

AGREEMENT FOR PROVISION OF
FAMILY SUPPORT SERVICES
BETWEEN
COUNTY OF ORANGE
AND
BOYS TOWN CALIFORNIA, INC.

~~OCTOBER~~ JULY 1, 2012 ~~2014~~ THROUGH JUNE 30, ~~2014~~ 2017

THIS AGREEMENT entered into this 1st day of ~~October 2012~~ July 2014, which date is enumerated for purposes of reference only, is by and between the COUNTY OF ORANGE (COUNTY) and ~~Boys Town California, Inc.,~~ BOYS TOWN CALIFORNIA, INC., a California nonprofit corporation (CONTRACTOR). 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 Family Support Services 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:

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[illegible]

REFERENCED CONTRACT PROVISIONS

Term: ~~October~~ July 1, ~~2012~~ 2014 through June 30, ~~2014~~ 2017

Period One means the period from ~~October~~ July 1, ~~2012~~ 2014 through June 30, ~~2013~~ 2015

Period Two means the period from July 1, ~~2013~~ 2015 through June 30, ~~2014~~ 2016

Period Three means the period from July 1, 2016 through June 30, 2017

Maximum Obligation:

Period One Maximum Obligation: ~~\$ 558,601~~ \$

718,468

Period Two Maximum Obligation: ~~718,468~~

Period Three Maximum Obligation: 718,468

TOTAL MAXIMUM OBLIGATION: ~~\$1,277,069~~ 2,155,404

Basis for Reimbursement: Actual Cost

Payment Method: Provisional Amount

Notices to COUNTY and CONTRACTOR:

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

CONTRACTOR: Boys Town California, Inc.
~~2740 Grand Avenue, 2nd Floor~~
Lawren Ramos
2223 Wellington Ave., Suite #350
Santa Ana, CA ~~92705~~ 92701

CONTRACTOR's Insurance Coverages:

Coverage Minimum Limits

Commercial General Liability \$1,000,000 per occurrence

\$2,000,000 aggregate

Automobile Liability, including coverage \$1,000,000 combined single limit

for owned, non-owned and hired vehicles per occurrence

1	Workers' Compensation	Statutory
2	Employer's Liability Insurance	\$1,000,000 per occurrence
3		
4	Sexual Misconduct	\$1,000,000 per occurrence
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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.	AA	Alcoholics Anonymous
A.	AES	Advanced Encryption Standard
B.	ABC	Allied Behavioral Care
C.	ADL	Activities of Daily Living
D.	AMHS	Adult Mental Health Services
E.C.	ARRA	American Recovery and Reinvestment Act
D.	F.	ASIST Applied Suicide Intervention Skills Training
G.	ASO	Administrative Service Organization
H.	ASRS	Alcohol and Drug Programs Reporting System
I.	BBS	Board of Behavioral Sciences
E.	BCP	Business Continuity Plan
F.	J.	BHS Behavioral Health Services
G.	K.	CAT Centralized Assessment Team
H.	L.	CCC California Civil Code
M.	I.	CCR California Code of Regulations
J.	CD/DVD	Compact Disc/Digital Video or Versatile Disc
K.	N.	CFR Code of Federal Regulations
L.	O.	CHHS California Health and Human Services Agency
M.	CHPP	COUNTY HIPAA Policies and Procedures
N.	CIPA	California Information Practices Act
O.	CMPPA	Computer Matching and Privacy Protection Act
P.	CHS	Correctional Health Services
Q.	CSW	Clinical Social Worker
R.	CYS	Child Youth Services
Q.	S.	D/MC Drug/Medi-Cal
TR.	DCR	Data Collection and Reporting
S.	U.	DD Dual Disorders
VT.	DHCS	Department of Health Care Services
U.	DoD	US Department of Defense
V.	DRP	Disaster Recovery Plan
W.	DPFS	Drug Program Fiscal Systems
X.	DRS	Designated Record Set
Y.	DSH	Direct Service Hours
Z.	X.	DSM Diagnostic and Statistical Manual of Mental Disorders

1	AA.Y.	DSM-IV	Diagnostic and Statistical Manual of Mental Disorders.	4th Edition
2	Z.	AB.	EBP	Evidence-Based Practice
3	AA.	AC.	EHR	Electronic Health Record
4	AB.	E-Mail	Electronic Mail	
5	AC.	AD.	FAX	Facsimile Machine
6	AD.	FIPS	Federal Information Processing Standards	
7	AE.	FSP	Full Service Partnership	
8	AF.	FTE	Full Time Equivalent	
9	AG.	AF. GAAP	Generally Accepted Accounting Principle	
10	AG.	AH.	HCA	Health Care Agency
11	AI.	AH.	HHS	Health and Human Services
12	AJ.	HIPAA	Health Insurance Portability and Accountability Act,	<u>Public Law 104-191</u>
13	AK.	AJ. HSC	California Health and Safety Code	
14	AL.	IRIS	Integrated Records Information System	AK. ID Identification
15	AM.	KET	Key Events Tracking	
16	AL.	IEA	Information Exchange Agreement	
17	AM.	LGBTQI	Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex	
18	AN.	LPT	Licensed Psychiatric Technician	
19	AO.	MFT	Marriage and Family Therapist	
20	AP.	MHP	Mental Health Plan	
21	AQ.	AQ. MHS	Mental Health Specialist	
22	AR.	AP. MHSA	Mental Health Services Act	
23	AS.	MIHS	Medical and Institutional Health Services	
24	AQ.	NIST	National Institute	AT. MORS Milestones of Recovery Scale
25			of Standards and Technology	
26	AR.	AU.	MTP	Master Treatment Plan
27	AV.	NA	Narcotics Anonymous	
28	AW.	NOA-A	Notice of Action	
29	AS.	AX.	NP	Nurse Practitioner
30	AY.	NPI	National Provider Identifier	
31	AT.	AZ.	NPP	Notice of Privacy Practices
32	AU.	BA.	OCJS	Orange County Jail System
33	BB.	OCPD	Orange County Probation Department	
34	BC.	OCR	Office for Civil Rights	
35	AV.	BD.	OCSD	Orange County Sheriff's Department
36	BE.	OIG	Office of Inspector General	
37	AW.	BF.	OMB	Office of Management and Budget

~~AX.~~ ~~BG.~~ OPM Federal Office of Personnel Management
~~AY.~~ ~~BH.~~ P&P ~~Policies~~ Policy and ~~Procedures~~ Procedure
~~AZ.~~ ~~BI.~~ ~~PADSS~~ ~~Payment Application Data Security Standard~~
~~BJ.~~ ~~PAF~~ ~~Partnership Assessment Form~~
~~BK.~~ ~~PBM~~ ~~Pharmaceutical Benefits Management~~
~~BL.~~ PC State of California Penal Code
~~BM.~~ ~~PCI DSS~~ ~~Payment Card Industry Data Security Standard~~
~~BN.~~ BA. PEI Prevention and Early Intervention
~~BO.~~ BB. PHI Protected Health Information
~~BP.~~ BC. PI Personal Information
BD. PII Personally Identifiable Information
~~BQ.~~ BE. PRA Public Record Act
~~BR.~~ ~~PSC~~ ~~Personal Services Coordinator~~
~~BS.~~ ~~QIC~~ ~~Quality Improvement Committee~~
~~BT.~~ ~~RN~~ ~~Registered Nurse~~
~~BU.~~ ~~SRAS~~ ~~Suicide Risk Assessment Standards~~
~~BV.~~ BF. SSI Social Security Income
~~BW.~~ BG. SSA Social Services Agency
~~BX.~~ ~~TAR~~ ~~Treatment Authorization Request~~
~~BY.~~ BH. The HITECH The Health Information Technology for Economic and Clinical Health Act,
Act Public Law 111-005
BI. TAY Transitional Age Youth
~~BZ.~~ BJ. TTY Teletypewriter
~~CA.~~ ~~UMDAP~~ ~~Universal Method of Determining Ability to Pay~~
~~CB.~~ BK. USC United States Code
~~CC~~ BL. WIC State of California Welfare and Institutions Code
~~CD.~~ ~~WRAP~~ ~~Wellness Recovery Action Plan~~

II. ALTERATION OF TERMS

A. This Agreement, together with ~~Exhibit A~~ Exhibits A, B, and C attached hereto and incorporated herein ~~by reference~~, fully expresses ~~all the complete~~ understanding of COUNTY and CONTRACTOR with respect to the subject matter of this Agreement, ~~and shall constitute the total Agreement between the parties for these purposes. No~~.

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 ~~writing and~~ 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 ~~ensure that~~ provide CONTRACTOR ~~is made aware~~ with a copy of the relevant ~~policies and procedures~~ HCA P&Ps relating to HCA's Compliance Program, HCA's Code of Conduct and General Compliance Trainings.

2. CONTRACTOR has the option to adhere to HCA's Compliance Program and Code of Conduct or establish its own, provided CONTRACTOR's Compliance Program and Code of Conduct have been verified to include all required elements by ADMINISTRATOR's Compliance ~~Program~~ Officer as described in Subparagraphs below.

3. If CONTRACTOR elects to adhere to HCA's Compliance Program and Code of Conduct, the CONTRACTOR shall submit to the ADMINISTRATOR within thirty (30) calendar days of award of this Agreement a signed acknowledgement that CONTRACTOR shall comply with HCA's Compliance Program and Code of Conduct.

4. If CONTRACTOR elects to have its own Compliance Program and Code of Conduct then it shall submit a copy of its Compliance Program, Code of Conduct and relevant P&Ps to ADMINISTRATOR within thirty (30) calendar days of award of this Agreement. ADMINISTRATOR's Compliance Officer shall determine if CONTRACTOR 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 the HCA's Compliance Program and Code of Conduct if the CONTRACTOR's Compliance Program and Code of Conduct does not contain all required elements.

