

AGREEMENT FOR PROVISION OF
 COLLABORATIVE COURTS FULL SERVICE PARTNERSHIP/WRAPAROUND SERVICES
 BETWEEN
 COUNTY OF ORANGE
 AND
 COMMUNITY SERVICE PROGRAMS, INC.
~~JANUARY~~ JULY 1, 2016 2017 THROUGH JUNE 30, ~~2017~~ 2020

THIS AGREEMENT entered into this 1st day of ~~January, 2016 which~~ July 2017, (effective date ~~is~~
~~enumerated for purposes of reference only.~~), is by and between the COUNTY OF ORANGE, a political
subdivision of State of California (COUNTY) and
 COMMUNITY SERVICE PROGRAMS, INC., a California nonprofit corporation (CONTRACTOR).
COUNTY and CONTRACTOR may sometimes be referred to herein as "Party" or collectively as
"Parties". This Agreement shall be administered by the County of Orange Health Care Agency
 (ADMINISTRATOR).

W I T N E S S E T H:

WHEREAS, COUNTY wishes to contract with CONTRACTOR for the provision ~~of~~ Collaborative
 Courts Full Service Partnership/Wraparound Services of, described herein to the residents of Orange
 County; and

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

~~— NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:~~

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

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REFERENCED CONTRACT PROVISIONS

Term: ~~January~~ July 1, ~~2016~~ 2017 through June 30, ~~2017~~ 2020

Period One means the period from ~~January~~ July 1, ~~2016~~ 2017 through June 30, ~~2016~~ 2018

Period Two means the period from July 1, ~~2016~~ 2018 through June 30, ~~2017~~ 2019

Period Three means the period from July 1, 2019 through June 30, 2020

Maximum Obligation:

Period One Maximum Obligation:	\$ 918,682	\$2,389,519
Period Two Maximum Obligation:	1,837,364	2,389,519
Period Three Maximum Obligation:		2,389,519
TOTAL MAXIMUM OBLIGATION:	\$	

~~2,756,046~~ 7,168,557

Basis for Reimbursement: Actual Cost

Payment Method: Monthly in Arrears

CONTRACTOR DUNS Number: 12-673-5729

CONTRACTOR TAX ID Number: 95-3167866

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: Community Service Programs, Inc.
1221 East Dyer Road, Suite 120
Santa Ana, CA 92705
Ronnetta Johnson, Executive Director
~~EMAIL:~~ rjohnson@cspinc.org

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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:

A.	ADAS	Alcohol and Drug Abuse Services
B.	AES	Advanced Encryption Standards
C.	ARRA	-American Recovery and Reinvestment Act
D.	ASRS	Alcohol and Drug Programs Reporting Systems
E.	BBS	Board of Behavioral Sciences
F.	BCP	Business of Continuity Plan
G.	B.	BHS Behavioral Health Services
C.	H.	CalOptima California Orange Prevention and Treatment Integrated
		Medical Assistance Plan
I.	CAT	Centralized Assessment Team
J.	CCC	California Civil Code
D.	K.	CCR California Code of Regulations
E.	L.	CEO County Executive Office
M.	CFDA	Catalog of Federal Domestic Assistance
F.	N.	CFR Code of Federal Regulations
OG.	CHPP	COUNTY HIPAA Policies and Procedures
H.	P.	CHS Correctional Health Services
Q.	CPIA	California Information Practice Act
R.	CMPPA	Computer Matching and Privacy Protection Act
S.	COI	Certificate of Insurance
I.	T.	CRS Crisis Residential Services
J.	U.	CSW Clinical Social Worker
V.	K.	DD Dual Diagnosis
W.	L.	D/MC Drug/Medi-Cal
X.	M.	DHCS Department of Health Care Services
N.	Y.	DoD US Department of Defense
Z.	DPFS	Drug Program Fiscal Systems
AA.	DRS	Designated Record Set
O.	AB.	DSH Direct Service Hour
P.	<u>ePHI</u>	AC. DSM Diagnostic and Statistical Manual of Mental Disorders
AD.	EHR	Electronic <u>Protected</u> Health Records <u>Information</u>
AEQ.	EPSDT	Early Periodic Screening, Diagnosis, and Treatment
R.	AF.	FRC Family Resource Center

1	AG.	FIPS	Federal Information Processing Standards
2	AH.	FSP/W	Full Service Partnership
3	AI.	FSW	Full Service Wraparound
4	<u>S.</u>	AJ.	GAAP Generally Accepted Accounting Principles
5	<u>T.</u>	AK.	HCA Health Care Agency
6	<u>U.</u>	AL.	HHS Health and Human Services
7	AM <u>V.</u>	HIPAA	Health Insurance Portability and Accountability Act of 1996, Public
8			Law 104-191
9	<u>W.</u>	AN.	HSC California Health and Safety Code
10	<u>X</u>	AO.	IEA Information Exchange Agreement
11	AP.	IRIS	Integrated Records and Information System
12	<u>Y.</u>	AQ.	ISO Insurance Services Office
13	<u>Z.</u>	AR.	KET Key Events Tracking
14	AS.	LCSW	Licensed Clinical Social Worker
15	<u>AA.</u>	AT.	LPCC Licensed Professional Clinical Counselor
16	AU.	LPT	Licensed Psychiatric Technician
17	<u>AB.</u>	AV.	LVN Licensed Vocational Nurse
18	AW.	<u>AC.</u>	MFT Marriage and Family Therapist
19	AX.	<u>AD.</u>	MHP Mental Health Plan
20	AY <u>AE.</u>	MHSA	Mental Health Services Act
21	AZ	<u>AF.</u>	MIHS Medical and Institutional Health Services
22	BA.	MTP	Master Treatment Plan
23	BB.	NIST	National Institute of Standards and Technology
24	BC.	<u>AG.</u>	NOA-A Notice of Action
25	BD.	NP	Nurse Practitioner
26	BE.	<u>AH.</u>	NPI National Provider Identifier
27	BF <u>AI.</u>	NPP	Notice of Privacy Practices
28	BG.	OCJS	Orange County Jail System
29	BH.	OCPD	Orange County Probation Department
30	BI.	OCR	Office for Civil Rights
31	BJ.	OCSD	Orange County Sheriff's Department
32	BK.	<u>AJ.</u>	OIG Office of Inspector General
33	BL.	<u>AK.</u>	OMB Office of Management and Budget
34	BM.	<u>AL.</u>	OPM Federal Office of Personnel Management
35	BN.	PADSS	Payment Application Data Security Standard
36	BO.	PAF	Partnership Assessment Form
37	BP.	PBM	Pharmaceutical Benefits Management

1	BQ.	<u>AM.</u>	PC	State of California Penal Code
2	BR.	PCI DSS		Payment Card Industry Data Security Standard
3	BS.		<u>AN.</u>	PHI
4	BT.	PI		Personal Information
5	BU.	<u>AO.</u>	PII	Personally Identifiable Information
6	BV.	POC		Plan of Care
7	BW	<u>AP.</u>	PRA	Public Record Act
8	BX.	PSC		Personal Services Coordinator
9	BY.	<u>AQ.</u>	QIC	Quality Improvement Committee
10	BZ.	RCL		Rate Classification Level
11	CA.	RN		Registered Nurse
12	CB.	SAMSHA		Substance Abuse and Mental Health Services Administration
13	CC.	<u>AR.</u>	<u>SIR</u>	<u>Self-Insured Retention</u>
14	<u>AS.</u>	SSA		Social Services Agency
15	CD.	SSI		Social Security Income
16	CE.	<u>AT.</u>	TAY	Transitional Age Youth
17	CF.		<u>AU.</u>	TBS
18	CG.	HITECH Act		The Health Information Technology for Economic and Clinical Health
19				Act, Public Law 111-005
20	CH.	UMDAP		Universal Method of Determining Ability to Pay
21	CI.	<u>AV.</u>	USC	United States Code
22	CJ.	<u>AW.</u>	WIC	State of California Welfare and Institutions Code
23	CK.	WRAP		Wellness Recovery Action Plan
24	CL.	WML		Extensible Markup Language
25	CM.	<u>AX.</u>	WOC	Wraparound Orange County

II. ALTERATION OF TERMS

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

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

III. ASSIGNMENT OF DEBTS

Unless this Agreement is followed without interruption by another Agreement between the parties

hereto for the same services and substantially the same scope, at the termination of this Agreement, CONTRACTOR shall assign to COUNTY any debts owing to CONTRACTOR by or on behalf of persons receiving services pursuant to this Agreement. CONTRACTOR shall immediately notify by mail each of these persons, specifying the date of assignment, the County of Orange as assignee, and the address to which payments are to be sent. Payments received by CONTRACTOR from or on behalf of said persons, shall be immediately given to COUNTY.

IV. COMPLIANCE

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

1. ADMINISTRATOR shall provide CONTRACTOR with a copy of the ~~relevant HCA~~ policies and procedures relating to ~~HCA's~~ ADMINISTRATOR's Compliance Program, ~~HCA's~~ Code of Conduct and ~~access to~~ General Compliance ~~and Annual Provider~~ Trainings.

2. CONTRACTOR has the option to ~~adhere to HCA's Compliance Program and Code of Conduct or establish~~ provide ADMINISTRATOR with proof of its own, ~~provided~~ Compliance Program, Code of Conduct and any Compliance related policies and procedures. CONTRACTOR's Compliance Program ~~and~~ Code of Conduct ~~have been verified to~~ and any related policies and procedures shall be verified by ADMINISTRATOR's Compliance Department to ensure they include all required elements by ADMINISTRATOR's Compliance Officer as described in ~~subparagraphs below~~ this Paragraph IV (COMPLIANCE). These elements include:

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

3. 3. If CONTRACTOR ~~elects to adhere~~ does not provide proof of its own Compliance program to ~~HCA's~~ ADMINISTRATOR, CONTRACTOR shall acknowledge to comply with ADMINISTRATOR's Compliance Program and Code of Conduct; the CONTRACTOR shall submit to the ADMINISTRATOR within thirty (30) calendar days of ~~award~~ execution of this Agreement a signed acknowledgement that CONTRACTOR shall comply with ~~HCA's~~ ADMINISTRATOR's Compliance Program and Code of Conduct.

4. If CONTRACTOR elects to have its own Compliance Program ~~and~~ Code of Conduct ~~then it shall~~ and any Compliance related policies and procedures review by ADMINISTRATOR, then CONTRACTOR shall submit a copy of its ~~Compliance~~ compliance Program, ~~Code~~ code of Conduct and

all relevant policies and procedures to ADMINISTRATOR within thirty (30) calendar days of award execution of this Agreement. ADMINISTRATOR's Compliance Officer, or designee, shall review said documents within a reasonable time, which shall not exceed forty five (45) calendar days, and determine if CONTRACTOR's ~~Compliance Program and Code of Conduct contains all required elements. CONTRACTOR shall take necessary action to meet said standards or shall be asked to acknowledge and agree to HCA's Compliance Program and Code of Conduct if the CONTRACTOR's Compliance Program and Code of Conduct does not~~ proposed compliance program and code of conduct contain all required elements to the ADMINISTRATOR's satisfaction as consistent with the HCA's Compliance Program and Code of Conduct. ADMINISTRATOR shall inform CONTRACTOR of any missing required elements and CONTRACTOR shall revise its compliance program and code of conduct to meet ADMINISTRATOR's required elements within thirty (30) calendar days after ADMINISTRATOR's Compliance Officer's determination and resubmit the same for review by the ADMINISTRATOR.

5. Upon written confirmation from ADMINISTRATOR's Compliance Officer that the CONTRACTOR's ~~Compliance Program and Code of Conduct contains~~ compliance program, code of conduct and any Compliance related policies and procedures contain all required elements, CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of CONTRACTOR's ~~Compliance Program, Code~~ compliance program, code of ~~Conduct and~~ conduct, related policies and procedures and contact information for the ADMINISTRATOR's Compliance Program.

~~6. Failure of CONTRACTOR to submit its Compliance Program, Code of Conduct and relevant policies and procedures shall constitute a material breach of this Agreement. Failure to cure such breach within sixty (60) calendar days of such notice from ADMINISTRATOR shall constitute grounds for termination of this Agreement as to the non-complying party.~~

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

1. For purposes of this Paragraph IV (COMPLIANCE), Covered Individuals includes all employees, interns, volunteers, contractors, subcontractors, agents, and other persons who provide health care items or services or who perform billing or coding functions on behalf of ADMINISTRATOR. Notwithstanding the above, this term does not include part-time or per-diem employees, contractors, subcontractors, agents, and other persons who are not reasonably expected to work more than one hundred sixty (160) hours per year; except that any such individuals shall become Covered Individuals at the point when they work more than one hundred sixty (160) hours during the calendar year. CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of ADMINISTRATOR's

1 Compliance Program, Code of Conduct and related policies and procedures; (or CONTRACTOR's own
 2 compliance program, code of conduct and related policies and procedures if CONTRACTOR has elected
 3 to use its own).

4 2. An Ineligible Person shall be any individual or entity who:

5 a. is currently excluded, suspended, debarred or otherwise ineligible to participate in federal
 6 and state health care programs; or

7 b. has been convicted of a criminal offense related to the provision of health care items or
 8 services and has not been reinstated in the federal and state health care programs after a period of
 9 exclusion, suspension, debarment, or ineligibility.

10 3. CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement.
 11 CONTRACTOR shall not hire or engage any Ineligible Person to provide services relative to this
 12 Agreement.

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

19 5. Covered Individuals shall be required to disclose to CONTRACTOR immediately any
 20 debarment, exclusion or other event that makes the Covered Individual an Ineligible Person.
 21 CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual providing services
 22 directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible
 23 Person.

