



# JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368  
www.jeffersoncountypublichealth.org

July 15, 2010

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Jean Baldwin, Director

**DATE:** AUGUST 2, 2010

**SUBJECT:** Agenda Item – Agency Agreement – Division of Alcohol and Substance Abuse, Amendment #3 with Department of Social and Health Services; June 30, 2010 – June 30, 2011; \$32,715

**STATEMENT OF ISSUE:**

Jefferson County Public Health is requesting Board approval of the Agency Agreement – Division of Alcohol and Substance Abuse, Amendment #3 with Department of Social and Health Services; June 30, 2010 – June 30, 2011; \$32,715

**ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:**

This is an ongoing agreement with DSHS, Division of Alcohol and Substance Abuse (DASA). This contract continues to support chemical dependency prevention services. Services are provided throughout the community by partnering with other local agencies, which follows an approved prevention and intervention 6-Year Plan written by JCPH, Community Mobilization/Jefferson County Community Network and Safe Harbor Treatment and Recovery Center.

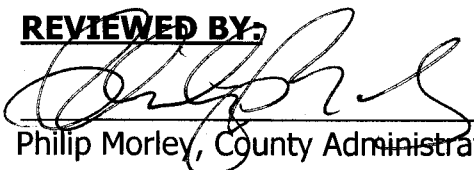
**FISCAL IMPACT/COST BENEFIT ANALYSIS:**

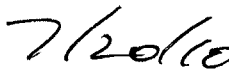
This contract is funded by the Department of Social and Health Services and is a continuation of funding for prevention programs.

**RECOMMENDATION:**

JCPH management request approval of the Agency Agreement – Division of Alcohol and Substance Abuse, Amendment #3 with Department of Social and Health Services; June 30, 2010 – June 30, 2011; \$32,715

**REVIEWED BY:**

  
Philip Morley, County Administrator

  
Date



# CONTRACT AMENDMENT

DSHS CONTRACT NUMBER:  
0963-68037

Amendment No. 0963-68037-03

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number

Contractor Contract Number

CONTRACTOR NAME Jefferson County		CONTRACTOR doing business as (DBA)	
CONTRACTOR ADDRESS PO Box 1220 1820 Jefferson Street Port Townsend, WA 98368		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) 161-001-169	DSHS INDEX NUMBER 1223
CONTRACTOR CONTACT Jean Baldwin	CONTRACTOR TELEPHONE (360) 385-9408 Ext:	CONTRACTOR FAX (360) 385-9401	CONTRACTOR E-MAIL ADDRESS jbaldwin@co.jefferson.wa.us

DSHS ADMINISTRATION Health and Recovery Services Administration	DSHS DIVISION Division of Alcohol and Substance Abuse	DSHS CONTRACT CODE 4011CS-63
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DSHS CONTACT NAME AND TITLE Tiffany Villines Region 6 Administrator	DSHS CONTACT ADDRESS Post Office Box 45330 Olympia, WA 98504-5330
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DSHS CONTACT TELEPHONE (360) 725-3726 Ext:	DSHS CONTACT FAX (360) 586-0341	DSHS CONTACT E-MAIL ADDRESS villitf@dshs.wa.gov
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IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? Yes	CFDA NUMBERS 93.959
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AMENDMENT START DATE 6/30/2010	CONTRACT END DATE 6/30/2011
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PRIOR MAXIMUM CONTRACT AMOUNT \$32,715.00	AMOUNT OF INCREASE OR DECREASE \$32,715.00	TOTAL MAXIMUM CONTRACT AMOUNT \$65,430.00
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REASON FOR AMENDMENT;  
CHANGE OR CORRECT OTHER: SEE PAGE TWO

**ATTACHMENTS.** When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:

Additional Exhibits (specify): Exhibit A, A&R

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
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DSHS SIGNATURE	PRINTED NAME AND TITLE Eric Crawford, Senior Contracts Manager	DATE SIGNED
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Approved as to form only:

*David Abraham* 7/20/10  
Jefferson Co. Prosecutor's Office

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

1. Change Section 4.d., to read as follows:

**Prioritized Patient Categories**

In accordance with SAPT Block Grant requirements, the County shall provide services under this Agreement giving preference as follows:

