16 premises” if it is only being transported from one of CONTRACTOR’s locations to another of
17 CONTRACTOR’s locations.

18 e. Antivirus software. All workstations, laptops and other systems that process and/or
19 store PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or
20 transmits on behalf of COUNTY must have installed and actively use comprehensive anti-virus software
21 solution with automatic updates scheduled at least daily.

22 f. Patch Management. All workstations, laptops and other systems that process and/or
23 store PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or
24 transmits on behalf of COUNTY must have critical security patches applied, with system reboot if
25 necessary. There must be a documented patch management process which determines installation
26 timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable
27 patches must be installed within thirty (30) days of vendor release. Applications and systems that
28 cannot be patched due to operational reasons must have compensatory controls implemented to
29 minimize risk, where possible.

30 g. User IDs and Password Controls. All users must be issued a unique user name for
31 accessing PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains,
32 or transmits on behalf of COUNTY. Username must be promptly disabled, deleted, or the password
33 changed upon the transfer or termination of an employee with knowledge of the password, at maximum
34 within twenty-four (24) hours. Passwords are not to be shared. Passwords must be at least eight
35 characters and must be a non-dictionary word. Passwords must not be stored in readable format on the
36 computer. Passwords must be changed every ninety (90) days, preferably every sixty (60) days.

37 //

1 Passwords must be changed if revealed or compromised. Passwords must be composed of characters
2 from at least three (3) of the following four (4) groups from the standard keyboard:

- 3 1) Upper case letters (A-Z)
- 4 2) Lower case letters (a-z)
- 5 3) Arabic numerals (0-9)
- 6 4) Non-alphanumeric characters (punctuation symbols)

7 h. Data Destruction. When no longer needed, all PHI COUNTY discloses to
8 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
9 must be wiped using the Gutmann or US DoD 5220.22-M (7 Pass) standard, or by degaussing. Media
10 may also be physically destroyed in accordance with NIST Special Publication 800-88. Other methods
11 require prior written permission by COUNTY.

12 i. System Timeout. The system providing access to PHI COUNTY discloses to
13 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
14 must provide an automatic timeout, requiring re-authentication of the user session after no more than
15 twenty (20) minutes of inactivity.

16 j. Warning Banners. All systems providing access to PHI COUNTY discloses to
17 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
18 must display a warning banner stating that data is confidential, systems are logged, and system use is for
19 business purposes only by authorized users. User must be directed to log off the system if they do not
20 agree with these requirements.

21 k. System Logging. The system must maintain an automated audit trail which can
22 identify the user or system process which initiates a request for PHI COUNTY discloses to
23 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY,
24 or which alters such PHI. The audit trail must be date and time stamped, must log both successful and
25 failed accesses, must be read only, and must be restricted to authorized users. If such PHI is stored in a
26 database, database logging functionality must be enabled. Audit trail data must be archived for at least
27 three (3) years after occurrence.

28 l. Access Controls. The system providing access to PHI COUNTY discloses to
29 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
30 must use role based access controls for all user authentications, enforcing the principle of least privilege.

31 m. Transmission encryption. All data transmissions of PHI COUNTY discloses to
32 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
33 outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is
34 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files
35 containing PHI can be encrypted. This requirement pertains to any type of PHI in motion such as
36 website access, file transfer, and E-Mail.

37 //

1 n. Intrusion Detection. All systems involved in accessing, holding, transporting, and
2 protecting PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains,
3 or transmits on behalf of COUNTY that are accessible via the Internet must be protected by a
4 comprehensive intrusion detection and prevention solution.

5 3. Audit Controls

6 a. System Security Review. CONTRACTOR must ensure audit control mechanisms that
7 record and examine system activity are in place. All systems processing and/or storing PHI COUNTY
8 discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of
9 COUNTY must have at least an annual system risk assessment/security review which provides
10 assurance that administrative, physical, and technical controls are functioning effectively and providing
11 adequate levels of protection. Reviews should include vulnerability scanning tools.