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

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

37 C. GENERAL COMPLIANCE TRAINING – ADMINISTRATOR shall make General Compliance

Training ~~and Provider Compliance Training, where appropriate,~~ available to Covered Individuals.

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

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

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

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

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

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

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

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

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

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

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

E. MEDICAL BILLING, CODING, AND DOCUMENTATION COMPLIANCE STANDARDS

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

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

3. CONTRACTOR shall bill only for those eligible services actually rendered which are also fully documented. When such services are coded, CONTRACTOR shall use ~~accurate~~ proper billing codes

1 which accurately describes the services provided and must ensure compliance with all billing and
2 documentation requirements.

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

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

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

13 14 **V. CONFIDENTIALITY**

15 A. CONTRACTOR shall maintain the confidentiality of all records, including billings and any audio
16 and/or video recordings, in accordance with all applicable federal, state and county codes and regulations,
17 as they now exist or may hereafter be amended or changed.

18 1. CONTRACTOR acknowledges and agrees that all persons served pursuant to this Agreement
19 are ~~Clients~~clients of the Orange County Mental Health services system, and therefore it may be necessary
20 for authorized staff of ADMINISTRATOR to audit ~~Client~~client files, or to exchange information
21 regarding specific ~~Clients~~clients with COUNTY or other providers of related services contracting with
22 COUNTY.

23 2. CONTRACTOR acknowledges and agrees that it shall be responsible for obtaining written
24 consents for the release of information from all persons served by CONTRACTOR pursuant to this
25 Agreement. Such consents shall be obtained by CONTRACTOR in accordance with CCC, Division 1,
26 Part 2.6, relating to confidentiality of medical information.

27 3. In the event of a collaborative service agreement between Mental Health services providers,
28 CONTRACTOR acknowledges and agrees that it is responsible for obtaining releases of information,
29 from the collaborative agency, for ~~Clients~~clients receiving services through the collaborative agreement.

30 B. Prior to providing any services pursuant to this Agreement, all members of the Board of Directors
31 or its designee or authorized agent, employees, consultants, subcontractors, volunteers and interns of the
32 CONTRACTOR shall agree, in writing, with CONTRACTOR to maintain the confidentiality of any and
33 all information and records which may be obtained in the course of providing such services. This
34 Agreement shall specify that it is effective irrespective of all subsequent resignations or terminations of
35 CONTRACTOR members of the Board of Directors or its designee or authorized agent, employees,
36 consultants, subcontractors, volunteers and interns.

VI. COST REPORT

A. CONTRACTOR shall submit separate Cost Reports for Period One- Period Two, and Period ~~Two~~ Three, or for a portion thereof, to the COUNTY no later than sixty (60) calendar days following the period for which they are prepared or termination of this Agreement. CONTRACTOR shall prepare the individual and/or consolidated Cost Report in accordance with all applicable federal, state and COUNTY requirements, GAAP and the Special Provisions Paragraph of this Agreement. CONTRACTOR shall allocate direct and indirect costs to and between programs, cost centers, services, and funding sources in accordance with such requirements and consistent with prudent business practice, which costs and allocations shall be supported by source documentation maintained by CONTRACTOR, and available at any time to ADMINISTRATOR upon reasonable notice. In the event CONTRACTOR has multiple Agreements for mental health services that are administered by HCA, consolidation of the individual Cost Reports into a single consolidated Cost Report may be required, as stipulated by ADMINISTRATOR. CONTRACTOR shall submit a consolidated Cost Report to COUNTY no later than five (5) business days following approval by ADMINISTRATOR of all individual Cost Reports to be incorporated into a consolidated Cost Report.

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

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

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

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

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

B. The individual and/or consolidated Cost Report prepared for each period shall be the final financial and statistical report submitted by CONTRACTOR to COUNTY, and shall serve as the basis

for final settlement to CONTRACTOR for that period. CONTRACTOR shall document that costs are reasonable and allowable and directly or indirectly related to the services to be provided hereunder. The individual and/or consolidated- Cost Report shall be the final financial record for subsequent audits, if any.

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

D. Unless approved by ADMINISTRATOR, costs that exceed the Statewide Maximum Allowance (SMA) rates per Medi-Cal Unit of Services, as determined by the DHCS, shall be unreimbursable to CONTRACTOR.

E. In the event that CONTRACTOR is authorized to retain unanticipated revenues as described in the Budget Paragraph of Exhibit A to this Agreement, CONTRACTOR shall specify in the individual and /or/ consolidated Cost Report the services rendered with such revenues.

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

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

Signed	_____
Name	_____
Title	_____
Date	_____ "

VII. DEBARMENT AND SUSPENSION CERTIFICATION

A. CONTRACTOR certifies that it and its principals:

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

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

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

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

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

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

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

VIII. DELEGATION, ASSIGNMENT AND SUBCONTRACTS

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

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

1. If CONTRACTOR is a nonprofit organization, any change from a nonprofit corporation to any other corporate structure of CONTRACTOR, including a change in more than fifty percent (50%) of

the composition of the Board of Directors within a two (2) month period of time, shall be deemed an assignment for purposes of this ~~paragraph~~Paragraph, unless CONTRACTOR is transitioning from a community clinic/health center to a Federally Qualified Health Center and has been so designated by the Federal Government. Any attempted assignment or delegation in derogation of this ~~subparagraph~~Subparagraph shall be void.

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

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

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

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

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

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

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

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

4. This provision shall not be applicable to service agreements usually and customarily entered

into by CONTRACTOR to obtain or arrange for supplies, technical support, and professional services provided by consultants.

IX. EMPLOYEE ELIGIBILITY VERIFICATION

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

X. EQUIPMENT

A. Unless otherwise specified in writing by ADMINISTRATOR, Equipment is defined as all property of a Relatively Permanent nature with significant value, purchased in whole or in part by ADMINISTRATOR to assist in performing the services described in this Agreement. "Relatively Permanent" is defined as having a useful life of one year or longer. Equipment which costs \$5,000 or over, including freight charges, sales taxes, and other taxes, and installation costs are defined as Capital Assets. Equipment which costs between \$600 and \$5,000, including freight charges, sales taxes and other taxes, and installation costs, or electronic equipment that costs less than \$600 but may contained PHI or PII, are defined as Controlled Equipment. Controlled Equipment includes, but is not limited to phones, tablets, audio/visual equipment, computer equipment, and lab equipment. The cost of Equipment purchased, in whole or in part, with funds paid pursuant to this Agreement shall be depreciated according to GAAP.

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

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

D. CONTRACTOR shall maintain an inventory of all Equipment purchased in whole or in part with

1 funds paid through this Agreement, including date of purchase, purchase price, serial number, model and
2 type of Equipment. Such inventory shall be available for review by ADMINISTRATOR, and shall
3 include the original purchase date and price, useful life, and balance of depreciated Equipment cost, if
4 any.

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

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

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

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

18 **XI. FACILITIES, PAYMENTS AND SERVICES**

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

24 B. In the event that CONTRACTOR is unable to provide the services, staffing, facilities, or supplies
25 as required, ADMINISTRATOR may, at its sole discretion, reduce the Maximum Obligation for the
26 appropriate Period as well as the Total Maximum Obligation. The reduction to the Maximum Obligation
27 for the appropriate Period as well as the Total Maximum Obligation shall be in an amount proportionate
28 to the number of days in which CONTRACTOR was determined to be unable to provide services, staffing,
29 facilities or supplies.
30

31 **XII. INDEMNIFICATION AND INSURANCE**

32 A. CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY,
33 and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special
34 districts and agencies for which COUNTY's Board of Supervisors acts as the governing Board
35 ("COUNTY INDEMNITEES") harmless from any claims, demands or liability of any kind or nature,
36 including but not limited to personal injury or property damage, arising from or related to the services,
37

products or other performance provided by CONTRACTOR pursuant to this Agreement. If judgment is entered against CONTRACTOR and COUNTY by a court of competent jurisdiction because of the concurrent active negligence of COUNTY or COUNTY INDEMNITEES, CONTRACTOR and COUNTY agree that liability will be apportioned as determined by the court. Neither ~~party~~ Party shall request a jury apportionment.

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

C. CONTRACTOR shall ensure that all subcontractors performing work on behalf of CONTRACTOR pursuant to this Agreement shall be covered under CONTRACTOR's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for CONTRACTOR. CONTRACTOR shall not allow subcontractors to work if subcontractors have less than the level of coverage required by COUNTY from CONTRACTOR under this Agreement. It is the obligation of CONTRACTOR to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by CONTRACTOR through the entirety of this Agreement for inspection by COUNTY representative(s) at any reasonable time.

D. All SIRs and deductibles shall be clearly stated on the COI. If no SIRs or deductibles apply, indicate this on the COI with a zero (0) by the appropriate line of coverage. Any SIR or deductible in an amount in excess of ~~\$25~~ \$50,000 (\$5,000 for automobile liability); shall specifically be approved by the CEO/Office of Risk Management upon review of CONTRACTOR's current audited financial report.

E. If CONTRACTOR's SIR is approved, ~~CONTRACTOR fails~~, in addition to ~~maintain insurance acceptable to COUNTY for the full term~~, and without limitation of, any other indemnity provision(s) in this Agreement, ~~COUNTY may terminate this Agreement~~. agrees to all of the following:

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

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

3. The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the CONTRACTOR's SIR provision shall be

interpreted as though the CONTRACTOR was an insurer and the COUNTY was the insured.

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

F. QUALIFIED INSURER

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

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

G. The policy or policies of insurance maintained by CONTRACTOR shall provide the minimum 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

H. REQUIRED COVERAGE FORMS

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

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

I. REQUIRED ENDORSEMENTS –

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

~~1~~ a. An Additional Insured endorsement using ISO form CG ~~2010 or CG 2033~~ 20 26 04 13 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, and agents as Additional Insureds, or provide blanket coverage, which will state AS REQUIRED BY WRITTEN AGREEMENT.

~~2~~ b. A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the CONTRACTOR's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

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

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

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

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

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

L. CONTRACTOR shall notify COUNTY in writing within thirty (30) days of any policy cancellation and within ten (10) days for non-payment of premium and provide a copy of the cancellation notice to COUNTY. Failure to provide written notice of cancellation ~~may~~ shall constitute a ~~material~~ breach of ~~the Agreement, upon which the~~ CONTRACTOR's obligation hereunder and ground for COUNTY ~~may suspend or~~ may terminate this Agreement.

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

1 N. The Commercial General Liability policy shall contain a “severability of interests” clause also
2 known as a “separation of insureds” clause (standard in the ISO CG 0001 policy).

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

7 P. COUNTY shall notify CONTRACTOR in writing of changes in the insurance requirements. If
8 CONTRACTOR does not deposit copies of acceptable COIs and endorsements with COUNTY
9 incorporating such changes within thirty (30) calendar days of receipt of such notice, such failure shall
10 constitute a breach of CONTRACTOR’s obligation hereunder and ground for termination of this
11 Agreement ~~may be in breach without further notice to CONTRACTOR, and by~~ COUNTY ~~shall be entitled~~
12 ~~to all legal remedies.~~

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

16 R. SUBMISSION OF INSURANCE DOCUMENTS

17 1. The COI and endorsements shall be provided to COUNTY as follows:
18 a. Prior to the start date of this Agreement.
19 b. No later than the expiration date for each policy.
20 c. Within thirty (30) calendar days upon receipt of written notice by COUNTY regarding
21 changes to any of the insurance types as set forth in Subparagraph G. ~~of this Agreement,~~ above.

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

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

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

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

35 c. If CONTRACTOR is assessed a late penalty, the amount shall be deducted from
36 CONTRACTOR’s monthly invoice.
37

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

XIII. INSPECTIONS AND AUDITS

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

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

C. AUDIT RESPONSE

1. Following an audit report, in the event of non-compliance with applicable laws and regulations governing funds provided through this Agreement, COUNTY may terminate this Agreement as provided for in the Termination Paragraph or direct CONTRACTOR to immediately implement appropriate corrective action. A plan of corrective action shall be submitted to ADMINISTRATOR in writing within thirty (30) calendar days after receiving notice from ADMINISTRATOR.

2. If the audit reveals that money is payable from one party to the other, that is, reimbursement by CONTRACTOR to COUNTY, or payment of sums due from COUNTY to CONTRACTOR, said funds shall be due and payable from one party to the other within sixty (60) calendar days of receipt of the audit results. If reimbursement is due from CONTRACTOR to COUNTY, and such reimbursement is not received within said sixty (60) calendar days, COUNTY may, in addition to any other remedies provided by law, reduce any amount owed CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

D. CONTRACTOR shall retain a licensed certified public accountant, who will prepare ~~and file with ADMINISTRATOR, an annual, independent, organization-wide audit of related expenditures as may be required during the term of this Agreement~~ an annual Single Audit as required by 31 USC 7501 – 7507, as well as its implementing regulations under 2 CFR Part 200, Uniform Administrative Requirements,

1 Cost Principles, and Audit Requirements for Federal Awards. CONTRACTOR shall forward the Single
 2 Audit to ADMINISTRATOR within fourteen (14) calendar days of receipt.

3 E. CONTRACTOR shall forward to ADMINISTRATOR a copy of any audit report within fourteen
 4 (14) calendar days of receipt. Such audit shall include, but not be limited to, management, financial,
 5 programmatic or any other type of audit of CONTRACTOR's operations, whether or not the cost of such
 6 operation or audit is reimbursed in whole or in part through this Agreement.

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

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

22 b. In the case of a contractor doing business in a form other than as an individual, the name,
 23 date of birth, social security number, and residence address of each individual who owns an interest of ten
 24 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; and
 33 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 charged
 36 with the establishment and enforcement of child support orders, or as permitted by federal and/or state
 37 statute.