5. Upon written confirmation from ADMINISTRATOR's Compliance Officer that the CONTRACTOR Compliance Program and Code of Conduct contains all required elements, CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of CONTRACTOR's Compliance Program, Code of Conduct and related P&Ps.

6. Failure of CONTRACTOR to submit its Compliance Program, Code of Conduct and relevant P&Ps 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.

~~2.~~ B. SANCTION SCREENING –CONTRACTOR shall adhere to all screening P&P and screen all Covered Individuals employed or retained to provide services related to this Agreement 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 HHS/OIG List of Excluded Individuals/Entities, and the California Medi-Cal Suspended and Ineligible Provider List and/or any other as identified by the ADMINISTRATOR.

1. Covered Individuals includes all 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 Compliance Program, Code of Conduct and related ~~policies and procedures~~ P&Ps.

~~2. An~~ ~~3. CONTRACTOR has the option to adhere to ADMINISTRATOR's Compliance Program or establish its own, provided CONTRACTOR's Compliance Program has been verified to include all required elements by ADMINISTRATOR's Compliance Officer as described in Subparagraphs A.4., A.5., A.6., and A.7. below.~~

~~4. If CONTRACTOR elects to have its own Compliance Program then it shall submit a copy of its Compliance Program and relevant policies and procedures to ADMINISTRATOR within thirty (30) calendar days of award of this Agreement.~~

~~5. ADMINISTRATOR's Compliance Officer shall determine if CONTRACTOR's Compliance Program contains all required elements. CONTRACTOR shall take necessary action to meet said standards or shall be asked to acknowledge and agree to the ADMINISTRATOR's Compliance Program if the CONTRACTOR's Compliance Program does not contain all required elements.~~

~~6. Upon written confirmation from ADMINISTRATOR's Compliance Officer that the CONTRACTOR's Compliance Program contains all required elements, CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of CONTRACTOR's Compliance Program and related policies and procedures.~~

~~7. Failure of CONTRACTOR to submit its Compliance Program 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 screen all Covered Individuals employed or retained to provide services related to this Agreement to ensure that they are not designated as Ineligible Persons, as defined hereunder. Screening shall be conducted against the General Services Administration's List of Parties Excluded from Federal Programs, the HHS/OIG List of Excluded Individuals/Entities, and Medi-CAL Suspended and Ineligible List.

~~1.~~ Ineligible Person shall be any individual or entity who:

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

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

#

~~2.~~ 3. CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services relative to this Agreement.

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

~~45.~~ Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify ADMINISTRATOR immediately ~~upon such disclosure~~ if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

~~56.~~ CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

~~67.~~ CONTRACTOR shall notify ADMINISTRATOR immediately if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be immediately removed from participating in any activity associated with this Agreement. ADMINISTRATOR will determine appropriate repayment from, or sanction(s) to CONTRACTOR for services provided by ineligible person or individual.

~~7.~~ CONTRACTOR shall promptly return any overpayments within ~~in~~ forty-five (45) business days after the overpayment is verified by the ADMINISTRATOR.

C. COMPLIANCE TRAINING – ADMINISTRATOR shall make General Compliance Training and Provider Compliance Training, where appropriate, available to Covered Individuals.

1. CONTRACTOR shall use its best efforts to encourage completion by Covered Individuals; provided, however, that at a minimum CONTRACTOR shall assign at least one (1) designated representative to complete all Compliance Trainings 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. Each Covered Individual attending training shall certify, in writing, attendance at compliance training. CONTRACTOR shall retain the certifications. Upon written request by ADMINISTRATOR, CONTRACTOR shall provide copies of the certifications.

~~D. CODE OF CONDUCT – ADMINISTRATOR has developed a Code of Conduct for adherence by ADMINISTRATOR's employees and contract providers.~~

~~1. ADMINISTRATOR shall ensure that CONTRACTOR is made aware of ADMINISTRATOR's Code of Conduct.~~

~~2. CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of ADMINISTRATOR's Code of Conduct.~~

~~3. CONTRACTOR has the option to adhere to ADMINISTRATOR's Code of Conduct or establish its own provided CONTRACTOR's Code of Conduct has been approved by ADMINISTRATOR's Compliance Officer as described in Subparagraphs D.4., D.5., D.6., D.7., and D.8. below.~~

~~4. If CONTRACTOR elects to have its own Code of Conduct, then it shall submit a copy of its Code of Conduct to ADMINISTRATOR within thirty (30) calendar days of award of this Agreement.~~

~~5. ADMINISTRATOR's Compliance Officer shall determine if CONTRACTOR's Code of Conduct is accepted. CONTRACTOR shall take necessary action to meet said standards or shall be asked to acknowledge and agree to the ADMINISTRATOR's Code of Conduct.~~

~~6. Upon approval of CONTRACTOR's Code of Conduct by ADMINISTRATOR, CONTRACTOR shall ensure that all Covered Individuals relative to this Agreement are made aware of CONTRACTOR's Code of Conduct.~~

~~7. If CONTRACTOR elects to adhere to ADMINISTRATOR's Code of Conduct then CONTRACTOR shall submit to ADMINISTRATOR a signed acknowledgement and agreement that CONTRACTOR shall comply with ADMINISTRATOR's Code of Conduct.~~

~~8. Failure of CONTRACTOR to timely submit the acknowledgement of ADMINISTRATOR's Code of Conduct shall constitute a material breach of this Agreement, and 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.

~~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.~~

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

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

V. CONFIDENTIALITY

[rg5] A. CONTRACTOR shall maintain the confidentiality of all records, including billings and any audio and/or video recordings, in accordance with all applicable federal, state and county codes and regulations, as they now exist or may hereafter be amended or changed.

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

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

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

B. Prior to providing any services pursuant to this Agreement, all ~~CONTRACTOR~~ members of the Board of Directors or its designee or authorized agent, employees, consultants, subcontractors, volunteers and interns of the CONTRACTOR shall agree, in writing, with CONTRACTOR to maintain the confidentiality of any and all information and records which may be obtained in the course of providing such services. ~~The agreement~~ This Agreement shall specify that it is effective irrespective of all subsequent resignations or terminations of CONTRACTOR members of the Board of Directors or its designee or authorized agent, employees, 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 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 Cost Report in accordance with all applicable federal, state and ~~county~~ COUNTY requirements, ~~generally accepted accounting principles~~ 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 ~~Period One and Period Two, or for a portion thereof, for Mental Health Services~~ 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 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 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 late penalty, not to exceed ~~the applicable~~ COUNTY's Maximum Obligation ~~for each period~~ 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~~ 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 ~~Reports~~ Report or COUNTY may elect to reduce any amount owed CONTRACTOR by an amount not to exceed the reimbursement due COUNTY.

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

E. If the individual and/ or consolidated Cost Report ~~for each period~~ indicates the actual and reimbursable costs of services provided pursuant to this Agreement, less applicable revenues and late penalty, are higher than the aggregate of interim monthly payments to CONTRACTOR, COUNTY shall pay CONTRACTOR the difference, provided such payment does not exceed the Maximum Obligation of COUNTY ~~for the period~~.

F. All Cost Reports ~~for each period~~ 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. 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 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, 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 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 of CONTRACTOR at one time shall be deemed an assignment pursuant to this Paragraph. Any attempted assignment or delegation in derogation of this Subparagraph shall be void.

3. ~~;~~ ~~provided, however,~~ 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. Any attempted assignment or delegation in derogation of this 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 of CONTRACTOR at one time.

C. CONTRACTOR's obligations undertaken ~~by CONTRACTOR~~ 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 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.~~

~~B. CONTRACTOR may not assign the rights hereunder, either in whole or in part, without the prior written consent of COUNTY. For CONTRACTORS which are nonprofit corporations, 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. Any attempted assignment or delegation in derogation of this paragraph shall be void.~~

~~C. CONTRACTOR may not assign the rights hereunder, either in whole or in part, without the prior written consent of COUNTY. For CONTRACTORS which are for profit organizations, 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 CONTRACTOR's directors at one time shall be deemed an assignment pursuant to this paragraph. Any attempted assignment or delegation in derogation of this paragraph shall be void.~~

VIII. 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.

IX. 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~~ 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 are defined as Controlled Equipment. Controlled Equipment includes, but is not limited to 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 ~~generally accepted accounting principles~~ 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 funds paid through this Agreement, including date of purchase, purchase price, serial number, model and type of Equipment. Such inventory shall be available for review by ADMINISTRATOR, and shall include the original purchase date and price, useful life, and balance of depreciated Equipment cost, if any.

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

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

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

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

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X. FACILITIES, PAYMENTS AND SERVICES

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

XI. INDEMNIFICATION AND INSURANCE

A. CONTRACTOR agrees to indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special districts and agencies for which COUNTY's Board of Supervisors acts as the governing Board (COUNTY INDEMNITEES) harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, 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 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 to maintain such insurance coverage 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. All SIRs and deductibles shall be clearly stated on the COI. If no SIRs or deductibles apply, indicate this on the COI with a 0 by the appropriate line of coverage. Any SIR or deductible in an

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amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the CEO/Office of Risk Management.

D. If CONTRATOR fails to maintain insurance acceptable to COUNTY for the full term of this Agreement, COUNTY may terminate this Agreement.

E. QUALIFIED INSURER

1. ~~B. Without limiting CONTRACTOR's indemnification, it is agreed that CONTRACTOR shall maintain in force at all times during the term of this Agreement a policy, or policies, of insurance covering its operations as specified in the Referenced Contract Provisions of this Agreement.~~

The policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier) or have 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).