12 b. Log Reviews. All systems processing and/or storing PHI COUNTY discloses to
13 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
14 must have a routine procedure in place to review system logs for unauthorized access.

15 c. Change Control. All systems processing and/or storing PHI COUNTY discloses to
16 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
17 must have a documented change control procedure that ensures separation of duties and protects the
18 confidentiality, integrity and availability of data.

19 4. Business Continuity/Disaster Recovery Control

20 a. Emergency Mode Operation Plan. CONTRACTOR must establish a documented plan
21 to enable continuation of critical business processes and protection of the security of PHI COUNTY
22 discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of
23 COUNTY kept in an electronic format in the event of an emergency. Emergency means any
24 circumstance or situation that causes normal computer operations to become unavailable for use in
25 performing the work required under this Agreement for more than 24 hours.

26 b. Data Backup Plan. CONTRACTOR must have established documented procedures to
27 backup such PHI to maintain retrievable exact copies of the PHI. The plan must include a regular
28 schedule for making backups, storing backup offsite, an inventory of backup media, and an estimate of
29 the amount of time needed to restore DHCS PHI or PI should it be lost. At a minimum, the schedule
30 must be a weekly full backup and monthly offsite storage of DHCS data. BCP for contractor and
31 COUNTY (e.g. the application owner) must merge with the DRP.

32 5. Paper Document Controls

33 a. Supervision of Data. PHI COUNTY discloses to CONTRACTOR or CONTRACTOR
34 creates, receives, maintains, or transmits on behalf of COUNTY in paper form shall not be left
35 unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means
36 that information is not being observed by an employee authorized to access the information. Such PHI
37 //

1 in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in
2 baggage on commercial airplanes.

3 b. Escorting Visitors. Visitors to areas where PHI COUNTY discloses to
4 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY is
5 contained shall be escorted and such PHI shall be kept out of sight while visitors are in the area.

6 c. Confidential Destruction. PHI COUNTY discloses to CONTRACTOR or
7 CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY must be disposed of
8 through confidential means, such as cross cut shredding and pulverizing.

9 d. Removal of Data. PHI COUNTY discloses to CONTRACTOR or CONTRACTOR
10 creates, receives, maintains, or transmits on behalf of COUNTY must not be removed from the premises
11 of the CONTRACTOR except with express written permission of COUNTY.

12 e. Faxing. Faxes containing PHI COUNTY discloses to CONTRACTOR or
13 CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY shall not be left
14 unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement
15 notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the
16 intended recipient before sending the fax.

17 f. Mailing. Mailings containing PHI COUNTY discloses to CONTRACTOR or
18 CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY shall be sealed and
19 secured from damage or inappropriate viewing of PHI to the extent possible. Mailings which include
20 five hundred (500) or more individually identifiable records containing PHI COUNTY discloses to
21 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY in
22 a single package shall be sent using a tracked mailing method which includes verification of delivery
23 and receipt, unless the prior written permission of COUNTY to use another method is obtained.

24 F. BREACH DISCOVERY AND NOTIFICATION

25 1. Following the discovery of a Breach of Unsecured PHI, CONTRACTOR shall notify
26 COUNTY of such Breach, however both parties agree to a delay in the notification if so advised by a
27 law enforcement official pursuant to 45 CFR §164.412.

28 a. A Breach shall be treated as discovered by CONTRACTOR as of the first day on which
29 such Breach is known to CONTRACTOR or, by exercising reasonable diligence, would have been
30 known to CONTRACTOR.

31 b. CONTRACTOR shall be deemed to have knowledge of a Breach, if the Breach is
32 known, or by exercising reasonable diligence would have known, to any person who is an employee,
33 officer, or other agent of CONTRACTOR, as determined by federal common law of agency.

34 2. CONTRACTOR shall provide the notification of the Breach immediately to the COUNTY
35 Privacy Officer. CONTRACTOR's notification may be oral, but shall be followed by written
36 notification within 24 hours of the oral notification.