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

1. ARRA of 2009.
2. WIC, Division 5, Community Mental Health Services.
3. WIC, Division 6, Admissions and Judicial Commitments.
4. WIC, Division 7, Mental Institutions.
5. HSC, §§1250 et seq., Health Facilities.
6. PC, §§11164-11174.3, Child Abuse and Neglect Reporting Act.
7. CCR, Title 9, Rehabilitative and Developmental Services.
8. CCR, Title 17, Public Health.
9. CCR, Title 22, Social Security.
10. CFR, Title 42, Public Health.
11. CFR, Title 45, Public Welfare.
12. USC Title 42. Public Health and Welfare.
13. Federal Social Security Act, Title XVIII and Title XIX Medicare and Medicaid.
14. 42 USC §12101 et seq., Americans with Disabilities Act of 1990.
15. 42 USC §1857, et seq., Clean Air Act.
16. 33 USC 84, §308 and §§1251 et seq., the Federal Water Pollution Control Act.
17. 31 USC 7501.70, Federal Single Audit Act of 1984.
18. Policies and procedures set forth in Mental Health Services Act.
19. Policies and procedures set forth in DHCS Letters.
20. HIPAA privacy rule, as it may exist now, or be hereafter amended, and if applicable.
21. ~~21.~~ 31 USC 7501 – 7507, as well as its implementing regulations under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

D. CONTRACTOR shall at all times be capable and authorized by the State of California to provide treatment and bill for services provided to Medi-Cal eligible clients while working under the terms of this Agreement.

E. CONTRACTOR shall make every reasonable effort to obtain appropriate licenses and/or waivers to provide Medi-Cal billable treatment services at school or other sites requested by ADMINISTRATOR.

XV. LITERATURE, ADVERTISEMENTS, AND SOCIAL MEDIA

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

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

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

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

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

XVI. MAXIMUM OBLIGATION

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

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

~~XVI. MINIMUM WAGE LAWS~~

XVII. MINIMUM WAGE LAWS

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

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

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

XVIII. NONDISCRIMINATION

A. EMPLOYMENT

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

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

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

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

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

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

1 for employment.

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

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

24 C. COMPLAINT PROCESS — CONTRACTOR shall establish procedures for advising all
25 Clients through a written statement that CONTRACTOR's and/or subcontractor's Clients
26 may file all complaints alleging discrimination in the delivery of services with CONTRACTOR,
27 subcontractor, and ADMINISTRATOR or COUNTY's Patient's Rights Office.

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

32 a. COUNTY shall establish a formal resolution and grievance process in the event informal
33 processes do not yield a resolution.

34 b. Throughout the problem resolution and grievance process, Client rights shall be
35 maintained, including access to the Patients' Rights Office at any point in the process. Clients shall be
36 informed of their right to access the Patients' Rights Office at any time.

37 2. Within the time limits procedurally imposed, the complainant shall be notified in writing as

1 to the findings regarding the alleged complaint and, if not satisfied with the decision, may file an appeal.

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

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

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

18 **XIX. NOTICES**

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

22 1. When written and deposited in the United States mail, first class postage prepaid and
23 addressed as specified in the Referenced Contract Provisions of this Agreement or as otherwise directed
24 by ADMINISTRATOR;

25 2. When faxed, transmission confirmed;

26 3. When sent by Email; or

27 4. When accepted by U.S. Postal Service Express Mail, Federal Express, United Parcel Service,
28 or other expedited delivery service.

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

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

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

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 part by the COUNTY, except for those events or meetings that are intended solely to serve ~~Clients~~ 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 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

1 this Agreement, prepare, maintain and manage records appropriate to the services provided and in
2 accordance with this Agreement and all applicable requirements.

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

8 C. CONTRACTOR's participant, ~~Client~~client, and/or patient records shall be maintained in a secure
9 manner. CONTRACTOR shall maintain participant, ~~Client~~client, and/or patient records and must
10 establish and implement written record management procedures.

11 D. CONTRACTOR shall ensure appropriate financial records related to cost reporting, expenditure,
12 revenue, billings, etc., are prepared and maintained accurately and appropriately.

13 E. CONTRACTOR shall ensure all appropriate state and federal standards of documentation,
14 preparation, and confidentiality of records related to participant, client and/or patient records are met at
15 all times.

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

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

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

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

25 ~~EG.~~CONTRACTOR may retain participant, ~~Client~~client, and/or patient documentation electronically
26 in accordance with the terms of this Agreement and common business practices. If documentation is
27 retained electronically, CONTRACTOR shall, in the event of an audit or site visit:

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

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

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

33 ~~FH.~~CONTRACTOR shall ensure compliance with requirements pertaining to the privacy and
34 security of PII and/or PHI. CONTRACTOR shall notify COUNTY immediately by telephone call plus
35 email or fax upon the discovery of a Breach of unsecured PHI and/or PII.

36 ~~GI.~~CONTRACTOR may be required to pay any costs associated with a Breach of privacy and/or
37

security of PII and/or PHI, including but not limited to the costs of notification. CONTRACTOR shall pay any and all such costs arising out of a Breach of privacy and/or security of PII and/or PHI.

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

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

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

~~—K~~

~~M.~~ If CONTRACTOR is unable to meet the record location criteria above, ADMINISTRATOR may provide written approval to CONTRACTOR to maintain records in a single location, identified by CONTRACTOR.

~~LN.~~ CONTRACTOR may be required to retain all records involving litigation proceedings and settlement of claims for a longer term which will be directed by the ADMINISTRATOR.

~~MO.~~ CONTRACTOR shall notify ADMINISTRATOR of any PRA requests related to, or arising out of, this Agreement, within forty-eight (48) hours. CONTRACTOR shall provide ADMINISTRATOR all information that is requested by the PRA request.

XXIII. RESEARCH AND PUBLICATION

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

~~XXIII. REVENUE~~

A. ~~CLIENT FEES—CONTRACTOR shall charge, unless waived by ADMINISTRATOR, a fee to clients to whom billable services, other than those amounts reimbursed by Medicare, Medi-Cal or other third party health plans, are provided pursuant to this Agreement, their estates and responsible relatives, according to their ability to pay as determined by the State Department of Health Care Services' "Uniform Method of Determining Ability to Pay" (UMDAP) procedure or by any other payment procedure as approved in advance, and in writing by ADMINISTRATOR; and in accordance with Title 9 of the California Code of Regulations. Such fee shall not exceed the actual cost of services provided. No client shall be denied services because of an inability to pay.~~

B. ~~THIRD PARTY REVENUE—CONTRACTOR shall make every reasonable effort to obtain all~~

1 available third-party reimbursement for which persons served pursuant to this Agreement may be eligible.
 2 Charges to insurance carriers shall be on the basis of CONTRACTOR's usual and customary charges.
 3 ~~—C. PROCEDURES—CONTRACTOR shall maintain internal financial controls which adequately~~
 4 ~~ensure proper billing and collection procedures. CONTRACTOR's procedures shall specifically provide~~
 5 ~~for the identification of delinquent accounts and methods for pursuing such accounts. CONTRACTOR~~
 6 ~~shall provide ADMINISTRATOR, monthly, a written report specifying the current status of fees which~~
 7 ~~are billed, collected, transferred to a collection agency, or deemed by CONTRACTOR to be uncollectible.~~
 8 D. ~~OTHER REVENUES—CONTRACTOR shall charge for services, supplies, or facility use by~~
 9 ~~persons other than individuals or groups eligible for services pursuant to this Agreement.~~

10 **XXIV. SEVERABILITY**

11 If a court of competent jurisdiction declares any provision of this Agreement or application thereof to
 12 any person or circumstances to be invalid or if any provision of this Agreement contravenes any federal,
 13 state or county statute, ordinance, or regulation, the remaining provisions of this Agreement or the
 14 application thereof shall remain valid, and the remaining provisions of this Agreement shall remain in full
 15 force and effect, and to that extent the provisions of this Agreement are severable.

17 **XXV. SPECIAL PROVISIONS**

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

- 20 1. Making cash payments to intended recipients of services through this Agreement.
- 21 2. Lobbying any governmental agency or official. CONTRACTOR shall file all certifications
 22 and reports in compliance with this requirement pursuant to Title 31, USC, §1352 (e.g., limitation on use
 23 of appropriated funds to influence certain federal contracting and financial transactions).
- 24 3. Fundraising.
- 25 4. Purchase of gifts, meals, entertainment, awards, or other personal expenses for
 26 CONTRACTOR's staff, volunteers, or members of the Board of Directors ~~or governing body.~~
- 27 5. Reimbursement of CONTRACTOR's members of the Board of Directors ~~or governing body~~
 28 for expenses or services.
- 29 6. Making personal loans to CONTRACTOR's staff, volunteers, interns, consultants,
 30 subcontractors, and members of the Board of Directors or ~~governing body, or~~ its designee or authorized
 31 agent, or making salary advances or giving bonuses to CONTRACTOR's staff.
- 32 7. Paying an individual salary or compensation for services at a rate in excess of the current
 33 Level I of the Executive Salary Schedule as published by the OPM. The OPM Executive Salary Schedule
 34 may be found at www.opm.gov.
- 35 8. Severance pay for separating employees.
- 36 9. Paying rent and/or lease costs for a facility prior to the facility meeting all required building
 37 codes and obtaining all necessary building permits for any associated construction.

10. Supplanting current funding for existing services.
- B. Unless otherwise specified in advance and in writing by ADMINISTRATOR, CONTRACTOR shall not use the funds provided by means of this Agreement for the following purposes:
1. Funding travel or training (excluding mileage or parking).
 2. Making phone calls outside of the local area unless documented to be directly for the purpose of ~~Client~~ client care.
 3. Payment for grant writing, consultants, certified public accounting, or legal services.
 4. Purchase of artwork or other items that are for decorative purposes and do not directly contribute to the quality of services to be provided pursuant to this Agreement.
 5. Purchasing or improving land, including constructing or permanently improving any building or facility, except for tenant improvements.
 - ~~6. Purchase of gifts, meals, entertainment, awards, or other personal expenses for CONTRACTOR's Clients.~~
 - ~~7.~~ 6. Providing inpatient hospital services or purchasing major medical equipment.
 87. Satisfying any expenditure of non-federal funds as a condition for the receipt of federal funds (matching).

XXVI. STATUS OF CONTRACTOR

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

XXVII. TERM

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

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

XXVIII. TERMINATION

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

B. Unless otherwise specified in this Agreement, COUNTY may terminate this Agreement upon five (5) calendar ~~days~~ 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~~ 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~~ day's 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~~this Agreement.

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

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

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

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

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

5. Assist ADMINISTRATOR in effecting the transfer of ~~Clients~~clients in a manner consistent with ~~Client's~~client's best interests.

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

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

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

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

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

XXIX. THIRD PARTY BENEFICIARY

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

XXX. WAIVER OF DEFAULT OR BREACH

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

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

COMMUNITY SERVICE PROGRAMS, INC.

BY: _____

DATED: _____

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3 TITLE: _____
4
5
6
7

8
9 COUNTY OF ORANGE
10

11
12 BY: _____ DATED: _____
13 HEALTH CARE AGENCY
14
15

16
17 APPROVED AS TO FORM
18 OFFICE OF THE COUNTY COUNSEL
19 ORANGE COUNTY, CALIFORNIA
20

21
22 BY: _____ DATED: _____
23 DEPUTY
24
25

26 If the contracting party is a corporation, two (2) signatures are required: one (1) signature by the Chairman of the Board, the President or
27 any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer.
28 If the contract is signed by one (1) authorized individual only, a copy of the corporate resolution or by-laws whereby the board of directors
has empowered said authorized individual to act on its behalf by his or her signature alone is required by ADMINISTRATOR.
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EXHIBIT A
TO AGREEMENT FOR PROVISION OF
COLLABORATIVE COURTS FULL SERVICE PARTNERSHIP/WRAPAROUND SERVICES
WITH
BETWEEN
COUNTY OF ORANGE
AND
COMMUNITY SERVICE PROGRAMS, INC.
JANUARY JULY 1, 2016 2017 THROUGH JUNE 30, 2017 2020

I. COMMON TERMS AND ~~Definitions~~ DEFINITIONS

The parties agree to the following terms and definitions, and to those terms and definitions which, for convenience, are set forth elsewhere in the Agreement.

~~— A. Active and Ongoing Case Load means documentation, by CONTRACTOR, for completion of entry and evaluation services provided to Clients into COUNTY's IRIS. Documentation also includes level, frequency, and duration of services received by Clients, and these services must be consistent with Clients' level of impairments as well as treatment goals. In addition, services are to be individualized and solution focused, using evidenced-based practices.~~

~~— B. Administrative Support means individual(s) who is/are responsible for providing a broad range of office support to program and management staff that includes: answering and directing phone calls, writing correspondences, entering data in spreadsheets, preparing invoices for payment, maintaining tracking reports and files, and working on special projects, as assigned.~~

~~— C. Admission means documentation, by CONTRACTOR, for completion of entry and evaluation services provided to Clients into IRIS.~~

~~— D. Care Coordinator means an individual with a Bachelor's degree in human services or related field who will be responsible for developing and leading the Family Team and guiding the evolution of a POC for a Client.~~

~~— E. B. Client means any individual, referred or enrolled, for services under the Agreement who is living with mental, emotional, or behavioral disorders.~~

~~— F. Clinical Director means an individual who is responsible for the day-to-day clinical services of the program, meets the minimum requirements set forth in Title 9, CCR, and has at least two (2) years of full-time professional experience working with children and/or TAY in a mental health setting.~~

~~— G. C. Crisis Intervention means a service, lasting less than twenty-four (24) hours that is provided to or on the behalf of a Client for a condition that requires more timely response than a regularly scheduled visit. Service activities may include, but are not limited to: assessment, individual therapy, collateral therapy, family therapy, case management, and psychiatric evaluation.~~

~~HD. Data Collection System Reporting system means software the collection of State mandated~~

data used for the ~~collection~~, tracking, and reporting of ~~outcomes~~ outcome data for Clients enrolled in the FSP/W programs.

