

1 EXHIBIT A
2 TO CONTRACT FOR PROVISION OF
3 RECOVERY RESIDENCE SERVICES
4 BETWEEN
5 COUNTY OF ORANGE
6 AND
7 ACTION ALLIANCE FOUNDATION
8 JULY 1, 2023 THROUGH JUNE 30, 2026
9

10 **I. COMMON TERMS AND DEFINITIONS**

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

13 1. Bed Day means one (1) calendar day during which CONTRACTOR provides Recovery
14 Residence Services as described in Exhibit A of this Contract. A Bed Day will include the day of
15 admission; but not the day of discharge. If admission and discharge occur on the same day, one (1) Bed
16 Day will be charged.

17 2. Co-Occurring is when a Resident has at least one substance use disorder and one mental
18 health disorder that can be diagnosed independently of the other.

19 3. Completion means the completion of the residential Recovery Residence program whereby
20 the Resident has successfully completed all goals and objectives within the maximum authorized length
21 of stay authorized by ADMINISTRATOR and documented in the Resident's chart. Completion is not
22 defined as a specific length of time in the recovery residence, rather successful transition into the
23 community.

24 4. Intake means the initial face-to-face meeting between a Resident and CONTRACTOR staff
25 in which specific information about the Resident is gathered, including the ability to pay and standard
26 admission forms pursuant to the Contract.

27 5. Linkage means connecting Resident to ancillary services such as outpatient and/or residential
28 treatment and supportive services, which may include self-help groups, social services, rehabilitation
29 services, vocational services, job training services, or other appropriate services

30 6. MAT Services means the use of Federal Drug Administration-approved medications in
31 combination with behavioral therapies to provide a whole person approach to treating substance use
32 disorders.

33 7. Recovery Residence means transitional housing services that are provided to Residents at a
34 twenty-four (24)-hour Recovery Residence facility. Services are provided in an alcohol and drug free
35 environment. These services are provided in a non-medical residential setting.

36 8. Resident means a person sentenced on AB 109 Post-release Community Supervision (PCS)
37 or Mandatory Supervision (MS) with a substance use disorder, or a person who is at risk for becoming

1 sentenced under AB109 and/or for whom a COUNTY approved referral has been completed pursuant to
2 this Contract.

3 9. Self-Help Meetings means a non-professional, peer participatory meeting formed by people
4 with a common problem or situation offering mutual support to each other towards a goal or healing or
5 recovery.

6 10. Substance Use Disorder (SUD) means condition in which the use of one or more substances
7 leads to a clinically significant impairment or distress per the Diagnostic and Statistical Manual of Mental
8 Disorders, Fifth Edition (DSM-5)

9 11. Unit of Service means one (1) calendar day during which services are provided to a Resident
10 pursuant to this Contract. A day in which a Resident is absent for a CONTRACTOR-sanctioned overnight
11 pass may also be included as a unit of service.

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

14 **II. PAYMENTS**

15 A. BASIS FOR REIMBURSEMENT – As compensation to CONTRACTOR for services provided
16 pursuant to this Contract, COUNTY shall pay CONTRACTOR monthly in arrears at \$55.00 per bed day
17 served at CONTRACTOR's facility for all Recovery Residence Services for substance users, provided
18 however, that the total of all such payments to CONTRACTOR and all other COUNTY contract providers
19 for all Recovery Residence Services shall not exceed COUNTY's Aggregate Amount Not To Exceed as
20 set forth in the Referenced Contract Provisions of this Contract; and provided further, that
21 CONTRACTOR's costs are allowable pursuant to applicable county, federal, and state regulations. All
22 payments are interim payments only, and subject to final settlement in accordance with the Cost Report
23 Paragraph of this Contract.

24 B. CONTRACTOR's billings shall be on forms approved or supplied by ADMINISTRATOR and
25 provide such information as is required by ADMINISTRATOR. Billings are due the tenth (10th) calendar
26 day of each month, and payments to CONTRACTOR should be released by COUNTY no later than thirty
27 (30) calendar days after receipt of the correctly completed billing form.