2. ~~C. All insurance~~ If the insurance carrier is not an admitted carrier in the state of California and 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.

F. The policy or policies ~~except~~ of insurance maintained by CONTRACTOR shall provide the minimum limits and coverage as set forth below:

Coverage	Minimum Limits
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 and Employer's	Statutory

Employers' Liability Insurance \$1,000,000 per occurrence

Sexual Misconduct Liability \$1,000,000 per occurrence

G. 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 Auto 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.

H. ~~REQUIRED ENDORSEMENTS~~ – The Commercial General Liability policy shall contain the following ~~clauses~~ endorsements, which shall accompany the COI:

1. ~~1. "The~~ An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the County of Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds.

2. A primary non-contributing endorsement evidencing that the CONTRACTOR's insurance is ~~included as an additional insured with respect to the operations of the named insured performed under contract with~~ primary and any insurance or self-insurance maintained by the County of Orange." shall be excess and non-contributing.

~~I 2. "It is agreed that any insurance maintained by the County of Orange shall apply in excess of, and not contribute with, insurance provided by this policy."~~

~~3. "This insurance shall not be canceled, limited or non renewed until after thirty (30) calendar days written notice has been given to Orange County HCA/Contract Development and Management, 405 West 5th Street, Suite 600, Santa Ana, CA 92701 4637."~~

~~D. Certificates of insurance and endorsements evidencing the above coverages and clauses shall be mailed to COUNTY as referenced in the Referenced Contract Provisions of this Agreement.~~

~~E.~~ All insurance policies required by this ~~contract~~ 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.

J. 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.

K. All insurance policies required by this Agreement shall give COUNTY thirty (30) calendar day notice in the event of cancellation and ten (10) calendar day notice for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the COI.

L. If CONTRACTOR's Professional Liability policy is a "claims made" policy, CONTRACTOR

1 shall agree to maintain professional liability coverage for two years following completion of this
2 Agreement.

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

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

9 O. COUNTY shall notify CONTRACTOR in writing of changes in the insurance requirements. If
10 CONTRACTOR does not deposit copies of acceptable COI's and endorsements with COUNTY
11 incorporating such changes within thirty (30) calendar days of receipt of such notice, this Agreement
12 may be in breach without further notice to CONTRACTOR, and COUNTY shall be entitled to all legal
13 remedies.

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

17 Q. SUBMISSION OF INSURANCE DOCUMENTS

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

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

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

21 c. Within thirty (30) calendar days upon receipt of written notice by COUNTY regarding
22 changes to any of the insurance types as set forth in Subparagraph F. of the Indemnification and
23 Insurance Paragraph of this Agreement.

24 2. The COI and endorsements shall be provided to the COUNTY at the address as referenced
25 in the Referenced Contract Provisions of this Agreement.

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

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

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

37 c. If CONTRACTOR is assessed a late penalty, the amount shall be deducted from

CONTRACTOR's monthly invoice.

4. ~~—F. Unless waived by ADMINISTRATOR, the policy or policies of insurance must be issued by an insurer licensed to do business in the state of California (California Admitted Carrier).~~

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 COI's and endorsements, or in the interim, an insurance binder as adequate evidence of insurance.

XII. ~~INSPECTIONS AND AUDITS~~ 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 HHS, 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 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~~ 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 ~~employ~~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.

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

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XIII. LICENSES AND LAWS

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

~~B. The parties shall comply with all laws, rules or regulations applicable to the services provided hereunder, as any may now exist or be hereafter amended or changed, except those provisions or application of those provisions waived by the Secretary of the Department of HHS. These laws, regulations, and requirements shall include, but not be limited to:~~

~~1. B., WIC, Divisions 5, 6 and 9.~~

~~2. HSC, §§1250 et seq.~~

~~3. PC, Part 4, Title 1, Chapter 2, Article 2.5 relating to Child Abuse Reporting.~~

~~4. CCR, Title 9, Title 17, and Title 22.~~

~~5. CFR, Title 42 and Title 45.~~

~~6. USC Title 42.~~

~~7. Federal Social Security Act, Title XVIII and Title XIX.~~

~~8. 42 USC, Chapter 126, 12101, et seq., the Americans with Disabilities Act of 1990.~~

~~9. 42 USC, §114 and §§1857, et seq., the Clean Air Act.~~

~~10. 33 USC 84, §308 and §§1251 et seq., the Federal Water Pollution Control Act.~~

~~11. 31 USC 7501.70, Federal single Audit Act of 1984.~~

~~12. Policies and procedures set forth in MHP Letters.~~

~~13. HIPAA privacy rule, as it may exist now, or be hereafter amended, and if applicable.~~

~~14. OMB Circulars A-87, A-89, A-110, A-122.~~

~~C. ENFORCEMENT OF CHILD SUPPORT OBLIGATIONS~~

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

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

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

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

10 ~~#~~
11 d. A certification that CONTRACTOR has fully complied with all lawfully served Wage
12 and Earnings Assignment Orders and Notices of Assignment, and will continue to so comply.

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

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

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

25 1. ARRA of 2009.

26 2. WIC, Divisions 5, 6 and 9.

27 3. State of HSC, §§1250 et seq.

28 4. PC, Part 4, Title 1, Chapter 2, Article 2.5 relating to Child Abuse Reporting.

29 5. CCR, Title 9, Title 17, and Title 22.

30 6. CFR, Title 42 and Title 45.

31 7. USC Title 42.

32 8. Federal Social Security Act, Title XVIII and Title XIX.

33 9. 42 USC, Chapter 126, 12101, et seq., the Americans with Disabilities Act of 1990.

34 10. 42 USC, §114 and §§1857, et seq., the Clean Air Act.

35 11. 33 USC 84, §308 and §§1251 et seq., the Federal Water Pollution Control Act.

36 12. 31 USC 7501.70, Federal Single Audit Act of 1984.

37 13. P&Ps set forth in MHSA.

14. P&Ps set forth in DHCS Letters.

15. HIPAA privacy rule, as it may exist now, or be hereafter amended, and if applicable.

16. OMB Circulars A-87, A-89, A-110, A-122.

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XIV. LITERATURE ~~AND~~ 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. ~~Such information shall not imply endorsement by COUNTY, unless ADMINISTRATOR consents thereto in writing.~~

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 policies and 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 P&Ps 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.

XV. MAXIMUM OBLIGATION

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

B. Upon written request by CONTRACTOR, and at the sole discretion of ADMINISTRATOR, ADMINISTRATOR may increase or decrease the Period One, Period Two, and Period Three Total Maximum Obligations, provided the total of these Maximum Obligations does not exceed the Total Maximum Obligation of COUNTY as specified in the Referenced Contract Provision of this Agreement.

XVI. NONDISCRIMINATION

A. EMPLOYMENT

1. During the ~~performance~~term of this Agreement, CONTRACTOR and its Covered Individuals shall not unlawfully discriminate against any employee or applicant for employment because of his/her ethnic group identification, race, religion, ancestry, color, creed, sex, marital status, national origin, age (40 and over), sexual orientation, medical condition, or physical or mental disability. 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 ethnic group identification, race, religion, ancestry, color, creed, sex, marital status, national origin, age (40 and over), sexual orientation, medical condition, or physical or mental disability.

~~2. CONTRACTOR shall warrant that the evaluation and treatment of employees and applicants for employment are free from discrimination~~ 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. ~~There shall be posted~~

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.

~~25.~~ 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 ethnic group identification, race, religion, ancestry, color, creed, sex, marital status, national origin, age (40 and over), sexual orientation, medical condition, or physical or mental disability. Such ~~requirement~~requirements shall be deemed fulfilled by use of the ~~phrase "an equal opportunity employer."~~term EOE.

~~36.~~ 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 for employment.

B. SERVICES, BENEFITS, AND FACILITIES – CONTRACTOR and/or subcontractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities

on the basis of ethnic group identification, race, religion, ancestry, color, creed, sex, marital status, national origin, age (40 and over), sexual orientation, medical condition, or physical or mental disability in accordance with Title IX of the Education Amendments of 1972; as they relate to 20 USC §1681 - §1688; Title VI of the Civil Rights Act of 1964 (42 USC §2000d); the Age Discrimination Act of 1975 (42 USC §6101); and Title 9, Division 4, Chapter 6, Article 1 (§10800, et seq.) of the ~~CCR~~ California Code of Regulations, as applicable, and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by state law and regulations, as all may now exist or be hereafter amended or changed.

~~1.~~ For the purpose of this ~~Subparagraph B.~~ Nondiscrimination Paragraph. Discrimination includes, but is not limited to the following based on one or more of the factors identified above:

- ~~a~~1. Denying a client or potential client any service, benefit, or accommodation.
- ~~b~~2. Providing any service or benefit to a client which is different or is provided in a different manner or at a different time from that provided to other clients.
- ~~c~~3. Restricting a client in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit.
- ~~d~~4. Treating a client differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.
- ~~e~~5. Assignment of times or places for the provision of services.

C. COMPLAINT PROCESS ~~2.~~ ~~Complaint Process~~ – CONTRACTOR shall establish procedures for advising all clients through a written statement that ~~CONTRACTOR's~~ CONTRACTOR and/or subcontractor's clients may file all complaints alleging discrimination in the delivery of services with CONTRACTOR, ~~ADMINISTRATOR, or the COUNTY's Patients' Rights Office.~~ CONTRACTOR's statement shall advise clients of the following: subcontractor, and ADMINISTRATOR.

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

~~1)~~ a. COUNTY shall establish a formal resolution and grievance process in the event informal processes do not yield a resolution.

~~2)~~ b. Throughout the problem resolution and grievance process, client rights shall be maintained, including access to the Patients' Rights Office at any point in the process. Clients shall be informed of their right to access the Patients' Rights Office at any time.