1. 3 M's means the Quarterly Assessment Form being completed for each Client every three months in the approved Data Collection System. It tracks changes in education, sources of financial support, legal issues/designations, health status, substance abuse, and any other fields set forth by the State and/or the County. Must be completed not more than 14 days prior to or 30 days after the due date.

2. Data Certification means reviewing outcome data mandated by the state and COUNTY for accuracy and signing a Certification of Accuracy of Data form indicating that the data is accurate.

3. Key Event Tracking (KET) means the tracking of a Client's service movement ~~or~~ and changes in the approved Data Collection System. A KET must be completed following the DCR business rules and entered accurately each time the CONTRACTOR is reporting a change from previous Client status in certain categories. ~~These~~ The categories include: administrative status, residential status, (including incarcerations and hospitalizations), employment-status, education-and, benefits establishment acquisition, legal status, emergency interventions and any other fields set forth by the State or County.

4. Partnership Assessment Form (PAF) means the baseline Assessment for each Client (as defined by the State and/or County) that must be completed in full and entered into the ~~Data Collection System~~ DCR system within thirty (30) days of the ~~partnership~~ Client's enrollment date. All DCR business rules regarding transferring and re-enrolling clients must be followed and verified prior to entering a PAF in the system.

~~I.E.~~ Diagnosis means identifying the nature of a Client's disorder. When formulating the ~~diagnosis~~ Diagnosis of Client, CONTRACTOR shall use the diagnostic codes ~~and axes~~ as specified in the most current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychiatric Association ~~or the international Classification of Diseases (ICD) as directed by the Administrator.~~ Diagnoses. DSM diagnoses will be recorded on all IRIS documents, as appropriate.

~~J.—F.~~ Direct Service Hour (DSH) means the time, measured in hours and portions of hours, that a clinician spends providing services to Clients or others on behalf of Clients. DSH credit, both billable and non-billable minutes, is obtained by providing mental health, case management, medication support, and crisis intervention services to Clients open in IRIS.

~~—K.~~ G. Early Periodic Screening Diagnostic and Treatment (EPSDT) means the State of California's implementation of the Federal child health component of Medicaid program which provides physical, mental, and developmental health services for children and young adults.

H. Education Coordinator means an individual who is responsible for providing assistance and support with educational and vocational services as well as developing resources for those Clients that wish to further their education or training.

~~H.I.~~ Employment Coordinator means an individual who provides pre-employment training, job orientation, and site training to Clients. This individual is also responsible for assisting Clients with job

application procedures; teaching social, grooming and dress-for-success personal hygiene skills to Clients; and coaching Clients on how to maintain employment. This individual will develop employment resources that match the needs of the program's Clients. In addition, the Employment Coordinator may provide on-the-job mentoring and will work closely with the hiring companies and Clients.

MJ. Engagement means the process where a trusting relationship between CONTRACTOR's staff and Client is developed over a short period of time, so CONTRACTOR and Client can develop a plan to link the Client to appropriate services within the community. Engagement of the Client is the objective of a successful outreach.

NK. Face-to-Face Contact means, as it pertains to a FSP/W, a direct encounter between CONTRACTOR's staff and Client(s)/parent(s)/guardian(s). This does not include contact by phone, email, etc. For the purpose of completing an Encounter Document, Face-to-Face Contact means a direct encounter between staff and Client(s), regardless if another individual(s) is/are present or not.

OL. Family Team means a group formed to meet the needs of a FSP/W eligible Client through whatever means possible, and this team includes a program staff, the eligible Client, the Client's family members, and other support individual(s) the family agrees to include on the team.

~~—P. FSP~~M. Full Service Partnership/Wraparound (FSP/W) means a program model described in COUNTY's MHSA plan that has been approved by the state. The MHSA plan describes how COUNTY will ~~utilize~~use MHSA funds to develop and implement treatment plans for mental health Clients through ~~FSPs~~FSP/Ws. A FSP/W is an evidence-based and strength-based model with the focus on the individual rather than the disease. It is culturally competent in-home, intensive, mental health care coordination services that will address family needs across all life domains of the Client.

QN. Group Home ~~is~~means a facility for housing youth and is licensed by Community Care Licensing under the provisions of CCR, Title 22, Division 6, et seq.

RO. Head of Service means an individual ultimately responsible for overseeing the program and is required to be licensed as a mental health professional.

SP. Housing Coordinator means an individual who ~~is responsible for assisting~~provides assistance to Clients ~~with~~/families to have the most stable housing ~~solutions~~appropriate to their functioning levels and life circumstances. This may range from emergency motel placement to avoid homelessness, transitional housing that will provide stability and skills that would lead to more permanent housing. This individual ~~is~~may also ~~responsible for outreach and networking within the community to maintain an up-to-date record of available housing resources. In addition,~~assist in moving to greater independence by creating flex fund usage plans where the ~~coordinator will work with the Family Team to assess the needs of~~Clients. Client/family pays a greater percentage of housing cost per month so that housing costs become independent sustainable.

TQ. Individual Services and Support Funds (Flexible Funds) means funds used to provide Clients and/or their families with immediate assistance, as deemed necessary, for the treatment of their mental illness and improve their overall quality of life. Flexible Funds are generally categorized as housing,

~~Client~~ transportation, food, clothing, medical, and miscellaneous expenditures that are individualized and appropriate to support Clients' mental health treatment activities.

~~U. Intake means the initial meeting between a Client and CONTRACTOR's staff, and includes an evaluation of the Client to determine if the Client meets program criteria and is willing to seek services.~~

~~V. IRIS~~ R. Integrated Records Information System (IRIS) means the ADMINISTRATOR's database system that collects Clients' information such as registration, scheduled appointments, laboratory information system, invoice and reporting capabilities, compliance with regulatory requirements, electronic medical records, and other relevant applications.

S. Katie A. Subclass means the lawsuit, Katie A. et al. v. Bonta et al., a class action lawsuit filed in Federal District Court concerning the availability of intensive mental health services to children in California who are either in foster care or at imminent risk of coming into care, created this Subclass.

T. Licensed Clinical Social Worker (LCSW) W. ~~LCSW~~ means a licensed individual, pursuant to the provisions of Chapter 14 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

~~X~~

U. Licensed Marriage Family Therapist (MFT) means a licensed individual, pursuant to the provisions of Chapter 13 of the California Business and Professions Code, pursuant to the provisions of Chapter 14 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

V. Licensed Professional Clinical Counselor (LPCC) Y. ~~LPCC~~ means a licensed individual, pursuant to the provisions of Chapter 13 of the California Business and Professions Code, pursuant to the provisions of Chapter 16 of the California Business and Professions Code, who can provide clinical service to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

W. Licensed Psychiatric Technician (LPT) Z. ~~LPT~~ means a licensed individual, pursuant to the provisions of Chapter 10 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

~~AA~~X. Licensed Psychologist means a licensed individual, pursuant to the provisions of Chapter 6.6 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

~~AB.~~ ~~LVN~~ Y. Licensed Vocational Nurse (LVN) means a licensed individual, pursuant to the provisions of Chapter 6.5 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked.

Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

Z. ~~AC.~~ Live Scan means an inkless, electronic fingerprint which is transmitted directly to the Department of Justice (DOJ) for the completion of a criminal record check, typically required of employees who have direct contact with Clients.

AA. Medi-Cal means the State of California's implementation of the federal Medicaid health care program which pays for a variety of medical services for children and adults who meet eligibility criteria.

AB. Medical Necessity means ~~Diagnosis~~ diagnosis, impairment, and intervention related criteria as defined in the COUNTY's MHP under Medical Necessity for Medi-Cal reimbursed Specialty Mental Health Services.

~~AD~~AC. Mental Health Services means an individual or a group therapy and intervention being provided to Clients that is designed to reduce mental disability and restores or improves daily functioning. ~~These~~ Mental Health Services must be consistent with goals of learning and development, as well as independent living and enhanced self-sufficiency. In addition, these services cannot be provided as a component of adult residential services, crisis residential treatment services, ~~Crisis Intervention~~ crisis intervention, crisis stabilization, day rehabilitation, or day treatment intensive. Service activities may include, but are not limited to: Assessment, plan development, rehabilitation, and collateral. Also, Mental Health Services may be either Face-to-Face Contact, or by telephone with Clients or significant support individuals, and services may be provided anywhere in the community.

1. Assessment means a service activity, which may include a clinical analysis of the history and current status of a Client's mental, emotional, behavioral disorder, and relevant cultural issues. The Assessment also needs to include history of services being provided, ~~Diagnosis~~ diagnosis, and ~~use of any~~ testing procedures that were used.

2. Collateral means significant support individual(s) in a Client's life and is/are used to define services provided to the Client with the intent of improving or maintaining the mental health status of the Client. The Client may or may not be present for this service activity.

3. ~~Co-Occurring means DD Integrated Treatment Model~~ Intensive Care Coordination (ICC).

4. ~~Dual Diagnosis (DD) Integrated Treatment Model~~ means a ~~program that uses a stage wise treatment model~~ medically necessary service provided to Medi-Cal beneficiaries under the EPSDT benefit. ICC includes assessment, care planning and ~~is non-confrontational, follows behavioral principles, considers interactions between mental illness and substance abuse, and has gradual expectations of abstinence. Mental illness and substance abuse research has strongly indicated that a Client with co-occurring disorder needs treatment for both problems to recover fully and focusing on one does not ensure the other will go away. Dual diagnosis~~ coordination of services ~~integrate assistance for each condition by helping Clients recover from mental illness and substance abuse in one setting and at the same time.~~

~~5. ICC Service means assessment and plan development across child services, to systems and providers, including intensive services for children and youth that qualify under who meet the Katie A.~~

Subclass, ~~that must address the child/youth's mental health need(s) through the coordination of care with providers not primarily associated with mental health services such as the Social criteria.~~

4. Intensive Home-Based Services ~~Agency, Probation Department, and schools (although the Client, collateral and mental health providers may also be present).~~

6. IHBS ~~Service means intensive,~~ means a medically necessary service provided to Medi-Cal beneficiaries under the EPSDT benefit. IHBS are individualized ~~and,~~ strength-based mental health treatment interventions, ~~with children and youth that qualify under~~ designed to ameliorate mental health conditions that interfere with a client's functioning. IHBS are provided only in conjunction with ICC and are recommended by the Child and Family Team. IHBS is also provided to the Katie A. ~~Subclass, to assist the child/youth and his/her significant support persons to develop skills to achieve the goals and objectives of the child/youth's treatment plan. IHBS only includes Individual Rehabilitation and Collateral services. Mental Health Services other than Individual Rehabilitation and Collateral will be claimed~~ separately from ~~IHBS.~~ 7 population.

5. Medication Support Services means services provided by licensed physicians, registered nurses, or other qualified medical staff, which include: prescribing, administering, dispensing and monitoring of psychiatric medications or biologicals that are necessary to alleviate symptoms of mental illness. These services also include evaluation and documentation of the clinical justification and effectiveness of medication, dosage, side effects, compliance, and response to medication. In addition, the licensed physicians, registered nurses, or other qualified medical staff must obtain informed consent from Clients prior to providing medication education and plan development related to the delivery of these services and/or Assessment to Clients.

8. Rehabilitation Service means an activity which includes assistance to improving, maintaining, or restoring a Client's or group of Clients' functional skills, daily living skills, social and leisure skill, grooming and personal hygiene skills, meal preparation skills, support resources and/or medication education.

7. Substance Use treatment means a program that uses a stage-wise treatment model and is non-confrontational, follows behavioral principles, considers interactions between mental illness and substance abuse, and has gradual expectations of abstinence. Mental illness and substance abuse research has strongly indicated that a Client with a disorder needs treatment for both problems to recover fully. Focusing on one does not ensure the other will go away. Substance use services integrate assistance for each condition by helping Clients recover from mental illness and substance abuse in one setting and at the same time.

8. Therapeutic Behavioral Services (TBS) 9. Targeted Case Management ~~means services that assist a Client to access needed medical, educational, social, prevocational, vocational, rehabilitative, or other community services.~~ These service activities may include, but are not limited to: communicating and coordinating services through referral; monitoring service delivery to ensure Clients'

access to service and the service delivery system; and tracking of Clients' progress and plan development.

~~10. TBS~~ means one-on-one behavioral interventions with a Client, which is designed to reduce or eliminate targeted behaviors as identified in the Client's treatment plan. Collateral services are also provided to parent(s)/guardian(s) as part of TBS. Clients must be Medi-Cal eligible and meet TBS class membership and service need requirements. Documentation in the medical record must support Medical Necessity for these intensive services. Cases in which Clients are receiving more than twenty (20) hours per week of TBS or those who are expected to receive more than four months (120 days) of TBS must be approved by ADMINISTRATOR. ADMINISTRATOR has to approve individuals that are delivering these intervention services to ensure they are qualified to deliver these services.

9. Targeted Case Management ~~11~~ (TCM) means services that assist a Client to access needed medical, educational, social, prevocational, vocational, rehabilitative, or other community services. These service activities may include, but are not limited to: communicating and coordinating services through referral; monitoring service delivery to ensure Clients' access to service and the service delivery system; and tracking of Clients' progress and plan development. Treatment Foster Care (TFC) also known as Therapeutic Foster Care, consists of intensive and highly coordinated mental health and support services provided to a foster parent or caregiver in which the foster parent/caregiver becomes an integral part of the child's treatment team.