28 C. All billings to COUNTY shall be supported, at CONTRACTOR's facility, by source
29 documentation including, but not limited to, ledger and journals of service provided. ADMINISTRATOR
30 may require CONTRACTOR to submit documentation in support of the monthly billing.

31 D. ADMINISTRATOR may withhold or delay any payment if CONTRACTOR fails to comply with
32 any provision of this Contract.

33 E. ADMINISTRATOR may withhold or delay processing of CONTRACTOR's final invoice until
34 CONTRACTOR submits a correctly completed Cost Report as defined in the Cost Report Paragraph.

35 F. CONTRACTOR shall not claim reimbursement for services provided beyond the expiration
36 and/or termination of the Contract, except as may otherwise be provided under the Contract.
37

1 G. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
2 Payments Paragraph of this Exhibit A to the Contract.

3 4 **III. PERFORMANCE OUTCOMES**

5 A. CONTRACTOR shall achieve performance objectives and shall track and report Performance
6 Outcome Objective statistics in monthly programmatic reports, as appropriate. ADMINISTRATOR
7 recognizes that alterations may be necessary to meet the performance objectives, and, therefore, revisions
8 to performance objectives may be implemented by mutual agreement between CONTRACTOR and
9 ADMINISTRATOR.

10 1. CONTRACTOR shall provide effective sober living program to Residents with identified
11 alcohol and/or drug problems as measured by Employment and Housing Linkage Rates.

12 A. Employment Rate: Eighty Percent (80%) of all Residents obtaining successful
13 Completion shall be employed, be enrolled in school, or be participating in regular volunteer activities by
14 discharge from the Recovery Residence facility. Residents who are enrolled as a full time student, who
15 are deemed physically or mentally disabled by a certified physician, and who have volunteered for more
16 than ten (10) hours per week in the community are considered as employed. Employment rate shall be
17 calculated by the number of Residents who obtained employment (as defined in this subparagraph) at
18 completion of Recovery Residence Services divided by the number of Residents completing Recovery
19 Residence Services during the evaluation period.

20 b. Housing Linkage Rate: Eighty Percent (80%) of all Residents shall be linked to stable
21 housing upon completion of Recovery Residence. Housing Linkage Rate shall be calculated by the
22 number of Residents transitioning to stable housing upon completion of Recovery Residence Services
23 divided by the number of Residents completing Recovery Residence Services during the evaluation
24 period.

25 B. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the
26 Performance Outcomes Paragraph of this Exhibit A to the Contract.

27 28 **IV. RECORDS**

29 A. CONTRACTOR shall create and maintain all files pertaining to Recovery Residence Residents
30 in the following manner:

- 31 1. All files shall be kept in a locked cabinet; and
32 2. Access shall be limited to the director and other personnel with a legitimate need for access
33 who are specified in CONTRACTOR's policies and procedures.

34 B. CONTRACTOR shall ensure the contents of individual Resident files include, but are not limited
35 to, the following:

- 36 1. A personal information form which contains:
37 a. Personal data for proper identification;

- b. Length of sobriety and prior recovery experience;
 - c. The name(s) of the Resident's current outpatient care option (treatment facility or Day Reporting Center (DRC)); and
 - d. The name of referral source to the facility.
2. The Resident's treatment plan recommendations from referral sources and others. Notations about how the facility can assist the Resident in implementing his/her treatment related court orders and/or treatment plan recommendations.
 3. List of prescribed medication(s) used by the Resident.
 4. A waiver of confidentiality, signed at the time of the Resident's initial intake into the Recovery Residence facility, to permit disclosure of designated information about the Resident to HCA, Treatment Provider, Courts, Orange County Probation Department, (OCPD), Parole Department, Public Defender and/or District Attorney.
 5. Health Care Agency (HCA) referral form for Recovery Residence Services.
 6. Copies of all progress reports and all correspondence written by CONTRACTOR staff regarding the Resident.
 7. Dates and results of all drug and alcohol tests and all forms related to such tests.
 8. Overnight pass information. No overnight pass shall be granted if it would conflict with any existing court order.
 9. Dates of the Resident's entry, and completion or termination from the facility, including the circumstances of his/her discharge.
 10. A copy of the Recovery Residence facility's rules and Resident intake forms, signed and dated by the Resident upon entry into the Recovery Residence facility.