2 ~~b.~~ ~~In those cases where the client's complaint is filed initially with the Patients' Rights Office, the Patients' Rights Office may proceed to investigate the client's complaint.~~

~~c.~~ Within the time limits procedurally imposed, the complainant shall be notified in

1 writing as to the findings regarding the alleged complaint and, if not satisfied with the decision, may file
2 an appeal ~~with the Patients' Rights Office.~~

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

9 ~~D~~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
13 enforce rights secured by federal or state law.

14 ~~E~~F. In the event of non-compliance with this ~~paragraph~~ Paragraph or as otherwise provided by
15 federal and state 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,
17 state or county funds.

18 XVII. NOTICES

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

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

24 2. When faxed, transmission confirmed;

25 3. When sent by Email; or

26 ~~4~~
27 4. When accepted by U.S. Postal Service Express Mail, Federal Express, United Parcel
28 Service, or other expedited delivery service.

29 B. Termination Notices shall be addressed as specified in the Referenced Contract Provisions of
30 this 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
36 damage 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.

~~E. In the event of a death, notification shall be made in accordance with the Notification of Death Paragraph of this Agreement.~~

XVIII. NOTIFICATION OF DEATH

~~A. NON TERMINAL ILLNESS 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 ~~hereunder~~ 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. ~~In addition,~~ WRITTEN NOTIFICATION

a. NON-TERMINAL ILLNESS – CONTRACTOR shall, ~~within sixteen (16) hours after such death,~~ hand deliver ~~or,~~ fax, ~~a written Notification of Non-Terminal Illness Death~~ 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.

~~3. The telephone report and written Notification of Non-Terminal Illness Death 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.~~

~~B.~~

b. TERMINAL ILLNESS DEATH

~~1.~~ CONTRACTOR shall notify ADMINISTRATOR by written report ~~faxed,~~ 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 ~~hereunder. The Notification of Terminal Illness Death 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~~ pursuant to this Agreement.

~~2C.~~ If there are any questions regarding the cause of death of any person served ~~hereunder~~ 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 ~~Subparagraph A. above~~ this Notification of Death Paragraph.

XIX. 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 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.

XX. RECORDS MANAGEMENT AND MAINTENANCE

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

~~B. 1. CCR Title 22, §§70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), and 77143(a).~~

~~2. HSC §123145.~~

~~3. Title 45 CFR, §164.501; §164.524; §164.526; §164.530(c) and (j).~~

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

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

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

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

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

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

1 #

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

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

6 ~~G. CONTRACTOR may retain participant, client, and/or patient documentation electronically in~~
 7 ~~accordance with the terms of this Agreement and common business practices. If documentation is~~
 8 ~~retained electronically, CONTRACTOR shall, in the event of an audit or site visit:~~

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

11 ~~2. Provide auditor or other authorized individuals access to documents via a computer~~
 12 ~~terminal.~~

13 ~~3. Provide auditor or other authorized individuals a hardcopy printout of documents, if~~
 14 ~~requested.~~

15 ~~H. CONTRACTOR shall ensure compliance with requirements pertaining to the privacy and~~
 16 ~~security of PII and/or PHI. CONTRACTOR shall, immediately upon discovery of a breach of privacy~~
 17 ~~and/or security of PII and/or PHI by CONTRACTOR, notify ADMINISTRATOR of such breach by~~
 18 ~~telephone and email or facsimile.~~

19 ~~I. CONTRACTOR may be required to pay any costs associated with a breach of privacy and/or~~
 20 ~~security of PII and/or PHI, including but not limited to the costs of notification. CONTRACTOR shall~~
 21 ~~pay any and all such costs arising out of a breach of privacy and/or security of PII and/or PHI.~~

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

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

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

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

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

37 ~~O~~H. 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.

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XXI. RESEARCH AND PUBLICATION

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

XXII. RIGHT TO WORK AND MINIMUM WAGE LAWS

A. In accordance with the United States Immigration Reform and Control Act of 1986, CONTRACTOR shall require its employees directly or indirectly providing service pursuant to this Agreement, in any manner whatsoever, to verify their identity and eligibility for employment in the United States. CONTRACTOR shall also require and verify that its contractors, subcontractors, or any other persons providing services pursuant to this Agreement, in any manner whatsoever, verify the identity of their employees and their eligibility for employment in the United States.

B. Pursuant to the United States of America Fair Labor Standard 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.

C. 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.

D. 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 exists or may hereafter be amended.

XXIII. SEVERABILITY

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

XXIV. SPECIAL PROVISIONS

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

1. Making cash payments to intended recipients of services through this Agreement.
2. Lobbying any governmental agency or official ~~or making political contributions.~~
- CONTRACTOR shall file all certifications and reports in compliance with this requirement pursuant to Title 31, USC, §1352 (e.g., limitation on use of appropriated funds to influence certain federal contracting and financial transactions).
3. ~~Supplanting current funding for existing services.~~
- ~~4.~~ Fundraising.
- ~~5~~4. Purchase of gifts, meals, entertainment, awards, or other personal expenses for CONTRACTOR's staff, volunteers, or members of the Board of Directors.
- ~~6~~5. Reimbursement of CONTRACTOR's members of the Board of Directors for expenses or services.
- ~~7~~6. Making personal loans to CONTRACTOR's staff, volunteers, interns, consultants, subcontractors, and members of the Board of Directors or its designee or authorized agent, or making salary advances or giving bonuses to CONTRACTOR's staff.
- ~~8~~7. Paying an individual salary or compensation for services at a rate in excess of the current Level I of the Executive Salary Schedule as published by the OPM. The OPM Executive Salary Schedule may be found at ~~www.opm.gov.~~ www.opm.gov.
- ~~9~~8. Severance pay for separating employees.
- ~~10~~9. Paying rent and/or lease costs for a facility prior to the facility meeting all required building 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 care.
3. Payment for grant writing, consultants, certified public accounting, or legal services.
- ~~4.~~ 14. 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.
- ~~2~~6. Providing inpatient hospital services or purchasing major medical equipment.
- ~~3~~7. Satisfying any expenditure of non-federal funds as a condition for the receipt of federal funds (matching).

48. Purchase of gifts, meals, entertainment, awards, or other personal expenses for CONTRACTOR's clients.

~~5. Funding travel or training (excluding mileage or parking).~~

~~6. Making phone calls outside of the local area unless documented to be directly for the purpose of client care.~~

~~7. Payment for grant writing, consultants, certified public accounting, or legal services.~~

~~8. 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.~~

XXV. 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~~COUNTY's employees and shall not be considered in any manner to be ~~COUNTY~~COUNTY's employees.

XXVI. TERM

A. The term of this Agreement shall commence ~~and~~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.

XXVII. TERMINATION

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

B. Unless otherwise specified in this Agreement, COUNTY may terminate this Agreement upon five (5) calendar days written notice if CONTRACTOR fails to perform any of the terms of this

Agreement. At ADMINISTRATOR's sole discretion, CONTRACTOR may be allowed up to thirty (30) calendar days for corrective action.

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

1. The loss by CONTRACTOR of legal capacity.
2. Cessation of services.
3. The delegation or assignment of CONTRACTOR's services, operation or administration to another entity without the prior written consent of COUNTY.

//

4. The neglect by any physician or licensed person employed by CONTRACTOR of any duty required pursuant to this Agreement.

5. The loss of accreditation or any license required by the Licenses and Laws Paragraph of this Agreement.

6. The continued incapacity of any physician or licensed person to perform duties required pursuant to this Agreement.

7. Unethical conduct or malpractice by any physician or licensed person providing services pursuant to this Agreement; provided, however, COUNTY may waive this option if CONTRACTOR removes such physician or licensed person from serving persons treated or assisted pursuant to this Agreement.

D. CONTINGENT FUNDING

1. Any obligation of COUNTY under this Agreement is contingent upon the following:
 - a. The continued availability of federal, state and county funds for reimbursement of COUNTY's expenditures, and
 - b. Inclusion of sufficient funding for the services hereunder in the applicable budget 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 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, ~~after receiving a Notice of Termination~~ 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~~ 3. Until the date of termination, continue to provide the same level of service required by this Agreement.

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

~~4~~ 5. Assist ADMINISTRATOR in effecting the transfer of clients in a manner consistent with client's best interests.

~~5~~ 6. If records are to be transferred to COUNTY, pack and label such records in accordance with directions provided by ADMINISTRATOR.

~~6~~ 7. Return to COUNTY, in the manner indicated by ADMINISTRATOR, any equipment and supplies purchased with funds provided by COUNTY.

~~7~~ 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,

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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.

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.

XXVIII. 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 provided services ~~hereunder~~ pursuant to this Agreement.

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

3
 4 BOYS TOWN CALIFORNIA, INC.
 5
 6

7 BY: _____ DATED: _____
 8
 9

10 TITLE: _____
 11
 12
 13
 14

15 COUNTY OF ORANGE
 16
 17

18 BY: _____ DATED: _____
 19 HEALTH CARE AGENCY
 20
 21
 22
 23

24 APPROVED AS TO FORM
 25 OFFICE OF THE COUNTY COUNSEL
 26 ORANGE COUNTY, CALIFORNIA
 27
 28

29 BY: _____ DATED: _____
 30 DEPUTY
 31
 32
 33
 34

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

EXHIBIT A
TO AGREEMENT FOR PROVISION OF
FAMILY SUPPORT SERVICES ~~WITH~~

BETWEEN

COUNTY OF ORANGE

AND

BOYS TOWN CALIFORNIA, INC.