10. Therapy means a therapeutic intervention that focuses primarily on symptom reduction as a means to improve functional impairments. Therapy may be delivered to a Client or a group of Clients, which may include family Therapy with Client being present.

~~AE. MHSA means the State of California law that provides funding for expanded community Mental Health Services.~~ AD. The Mental Health Services Act (MHSA) is a voter-approved initiative to develop a comprehensive approach to providing community-based mental health services and supports for California residents. It is also known as "Proposition 63."

~~AE AF. Mental Health Worker means an individual who has obtained a Bachelor's degree in a mental health field or has a high school diploma along with two (2) years of experience delivering services in a mental health field.~~

~~AG.~~ Mentoring Services means a service that provides support to Clients by building a structured and trusting relationship over a prolonged period of time between a Client and a mentor. The mentor is a peer or older individual who provides one-to-one contact and support in the following areas to assist Client(s)/parent(s)/guardian(s): consistent support, guidance, and coaching in life skills; concrete help and/or other relationship-building activities to the Client(s)/parent(s)/guardian(s); and linking the Client(s)/parent(s)/guardian(s) to other services within the COUNTY.

~~AF. and contract operated programs.~~ ~~AH. NPI~~ National Provider Identifier (NPI) means the standard unique health identifier that was adopted by the Secretary of HHS Services under HIPAA for health care providers. All HIPAA covered healthcare providers, individuals, and organizations must obtain an NPI for use to identify themselves in HIPAA standard transactions. The

1 NPI is assigned for life.

2 ~~AJ.~~ AG. Notice of Action-A (NOA-A) means a Medi-Cal requirement that informs the beneficiary
3 that she/he is not entitled to any specialty mental health service. The COUNTY has expanded the
4 requirement for an NOA-A to all beneficiaries requesting an Assessment for services and found not to
5 meet the Medical Necessity criteria for specialty Mental Health Services.

6 ~~AJ.~~ AH. Notice of Privacy Practices (NPP) means a document that notifies Clients of uses and
7 disclosures of PHI. The NPP may be made by, or on behalf of, the health plan or health care provider as
8 set forth in ~~the~~ of ~~1996~~ HIPAA.

9 ~~AK.~~ Nurse Practitioner means a medical professional with an advanced degree in nursing that
10 performs a variety of duties in care settings focused around a nursing model HIPAA.

11 ~~AL~~ AI. Outcomes Analyst means an individual who ensures that an FSP program maintains a focus
12 on program outcomes and quality assurance of the data being reported. This individual will be
13 responsible for reviewing outcome data, ~~analyzing~~ and other collected information for accuracy and
14 correcting any errors prior to entering into the data capture system and again prior to exporting the files
15 to the County and State. The Outcomes Analyst will, analyze data, and developing strategies for gathering
16 new data from the Client's perspective to improve ~~FSP's~~ FSP/W's understanding of Client's needs and
17 desires towards furthering their recovery. This individual will also provide feedback to the program and
18 work collaboratively with the employment specialist, education specialist, benefits specialist, and other
19 staff in the program to strategize and improve outcomes in service delivery as well as improve accuracy
20 in reporting and tracking outcomes and other information. In addition, this position will be responsible
21 for attending all data and outcome related meetings and ensuring that the FSP/W is being proactive in all
22 data collection requirements and changes at the local and state levels.

23 ~~AM~~ AJ. Outreach means linking potential Clients to appropriate Mental Health Services within the
24 community. Outreach activities will include educating the community about the services offered and
25 requirements for participation in the various mental health programs within the community. Such
26 activities may result in the CONTRACTOR developing Referral sources for Clients from programs being
27 offered within the community.

28 ~~AN~~ AK. Personal ~~Service~~ Services Coordinator (PSC) means an individual with a Bachelor's
29 ~~degree~~ Degree in ~~human services~~ Human Services or related field. It is preferred that the individual has at
30 least two years of related experience with Mental Health Services, or three years' experience as a Client
31 in a similar program who has graduated to self-sufficiency. A PSC leads the implementation of a service
32 plan covering an entire range of needs for the Client and/or Client's family to promote success, safety,
33 and permanence in the home, school, workforce, and community and lead Clients to self-sufficiency.

34 ~~AO.~~ AL. Plan of Care (POC) means a written plan, including by reference any juvenile court order(s),
35 developed and signed by the Family Team that includes the following elements:

- 36 1. A statement of an overall goal or vision for the Client and Client's family.
- 37 2. The strengths of the Client and Client's family.

3. The needs, as defined by specific life areas that must be met to achieve the goal(s) of the Client and Client's family.

4. Prevention and intervention safety plans.

5. The type, frequency, and duration of intervention strategies.

6. Financial responsibility for the components of the POC.

7. Desired outcomes.

~~AP. Pre Licensed Psychologist means an individual who has a Ph.D. or Psy.D. in Clinical Psychology and is registered with the Board of Psychology as a Registered Psychologist or Psychological Assistant, while acquiring hours for licensing and providing services under a waiver in accordance with WIC section 575.2. The waiver may not exceed five (5) years.~~

~~AQ. Pre Licensed Therapist means an individual who has a Master's Degree in social work or MFT, PCC and is registered with the BBS as an associate clinical social worker, PCC intern, or MFT intern, while acquiring hours for licensing. Registration is subject to regulations adopted by BBS.~~

~~AR.~~ AM. Program Director means an individual who is responsible for all aspects of administration and clinical operations of the mental health program, including development and adherence to the annual budget. This individual will also be responsible for the following:- hiring, development and performance management of professional and support staff, and ensuring mental health treatment services are provided in concert with COUNTY and state rules and regulations.

~~AS.~~ PHI AN. Protected Health Information (PHI) means individually identifiable health information usually transmitted through electronic media. PHI can be maintained in any medium as defined in the regulations, or for an entity such as a health plan, transmitted or maintained in any other medium. It is created or received by a covered entity and is related to the past, present, or future physical or mental health or condition of an individual, provision of health care to an individual, or the past, present, or future payment for health care provided to an individual.

ATAO. Psychiatrist means an individual who meets the minimum professional and licensure requirements set forth in Title 9, CCR, Section 623, and, preferably, has at least one (1) year of experience treating children and TAY.

~~AU. Psychology Student or Psychology Intern means an individual who is in school pursuing a Ph.D. or Psy.D. in Clinical Psychology, and may or may not meet the criteria for a DHCS Waiver in order to provide services in accordance with DHCS Information Letter No. 10-03. The waiver may not exceed (5) years.~~

AP. Quality Improvement Committee (QIC) AV. ~~QIC~~ means a committee that meets quarterly to review one percent (1%) of all "high-risk" Medi-Cal Clients in order to monitor and evaluate the quality and appropriateness of services provided. At a minimum, the committee is comprised of one (1) ADMINISTRATOR, one (1) clinician, and one (1) physician who are not involved in the clinical care of the cases.

~~AW~~ AQ. Referral means effectively linking Clients to other services within the community and

documenting follow-up provided within five (5) business days to assure that Clients have made contact with the referred service(s).

~~AX~~AR. Registered Nurse (RN) means a licensed individual, pursuant to the provisions of Chapter 6 of the California Business and Professions Code, who can provide clinical services to Clients. The license must be current and in force, and has not been suspended or revoked. Also, it is preferred that the individual has at least one (1) year of experience treating children and TAY.

~~AY. Substance Abuse Counselor means an individual possessing a Master's degree in a behavioral health field and is Certified or registered for certification and is trained to provide treatment and education specific to substance use and abuse~~AS. Seriously Emotionally Disturbed (SED) means children or

adolescents minors under the age of 18 years who have a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a primary substance use disorder or developmental disorder, which results in behavior inappropriate to the child's age according to expected developmental norms. W&I 5600.3.

~~AZ.~~ AT.Serious Mental Impairment (SMI) means an adult with a mental disorder that is severe in degree and persistent in duration, which may cause behavioral functioning which interferes substantially with the primary activities of daily living, and which may result in an inability to maintain stable adjustment and independent functioning without treatment, support, and rehabilitation for a long or indefinite period of time. W&I 5600.3.

AU. Student Intern means student(s) currently enrolled in an accredited graduate or undergraduate program and is/are accumulating supervised work experience hours as part of field work, internship, or practicum requirements. Acceptable programs include all programs that assist students in meeting the educational requirements to be a Licensed MFT, a LCSW, a Licensed Clinical Psychologist, a Licensed PCC, or to obtain a Bachelor's degree. Individuals with graduate degrees and have two (2) years of full-time experience in a mental health setting, either post-degree or as part of the program leading to the graduate degree, are not considered as students.

~~AV. BA. Supervisory Review means ongoing clinical case reviews in accordance with procedures developed by the COUNTY to determine the appropriateness of the Diagnosis and treatment plan for Clients, as well as to monitor compliance to the minimum ADMINISTRATOR and Medi-Cal charting standards. Supervisory Review is conducted by the program/clinic director or designee.~~

~~BB.~~ Token means the security device which allows an end-user to access the ADMINISTRATOR's computer based IRIS.

~~BC.~~AW. UMDAP means the method used for determining the annual ~~Client~~client liability for mental health services received from the ~~COUNTY's~~COUNTY mental health system and is set by the State of California.

~~BD. Wellness Coordinator means an individual who specializes in assisting Clients with access to a myriad of health care needs, nutrition resources, and other community supports. This individual will be responsible for documenting the services required, as well as communicating the needs of Clients to the~~

Family Team.~~BE. Wraparound Orange County~~

AX. WOC means the wraparound program administered by ~~COUNTY's~~ the COUNTY SSA and is available to children and ~~TAY~~ transitional age youth who are returning from or being considered for placement in group homes.

~~BF. Youth Partner/Specialist means an individual who has a high school diploma, preferably a bachelor's degree in human services or a related field, and has a background working with children and TAY. This individual is to provide consistent, reinforcing support to clients by allowing opportunities for clients to learn and practice social behavior, problem solving skills, and coping skills. In the spirit of MHSA, these positions can be filled by adequate numbers of bilingual, bicultural staff in order to meet the referral needs of the program and the threshold language requirements for COUNTY. It is also recommended by COUNTY that former mental health clients and/or their family members be given priority for these positions due to their unique insight into the experiences of clients.~~

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II. BUDGET

A. COUNTY shall pay CONTRACTOR in accordance with the Payments Paragraph in this Exhibit A to the Agreement and the following budgets, which are set forth for informational purposes only and may be adjusted by mutual agreement, in writing, by ADMINISTRATOR and CONTRACTOR.

	<u>PERIOD</u>	<u>PERIOD</u>	<u>PERIOD</u>	
	<u>ONE</u>	<u>TWO</u>	<u>THREE</u>	<u>TOTAL</u>
ADMINISTRATIVE				
COST				

1	Salaries Indirect Costs	\$ 84,009	\$ 168,018	\$ 252,027	\$ 604,800
2		<u>201,600</u>	<u>201,600</u>	<u>201,600</u>	
3	Benefits SUBTOTAL	20,852	41,704	62,556	\$ 604,800
4	ADMINISTRATIVE	<u>201,600</u>	<u>201,600</u>	<u>201,600</u>	
5	COST				
6	Services and Supplies	<u>14,201</u>		<u>42,603</u>	
7			<u>28,402</u>		
8	SUBTOTAL				
9	ADMINISTRATIVE PRO	\$ 119,062	\$	\$ 357,186	
10	GRAM COST		<u>238,124</u>		
11	Salaries	<u>\$1,303,902</u>	<u>\$1,303,902</u>	<u>\$1,303,902</u>	<u>\$3,911,706</u>
12	PROGRAM COST	<u>336,513</u>	<u>336,513</u>	<u>336,513</u>	<u>1,009,539</u>
13	Benefits				
14	Services and	\$ 505,199	\$1,010,398	\$ 1,515,598	<u>911,952</u>
15	Supplies Salaries	<u>303,984</u>	<u>303,984</u>	<u>303,984</u>	
16	Benefits Subcontractor	<u>121,940</u>	<u>243,881</u>	<u>365,821</u>	<u>173,160</u>
17		<u>57,720</u>	<u>57,720</u>	<u>57,720</u>	
18	Flexible Funds	<u>128,412</u>	<u>256,824</u>	<u>385,236</u>	<u>557,400</u>
19	Services and Supplies	<u>185,800</u>	<u>185,800</u>	<u>185,800</u>	
20	SUBTOTAL	<u>44,068</u>	<u>88,136</u>	<u>132,204</u>	<u>\$6,563,757</u>
21	PROGRAM COST	<u>\$2,187,919</u>	<u>\$2,187,919</u>	<u>\$2,187,919</u>	
22	Flexible Funds				
23	TOTAL	\$ 799,620	\$1,599,239	\$ 2,398,859	<u>\$7,168,557</u>
24	GROSS SUBTOTAL	<u>2,389,519</u>	<u>\$2,389,519</u>	<u>389,519</u>	
25	PROGRAM COST				
26	TOTAL GROSS COST	\$ 918,682	\$1,837,364	\$ 2,756,046	
27	REVENUE				
28	REVENUE FFP Medi-Cal	\$ <u>378,877</u>	\$ <u>378,877</u>	\$ <u>378,877</u>	<u>\$1,136,631</u>
29	Federal Medi-Cal Match	\$ 137,802	\$ 275,605	\$ 413,407	
30	(MHSA)	<u>378,877</u>	<u>378,877</u>	<u>378,877</u>	<u>1,136,631</u>
31	MHSA	<u>780,880</u>	<u>1,561,759</u>	<u>2,342,639</u>	<u>4,895,295</u>
32		<u>1,631,765</u>	<u>631,765</u>	<u>1,631,765</u>	
33	TOTAL REVENUE	\$ 918,682	\$1,837,364	\$ 2,756,046	<u>\$7,168,557</u>
34		<u>2,389,519</u>	<u>2,389,519</u>	<u>389,519</u>	
35					
36					
37					

1	TOTAL	\$-918,682	<u>\$1,837,364</u>	\$2,756,046	<u>\$7,168,557</u>
2	MAXIMUM	<u>\$2,389,519</u>	<u>\$2,389,519</u>	<u>389,519</u>	
3	OBLIGATION				

4

5 B. CONTRACTOR agrees ~~The~~the total cost of services provided for in the Agreement are based

6 upon projected revenue generation and shall be reimbursed by federal Medi-Cal and COUNTY MHSA

7 revenues. CONTRACTOR agrees that if actual federal Medi-Cal reimbursement, based upon the

8 completed Cost Report, as specified in the Cost Report Paragraph of the Agreement, for each Fiscal Year

9 is less than budgeted, the Maximum Obligation may, at ADMINISTRATOR's sole discretion, be adjusted

10 down by the amount of under generated federal Medi-Cal revenue. CONTRACTOR further agrees that

11 MHSA revenue shall be used to cover the cost of non-Medi-Cal Clients and/or non-Medi-Cal billable

12 services and shall not exceed the amounts specified in the Budget Paragraph, Subparagraph A. of this

13 Exhibit A to the Agreement, unless authorized, in writing, by ADMINISTRATOR.

14 C. In the event CONTRACTOR collects fees and insurance, including Medicare, for services

15 provided pursuant to the Agreement, CONTRACTOR may make written application to

16 ADMINISTRATOR to retain such revenues; provided, however, the application must specify that the fees

17 and insurance shall be utilized exclusively to provide Mental Health Services. ADMINISTRATOR may,

18 at its sole discretion, approve any such retention of revenues. Approval by ADMINISTRATOR shall be

19 in writing to CONTRACTOR and shall specify the amount of said revenues to be retained and the quantity

20 of services to be provided by CONTRACTOR.