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

V. REPORTS

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

1. Monthly programmatic reports shall include completion, retention, and abstinence rates.
 - A. Completion Rates shall be calculated by using the number of Residents successfully completing the Recovery Residence program divided by the total number of Residents discharged during the evaluation period.

- b. Retention Rates shall be calculated by using the number of Residents currently enrolled in or successfully completing the Recovery Residence program divided by the total number of Residents

1 served during the evaluation period.

2 c. Abstinence Rates shall be calculated by the number of negative drug screenings
3 performed divided by the total number of drug screenings performed during the evaluation period.

4 2. CONTRACTOR shall include in the monthly programmatic report any problems in
5 implementing the provisions of the Contract, pertinent facts or interim findings, staff changes, status of
6 license(s) and/or certification(s), changes in population served, and reasons for any changes. Additionally,
7 a statement that CONTRACTOR is or is not progressing satisfactorily in achieving all the terms of the
8 Contract shall be included.

9 B. CONTRACTOR shall make additional reports, as required by ADMINISTRATOR, concerning
10 CONTRACTOR's activities as they affect the services hereunder. ADMINISTRATOR will be specific
11 as to the nature of information requested and the time frame the information is needed.

12 C. CONTRACTOR shall enter psychometrics into COUNTY's EHR system as requested by
13 ADMINISTRATOR. Said psychometrics are for COUNTY's analytical uses only, and shall not be relied
14 upon by CONTRACTOR to make clinical decisions. CONTRACTOR agrees to hold COUNTY
15 harmless, and indemnify pursuant to Paragraph XIV., from any claims that arise from non-COUNTY use
16 of said psychometrics.

17 D. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Reports
18 Paragraph of this Exhibit A to the Contract.

19 **VI. SERVICES**

20
21 A. FACILITY – CONTRACTOR shall provide Recovery Residence Services described herein at
22 an Orange County Sheriff Certified Recovery Residence facility. Unless otherwise authorized in writing
23 by ADMINISTRATOR, CONTRACTOR shall maintain regularly scheduled service hours, seven (7)
24 days a week, twenty-four (24) hours per day throughout the year. Services shall be provided at the
25 following locations, or at any other location approved in advance, in writing, by ADMINISTRATOR:

26
27 143 E. Rossllyn Ave., Fullerton, CA 92832

1125 W. Woodcrest Ave., Fullerton, CA 92833

28 802 Modena St., Anaheim, CA 92801

107 S. Agate Pl., Anaheim, CA 92804

29 907 S. Locust Dr., Fullerton, CA 92833

30
31 1. CONTRACTOR's Recovery Residence facility shall be clean, safe, sanitary, and in good
32 repair at all times and shall include the following:

33 a. An alcohol and drug-free living environment for Residents.

34 b. Safe sleeping quarters, a separate bed for each Resident, closet and dresser space, clean
35 linen in good repair, including lightweight, warm blankets; top and bottom sheets; pillowcases; mattress
36 pads; bath towels and wash cloths.

37 c. Bedrooms shall not be overcrowded and meet the definition of a bedroom as contained

1 in the Uniform Building Code. There should be a minimum of seventy (70) square feet for the first two
2 people and fifty (50) square feet for each additional person in the bedrooms, unless CONTRACTOR
3 receives prior written approval by ADMINISTRATOR.

4 d. Basic living facilities, including but not limited to, adequate bathing, hand washing and
5 toilet facilities, lounge area, and dining area with adequate seating.

6 e. Laundry facilities and laundry supplies at no cost to the Resident.

7 f. Toiletry articles appropriate to the health and grooming needs of the Resident.

8 **B. PERSONS TO BE SERVED**

9 1. CONTRACTOR shall serve homeless individuals eighteen (18) years and older with
10 substance use disorder or Co-Occurring with mental illness, who are on AB109 supervision or at risk of
11 becoming supervised/sentenced under AB109.