~~OCTOBER~~ JULY 1, 2012 2014 THROUGH JUNE 30, ~~2014~~ 2017

I. COMMON TERMS AND DEFINITIONS

A. 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.~~ 1. Admission means ~~documentation by CONTRACTOR, of~~ completion of the entry, and/or intake ~~and/or evaluation documents as appropriate~~ process for program Participants.

~~— B. ASIST means a two-day intensive, interactive and practice-dominated course designed to help caregivers (e.g. professionals, paraprofessionals and lay people) recognize risk and learn how to intervene to prevent the immediate risk of suicide.~~

~~— C.~~ 2. Assessment means a professional review and evaluation of an individual's ~~mental~~ behavioral health needs and conditions in order to determine the most appropriate course of services, ~~if indicated, and may ascertain eligibility for specific programs.~~

~~D.~~ 3. At Risk means a state of high stressor and low protective factor that would increase likelihood of development of a mental illness.

~~— E. CAT means a program within the Behavioral Health Services branch of the ADMINISTRATOR comprised of licensed clinical social workers, marriage and family therapists, and behavioral health specialists, whose functions include~~

~~—— 1. Crisis intervention for hospital diversions;~~

~~—— 2. Evaluation for involuntary hospitalization (5150 WIC); assistance to police, fire, and social service agencies in response to psychiatric emergencies;~~

~~— F.~~ 4. Behavioral Health Condition means diminished cognitive, emotional, or social abilities, but not to the extent that the criteria for a mental disorder are met.

5. Booster Session means a one-time intervention with a Participant who is enrolled or have completed the parent training and needs further guidance with a specific presenting problem associated with parenting.

6. Early Intervention means the act of intervening, interfering or interceding ~~early~~ at the manifestation of a Behavioral Health Condition, with the intent of measurably improving ~~a mental health problem or concern very early in its manifestation~~ the condition or to prevent a ~~mental health problem~~ Behavioral Health Condition from getting worse.

~~G~~ 7. Engagement means the process by which a trusting relationship between a worker and Participant is established with the goal to link the Participant to appropriate services.

~~H~~ 8. Enrollment means the ~~documentation and/or~~ data entry of ~~Participants' involvement into a~~ COUNTY-approved Participant's information the program's Prevention and Intervention Database for purposes of record keeping, quality improvement, and outcome evaluation.

~~I~~ 9. Evaluation means the systematic investigation of the value and impact of an intervention or program.

~~J~~ 10. Evidence-based Practice means the range of ~~prevention~~ treatment and ~~intervention~~ services of well-documented effectiveness. An evidence-based practice has quantitative and qualitative data showing positive outcomes and has been subject to expert/peer review that has determined that a particular approach or strategy has a significant level of evidence of effectiveness.

~~K~~ 11. Family Member means any traditional and/or non-traditional support system, significant other, or natural support designated by the Participant.

~~L. Follow-up Calls means calls that are made within twenty-four (24) to forty-eight (48) hours subsequent to the original call from a high suicide risk caller, who consented to such calls for the purposes of checking on his or her well-being, the progress made on the safety plan, and whether contact established with accepted referrals.~~

~~M. Health Education means practice of educating and teaching individuals and groups of people about behaviors conducive to the promotion, maintenance, and restoration of good physical and mental health.~~

~~N. Information Dissemination means the distribution of a collection of facts or data.~~

~~O~~ 12. Intake means the initial meeting between a Participant and a worker to evaluate a Participant's issue(s) of concern and determine how a program could best meet his or her needs.

~~P. Involuntary Rescues means interventions crisis counselors use to assist suicidal callers in getting to a hospital or any other emergency medical or psychiatric service against their wishes since every reasonable attempt to de-escalate the situation failed and the callers could not be persuaded to obtain help voluntarily. Involuntary rescues are initiated after a complete lethality assessment was done and that:~~

~~13 1. The caller is currently attempting suicide; or~~

~~2. An attempt is judged to be imminent. Involuntary rescues involve tracing the calls and contacting the appropriate law enforcement agency for assistance.~~

~~Q. Lethality Assessment Scale / SRAS means an instrument or tool developed based on Suicide Risk Assessment standards typically used by crisis counselors to determine the level of risks a caller poses and then render appropriate care accordingly. The scale has a rating from zero to five (0 to 5). The higher the score means the higher the level of risk.~~

~~R. Level of Well-being~~ means the state of satisfaction, happiness, and/or in control that a Participant feels about his/her present situation/condition as measured by a validated instrument/scale.

~~S. Lifeline is the National Suicide Prevention Lifeline which is a twenty four (24) hour, national, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. By dialing 1-800-273-TALK, the call is routed to the nearest crisis center in the national network of more than one hundred forty (140) crisis centers. Membership with Lifeline provides call back-up support along with sharing of most advanced research and practice information.~~

~~T. 14. Linkage~~ means when an individual is connected to programs or services through warm hand-off or follow-up to ensure the connection is made.

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~~U. 15. Live Scan~~ means the technique and the technology used by law enforcement agencies and private facilities to capture fingerprints and palm prints electronically, without the need for the more traditional method of ink and paper.

~~V. 16. Media Events~~ means culturally relevant activities conducted by CONTRACTOR which are coordinated with and publicized by the media, including radio and TV appearances.

~~W. Mental Health Problem means diminished cognitive, emotional, or social abilities, but not to the extent that the criteria for a mental disorder are met.~~

~~X. 17. MHSA~~ means the law that provides funding for expanded community mental health services. ~~It is~~ also known as "Proposition 63."

~~Y. Outreach means the face-to-face contact with potential Participants to link them to appropriate mental health services and may include activities that involve educating the community about the services offered and requirements for participation in the programs.~~

~~Z. 18. Participant~~ means an individual enrolled in a program who engages in activities aimed at preventing and/or eliminating the development of ~~mental illness~~ Behavioral Health Condition.

~~AA. Participant Advocacy means the provision of education and referral services to assist Participants in getting appropriate care and services.~~

~~AB. Presentation/Speaking Engagement means structured, culturally appropriate mental health education and prevention activities directed to Participants.~~

~~AC. Prevention means the Prevention element of the MHSA PEI Plan; components include programs and services aimed at reducing risk factors or stressors, building protective factors and skills, and increasing support.~~

19. PII means any information that could be readily used to identify a specific person, including but not limited to: name, address, telephone number, email address, driver's license number, Social Security number, bank account information, credit card information, or any combination of data that could be used to identify a specific person, such as birth date, zip code, mother's maiden name and gender.

20. Prevention means the group or individual interventions that occur before the initial onset of a Behavioral Health Condition. Prevention promotes positive cognitive, social, and emotional development and encourages a state of well-being that allows the individuals to function well in the face

of changing and sometimes challenging circumstances.

~~—AD. PEI Plan means the COUNTY’s comprehensive plan, which received approval and funding authorization from the DHCS to implement PEI behavioral health services for the purposes of preventing any onset of a mental health concern (Prevention) and intervening quickly (i.e., usually less than one year with relatively low intensity) to measurably improve a mental health problem or concern very early in its manifestation (Early Intervention) for different target populations in the community.~~

~~—AE. Prevention and Intervention Universal Activity Form means a data collection form which tracks each activity in which the group and/or individual participate.~~

~~—AF. Program Protocol means the written program description, goals, objectives, and policies established by CONTRACTOR for the program provided pursuant to the Agreement.~~

~~—AG~~ 21. PEI means the most recent County of Orange MHSA Prevention and Early Intervention Plan approved by the Orange County MHSA Steering Committee and Board of Supervisors.

22. PHI means individually identifiable health information usually transmitted by electronic media 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 relates to the past, present, or future physical or ~~mental health or condition~~ Behavioral Health 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.

~~AH~~ 23. Referral means ~~when~~ an individual receives information or contacts for services or programs, or an unsuccessful ~~linkage~~ Linkage attempt.

~~—AI. Request means an act of asking for a PEI service to be rendered to a prospective Participant.~~

~~—AJ. Resilience means the personal qualities of optimism and hope and the personal traits of good problem solving skills that lead individuals to live, work and learn with a sense of mastery and competence.~~

~~—AK. Resource Linkage means the process of researching and linking Participant with community resources to meet his/her needs.~~

~~—AL. SafeTalk means an approximately three-hour long training designed for everyone in the community and is designed to ensure that persons with thoughts of suicide are connected to helpers who are prepared to provide first aid interventions. SafeTalk is designed to be used in organizations and communities where there are already ASIST trained caregivers.~~

~~—AM. Self-Rated Intent means a risk score used by a caller to connote his or her intention to harm himself or herself when asked by a crisis counselor using a scale of one to five (1 to 5) with one (1) means “suicide is just a thought” and five (5) means “when we get off the phone I am going to try to kill myself.”~~

~~—AN. SRAS means nationally recognized practice guidelines, which contain incorporation of the four (4) core principles Suicidal Desire, Suicidal Capability, Suicidal Intent and Buffers along with the subcomponents in the development of a suicide risk assessment instrument.~~

~~AO. Support Group means a group consisting of eight (8) to twelve (12) people, led by a therapist and a co-facilitator/survivor, who provide one another with unconditional support, information, and skills to cope with the psychological stressors and/or loss associated with attempted or completed suicide.~~

~~AP~~ 24. Training means the action or method used to transfer of skills and/or knowledge to the target audience.

~~AQ. Train the Trainer means the process of where an individual or group passes on the skills, knowledge, and abilities of course work to others so they may become educators, coaches, tutors, mentors etc. to disseminate information, material, and skills to others.~~

~~AR~~//

25. TAY means Participants between sixteen (16) to twenty-five (25) years of age.

AS 26. Trauma-Exposed Individuals means those who are exposed to traumatic events or prolonged traumatic conditions, including grief, loss and isolation, including those who are unlikely to seek help from any traditional mental health service.