21 D. BUDGET/STAFFING MODIFICATIONS - CONTRACTOR may request to shift funds between

22 budgeted line items for the purpose of meeting specific program needs or for providing continuity of care

23 to its members, by utilizing a Budget/Staffing Modification Request form provided by

24 ADMINISTRATOR. CONTRACTOR shall submit a properly completed Budget/Staffing Modification

25 Request to ADMINISTRATOR for consideration, in advance, which shall include a justification narrative

26 specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining impact of

27 the shift as may be applicable to the current contract period and/or future contract periods.

28 CONTRACTOR shall obtain written approval of any Budget/Staffing Modification Request(s) from

29 ADMINISTRATOR prior to implementation by CONTRACTOR. Failure of CONTRACTOR to obtain

30 written approval from ADMINISTRATOR for any proposed Budget/Staffing Modification Request(s)

31 may result in disallowance of those costs.

32 ~~E. In the event CONTRACTOR collects fees and insurance, including Medicare, for services~~

33 ~~provided pursuant to the Agreement, CONTRACTOR may make written application to~~

34 ~~ADMINISTRATOR to retain such revenues; provided, however, the application must specify that the fees~~

35 ~~and insurance shall be utilized exclusively to provide Mental Health Services. ADMINISTRATOR may,~~

36 ~~at its sole discretion, approve any such retention of revenues. Approval by ADMINISTRATOR shall be~~

37 ~~in writing to CONTRACTOR and shall specify the amount of said revenues to be retained and the quantity~~

~~of services to be provided by CONTRACTOR.~~

—F. FINANCIAL RECORDS – CONTRACTOR shall prepare and maintain accurate and complete financial records of its cost and operating expenses. Such records will reflect the actual cost of the type of service for which payment is claimed. Any apportionment of or distribution of costs, including indirect costs, to or between programs or cost centers of CONTRACTOR shall be documented, and will be made in accordance with GAAP.

~~G~~F. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Budget Paragraph of this Exhibit A to the Agreement.

III. ~~Payments~~ **PAYMENTS**

A. COUNTY shall pay CONTRACTOR monthly, in arrears, the provisional amount of ~~\$153,114~~ **199,127** per month for each period, as specified in the Referenced Contract Provisions of the Agreement. All payments are interim payments only, and subject to Final Settlement in accordance with the Cost Report Paragraph of the Agreement for which CONTRACTOR shall be reimbursed for the actual cost of providing the services hereunder; provided, however, the total of such payments does not exceed COUNTY's Maximum Obligation as specified in the Referenced Contract Provisions of the Agreement and, provided further, CONTRACTOR's costs are reimbursable pursuant to COUNTY, state, and federal regulations. ADMINISTRATOR may, at its discretion, pay supplemental invoices for any month for which the provisional amount specified above has not been fully paid.

1. In support of the monthly invoice, CONTRACTOR shall submit an Expenditure and Revenue Report as specified in the Reports Paragraph of this Exhibit A to the Agreement. ADMINISTRATOR shall use the Expenditure and Revenue Report to determine payment to CONTRACTOR as specified in Subparagraphs A.2. and A.3., below.

2. If, at any time, CONTRACTOR's Expenditure and Revenue Reports indicate that the provisional amount payments exceed the actual cost of providing services, ADMINISTRATOR may reduce payments to CONTRACTOR by an amount not to exceed the difference between the year-to-date provisional amount payments to CONTRACTOR's and the year-to-date actual cost incurred by CONTRACTOR.

3. If, at any time, CONTRACTOR's Expenditure and Revenue Reports indicate that the provisional amount payments are less than the actual cost of providing services, ADMINISTRATOR may authorize an increase in the provisional amount payment to CONTRACTOR by an amount not to exceed the difference between the year-to-date provisional amount payments to CONTRACTOR and the year-to-date actual cost incurred by CONTRACTOR.

B. CONTRACTOR's invoices shall be on a form approved or supplied by ADMINISTRATOR and provide such information as is required by ADMINISTRATOR. Invoices are due the tenth (10th) day of each month. Invoices received after the due date may not be paid within the same month. Payments to CONTRACTOR should be released by COUNTY no later than ~~twenty-one (21)~~ **thirty (30)** calendar days

1 after receipt of the correctly completed invoice.

2 C. All invoices to COUNTY shall be supported at CONTRACTOR's facility, by source
3 documentation including, but not limited to, ledgers, journals, time sheets, invoices, bank statements,
4 canceled checks, receipts, receiving records, and records of services provided.

5 D. ADMINISTRATOR may withhold or delay any payment if CONTRACTOR fails to comply with
6 any provision of the Agreement.

7 E. COUNTY shall not reimburse CONTRACTOR for services provided beyond the expiration
8 and/or termination of the Agreement, except as may otherwise be provided under the Agreement, or
9 specifically agreed upon in a subsequent Agreement.

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

12 **IV. REPORTS**

13 **A. FISCAL**

14 1. CONTRACTOR shall submit monthly Expenditure and Revenue Reports to
15 ADMINISTRATOR. These reports shall be on a form acceptable to, or provided by, ADMINISTRATOR
16 and shall report actual costs and revenues for CONTRACTOR's program described in the Services
17 Paragraph of this Exhibit A to the Agreement. Any changes, modifications, or deviations to any approved
18 budget line item must be approved in advance and in writing by ADMINISTRATOR and annotated on
19 the monthly Expenditure and Revenue Report, or said cost deviations may be subject to disallowance.
20 Such reports shall be received by ADMINISTRATOR no later than twenty (20) calendar days following
21 the end of the month being reported.
22

23 2. CONTRACTOR shall submit Year-End Projection Reports to ADMINISTRATOR. These
24 reports shall be on a form acceptable to, or provided by, ADMINISTRATOR and shall report anticipated
25 year-end actual costs and revenues for CONTRACTOR's program described in the Services Paragraph of
26 this Exhibit A to the Agreement. Such reports shall include actual monthly costs and revenue to date and
27 anticipated monthly costs and revenue to the end of the fiscal year, and shall include a projection narrative
28 justifying the year-end projections. Year-End Projection Reports shall be submitted in conjunction with
29 the Monthly Expenditure and Revenue Reports.

30 B. STAFFING REPORT – CONTRACTOR shall submit monthly Staffing Reports to
31 ADMINISTRATOR. CONTRACTOR's reports shall contain required information, and be on a form
32 acceptable to, or provided by ADMINISTRATOR. CONTRACTOR shall submit these reports no later
33 than twenty (20) calendar days following the end of the month being reported.

34 C. PROGRAMMATIC – CONTRACTOR shall submit monthly Programmatic reports to
35 ADMINISTRATOR. These reports shall be in a format approved by ADMINISTRATOR and shall
36 include but not limited to, descriptions of any performance objectives, outcomes, and or interim findings
37 as directed by ADMINISTRATOR. DCR data files shall be submitted to the ADMINISTRATOR in an

XML format that has successfully passed individual and batch tests for submission to the State.

CONTRACTOR shall be prepared to present and discuss the programmatic reports at the monthly meetings with ADMINISTRATOR, to include whether or not CONTRACTOR is progressing satisfactorily and if not, specify what steps are being taken to achieve satisfactory progress. Such reports shall be received by ADMINISTRATOR no later than twentieth (20th) calendar day following the end of the month being reported.

D. **ADDITIONAL REPORTS** – Upon ADMINISTRATOR’s request, CONTRACTOR shall make such additional reports as required by ADMINISTRATOR concerning CONTRACTOR’s activities as they affect the services hereunder. ADMINISTRATOR shall be specific as to the nature of information requested and allow thirty (30) calendar days for CONTRACTOR to respond.

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

V. SERVICES

A. FACILITIES

1. CONTRACTOR shall maintain a minimum of two (2) fully licensed and appropriate facilities for the provision of Full Service Partnership/Wraparound Services for participants in Juvenile Recovery Court (formerly Juvenile Drug Court), those youth involved with the Juvenile Court’s Truancy Reduction Program and those youth who are dually eligible as being both Wards and Dependents of the Court which meet the minimum requirements for Medi-Cal eligibility at the following locations or any other location(s) approved by ADMINISTRATOR:

1221 E. Dyer Road, Suite 120 220 Santa Ana, CA <u>California</u> 92705	16580 Harbor Blvd, Unit O Fountain Valley, CA 92708
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2. CONTRACTOR shall maintain regularly scheduled service hours, throughout the year, and maintain the capability to provide services during after-school hours on weekdays, and on the weekends, if necessary, in order to accommodate Clients.

a. CONTRACTOR’s administrative staff holiday schedule shall be consistent with COUNTY’s holiday schedule unless otherwise approved, in advance and in writing, by ADMINISTRATOR.

b. CONTRACTOR shall provide Clients and/or their family members with twenty-four (24) hour a day, seven (7) day a week, three hundred sixty five (365) day a year access to their assigned case manager or designee acceptable to ADMINISTRATOR. CONTRACTOR shall also develop with each Client and/or Client’s family a plan for Crisis Intervention services which includes whom to contact for emergency services.

3. Upon ADMINISTRATOR's certification of the provider's existing site(s), the CONTRACTOR shall be responsible for making any necessary changes to meet and maintain Medi-Cal site standards.

B. FSP/FSW SERVICES

1. CONTRACTOR shall assess potential Clients meeting the following criteria unless written exception is granted by ADMINISTRATOR:

- a. Individuals under the age of eighteen (18) years of age (until eighteenth [18th] birthday);
- b. Individuals eighteen (18) through twenty-five (25) years of age (until twenty-sixth [26th] birthday) who are legally residing in COUNTY and otherwise eligible for public services under federal and state law;
- c. Displaying behaviors or a history indicative of Serious Emotional Disorder as defined by WIC Section 5600.3; and
- d. In one of the following target groups:
 - 1) homeless;
 - 2) unserved or underserved because of linguistic or cultural isolation;
 - 3) with a history of multiple psychiatric hospitalizations;
 - 4) experiencing their first psychotic episodes;
 - 5) uninsured and exiting the Social Service or Probation systems;
 - 6) with special needs and/or co-occurring disorders;
 - 7) children of parent(s)/guardian(s) with serious mental illness; or
 - 8) ages zero (0) through five (5) and school age children who are unable to function in the mainstream school, preschool or day care setting because of emotional problems.

2. CONTRACTOR shall coordinate referrals with the Juvenile Court of Orange County and serve those Clients referred by Juvenile Recovery Court (formally Drug Court), the Truancy Response Program and those Clients referred who are dual jurisdiction (under Court supervision as under the provisions of both W&I 300 and W&I 601 or 602). This coordination will include participation in court team meetings, appearance in Court as requested and other activities that support the functioning of those collaborative courts. Additional youth may be served as the Juvenile Court identifies needs beyond those specified above. This contract may be renegotiated and amended as necessary to meet these needs.

3. CONTRACTOR shall coordinate referrals with other existing wraparound and Mental Health Services to ensure that all Clients and/or their families are given access to the most appropriate level and type of services. Other services may include WOC, MHSA FSP programs for children and/or adults, and other COUNTY Mental Health Services.

4. CONTRACTOR shall provide supportive services for all persons referred but not admitted to the FSW until those persons can be engaged in alternative services. Referrals to alternate services, and the supported services provided until Engagement, will be reviewed and approved by ADMINISTRATOR.

5. CONTRACTOR shall provide a FSW program that will provide in-home, intensive, mental health case management services addressing family needs across all life domains of the Client. In the program, a case manager and an enrollee/family will form a service team which will identify strengths, needs and resources, including additional people to be added to the team. The team will develop a service plan for each enrollee within sixty (60) calendar days of enrollment. The implementation of the service plan will be the responsibility of the team using a “whatever-it-takes” approach to promote success, safety and permanence in the home, school, and community. The plan will cover the entire range of needs for the Client and/or their family: housing, employment and medical, etc. in addition to Mental Health Services. The team will be responsible for identifying ways of addressing need through linkage to existing services in the community and will also have limited access to additional funding to access other needed services or support as necessary.