37 3. CONTRACTOR's notification shall include, to the extent possible:

1 a. The identification of each Individual whose Unsecured PHI has been, or is reasonably
2 believed by CONTRACTOR to have been, accessed, acquired, used, or disclosed during the Breach;

3 b. Any other information that COUNTY is required to include in the notification to
4 Individual under 45 CFR §164.404 (c) at the time CONTRACTOR is required to notify COUNTY or
5 promptly thereafter as this information becomes available, even after the regulatory sixty (60) day
6 period set forth in 45 CFR § 164.410 (b) has elapsed, including:

7 1) A brief description of what happened, including the date of the Breach and the date
8 of the discovery of the Breach, if known;

9 2) A description of the types of Unsecured PHI that were involved in the Breach (such
10 as whether full name, social security number, date of birth, home address, account number, diagnosis,
11 disability code, or other types of information were involved);

12 3) Any steps Individuals should take to protect themselves from potential harm
13 resulting from the Breach;

14 4) A brief description of what CONTRACTOR is doing to investigate the Breach, to
15 mitigate harm to Individuals, and to protect against any future Breaches; and

16 5) Contact procedures for Individuals to ask questions or learn additional information,
17 which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

18 4. COUNTY may require CONTRACTOR to provide notice to the Individual as required in
19 45 CFR § 164.404, if it is reasonable to do so under the circumstances, at the sole discretion of the
20 COUNTY.

21 5. In the event that CONTRACTOR is responsible for a Breach of Unsecured PHI in violation
22 of the HIPAA Privacy Rule, CONTRACTOR shall have the burden of demonstrating that
23 CONTRACTOR made all notifications to COUNTY consistent with this Subparagraph F and as
24 required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or
25 disclosure of PHI did not constitute a Breach.

26 6. CONTRACTOR shall maintain documentation of all required notifications of a Breach or
27 its risk assessment under 45 CFR § 164.402 to demonstrate that a Breach did not occur.

28 7. CONTRACTOR shall provide to COUNTY all specific and pertinent information about the
29 Breach, including the information listed in Section E.3.b.(1)-(5) above, if not yet provided, to permit
30 COUNTY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as
31 practicable, but in no event later than fifteen (15) calendar days after CONTRACTOR's initial report of
32 the Breach to COUNTY pursuant to Subparagraph F.2 above.

33 8. CONTRACTOR shall continue to provide all additional pertinent information about the
34 Breach to COUNTY as it may become available, in reporting increments of five (5) business days after
35 the last report to COUNTY. CONTRACTOR shall also respond in good faith to any reasonable
36 requests for further information, or follow-up information after report to COUNTY, when such request
37 is made by COUNTY.

1 9. If the Breach is the fault of CONTRACTOR, CONTRACTOR shall bear all expense or
2 other costs associated with the Breach and shall reimburse COUNTY for all expenses COUNTY incurs
3 in addressing the Breach and consequences thereof, including costs of investigation, notification,
4 remediation, documentation or other costs associated with addressing the Breach.

5 G. PERMITTED USES AND DISCLOSURES BY CONTRACTOR

6 1. CONTRACTOR may use or further disclose PHI COUNTY discloses to CONTRACTOR
7 as necessary to perform functions, activities, or services for, or on behalf of, COUNTY as specified in
8 the Agreement, provided that such use or Disclosure would not violate the HIPAA Privacy Rule if done
9 by COUNTY except for the specific Uses and Disclosures set forth below.

10 a. CONTRACTOR may use PHI COUNTY discloses to CONTRACTOR, if necessary,
11 for the proper management and administration of CONTRACTOR.

12 b. CONTRACTOR may disclose PHI COUNTY discloses to CONTRACTOR for the
13 proper management and administration of CONTRACTOR or to carry out the legal responsibilities of
14 CONTRACTOR, if:

15 1) The Disclosure is required by law; or

16 2) CONTRACTOR obtains reasonable assurances from the person to whom the PHI
17 is disclosed that it will be held confidentially and used or further disclosed only as required by law or for
18 the purposes for which it was disclosed to the person and the person immediately notifies
19 CONTRACTOR of any instance of which it is aware in which the confidentiality of the information has
20 been breached.