AT 27. Unduplicated Participant/~~client~~ means an individual ~~enrolled in a program who, for reporting purposes,~~ is counted only once, despite how many programs the individual is enrolled in during a reporting contractual agreement period. For example; if a Participant receives individual and group services, they can only be counted once.

AU. ~~Unit~~ 28. Units of Service means the number and/or type of activities ~~to be implemented by the CONTRACTOR to will~~ fulfill during a contractual obligations agreement period.

B. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Common Terms and Definitions Paragraph of this Exhibit A to the Agreement.

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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~~ budget, which ~~are~~ is set forth for informational purposes only and may be adjusted by mutual agreement, in advance and in writing, of ADMINISTRATOR and CONTRACTOR.

	<u>PERIOD</u>	<u>PERIOD</u>	<u>PERIOD</u>	<u>TOTAL</u>
	<u>ONE</u>	<u>TWO</u>	<u>TWO</u> <u>THREE</u>	
ADMINISTRATIVE COST				
Salaries	\$	\$	\$	\$ 103,254
	43,200 34,4	57,600 34,4	100,800 3	
	<u>18</u>	<u>18</u>	<u>4,418</u>	
Benefits		12,528	16,704	29,232
Service Benefits				32,007
Services and Supplies	375 10,669	500 10,669	875 10,66	1,200
	<u>400</u>	<u>400</u>	<u>9</u>	
			<u>400</u>	
SUBTOTAL	\$	\$	\$	\$ 136,461
ADMINISTRATIVE COST	56,103 45,4	74,804 45,4	130,907 4	
	<u>87</u>	<u>87</u>	<u>5,487</u>	
PROGRAM COST				
Salaries	\$328,095 4	\$437,460 4	\$	\$1,373,226
	<u>57,742</u>	<u>57,742</u>	<u>765,555</u> 4	
			<u>57,742</u>	
Benefits	83,810 141,	111,747 14	195,557 1	425,700
	<u>900</u>	<u>1,900</u>	<u>41,900</u>	
Services and Supplies	70,843	94,457	165,300	220,017
	<u>73,339</u>	<u>73,339</u>	<u>73,339</u>	
Start-up Costs		19,750	0	19,750
SUBTOTAL PROGRAM COST	\$502,498 6	\$643,664 6	\$1,146,1	\$2,018,943
	<u>72,981</u>	<u>72,981</u>	<u>62672,98</u>	
			<u>1</u>	

1	TOTAL GROSS COST	\$558,601	\$718,468	\$1,277,0	\$2,155,404
2		18,468		69718,46	
3				8	
4					
5	REVENUE				
6	MHSA	\$558,601	\$718,468	\$1,277,0	\$2,155,404
7		18,468		69718,46	
8				8	
9	TOTAL REVENUE	\$558,601	\$718,468	\$1,277,0	\$2,155,404
10		81,468		69718,46	
11				8	
12					
13	TOTAL	\$558,601	\$718,468	\$1,277,0	\$2,155,404
14	MAXIMUM OBLIGATION	18,468		69718,46	
15				8	

17 B. BUDGET/STAFFING MODIFICATIONS - CONTRACTOR may request to shift funds
 18 between budgeted line items, for the purpose of meeting specific program needs or for providing
 19 continuity of care to its Participants, by utilizing a Budget/Staffing Modification Request form provided
 20 by ADMINISTRATOR. CONTRACTOR shall submit a properly completed Budget/Staffing
 21 Modification Request to ADMINISTRATOR for consideration, in advance, which shall include a
 22 justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and
 23 the sustaining annual impact of the shift as may be applicable to the current contract period and/or future
 24 contract periods. CONTRACTOR shall obtain written approval of any Budget/Staffing Modification
 25 Request(s) from ADMINISTRATOR prior to implementation by CONTRACTOR. Failure of
 26 CONTRACTOR to obtain written approval from ADMINISTRATOR for any proposed Budget/Staffing
 27 Modification Request(s) may result in disallowance of those costs.

28 C. FINANCIAL RECORDS – CONTRACTOR shall prepare and maintain accurate and complete
 29 financial records of its cost and operating expenses. Such records will reflect the actual cost of the type
 30 of service for which payment is claimed. Any apportionment of or distribution of costs, including
 31 indirect costs, to or between programs or cost centers of CONTRACTOR shall be documented, and will
 32 be made in accordance with GAAP. ~~The client eligibility determination and the fee charged to and~~
 33 ~~collected from Participants, if applicable, together with a record of all billings rendered and revenues~~
 34 ~~received from any source, on behalf of Participants treated pursuant to the Agreement, must be reflected~~
 35 ~~in CONTRACTOR's financial records.~~

36 D. CONTRACTOR and ADMINISTRATOR may mutually agree, in advance and in writing, to
 37 modify the Budget Paragraph of this Exhibit A to the Agreement.

III. PAYMENTS

A. COUNTY shall pay CONTRACTOR monthly, in arrears, ~~at~~ the provisional amount of ~~\$62,067~~ \$59,873 per month for ~~Period One, and \$59,873 for Period Two~~ each period as specified in the Referenced Contract Provisions of this 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 ~~for each Period~~ as specified in the Referenced Contract Provisions of the Agreement and, provided further, CONTRACTOR's costs are reimbursable pursuant to COUNTY, ~~State~~ state, and ~~Federal~~ 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 COUNTY 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~~ 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 COUNTY and provide such information as is required by ADMINISTRATOR. Invoices are due the tenth (10th) calendar 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) calendar days after receipt of the correctly completed invoice.

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

D. ADMINISTRATOR may withhold or delay any payment if CONTRACTOR fails to comply

1 with any provision of the Agreement.

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

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

8 IV. REPORTS

9 A. FISCAL

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

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

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

29 C. PROGRAMMATIC –CONTRACTOR shall submit monthly Programmatic reports to
30 ADMINISTRATOR. These reports shall be in a format approved by ADMINISTRATOR and shall
31 include but not limited to, descriptions of any performance objectives, outcomes, and or interim findings
32 as directed by ADMINISTRATOR. CONTRACTOR shall be prepared to present and discuss the
33 programmatic reports at the monthly meetings with ADMINISTRATOR, to include whether or not
34 CONTRACTOR is progressing satisfactorily and if not, specify what steps are being taken to achieve
35 satisfactory progress. Such reports shall be received by ADMINISTRATOR no later than twentieth
36 (20th) calendar day following the end of the month being reported.

37 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. FACILITY - CONTRACTOR shall maintain facility for the provision of services described herein at the following location(s), or any other location approved, in advance, in writing, by ADMINISTRATOR. The facility shall include space to support the services identified within the Agreement.

~~2740 Grand Avenue, 2nd Floor~~

2223 Wellington Ave; Suite # 350

Santa Ana, CA ~~92705~~92701

B. CONTRACTOR shall maintain regularly scheduled service hours, Monday through Friday 8:00 a.m. – 5:00 p.m. throughout the year, and maintain the capability to provide services in the evening hours until and on weekends in order to accommodate Participants unable to participate during regular business hours. CONTRACTOR's holiday schedule shall be consistent with COUNTY's holiday schedule unless otherwise approved in advance and in writing by ADMINISTRATOR.

C. CONTRACTOR shall provide culturally and linguistically appropriate ~~Family Support Services~~family support services to Orange County residents that ~~-are~~ consistent with the COUNTY PEI Plan.

D. CONTRACTOR shall provide ongoing support to families struggling with behavioral health ~~issues~~conditions by building a network of contacts and mutual support. The goal of the family support services is to establish a unified family support system for families and caretakers of those who have ~~mental behavioral health problems and other stressed families.~~conditions. Family ~~Support Services~~support services shall focus on supporting and educating families about behavioral health and parenting issues to prevent the development of ~~mental behavioral health problems~~conditions in other members of the family. Family support services include: individual and group support, weekly peer mentor support, educational workshops, volunteer family mentor network, family matching, and parenting classes.

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~~C~~ E. CONTRACTOR shall include, but not be limited to, the following services:

1. CONTRACTOR shall provide, at a minimum, monthly support groups ~~and~~and educational workshops on a variety of behavioral health topics, including, but not limited to, ~~-~~ managing mental

1 health symptoms, parenting issues, substance abuse, adult and older adult issues, transitional age youth
 2 problems, medication and health concerns, -to address the needs of the families involved in the program.
 3 Family support groups, Educational workshops, and individual support sessions will occur at a
 4 minimum of once per month ~~for all participants.~~

5 2. CONTRACTOR shall recruit and train consumer peer mentors to provide ~~weekly~~ individual
 6 support and ~~case-management~~ interventions to assigned matched families. Peer mentors will be matched
 7 to families for up to three (3) month period.

8 3. Contractor shall recruit an ongoing volunteer base of families either currently engaged in
 9 the program or program graduates to act as volunteer family mentors to be matched with current
 10 families.

11 4. CONTRACTOR shall provide parenting classes for all residents of COUNTY. Classes
 12 shall focus on parents/caregivers of children ages thirteen (13) through eighteen (18). Classes will be
 13 held at various community locations throughout COUNTY. Child care will be provided by contractor at
 14 classes as needed.

15 5. CONTRACTOR shall strive to meet the following goals for their program:

16 a. Be responsive to the needs and concerns of all families involved in the program;
 17 educating them on ways to increase resilience and support systems to encourage recovery.

18 b. Develop a Participant focused family support system that encourages individual and
 19 family voices in the direction and development of services; with particular focus on matching families
 20 with similar concerns to develop long term supportive relationships beyond the confines of this program.

21 c. Collaborate effectively with existing and developing community programs and
 22 organizations to facilitate a support network for families dealing with behavioral health issues.