6. CONTRACTOR shall ensure that every Client is engaged in mental health treatment appropriate to his/her Diagnosis and level of distress. Therapists, Psychiatrist, and others providing treatment will be included on the FSW team unless otherwise approved in writing by ADMINISTRATOR.

7. CONTRACTOR shall collect and input all data about characteristics and progress of the Clients into a Data Collection System or other database as mandated by the state and/or ADMINISTRATOR.

8. CONTRACTOR shall review the financial status of all enrollees using the UMDAP, unless otherwise approved in writing by COUNTY.

9. CONTRACTOR shall maximize collection of Medi-Cal and other third party payors whenever appropriate and in accordance with all State and COUNTY procedures.

10. CONTRACTOR shall confer with ADMINISTRATOR prior to recommending a Client for discharge. Planning for discharge or transition to an appropriate alternative service shall be initiated at Admission to the FSW and be incorporated into the service plan.

11. CONTRACTOR shall develop and maintain an advisory committee for the FSW services, which shall meet at least monthly to review and comment on the progress of the program. Clients, former Clients, and/or their family members shall be represented on the committee, as well as relevant community representatives mutually agreed upon by ADMINISTRATOR and CONTRACTOR.

12. CONTRACTOR shall participate in any clinical case review and implement any recommendations made by ADMINISTRATOR to improve Client care.

13. CONTRACTOR shall conduct sixty (60) day review of open cases, or previously opened with another provider. CONTRACTOR shall ensure that all chart documentation complies with all federal, state, and COUNTY guidelines and standards.

14. CONTRACTOR shall ensure that all clinical documentation is completed promptly and is reflected on the Client’s chart within twenty-four (24) hours after the completion of services.

C. FLEXIBLE FUNDS

1. CONTRACTOR shall follow the procedures identified below and as specified by

ADMINISTRATOR, regarding the request for, use, and accounting of Individual Services and Support funds (Flexible Funds):

a. Flexible Funds shall be individualized, appropriate, reasonable, and justified for the treatment of a Client's mental illness and overall quality of life;

b. Flexible Funds may be utilized when other community resources such as family/friends, food banks, shelters, charitable organizations, etc. are not available and/or accessible in a timely manner, or are not appropriate for a Client's situation. Designated CONTRACTOR staff shall assist Clients in exploring other available resources whenever possible, prior to utilizing Flexible Funds;

c. Flexible Funds expenditures for various types of purchases shall be identified as allowable, unallowable, or require discussion with ADMINISTRATOR;

d. Flexible Funds shall not be used for housing Clients that have not been enrolled in CONTRACTOR's program, unless approved, in advance and in writing, by ADMINISTRATOR;

e. Flexible Funds shall not be given in the form of cash to any Client, either enrolled or in the Outreach and Engagement phase of the CONTRACTOR's program;

f. Pre-purchases shall only be for food, transportation, clothing and motels or other purchases as required and appropriate, and approved in advance and in writing, by ADMINISTRATOR;

g. Pre-purchases of food, transportation, and clothing vouchers and/or gift cards shall be limited to a combined \$5,000 supply on-hand at any given time, and that all voucher and/or gift card purchases and disbursements shall be tracked and logged by designated CONTRACTOR staff. Vouchers and/or gift cards shall be limited in monetary value to not more than \$25 each, unless otherwise approved in advance and in writing, by ADMINISTRATOR.

h. Pre-purchases for motels shall be on a case-by-case basis and time-limited in nature, and only utilized while more appropriate housing is being located. Pre-purchases of motel rooms shall be tracked and logged upon purchase and disbursement.

2. CONTRACTOR's process for documenting and accounting for all Flexible Fund expenditures, shall include, but not be limited to, retention of comprehensible source documentation such as receipts, copies of lease/rental agreements for Client housing, general ledgers, and needs shall be documented in Client's MHP;

3. CONTRACTOR shall obtain written authorization from ADMINISTRATOR for individual purchases made on behalf of a Client and/or Client family member(s) in the amount(s) as determined by ADMINISTRATOR;

a. Gift cards and vouchers for Clients shall be securely stored and documentation of their disbursement, including end-of-year process accounting for gift cards still in staff possession, shall be maintained by CONTRACTOR.

b. A single Flexible Fund expenditure, between \$500 and \$1,000 will need prior approval from the program monitor, any requests in excess of \$1,000, shall not be made without prior written approval of ADMINISTRATOR. In emergency situations, CONTRACTOR may exceed the \$1,000 limit,

1 if appropriate and justified, and shall notify ADMINISTRATOR the next business day of such an expense.
 2 Said notification shall include total costs and a justification for the expense. Failure to notify
 3 ADMINISTRATOR within the specified timeframe may result in disallowance of the expenditure;

4 4. CONTRACTOR shall designate staff to authorize Flexible Fund expenditures and that the
 5 mechanism used to ensure this staff has timely access to Flexible Funds is identified;

6 5. CONTRACTOR shall report Flexible Funds expenditure detail monthly, on a form provided
 7 or approved by ADMINISTRATOR. The Flexible Fund report shall be submitted with CONTRACTOR's
 8 monthly Expenditure and Revenue Report. The report shall be submitted to ADMINISTRATOR no later
 9 than the twentieth (20th) day following the end of the month being reported. CONTRACTOR must
 10 request in writing any extensions to the due date of the monthly report. 6.

11 CONTRACTOR shall develop and maintain a policy and procedure regarding Flexible Funds that
 12 incorporates at a minimum the requirements as specified in Subparagraph C.1., above. CONTRACTOR
 13 shall submit said policy and procedure to ADMINISTRATOR no later than twenty (20) calendar days
 14 from the start of the Agreement. If the Flexible Fund policy and procedure has not been approved by
 15 ADMINISTRATOR within sixty (60) calendar days from the start of the Agreement, any subsequent
 16 Flexible Fund expenditures may be disallowed by ADMINISTRATOR.

17 ~~—D~~ D. TOKENS – ADMINISTRATOR shall provide CONTRACTOR the necessary number of
 18 Tokens for appropriate individual staff to access IRIS at no cost to the CONTRACTOR.

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

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

23 3. CONTRACTOR shall indicate in the monthly staffing report, the serial number of the Token
 24 for each staff member assigned a Token.

25 4. CONTRACTOR shall return to ADMINISTRATOR all Tokens under the following
 26 conditions:

27 a. Token of each staff member who no longer supports the Agreement;

28 b. Token of each staff member who no longer requires access to IRIS;

29 c. Token of each staff member who leaves employment of CONTRACTOR; or

30 d. Token is malfunctioning;

31 e. Termination of the Agreement.

32 5. ADMINISTRATOR shall issue Tokens for CONTRACTOR's staff members who require
 33 access to IRIS upon initial training or as a replacement for malfunctioning Tokens.

34 6. CONTRACTOR shall reimburse the COUNTY for Tokens lost, stolen, or damaged through
 35 acts of negligence.

36 7. CONTRACTOR shall input all IRIS data following COUNTY procedure and practice. All
 37 statistical data used to monitor CONTRACTOR shall be compiled using only COUNTY IRIS reports, if

1 available, and if applicable.

2 E. CONTRACTOR shall obtain a NPI.

3 1. All HIPAA covered healthcare providers, individuals and organizations must obtain a NPI
4 for use to identify themselves in HIPAA standard transactions.

5 2. CONTRACTOR, including each employee that provides services under the Agreement, will
6 obtain a NPI upon commencement of the Agreement or prior to providing services under the Agreement.
7 CONTRACTOR shall report to ADMINISTRATOR, on a form approved or supplied by
8 ADMINISTRATOR, all NPI as soon as they are available.

9 F. CONTRACTOR shall provide the NPP for the COUNTY, as the MHP, at the time of the first
10 service provided under the Agreement to individuals who are covered by Medi-Cal and have not
11 previously received services at a COUNTY operated clinic. CONTRACTOR shall also provide, upon
12 request, the NPP for the COUNTY, as the MHP, to any individual who received services under the
13 Agreement.

14 G. CONTRACTOR shall not conduct any proselytizing activities, regardless of funding sources,
15 with respect to any individual(s) who have been referred to CONTRACTOR by COUNTY under the terms
16 of the Agreement. Further, CONTRACTOR agrees that the funds provided hereunder will not be used to
17 promote, directly or indirectly, any religion, religious creed or cult, denomination or sectarian institution,
18 or religious belief.

19 H. CONTRACTOR shall not engage in, or permit any of its employees or subcontractors, to conduct
20 research activity on COUNTY Clients without obtaining prior written authorization from
21 ADMINISTRATOR.

22 I. CONTRACTOR shall provide effective Administrative management of the budget, staffing,
23 recording, and reporting portion of the Agreement with the COUNTY. If administrative responsibilities
24 are delegated to subcontractors, CONTRACTOR must ensure that any subcontractor(s) possess the
25 qualifications and capacity to perform all delegated responsibilities. These responsibilities include, but
26 are not limited, to the following:

27 1. Designate the responsible position(s) in your organization for managing the funds allocated
28 to the program;

29 2. Maximize the use of the allocated funds;

30 3. Ensure timely and accurate reporting of monthly expenditures;

31 4. Maintain appropriate staffing levels;

32 5. Request budget and/or staffing modifications to the Agreement;

33 6. Effectively communicate and monitor the program for its success;

34 7. Track and report expenditures electronically;

35 8. Maintain electronic and telephone communication between CONTRACTOR and
36 ADMINISTRATOR; and

37 9. Act quickly to identify and solve problems.

J. CONTRACTOR shall document all adverse incidents affecting the physical and/or emotional welfare of Clients, including but not limited to serious physical harm to self or others, serious destruction of property, developments, etc., and which may raise liability issues with COUNTY. CONTRACTOR shall notify COUNTY within twenty-four (24) hours of any such serious adverse incident.

K. CONTRACTOR shall advise ADMINISTRATOR of any special incidents, conditions, or issues that adversely affect the quality or accessibility of Client-related services provided by, or under contract with, the COUNTY as identified by the ADMINISTRATOR.

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

VI. ~~STAFFING~~STAFFING

A. CONTRACTOR shall, at a minimum, provide the following staffing pattern expressed in Full-Time Equivalents (FTEs) continuously throughout the term of the Agreement. One (1) FTE shall be equal to an average of forty (40) hours work per week.

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<u>ADMINISTRATION</u>	<u>FTEs</u>
Executive Director	0.20
Director of Finance & Administration Services	0.08
Director of Youth Development	0.40
Accounting Manager	0.20
Accounting Supervisor	0.30
Accounting Specialist	0.65
Director of HR	0.10
HR Specialist	0.40
Benefits & Compliance Specialist	0.21
Office Specialist	0.05

1	SUBTOTAL ADMINISTRATION	2.59
2		
3		
4	DIRECT PROGRAM	
5	Program Director	1.00
6	Case Manager Supervisor	2 3.00
7	Licensed Clinical Supervisor	1.00
8	<u>Bilingual</u> /Clinician Counselor II	1.00
9	Substance Abuse <u>Clinician</u> Counselor <u>II</u>	0.50 2.00
10	Transition Coordinator	4 6.00
11	Service Coordinator	4 6.00
12	Career and Education Specialist	1.00
13	Wellness and Recovery Clinician <u>Director of Youth</u>	1.00 0.40
14	<u>Development</u>	
15	Facility Supervisor Wellness and Recovery	1.00 0.50
16	Coordinator	
17	Information and Referral Specialist <u>Facility</u>	0.50
18	Supervisor	
19	<u>QA Supervisor</u> <u>Information and Referral Specialist</u>	0.50 1.00
20	Data Analyst/ <u>QA Supervisor</u>	1.00
21	Data Analyst <u>Quality Assurance Specialist I</u>	1.00
22	Quality Assurance <u>Office Specialist I</u>	1.00 0.65
23	SUBTOTAL PROGRAM	20.50 26.05
24	<u>Subcontractor</u>	0.15
25	TOTAL FTEs	23.09 26.20

B. CONTRACTOR shall have as Head of Service; a licensed mental health professional, in conformance to one of the following staff categories: Psychiatrist, Licensed Psychologist, LCSW, LPCC, Licensed MFT, RN, LVN, or LPT.

C. CONTRACTOR shall include bilingual/bicultural services to meet the needs of threshold languages as determined by ADMINISTRATOR. Whenever possible, bilingual/bicultural staff should be retained. Any clinical vacancies occurring at a time when bilingual and bicultural composition of the clinical staffing does not meet the above requirement must be filled with bilingual and bicultural staff unless ADMINISTRATOR consents, in advance and in writing, to the filling of those positions with non-bilingual staff. Salary savings resulting from such vacant positions may not be used to cover costs other than salaries and employees benefits unless otherwise authorized, in advance and in writing, by ADMINISTRATOR.

D. CONTRACTOR shall maintain personnel files for each staff person, including management and

other administrative positions, both direct and indirect to the Agreement, which shall include, but not be limited to, an application for employment, qualifications for the position, applicable licenses, Live Scan results, waivers, registrations, documentation of bicultural/bilingual capabilities (if applicable), pay rate and evaluations justifying pay increases.

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

F. CONTRACTOR shall recruit, hire, train, and maintain staff that are persons in recovery, and/or family members of persons in recovery. These individuals shall not be currently receiving services directly from CONTRACTOR. Documentation may include, but not be limited to, the following: records attesting to efforts made in recruitment and hiring practices and identification of measures taken to enhance accessibility for potential staff in these categories.