21 c. CONTRACTOR may use or further disclose PHI COUNTY discloses to
22 CONTRACTOR to provide Data Aggregation services relating to the Health Care Operations of
23 CONTRACTOR.

24 2. CONTRACTOR may use PHI COUNTY discloses to CONTRACTOR, if necessary, to
25 carry out legal responsibilities of CONTRACTOR.

26 3. CONTRACTOR may use and disclose PHI COUNTY discloses to CONTRACTOR
27 consistent with the minimum necessary policies and procedures of COUNTY.

28 4. CONTRACTOR may use or disclose PHI COUNTY discloses to CONTRACTOR as
29 required by law.

30 H. PROHIBITED USES AND DISCLOSURES

31 1. CONTRACTOR shall not disclose PHI COUNTY discloses to CONTRACTOR or
32 CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY about an individual to
33 a health plan for payment or health care operations purposes if the PHI pertains solely to a health care
34 item or service for which the health care provider involved has been paid out of pocket in full and the
35 individual requests such restriction, in accordance with 42 USC § 17935(a) and 45 CFR § 164.522(a).

36 2. CONTRACTOR shall not directly or indirectly receive remuneration in exchange for PHI
37 COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on

1 | behalf of COUNTY, except with the prior written consent of COUNTY and as permitted by
2 | 42 USC § 17935(d)(2).

3 | I. OBLIGATIONS OF COUNTY

4 | 1. COUNTY shall notify CONTRACTOR of any limitation(s) in COUNTY’s notice of
5 | privacy practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect
6 | CONTRACTOR’s Use or Disclosure of PHI.

7 | 2. COUNTY shall notify CONTRACTOR of any changes in, or revocation of, the permission
8 | by an Individual to use or disclose his or her PHI, to the extent that such changes may affect
9 | CONTRACTOR’s Use or Disclosure of PHI.

10 | 3. COUNTY shall notify CONTRACTOR of any restriction to the Use or Disclosure of PHI
11 | that COUNTY has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction
12 | may affect CONTRACTOR’s Use or Disclosure of PHI.

13 | 4. COUNTY shall not request CONTRACTOR to use or disclose PHI in any manner that
14 | would not be permissible under the HIPAA Privacy Rule if done by COUNTY.

15 | J. BUSINESS ASSOCIATE TERMINATION

16 | 1. Upon COUNTY’s knowledge of a material Breach or violation by CONTRACTOR of the
17 | requirements of this Business Associate Contract, COUNTY shall:

18 | a. Provide an opportunity for CONTRACTOR to cure the material Breach or end the
19 | violation within thirty (30) business days; or

20 | b. Immediately terminate the Agreement, if CONTRACTOR is unwilling or unable to
21 | cure the material Breach or end the violation within thirty (30) days, provided termination of the
22 | Agreement is feasible.

23 | 2. Upon termination of the Agreement, CONTRACTOR shall either destroy or return to
24 | COUNTY all PHI CONTRACTOR received from COUNTY or CONTRACTOR created, maintained,
25 | or received on behalf of COUNTY in conformity with the HIPAA Privacy Rule.

26 | a. This provision shall apply to all PHI that is in the possession of Subcontractors or
27 | agents of CONTRACTOR.

28 | b. CONTRACTOR shall retain no copies of the PHI.

29 | c. In the event that CONTRACTOR determines that returning or destroying the PHI is not
30 | feasible, CONTRACTOR shall provide to COUNTY notification of the conditions that make return or
31 | destruction infeasible. Upon determination by COUNTY that return or destruction of PHI is infeasible,
32 | CONTRACTOR shall extend the protections of this Business Associate Contract to such PHI and limit
33 | further Uses and Disclosures of such PHI to those purposes that make the return or destruction
34 | infeasible, for as long as CONTRACTOR maintains such PHI.