12 2. AB109 screening unit, COUNTY contracted Residential Treatment providers, and other
13 referral sources as designated by ADMINISTRATOR are responsible for referrals to CONTRACTOR for
14 Recovery Residence Services under this Contract.

15 3. CONTRACTOR shall admit all persons receiving MAT Services referred by
16 ADMINISTRATOR. CONTRACTOR must have procedures for Linkage/integration for Residents who
17 are lawfully prescribed MAT. CONTRACTOR staff must facilitate communication with physicians and
18 Resident in compliance with 42 CFR part 2 to discuss dosage and side effects and must abstain from
19 providing medication guidance outside of the advice of an appropriately qualified medical professional.

20 4. CONTRACTOR shall, in accordance with capacity of the facility, admit all persons referred
21 by ADMINISTRATOR.

22 **C. UNITS OF SERVICE** – CONTRACTOR shall provide, pursuant to the Contract, no more than
23 four (4) months of Recovery Residence Services, equivalent to a maximum of one hundred twenty (120)
24 Recovery Residence Units of Service, per Resident within a twelve (12) month period, unless otherwise
25 authorized in writing by ADMINISTRATOR. ADMINISTRATOR may increase or decrease the
26 maximum length of stay in writing for specific populations as needed to accommodate the demand for
27 Recovery Residence services. Residents may be allowed to stay up to an additional thirty (30) calendar
28 days beyond the maximum allowable length of stay with prior approval from ADMINISTRATOR.

29 **D. SCOPE OF SERVICES** – CONTRACTOR shall provide services within the specifications stated
30 below, unless otherwise authorized by ADMINISTRATOR. Such services shall include, but not be
31 limited to, the following:

32 1. DUTIES OF DIRECTOR AND HEAD OF ADMINISTRATIVE STAFF – Each recovery
33 residence facility shall have a “director,” the manager of a recovery residence who is responsible for the
34 supervision of all Residents and of all staff employed by, or volunteering for, the facility, and for
35 approving all progress reports about Residents' recovery that are provided to courts, county or city
36 agencies, or other providers of recovery services. He/she is responsible for overall management of the
37 facility.

1 2. DUTIES OF HOUSE MANAGER – Each recovery residence facility shall have a designated
2 house manager or person of higher authority such as a director, who resides at the facility and performs
3 the duties of house manager. Alternatively, two (2) or more employees may perform the duties of house
4 manager. Staff performing the duties of house manager and/or director, shall reside at the Recovery
5 Residence facility, or shall be present at a minimum, between the hours of 11:00 p.m. and 6:00 a.m.
6 weekdays, and 12:00 a.m. and 6:00 a.m. weekends and holidays. Whenever CONTRACTOR’s house
7 manager and/or director is not present at the facility, a designated facility staff person shall be on-call to
8 respond, and arrive at the facility, within twenty (20) minutes of being summoned. CONTRACTOR shall
9 post the contact telephone number of designated on-call staff immediately upon the absence of
10 CONTRACTOR’s house manager and/or director at the facility. The house manager shall be responsible
11 to ensure the safety of the building(s) and grounds, to maintain compliance by Residents and staff with
12 facility rules and the Certification Guidelines; and to provide support and referral information, but not
13 counseling or treatment, to Residents of the facility.

14 3. STRUCTURED DAILY ACTIVITIES – CONTRACTOR shall encourage structured daily
15 activities to include Resident’s responsibility for daily household duties, including, but not limited to:
16 house cleaning and basic household operations. CONTRACTOR shall encourage Residents to live
17 productive, drug-free lives, which may include working, going to school, attending appropriate self-help
18 program meetings, volunteering in the community, and taking increased responsibility for treatment goals
19 established by the individual. CONTRACTOR staff will assist Residents in establishing budgets and
20 savings. Residents will not be charged for services. Residents are expected to save money and failure to
21 follow financial plan may be cause for termination. CONTRACTOR shall encourage Residents to
22 maintain adequate grooming and use their leisure time in a constructive manner. CONTRACTOR shall
23 coordinate vocational, educational, and other supportive services. CONTRACTOR shall make referrals
24 and require Residents to attend self-help programs, such as Narcotics Anonymous, Alcoholics
25 Anonymous, or other support programs.