23 ~~D. CONTRACTOR shall track and implement the following COUNTY approved and recommended~~
 24 ~~OUTCOME MEASURES across all services.~~ //

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F. CONTRACTOR shall achieve, track, and report, at a minimum—~~achieve~~, the following levels~~units~~ of ~~productivity~~service:

FAMILY SUPPORT SERVICES	Annual Units of Service
Group Support	72
Total Families Attending Group Support Services	720
Individual Support	200
Family Matches	60
Unduplicated Participants of Family Matching Services	720
Parent Education Courses	120 Courses
Parent Education Classes	720
Booster Sessions	80
<u>UNITS OF SERVICES</u>	<u>ANNUAL CONTRACTED UNITS</u>
<u>Group Support</u>	<u>110</u>
<u>Total Families Attending Group Support Services</u>	<u>575</u>
<u>Individual Support</u>	<u>600</u>
<u>Family Matches</u>	<u>65</u>
<u>Unduplicated Participants of Family Matching Services</u>	<u>130</u>
<u>Parent Education Courses</u>	<u>125</u>
<u>Parent Education Classes</u>	<u>750</u>
<u>Booster Session</u>	<u>140</u>
<u>Child Care Participants</u>	<u>800</u>
<u>Total Unduplicated Participants in Parenting Classes</u>	<u>1,000</u>

D. CONTRACTOR shall track and implement the following OUTCOME MEASURES.

1. CONTRACTOR shall measure outcomes using pre- and post- tests at the onset and termination of services. Satisfaction and knowledge surveys will be completed at all one-time workshops to measure increases in knowledge and level of satisfaction of services. CONTRACTOR shall, at a minimum, achieve the following outcomes:

1 a. Group Support – ~~85~~⁹⁰% of ~~participants~~Participants will report an increase in
2 knowledge of behavioral health topic presented.

3 b. Family Matches – ~~80~~⁹⁰% of ~~participants~~Participants will report an ~~increase in overall~~
4 ~~satisfaction with~~ social supports ~~and protective factors, such as family functioning, resiliency, nurturing~~
5 ~~and attachments, child development, and parenting skills~~; and 80% will report an increase in knowledge
6 of how to access community resources.

7 c. Individual Support – ~~85~~⁹⁰% of ~~participants~~Participants will report ~~increased~~an overall
8 ~~in social support~~ satisfaction ~~of~~with social supports ~~through pre- and~~at post- testing.

9 d. Parent Education Services – ~~90~~⁸⁰% of parents/caregivers will report an increase in
10 ~~knowledge of~~ parenting skills through pre- and post- testing; 75% of parents/caregivers will successfully
11 complete the parenting course; ~~75~~^{and 100}% of all parents/caregivers receiving parent education services
12 will report ~~a consumer~~overall satisfaction ~~rating at or above 5.5 out of a 7 point scale~~with services.

13 e. Booster Sessions – ~~80~~⁹⁰% of parents/caregivers will report an ~~increase of knowledge~~
14 ~~and overall~~ satisfaction ~~based on~~with help received for the presenting problem addressed.

15 2. CONTRACTOR shall utilize ADMINISTRATOR approved forms to collect pertinent data,
16 which would be entered and analyzed for Participant's level of satisfaction, program management, and
17 quality improvement purposes. In addition, CONTRACTOR shall utilize any data collection systems for
18 tracking Participant enrollment, demographics, trends, and service utilization. CONTRACTOR shall
19 provide the COUNTY with monthly data reports or as needed upon request.

20 3. CONTRACTOR shall develop a system to track and record the following demographics:
21 number of individuals served based on age groups; race and ethnicity; primary language; culture such as
22 lesbian, gay, bisexual, transgender, questioning, and intersex (LGBTQI), veterans, and others such as
23 hearing impaired.

24 4. CONTRACTOR shall provide the COUNTY with monthly data reports, or as needed upon
25 request of ADMINISTRATOR.

26 E. CONTRACTOR shall, on an ongoing basis and in partnership with ADMINISTRATOR ~~and~~
27 ~~COUNTY contracted evaluator~~, develop, modify, and incorporate different and/or additional outcome
28 measurements, as approved by ADMINISTRATOR.

29 ~~4. CONTRACTOR shall strive to meet the following goals for their program:~~

30 ~~a. Be responsive to the needs and concerns of all families involved in the program;~~
31 ~~educating them on ways to increase resilience and support systems to encourage recovery.~~

32 ~~b. Develop a Participant focused family support system that encourages individual and~~
33 ~~family voices in the direction and development of services; with particular focus on matching families~~
34 ~~with similar concerns to develop long term supportive relationships beyond the confines of this program.~~

35 ~~c. Collaborate effectively with existing and developing community programs and~~
36 ~~organizations to facilitate a support network for families dealing with behavioral health issues.~~

37 ~~E. CONTRACTOR in partnership with ADMINISTRATOR shall develop or modify ongoing~~

~~outcome measures as determined by the ADMINISTRATOR.~~

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F. CONTRACTOR shall conduct on-going evaluations of the program and provide analysis to ADMINISTRATOR on a regular basis and in a format ~~agreeable to~~ approved by ADMINISTRATOR.

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

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VI. 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.

ADMINISTRATION	FTEs
—Program Operation Manager	0.25
—Administrative Assistant	1.00
<u>ADMINISTRATION SUBTOTAL</u>	<u>1.25</u>
PROGRAM	FTEs
Program Coordinator	1.00
Lead Parent Trainer/Supervisor	1.00
Peer Mentor Supervisor	1.00
Volunteer Coordinator —Parent Trainers	6 1.00
Parent Trainers —Child Care Assistants	1.13 5.20
Peer Mentors	2.25 1.52
Child Care Assistants <u>SUBTOTAL</u>	12.38
	<u>1.01</u>
<u>PROGRAM SUBTOTAL</u>	<u>11.73</u>
TOTAL FTEs	13.63 12.7
	<u>3</u>

B. ~~Cultural appropriateness shall be a continuous focus in~~ CONTRACTOR shall make best effort to include bilingual/bicultural services to meet the ~~development~~ diverse needs of the ~~programming, recruitment, and hiring of~~ community threshold languages as determined by COUNTY. Whenever possible, bilingual/bicultural staff ~~to better serve Participants~~ should be recruited and retained. Any staffing vacancies occurring at a time when bilingual and ~~their family members~~ bicultural composition of the staffing does not meet the above requirement must be filled with bilingual and bicultural staff unless ADMINISTRATOR consents, 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 writing, in advance, by ADMINISTRATOR.

C. 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 ~~documentation~~ documents of such efforts which may include, but not be limited to: records of participation in COUNTY-sponsored ~~and/or~~ other applicable training; recruitment and hiring ~~of staff~~ P&Ps; ~~copies of~~ literature in multiple languages and formats, as appropriate; and descriptions of measures taken to enhance accessibility for, and sensitivity to, ~~persons~~ individuals who are physically challenged.

~~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 staff vacancies occurring at a time when bilingual and bicultural composition of the program staffing does not meet the above requirement should be filled with bilingual and bicultural staff. Peer mentors should be hired to reflect the cultural and linguistic diversity represented in COUNTY.~~

D. CONTRACTOR shall actively recruit and maintain a large pool of qualified volunteers, especially those who speak other languages and those whose lives were impacted by ~~mental health conditions and substance abuse, and train them to be family mentors. Further, CONTRACTOR shall encourage all Participants in parenting classes, workshops, and family support activities to volunteer as a family mentor once it is appropriate for them to do so~~ Behavioral Health Conditions, substance abuse, and suicide and train them to be crisis counselors.

E. CONTRACTOR is highly encouraged to augment the above paid staff with qualified and trained volunteers and/or interns upon written approval of ADMINISTRATOR. ~~CONTRACTOR shall provide ongoing supervision to volunteers and/or interns consistent with the prevailing educational and suicide prevention standards or as specified by ADMINISTRATOR.~~

F. CONTRACTOR shall maintain personnel files for each staff member, ~~including the management and other~~ both administrative ~~positions~~ and programmatic, both direct and indirect, which shall include, but not be limited to, an application for employment, qualifications for the position, documentation of bicultural/bilingual capabilities (if applicable), pay rate and evaluations justifying pay increases.

G. CONTRACTOR shall establish clear P&Ps 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 P&Ps 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.

H. CONTRACTOR shall notify ADMINISTRATOR, in writing, within seventy-two (72) hours, of any staffing vacancies that occur during the term of the Agreement.

~~H. I. 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.~~

J. 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.

~~K.~~ K. 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 ~~and substance abuse~~ issues.

~~L. CONTRACTOR and J. ADMINISTRATOR shall provide, or cause to be provided, training and ongoing consultation to CONTRACTOR's staff to assist CONTRACTOR in ensuring compliance with ADMINISTRATOR Standards of Care practices, P&Ps, documentation standards and any State regulatory requirements.~~

~~K. ADMINISTRATOR and CONTRACTOR~~ may mutually agree, in advance and in writing, to modify the Staffing Paragraph of this Exhibit A to the Agreement.