35 | 3. The obligations of this Business Associate Contract shall survive the termination of the
36 | Agreement.

37 | //

1 EXHIBIT C
2 TO AGREEMENT FOR PROVISION OF
3 NARCOTIC REPLACEMENT THERAPY TREATMENT SERVICES
4 BETWEEN
5 COUNTY OF ORANGE
6 AND
7 WESTERN PACIFIC RE-HAB
8 JULY 1, 2017 THROUGH JUNE 30, 2020
9

10 **I. PERSONAL INFORMATION PRIVACY AND SECURITY CONTRACT**

11 Any reference to statutory, regulatory, or contractual language herein shall be to such language as in
12 effect or as amended.

13 A. DEFINITIONS

14 1. "Breach" shall have the meaning given to such term under the IEA and CMPPA. It shall
15 include a "PII loss" as that term is defined in the CMPPA.

16 2. "Breach of the security of the system" shall have the meaning given to such term under the
17 CIPA, CCC § 1798.29(d).

18 3. "CMPPA Agreement" means the CMPPA Agreement between the SSA and CHHS.

19 4. "DHCS PI" shall mean Personal Information, as defined below, accessed in a database
20 maintained by the COUNTY or DHCS, received by CONTRACTOR from the COUNTY or DHCS or
21 acquired or created by CONTRACTOR in connection with performing the functions, activities and
22 services specified in the Agreement on behalf of the COUNTY.

23 5. "IEA" shall mean the IEA currently in effect between the SSA and DHCS.

24 6. "Notice-triggering PI" shall mean the PI identified in CCC § 1798.29(e) whose
25 unauthorized access may trigger notification requirements under CCC § 1709.29. For purposes of this
26 provision, identity shall include, but not be limited to, name, identifying number, symbol, or other
27 identifying particular assigned to the individual, such as a finger or voice print, a photograph or a
28 biometric identifier. Notice-triggering PI includes PI in electronic, paper or any other medium.

29 7. "PII" shall have the meaning given to such term in the IEA and CMPPA.

30 8. "PI" shall have the meaning given to such term in CCC § 1798.3(a).

31 9. "Required by law" means a mandate contained in law that compels an entity to make a use
32 or disclosure of PI or PII that is enforceable in a court of law. This includes, but is not limited to, court
33 orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental
34 or tribal inspector general, or an administrative body authorized to require the production of information,
35 and a civil or an authorized investigative demand. It also includes Medicare conditions of participation
36 with respect to health care providers participating in the program, and statutes or regulations that require
37 //

1 the production of information, including statutes or regulations that require such information if payment
2 is sought under a government program providing public benefits.

3 10. "Security Incident" means the attempted or successful unauthorized access, use, disclosure,
4 modification, or destruction of PI, or confidential data utilized in complying with this Agreement; or
5 interference with system operations in an information system that processes, maintains or stores PI.

6 B. TERMS OF AGREEMENT

7 1. Permitted Uses and Disclosures of DHCS PI and PII by CONTRACTOR. Except as
8 otherwise indicated in this Exhibit, CONTRACTOR may use or disclose DHCS PI only to perform
9 functions, activities, or services for or on behalf of the COUNTY pursuant to the terms of the
10 Agreement provided that such use or disclosure would not violate the CIPA if done by the COUNTY.

11 2. Responsibilities of CONTRACTOR

12 CONTRACTOR agrees:

13 a. Nondisclosure. Not to use or disclose DHCS PI or PII other than as permitted or
14 required by this Personal Information Privacy and Security Contract or as required by applicable state
15 and federal law.

16 b. Safeguards. To implement appropriate and reasonable administrative, technical, and
17 physical safeguards to protect the security, confidentiality and integrity of DHCS PI and PII, to protect
18 against anticipated threats or hazards to the security or integrity of DHCS PI and PII, and to prevent use
19 or disclosure of DHCS PI or PII other than as provided for by this Personal Information Privacy and
20 Security Contract. CONTRACTOR shall develop and maintain a written information privacy and
21 security program that include administrative, technical and physical safeguards appropriate to the size
22 and complexity of CONTRACTOR's operations and the nature and scope of its activities, which
23 incorporate the requirements of Subparagraph (c), below. CONTRACTOR will provide COUNTY with
24 its current policies upon request.