~~—G. CONTRACTOR shall provide a minimum of one (1) hour of individual or two (2) hours of group supervision weekly to FSW direct service staff covering suicide Assessment and Crisis Intervention, developing safety plans, maintaining healthy boundaries, reporting child abuse, dealing with difficult Clients, meeting facilitation and medication, confidentiality, identification of strengths, promoting life skills and such other topics identified by the ADMINISTRATOR.~~ G. Formal training sessions may also be used to cover these topics but cannot substitute for weekly supervision hours.

~~—H.~~ CONTRACTOR shall maintain a current signature list including each supervisor and provider of direct services who signs chart documentation. ~~The list shall include the printed/type staff name and~~ title, followed by the legal signature with title as it appears on all chart documents. For licensed or registered clinical staff, the name must match the name on the license or registration.

~~—I.~~ CONTRACTOR shall establish clear policy and procedures pertaining to staff's work location options (i.e. office vs. field/home) and equipment usage (e.g., cell phones, texting devices, and computers). The policy and procedures shall address at the minimum the following:

1. Eligibility and selection criteria;
2. Staff's field/home on-duty conduct and responsibilities;
3. Supervision plan of staff and equipment including emergency procedure; and
4. Confidentiality and records keeping.

~~—J.~~ CONTRACTOR shall notify ADMINISTRATOR, in writing, within seventy-two (72) hours, of any staffing vacancies that occur during the term of the Agreement. CONTRACTOR's notification shall include at a minimum the following information: employee name(s), position title(s), date(s) of resignation, date(s) of hire, and a description of recruitment activity.

~~K.~~ H. CONTRACTOR shall notify ADMINISTRATOR, in writing, at least seven (7) days in

advance, of any new staffing changes; including promotions, temporary FTE changes and internal or external temporary staffing assignment requests that occur during the term of the Agreement.

I. CONTRACTOR shall provide training to service staff covering suicide assessment and crisis intervention or indications of suicidal risk (depending on scope of practice), developing safety plans, maintaining healthy boundaries, reporting child abuse, dealing with difficult Clients, meeting facilitation and medication, confidentiality, identification of strengths, promoting life skills, and such other topics identified by the COUNTY. Formal training sessions may also be used to cover these topics but cannot substitute for weekly supervision hours.

J. CONTRACTOR shall maintain a current signature list including each supervisor and provider of direct services who signs chart documentation. The list shall include the printed/type staff name and title, followed by the legal signature with title as it appears on all chart documents. For licensed or registered clinical staff, the name must match the name on the license or registration.

K. CONTRACTOR shall establish clear policy and procedures pertaining to staff's work location options (i.e. office vs. field/home) and equipment usage (e.g., cell phones, texting devices, and computers). The policy and procedures shall address at the minimum the following:

1. Eligibility and selection criteria;
2. Staff's field/home on-duty conduct and responsibilities;
3. Supervision plan of staff and equipment including emergency procedure; and
4. Confidentiality and records keeping.

L. CONTRACTOR shall ensure that all staff, albeit paid or unpaid, complete necessary training prior to discharging duties associated with their titles and any other training necessary to assist the CONTRACTOR and COUNTY to be in compliance with prevailing standards of practice as well as State and Federal regulatory requirements.

M. CONTRACTOR shall provide ongoing supervision throughout all shifts to all staff, albeit paid or unpaid, direct line staff or supervisors/directors, to enhance service quality and program effectiveness. Supervision methods should include debriefings and consultation as needed, individual supervision or one-on-one support, and team meetings. Supervision should be provided by a supervisor who has extensive knowledge regarding mental health issues.

N. WORKLOAD STANDARDS - CONTRACTOR understands and agrees that at any given time the standards referenced below are minimum standards, and shall make every effort to exceed these minimums.

1. One ~~(4)~~ DSH shall be equal to sixty (60) minutes of direct Client service.
2. CONTRACTOR shall, ~~during the term of the Agreement,~~ provide a minimum of ~~ten~~ fifteen thousand ~~nine~~ six hundred ~~eighty (10,980)~~ (15,600) of hours of mental health, case management, crisis intervention, and other support services and is inclusive of both billable and non-billable services. including one hundred and twenty (120) medication units.

3. CONTRACTOR shall, at a minimum, provide the following DSH per month per FTE:

a. Clinician/Counselor II shall provide one hundred (100) DSH per month or one thousand two hundred (1,200) DSH annually during the term of the Agreement.

b. Case Management Supervisor shall provide sixty (60) DSH per month or seven hundred twenty (720) DSH annually during the term of the Agreement.

c. Licensed Clinical Supervisor shall provide forty (40) DSH per month or four hundred eighty (480) DSH annually during the term of the Agreement.

d. Transition Coordinator shall provide seventy (70) DSH per month or eight hundred forty (840) DSH annually during the term of the Agreement.

e. Service Coordinator shall provide fifty (50) DSH per month or six hundred (600) DSH annually during the term of the Agreement.

f. Career and Education Specialist shall provide fifty (50) DSH per month or six hundred (600) DSH annually during the term of the Agreement.

~~g. Recovery Coordinator shall provide twenty five (25) DSH per month or three (300) DSH annually during the term of the Agreement.~~

~~h. Recovery Clinician shall provide fifty (50) DSH per month or six hundred (600) DSH annually during the term of the Agreement.~~

~~i. Substance Abuse Counselor (Alcohol and Drug Abuse) shall provide twenty five (25) DSH per month or three hundred (300) DSH annually during the term of the Agreement.~~

4. CONTRACTOR understands and agrees that this is a minimum standard and shall make every effort to exceed this minimum.

5. CONTRACTOR shall maintain an ongoing minimum caseload of one hundred ~~(100)~~ twenty (120) unduplicated Clients/Client families throughout the term of the Agreement, unless otherwise approved by ADMINISTRATOR.

6. CONTRACTOR shall provide a minimum of five thousand (5,000) Face-to-Face Contacts with Clients/Client families per year for FSW services.

7. CONTRACTOR shall ensure a Face-to-Face Contact weekly for every Client and/or their family admitted to the program, unless written exception is granted by ADMINISTRATOR.

8. CONTRACTOR shall provide Face-to-Face Contact within three (3) business days of Client's Referral for services.

9. CONTRACTOR shall not refuse Client referrals if any of CONTRACTOR's staff are below workload standards, as defined in the Staffing Paragraph, ~~Subparagraph K.~~ of this Exhibit A to the Agreement, unless otherwise approved by ADMINISTRATOR.

O. STUDENT INTERNS

1. CONTRACTOR may augment the above paid staff with volunteers or interns upon written approval of ADMINISTRATOR.

a. CONTRACTOR shall meet minimum requirements for supervision of each Student Intern as required by the State Licensing Board and/or school program descriptions or work contracts.

1 b. Student Intern services shall not comprise more than twenty percent (20%) of total
2 services provided.

3 2. CONTRACTOR shall provide a minimum of two (2) hours per week supervision to each
4 Student Intern providing Mental Health Services and one (1) hour of supervision for each ten (10) hours
5 of treatment for Student Interns providing substance abuse services. CONTRACTOR shall provide
6 supervision to volunteers as specified in the respective job descriptions or work contracts.

7 P. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Staffing
8 Paragraph of this Exhibit A to the Agreement.

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EXHIBIT B
TO AGREEMENT FOR PROVISION OF
COLLABORATIVE COURTS FULL SERVICE PARTNERSHIP/WRAPAROUND SERVICES
BETWEEN
COUNTY OF ORANGE
AND
COMMUNITY SERVICE PROGRAMS, INC.
~~JANUARY~~ JULY 1, 2016 ~~2017~~ 2020 THROUGH JUNE 30, ~~2017~~ 2020

I. BUSINESS ASSOCIATE CONTRACT

A. GENERAL PROVISIONS AND RECITALS

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

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

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

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

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

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

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

B. DEFINITIONS

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

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

a. Breach excludes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE:

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

2. CONTRACTOR agrees to use appropriate safeguards, as provided for in this Business

Associate Contract and the Agreement, to prevent use or disclosure of PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY other than as provided for by this Business Associate Contract.

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

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

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

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

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

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

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

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

11. CONTRACTOR agrees to provide COUNTY or an Individual, as directed by COUNTY, in

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

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

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 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 employees,
 11 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 terminate
 19 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 no
 22 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 claimed
 24 violation of HIPAA, the HIPAA regulations or other laws relating to security and privacy, which involves
 25 inactions or actions by CONTRACTOR, except where CONTRACTOR or its subcontractor, employee,
 26 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 a. CONTRACTOR does not promptly enter into negotiations to amend this Business

Associate Contract when requested by COUNTY pursuant to this subparagraph C; or

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

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

D. SECURITY RULE

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

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

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

a. Complying with all of the data system security precautions listed under ~~Subparagraph~~ subparagraphs E, below;

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

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

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

5. CONTRACTOR shall report to COUNTY immediately any Security Incident of which it

becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI in accordance with ~~Subparagraph~~ subparagraph E below and as required by 45 CFR § 164.410.

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

E. DATA SECURITY REQUIREMENTS

1. Personal Controls

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

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

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

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

2. Technical Security Controls

a. Workstation/Laptop encryption. All workstations and laptops that store PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY either directly or temporarily must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. The encryption solution must be full disk unless approved by the

COUNTY.

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

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

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

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

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

g. User IDs and Password Controls. All users must be issued a unique user name for accessing PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within twenty-four (24) hours. Passwords are not to be shared. Passwords must be at least eight characters and must be a non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed every ninety (90) days, preferably every sixty (60) days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three (3) of the following four (4) groups from the standard keyboard:

1) Upper case letters (A-Z)

2) Lower case letters (a-z)

3) Arabic numerals (0-9)

4) Non-alphanumeric characters (punctuation symbols)

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

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

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

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

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

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

n. Intrusion Detection. All systems involved in accessing, holding, transporting, and protecting PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains,

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or transmits on behalf of COUNTY that are accessible via the Internet must be protected by a

comprehensive intrusion detection and prevention solution.

3. Audit Controls

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

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

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

4. Business Continuity/Disaster Recovery Control

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

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

5. Paper Document Controls

a. Supervision of Data. PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. Such PHI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

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b. Escorting Visitors. Visitors to areas where PHI COUNTY discloses to CONTRACTOR

1 or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY is contained shall be
2 escorted and such PHI shall be kept out of sight while visitors are in the area.

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

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

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

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

21 F. BREACH DISCOVERY AND NOTIFICATION

22 ~~F. BREACH DISCOVERY AND NOTIFICATION~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

remediation, documentation or other costs associated with addressing the Breach.

G. PERMITTED USES AND DISCLOSURES BY CONTRACTOR

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

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

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

1) The Disclosure is required by law; or

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

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

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

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

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

H. PROHIBITED USES AND DISCLOSURES

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

2. CONTRACTOR shall not directly or indirectly receive remuneration in exchange for PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY, except with the prior written consent of COUNTY and as permitted by 42 USC § 17935(d)(2).

I. OBLIGATIONS OF COUNTY

1. COUNTY shall notify CONTRACTOR of any limitation(s) in COUNTY's notice of privacy

practices in accordance with 45 CFR § 164.520, to the extent that such limitation may affect CONTRACTOR's Use or Disclosure of PHI.

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

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

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

J. BUSINESS ASSOCIATE TERMINATION

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

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

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

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

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

b. CONTRACTOR shall retain no copies of the PHI.

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

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

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EXHIBIT C
TO AGREEMENT FOR PROVISION OF
COLLABORATIVE COURTS FULL SERVICE PARTNERSHIP/WRAPAROUND SERVICES
BETWEEN
COUNTY OF ORANGE
AND
COMMUNITY SERVICE PROGRAMS, INC.
~~JANUARY~~ JULY 1, 2016 2017 THROUGH JUNE 30, ~~2017~~ 2020

I. ~~Personal Information Privacy and Security Contract~~ PERSONAL INFORMATION PRIVACY AND SECURITY CONTRACT

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

A. DEFINITIONS

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

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

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

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

5. "IEA" shall mean the Information Exchange Agreement currently in effect between the SSA and DHCS.

6. "Notice-triggering Personal Information" shall mean the personal information identified in California Civil Code § 1798.29(e) whose unauthorized access may trigger notification requirements under California Civil Code § 1709.29. For purposes of this provision, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or

voice print, a photograph or a biometric identifier. Notice-triggering PI includes PI in electronic, paper or any other medium.

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

8. "PI" shall have the meaning given to such term in California Civil Code § 1798.3(a).

9. "Required by law" means a mandate contained in law that compels an entity to make a use or disclosure of PI or PII that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental

or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.

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

B. TERMS OF AGREEMENT

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

2. Responsibilities of CONTRACTOR

CONTRACTOR agrees:

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

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

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

1) -Complying with all of the data system security precautions listed in ~~Subparagraph~~ subparagraph E of the Business Associate Contract, Exhibit B to the Agreement; and

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

3) -If the data obtained by CONTRACTOR from COUNTY includes PII,

CONTRACTOR shall also comply with the substantive privacy and security requirements in the CMPPA Agreement between the SSA and the CHHS and in the Agreement between the SSA and DHCS, known as the IEA. The specific sections of the IEA with substantive privacy and security requirements to be complied with are sections E, F, and G, and in Attachment 4 to the IEA, Electronic Information Exchange Security Requirements, Guidelines and Procedures for Federal, State and Local Agencies Exchanging Electronic Information with the SSA. CONTRACTOR also agrees to ensure that any of CONTRACTOR's agents or subcontractors, to whom CONTRACTOR provides DHCS PII agree to the same requirements for privacy and security safeguards for confidential data that apply to CONTRACTOR with respect to such information.

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

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

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

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

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

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

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