26 4. HOUSE RULES – CONTRACTOR shall establish house rules for standards of conduct for
27 Residents that shall include mandatory participation in a recovery service such as a COUNTY-approved
28 outpatient treatment program and/or the Day Reporting Center (DRC). Said house rules shall be enforced
29 by CONTRACTOR’s house manager and/or director, other paid staff, intern(s) or volunteer(s), as
30 designated by CONTRACTOR’s house manager and/or director.

31 5. RESIDENT SIGN IN/OUT LOG – CONTRACTOR shall maintain a resident sign in/out log
32 for all Residents, which shall include, but not be limited to, the following:

- 33 a. Location and telephone number where the Resident may be reached; and
- 34 b. Resident name, signature, date, and time when leaving Recovery Residence facility and
35 estimated time of return. Residents returning to the Recovery Residence facility shall sign in.

36 6. SCHEDULE – CONTRACTOR shall maintain a Resident’s schedule for treatment, work,
37 education or other activities; and Resident shall be required to notify CONTRACTOR staff of any change

1 in his/her schedule.

2 7. TRANSPORTATION – CONTRACTOR shall provide or arrange transportation and/or bus
3 vouchers, as necessary, including information regarding public transportation, how to obtain a bus pass,
4 bus schedules, etc. CONTRACTOR will have a transportation policy that addresses eligibility. In the
5 event the Resident owns and operates a vehicle, CONTRACTOR shall make its best efforts to
6 accommodate the vehicle in accordance with federal, state, and county rules and regulations.

7 8. MEALS/FOOD – CONTRACTOR shall provide enough food for two (2) meals per day for
8 each Resident. CONTRACTOR may elect to use a food voucher with a value of fifty dollars (\$50) per
9 Resident per week, or a combination of food and food vouchers with an approximate value of fifty dollars
10 (\$50). For stays less than one week, the fifty dollar (\$50) value may be prorated. If CONTRACTOR opts
11 to provide meals, such meals shall be nutritious and appropriate to the health needs of the Resident.

12 9. HOUSE LOG – CONTRACTOR shall maintain a house log on each shift that is supervised
13 by a designated CONTRACTOR staff person. Information to be documented in the house log shall
14 include but not to be limited to:

- 15 a. Date, time, signature and title of person making all entries in the house log;
- 16 b. Staff and shift changes which occur at the Recovery Residence facility; and
- 17 c. Special incidents as specified in the Contract.

18 10. ALCOHOL AND/OR DRUG SCREENING – CONTRACTOR shall perform random drug
19 and/or alcohol testing on Resident(s) suspected of using substances or at minimum of one (1) time per-
20 month. Testing supplies shall be provided by CONTRACTOR. In the event that a Resident receives a
21 drug screening test result indicating any substance use, CONTRACTOR shall formulate and implement a
22 plan of corrective action, which may include discharge, and shall be documented in the Resident's record,
23 and shall notify Probation and COUNTY of said test result indicating any substance use within one (1)
24 business day. CONTRACTOR shall:

- 25 a. Establish procedures that protect against the falsification and/or contamination of any
26 body specimen sample collected for drug screening.
- 27 b. Have all urine specimen collection observed by sex congruent staff.
- 28 c. Document results of the drug screening in the Resident's record.

29 11. MEETINGS – CONTRACTOR's Director or designee shall participate, when requested, in
30 meetings facilitated by ADMINISTRATOR related to the provision of services pursuant to this Contract.

31 12. CULTURAL COMPETENCY – CONTRACTOR shall make its best effort to provide
32 services pursuant to this Contract in a manner that is culturally and linguistically appropriate for the
33 population(s) served. CONTRACTOR shall maintain documents of such efforts which may include; but
34 not be limited to: records of participation in COUNTY-sponsored or other applicable training; recruitment
35 and hiring policies and procedures; copies of literature in multiple languages and formats, as appropriate;
36 and descriptions of measures taken to enhance accessibility for, and sensitivity to, individuals who are
37 physically challenged.