25 c. Security. CONTRACTOR shall ensure the continuous security of all computerized data
26 systems containing DHCS PI and PII. CONTRACTOR shall protect paper documents containing DHCS
27 PI and PII. These steps shall include, at a minimum:

28 1) Complying with all of the data system security precautions listed in Subparagraph
29 B of the Business Associate Contract, Exhibit C to the Agreement; and

30 2) Providing a level and scope of security that is at least comparable to the level and
31 scope of security established by the Office of Management and Budget in OMB Circular No. A-130,
32 Appendix III-Security of Federal Automated Information Systems, which sets forth guidelines for
33 automated information systems in Federal agencies.

34 3) If the data obtained by CONTRACTOR from COUNTY includes PII,
35 CONTRACTOR shall also comply with the substantive privacy and security requirements in the
36 CMPPA Agreement between the SSA and the CHHS and in the Agreement between the SSA and
37 DHCS, known as the IEA. The specific sections of the IEA with substantive privacy and security

1 requirements to be complied with are sections E, F, and G, and in Attachment 4 to the IEA, Electronic
2 Information Exchange Security Requirements, Guidelines and Procedures for Federal, State and Local
3 Agencies Exchanging Electronic Information with the SSA. CONTRACTOR also agrees to ensure that
4 any of CONTRACTOR's agents or subcontractors, to whom CONTRACTOR provides DHCS PII agree
5 to the same requirements for privacy and security safeguards for confidential data that apply to
6 CONTRACTOR with respect to such information.

7 d. Mitigation of Harmful Effects. To mitigate, to the extent practicable, any harmful effect
8 that is known to CONTRACTOR of a use or disclosure of DHCS PI or PII by CONTRACTOR or its
9 subcontractors in violation of this Personal Information Privacy and Security Contract.

10 e. CONTRACTOR's Agents and Subcontractors. To impose the same restrictions and
11 conditions set forth in this Personal Information and Security Contract on any subcontractors or other
12 agents with whom CONTRACTOR subcontracts any activities under the Agreement that involve the
13 disclosure of DHCS PI or PII to such subcontractors or other agents.

14 f. Availability of Information. To make DHCS PI and PII available to the DHCS and/or
15 COUNTY for purposes of oversight, inspection, amendment, and response to requests for records,
16 injunctions, judgments, and orders for production of DHCS PI and PII. If CONTRACTOR receives
17 DHCS PII, upon request by COUNTY and/or DHCS, CONTRACTOR shall provide COUNTY and/or
18 DHCS with a list of all employees, contractors and agents who have access to DHCS PII, including
19 employees, contractors and agents of its subcontractors and agents.

20 g. Cooperation with COUNTY. With respect to DHCS PI, to cooperate with and assist the
21 COUNTY to the extent necessary to ensure the DHCS's compliance with the applicable terms of the
22 CIPA including, but not limited to, accounting of disclosures of DHCS PI, correction of errors in DHCS
23 PI, production of DHCS PI, disclosure of a security Breach involving DHCS PI and notice of such
24 Breach to the affected individual(s).

25 h. Breaches and Security Incidents. During the term of the Agreement, CONTRACTOR
26 agrees to implement reasonable systems for the discovery of any Breach of unsecured DHCS PI and PII
27 or security incident. CONTRACTOR agrees to give notification of any beach of unsecured DHCS PI
28 and PII or security incident in accordance with Subparagraph F, of the Business Associate Contract,
29 Exhibit C to the Agreement.

30 i. Designation of Individual Responsible for Security. CONTRACTOR shall designate an
31 individual, (e.g., Security Officer), to oversee its data security program who shall be responsible for
32 carrying out the requirements of this Personal Information Privacy and Security Contract and for
33 communicating on security matters with the COUNTY.

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