VI. REPORTS

~~A. FISCAL~~

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

~~2. YEAR-END REPORT //~~

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EXHIBIT B
TO AGREEMENT FOR PROVISION OF
FAMILY SUPPORT SERVICES
BETWEEN
COUNTY OF ORANGE
AND
BOYS TOWN CALIFORNIA, INC.
JULY 1, 2014 THROUGH JUNE 30, 2017

I. BUSINESS ASSOCIATE CONTRACT

A. GENERAL PROVISIONS AND RECITALS

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

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 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. ~~B. STAFFING REPORT~~ 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. ~~CONTRACTOR shall submit monthly Staffing Reports to ADMINISTRATOR. These reports shall be on a form acceptable to, or provided by, ADMINISTRATOR and shall, at a minimum, report both the budgeted and actual salaries and FTEs of the positions stipulated in the Staffing Paragraph of this Exhibit A to the Agreement, and shall include the employees' names, licensure status, and hire and/or termination date, and any other pertinent information as may be required by ADMINISTRATOR. Any changes, modifications, or deviations to any approved salary budgets/FTEs or actual salaries/FTEs exceeding approved amounts must be approved in advance and in writing by ADMINISTRATOR and annotated on the monthly Staffing Report, or said cost deviations may be subject to disallowance. The reports shall be received by ADMINISTRATOR no later than twenty (20) calendar days following the end of the month being reported.~~

~~C. PROGRAMMATIC~~ Throughout the term of the Agreement, CONTRACTOR shall submit monthly programmatic reports to ADMINISTRATOR, which shall be received by ADMINISTRATOR no later than twenty (20) calendar days following the end of the month being reported. Programmatic reports shall be in a format(s) approved by ADMINISTRATOR and shall include a description of CONTRACTOR's progress in implementing the provisions of the Agreement, and any pertinent facts or interim findings, staff changes, status of licenses and/or certifications, changes in population served and reasons for any such changes. CONTRACTOR shall be prepared to present and discuss their programmatic reports at their monthly scheduled meetings with ADMINISTRATOR and shall state whether or not it is progressing satisfactorily in achieving all the terms of the Agreement, and if not, shall specify what steps are being taken to achieve satisfactory progress.

~~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.

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

1 of that information.

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

4 a. Breach excludes:

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

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

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

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

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

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

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

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

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

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

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

31 //

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

34 7. "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in
35 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance
36 with 45 CFR § 164.502(g).

37 8. "Physical Safeguards" are physical measures, policies, and procedures to protect

1 CONTRACTOR's electronic information systems and related buildings and equipment, from natural
 2 and environmental hazards, and unauthorized intrusion.

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

5 10. "PHI" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §
 6 160.103.

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

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

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

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

18 15. "Subcontractor" shall have the meaning given to such term under the HIPAA regulations in
 19 45 CFR § 160.103.

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

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

26 18. "Use" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §
 27 160.103.

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

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

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

36 3. CONTRACTOR agrees to comply with the HIPAA Security Rule at Subpart C of 45 CFR
 37 Part 164 with respect to electronic PHI COUNTY discloses to CONTRACTOR or CONTRACTOR

1 creates, receives, maintains, or transmits on behalf of COUNTY.

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

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

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

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

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

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

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

31 //

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

36 12. CONTRACTOR agrees that to the extent CONTRACTOR carries out COUNTY's
37 obligation under the HIPAA Privacy and/or Security rules CONTRACTOR will comply with the

requirements of 45 CFR Part 164 that apply to COUNTY in the performance of such obligation.

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

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

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

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

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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 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 D of this Business Associate Contract.

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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 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 privacy 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

1 must be wiped using the Gutmann or DoD 5220.22-M (7 Pass) standard, or by degaussing. Media may
2 also be physically destroyed in accordance with NIST Special Publication 800-88. Other methods
3 require prior written permission by COUNTY.

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

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

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

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

23 m. Transmission encryption. All data transmissions of PHI COUNTY discloses to
24 CONTRACTOR or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY
25 outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is
26 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files
27 containing PHI can be encrypted. This requirement pertains to any type of PHI in motion such as
28 website access, file transfer, and E-Mail.

29 n. Intrusion Detection. All systems involved in accessing, holding, transporting, and
30 protecting PHI COUNTY discloses to CONTRACTOR or CONTRACTOR creates, receives, maintains,
31 //
32 or transmits on behalf of COUNTY that are accessible via the Internet must be protected by a
33 comprehensive intrusion detection and prevention solution.

34 3. Audit Controls

35 a. System Security Review. CONTRACTOR must ensure audit control mechanisms that
36 record and examine system activity are in place. All systems processing and/or storing PHI COUNTY
37 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 or CONTRACTOR creates, receives, maintains, or transmits on behalf of COUNTY is contained shall be escorted and such PHI shall be kept out of sight while visitors are in the area.

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

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

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

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

F. BREACH DISCOVERY AND NOTIFICATION

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

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

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

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

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

a. The identification of each Individual whose Unsecured PHI has been, or is reasonably 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 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

1 CONTRACTOR's Use or Disclosure of PHI.

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

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

7 J. BUSINESS ASSOCIATE TERMINATION

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

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

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

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

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

20 b. CONTRACTOR shall retain no copies of the PHI.

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

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

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EXHIBIT C
TO AGREEMENT FOR PROVISION OF
FAMILY SUPPORT SERVICES
BETWEEN
COUNTY OF ORANGE
AND
BOYS TOWN CALIFORNIA, INC
JULY 1, 2014 THROUGH JUNE 30, 2017

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

VII. RESPONSIBILITIES

"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 (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

1 E of the Business Associate Contract, Exhibit B to the Agreement; and

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

6 3) If the data obtained by CONTRACTOR from COUNTY includes PII,
 7 CONTRACTOR shall also comply with the substantive privacy and security requirements in the
 8 CMPPA Agreement between the SSA and the CHHS and in the Agreement between the SSA and
 9 DHCS, known as the IEA. The specific sections of the IEA with substantive privacy and security
 10 requirements to be complied with are sections E, F, and G, and in Attachment 4 to the IEA, Electronic
 11 Information Exchange Security Requirements, Guidelines and Procedures for Federal, State and Local
 12 Agencies Exchanging Electronic Information with the SSA. CONTRACTOR also agrees to ensure that
 13 any of CONTRACTOR's agents or subcontractors, to whom CONTRACTOR provides DHCS PII agree
 14 to the same requirements for privacy and security safeguards for confidential data that apply to
 15 CONTRACTOR with respect to such information.

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

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

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

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

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

1 Exhibit B to the Agreement.

2 i. Designation of Individual Responsible for Security. CONTRACTOR shall designate an
3 individual, (e.g., Security Officer), to oversee its data security ~~— A. — CONTRACTOR shall ensure~~
4 ~~that all staff are trained and have a clear understanding of all Program P&P as referenced in this Exhibit A to~~
5 ~~the Agreement. — CONTRACTOR shall provide signature confirmation of the P&P training for each staff~~
6 ~~member and place in individual staff personnel files.~~

7 ~~— B. — CONTRACTOR shall ensure that all staff, interns, and volunteers complete necessary training~~
8 ~~prior to performing duties associated with their titles and receive scheduled ongoing supervision and~~
9 ~~support as deemed appropriate. — These trainings might include, but are not limited to, components as~~
10 ~~specified in the Staffing Paragraph of this Exhibit A to the Agreement, legal mandates and ethical~~
11 ~~behavior; and any other training necessary to assist the agency and County to be in compliance with~~
12 ~~prevailing standards of practice as well as State and Federal regulatory requirements.~~

13 ~~— C. — CONTRACTOR shall ensure that CONTRACTOR's staff, pursuant to the Agreement, complete~~
14 ~~COUNTY's Annual Compliance Training and attend trainings as requested by ADMINISTRATOR.~~

15 ~~— D. — CONTRACTOR shall attend regular meetings with ADMINISTRATOR to discuss contractual~~
16 ~~and other issues related to, but not limited to, compliance with P&P, program services, and performance~~
17 ~~objectives and outcomes.~~

18 ~~— E. — CONTRACTOR shall provide effective Administrative management of the budget, staffing,~~
19 ~~recording, and reporting portion of the Agreement with COUNTY. If administrative responsibilities are~~
20 ~~delegated to subcontractors, CONTRACTOR must ensure that any subcontractor(s) possess the~~
21 ~~qualifications and capacity to perform all delegated responsibilities. Including, but not limited, to the~~
22 ~~following:~~

23 ~~— 1. — Designate the responsible position(s) in your organization for managing the funds allocated~~
24 ~~to this program;~~

25 ~~— 2. — Maximize the use of the allocated funds;~~

26 ~~— 3. — Ensure timely and accurate reporting of monthly expenditures;~~

27 ~~— 4. — Maintain appropriate staffing levels;~~

28 ~~— 5. — Request budget and/or staffing modifications to the Agreement;~~

29 ~~— 6. — Effectively communicate and monitor the program for its success;~~

30 ~~— 7. — Track and report expenditures electronically;~~

31 ~~— 8. — Maintain electronic and telephone communication ADMINISTRATORS; and~~

32 ~~— 9. — Act quickly to identify and solve problems.~~

33 ~~#~~

34 ~~#~~

35 ~~— F. — CONTRACTOR shall advise ADMINISTRATOR of any special incidents, conditions, or issues~~
36 ~~that adversely affect the quality or accessibility of Participant related services provided by, or under~~
37 ~~contract with, the COUNTY as identified in the ADMINISTRATOR'S P&P.~~

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

~~H. CONTRACTOR shall not engage in, or permit any of its employees, subcontractors, or volunteers to conduct research activity on Participants without obtaining prior written authorization from ADMINISTRATOR.~~

~~I. ADMINISTRATOR shall assist CONTRACTOR in monitoring CONTRACTOR's program to ensure compliance with units of service standards and productivity.~~

~~J. ADMINISTRATOR shall monitor CONTRACTOR's completion of corrective action plans.~~

~~K. ADMINISTRATOR shall monitor CONTRACTOR's compliance with COUNTY P&P's and the Agreement.~~

~~L. CONTRACTOR and ADMINISTRATOR may mutually agree in writing, to modify the~~
Responsibilities 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.

~~Paragraph of this Exhibit A to the Agreement.~~

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