1 13. NO PROSELYTIZING POLICY – CONTRACTOR shall not conduct any proselytizing
2 activities, regardless of funding sources, with respect to any person who has been referred to
3 CONTRACTOR by COUNTY under the terms of this Contract. Further, CONTRACTOR agrees that the
4 funds provided hereunder shall not be used to promote, directly or indirectly, any religion, religious creed
5 or cult, denomination or sectarian institution, or religious belief.

6 14. AUTHORITY – CONTRACTOR shall recognize the authority of Orange County Probation
7 Department (OCPD) as officers of the court, and shall extend cooperation to OCPD within the constraints
8 of CONTRACTOR’s Recovery Residence services.

9 15. NON-SMOKING POLICY – CONTRACTOR shall establish a written non-smoking policy
10 which shall be reviewed and approved by ADMINISTRATOR. At a minimum, the non-smoking policy
11 shall specify that the facility is “smoke free” and that designated smoking areas are outside the visiting
12 areas at the facility.

13 16. GOOD NEIGHBOR POLICY - ADMINISTRATOR has established a Good Neighbor
14 Policy for the purpose of identifying community impacts and measures to mitigate those impacts. The
15 Good Neighbor Policy is a set of principles and activities designed to provide a consistent means of
16 communication between facilities that provide client services and their respective neighbors. The Good
17 Neighbor Policy is applicable for Residential Programs when CONTRACTOR provides service to Orange
18 County residents and the services have a potential impact including but not limited to community safety,
19 cleanliness, and security in the surrounding neighborhood(s).

20 a. ADMINISTRATOR shall provide CONTRACTOR with a copy of the Good Neighbor Policy,
21 attached hereto as Exhibit D.

22 b. CONTRACTOR agrees to adhere to the Good Neighbor Policy to the fullest extent possible. In
23 addition, each facility shall develop a written procedure for the handling of neighborhood complaints
24 which shall be approved by ADMINISTRATOR. Approved procedure must be available onsite, readily
25 accessible upon request, and include ADMINISTRATOR’s contact information as provided.

26 c. Non-compliance with this Paragraph and Exhibit D shall constitute a material breach of this
27 Contract and constitute cause for immediate termination of this Contract.

28 17. TRANSGENDER POLICY – CONTRACTOR shall establish a written Transgender Policy,
29 which shall be reviewed and approved by ADMINISTRATOR. The policy shall include, but not limited
30 to, the following:

- 31 a. Admission
- 32 b. Housing arrangement
- 33 c. Bathroom privacy
- 34 d. Drug testing

35 18. MEDICATION POLICY – CONTRACTOR shall establish a written Medication Policy,
36 which shall be reviewed and approved by ADMINISTRATOR. The policy shall include but not be limited
37 to the securing, handling, and administration of Resident prescribed medication(s). Such policy shall

1 address medications that are prescribed for substance and mental health disorders and medications
 2 disallowed by CONTRACTOR. Residents shall have medications during their stay with the program,
 3 and/or to have the ability to get refill(s).

4 19. OPIOID OVERDOSE EMERGENCY TREATMENT – CONTRACTOR shall have
 5 available at each program site at minimum two (2) Naloxone doses for the treatment of known or
 6 suspected opioid overdose. A House manager and residents shall be trained in administering the
 7 Naloxone. Naloxone is not a substitute for emergency medical care. CONTRACTOR shall always seek
 8 emergency medical assistance in the event of a suspected, potentially life-threatening opioid emergency.

9 20. VISITATION POLICY – CONTRACTOR shall establish a written visitation policy and
 10 procedure, which shall be reviewed and approved by ADMINISTRATOR, which shall include, but not
 11 be limited to, the following:

- 12 a. Sign in logs.
- 13 b. Visitation hours.
- 14 c. Designated visiting areas at the facility.

15 21. POSTINGS – CONTRACTOR shall post the following in a prominent place within the
 16 facility:

- 17 a. Sheriff Certification Certificate of Compliance.
- 18 b. Prohibition against Alcohol and Non-Prescription Drugs.
- 19 c. Sexual Harassment of Resident or Staff is Prohibited Notice.
- 20 d. House Rules, Visitation, and Smoking Policies.
- 21 e. Grievance procedure.
- 22 f. Evacuation plans.
- 23 g. Hours that individual staff members will be on site.
- 24 h. List of resources within community which shall include medical, dental, mental health,
 25 public health, social services and where to apply for determination of eligibility for State, Federal or
 26 county entitlement programs.
- 27 i. Information on self-help meetings. AA, NA, and non-12 step meetings shall be included.

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

31 **VII. STAFFING**

32 A. CONTRACTOR shall provide staffing in accordance with the Orange County Adult Alcohol and
 33 Drug Sober Living Facilities Certification Guidelines, Chapter 4 articles 1-3, and/or as approved by
 34 ADMINISTRATOR, to meet the needs of the Recovery Residence Services program.

35 B. CODE OF CONDUCT – CONTRACTOR shall establish written policies and procedures for
 36 employees, volunteers, interns, and members of the Board of Directors which shall include, but not be
 37 limited to, standards related to the use of drugs and/or alcohol; staff-client relationships; prohibition of

1 | sexual conduct with client; prohibition of forging or falsifying documents or drug tests; and real or
2 | perceived conflict of interest.

3 | C. STAFF/VOLUNTEER/INTERN SCREENING – All CONTRACTOR staff shall be subject to
4 | sanction screening as referenced in the Compliance paragraph. All CONTRACTOR staff must have a
5 | criminal clearance conducted by the OC Sheriff Coordinator prior to hire. All CONTRACTOR staff shall
6 | also be screened by Megan’s Law, OC Courts and OC Sheriff’s Department websites on an annual basis.
7 | Results must remain in staff file.

8 | 1. All CONTRACTOR staff/volunteers/interns, prior to starting services, shall meet the
9 | following requirements:

10 | a. No person shall have been convicted of a sex offense for which the person is required to
11 | register as a sex offender under PC section 290;

12 | b. No person shall have been convicted of an arson offense– Violation of PC sections 451,
13 | 451.1, 451.5, 452, 45231, 453, 454, or 455;

14 | c. No person shall have been convicted of any violent felony as defined in PC section 667.5,
15 | which involves doing bodily harm to another person, for which the staff member was convicted within
16 | five (5) years prior to employment;

17 | d. No person shall be on parole or probation.

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

21 | D. STAFF TRAINING – CONTRACTOR staff shall be subject to training as referenced in the
22 | Compliance paragraph. CONTRACTOR shall develop a written plan for staff training. All staff training
23 | shall be documented and maintained as part of the training plan.

24 | 1. CONTRACTOR shall ensure that within the first (1st) year of employment, all
25 | CONTRACTOR program staff, including administrator, volunteers and interns, having direct contact with
26 | Residents shall complete training on:

27 | a. infectious disease recognition.

28 | b. crisis intervention.

29 | c. recognizing physical and psychiatric symptoms that require appropriate referrals to other
30 | agencies.

31 | 2. CONTRACTOR shall ensure that, within thirty (30) days of hire, and on an annual basis, all
32 | CONTRACTOR program staff, including administrator, volunteers and interns, having direct contact with
33 | Residents shall complete:

34 | a. County Annual Provider Training

35 | b. County Annual Compliance Training

36 | c. Training on topics related to alcohol and drug use

37 | d. Minimum one hour training in cultural competence.

1 e. Naloxone training.
2 E. CONTRACTOR and ADMINISTRATOR may mutually agree, in writing, to modify the Staffing
3 Paragraph of this Exhibit A to the Contract.
4 //
5 //
6 //
7 //
8 //
9 //
10 //
11 //
12 //
13 //
14 //
15 //
16 //
17 //
18 //
19 //
20 //
21 //
22 //
23 //
24 //
25 //
26 //
27 //
28 //
29 //
30 //
31 //
32 //
33 //
34 //
35 //
36 //
37 //