- (1) Pregnant injecting drug users
- (2) Pregnant substance abusers
- (3) Injecting drug users
- (4) Washington State defined priority populations; subsections (b) through (f) are in no particular order:
  - (a) Parenting women (first priority)
  - (b) Postpartum (up to one year, regardless of pregnancy outcome)
  - (c) Parenting individuals involved with Child Protective Services
  - (d) Youth
  - (e) Offenders (as defined in RCW 70.96A.350)
  - (f) Other Medicaid Clients
- (5) All others

2. Remove Section 4 i. (2) (b) in its entirety.

3. Remove Section 4. i. (4) (b) in its entirety.

4. Change Section 4.m., to read as follows:

**Prevention Services**

For the period July 1, 2010 through June 30, 2011, the County shall use prevention funds, identified in Exhibit A, to coordinate and provide prevention programs designed to prevent or delay the misuse and abuse of alcohol, tobacco, and other drugs. Prevention programs and services include, but are not limited to:

- (1) Coordination of Prevention Services

The County shall ensure:

- (a) Subcontractor monitoring, using a DSHS-approved protocol, including annual on-site reviews of programs that include interaction with children and/or families.

- (b) News media notifications, as appropriate, when subcontractors are awarded DSHS funds; the County is encouraged to develop articles on their prevention programs and acknowledge DSHS as the funding source. The funding source shall be cited as: Washington State Department of Social and Health Services – Behavioral Health and Recovery.

## (2) Prevention Programs

The County shall choose which programs to provide based on their priorities, goals, and objectives as described in their (6-year) Strategic Plans. The County shall:

- (a) Ensure fifty percent of programs supported by DSHS funds will be replication or adaptation of “Best Practices” substance abuse prevention programs as identified on the Western Center for the Application of Prevention Technologies (WCAPT) website or its replacement.
- (b) Negotiate with its Regional Prevention Manager to use a “Promising Practice” as identified on the WCAPT website in the event that there is not a “Best Practice” that will meet its needs.
- (c) Ensure all of the programs supported by DSHS will meet the Center for Substance Abuse Prevention’s (CSAP) Principles of Effective Substance Abuse Prevention as presented on the Western Center for the Application of Prevention Technologies website.

## (3) Prevention Programs with Special Funding Requirements

### (a) Children’s Transition Initiative (CTI) – Special Funding Requirements

- i. The County shall not provide direct cash incentives. CTI participants can only receive incentives via stipends and these stipends cannot be open-ended. Stipends must target food or other items.
- ii. The County receiving prevention funds identified in Exhibit A, A&R, for the CTI shall:
  - (A) Provide intensive prevention services to multiple youth, ages 9-13, for a minimum of ten consecutive months.
  - (B) Negotiate the exact nature of those services with their Regional Prevention Manager and the CTI Lead, and detail their plans in the Performance Based Prevention System (PBPS).
  - (C) Participate in statewide planning efforts.
  - (D) Participate in the DSHS CTI learning community meetings.
  - (E) Enroll children whose lives include multiple risk factors and provide evidence-based mentoring services that include meeting all of the operational standards and benchmark practices defined in the “Elements of Effective Mentoring Practice” Third Edition, MENTOR (2009), for a minimum of 10 consecutive months. The services may include parents, caregivers and other family members as appropriate, in a DSHS approved program such as the “Strengthening Families” Program: For Parents and Youth 10-14.
  - (F) Administer DSHS-issued participant assessments using the DSHS approved form on the PBPS:

- \*Prior to service delivery
- \*At specified interim intervals, and
- \*At the end of services

The Contractor shall retain individual participant information and provide the information to DSHS upon request.

- iii. The County shall collect data as negotiated with DSHS and report in the PBPS with the same frequency as required for other prevention services.

(b) Community Prevention Training System – Special Funding Requirements

The County receiving prevention training funds allocation based on its current “Counties Like Us” classifications in the Risk and Prevention Profile for Substance Abuse Prevention identified on the SRP for the Community Prevention Training System (CPTS) shall:

- i. Ensure the CPTS training allocation is used solely for training opportunities that will increase county capacity to implement science-based substance abuse prevention programming as negotiated with their Regional Administrator.
- ii. Ensure the training allocation is used to support the county’s stated goals and objectives as identified in their needs assessment process.
- iii. Ensure prevention services subcontractors are effectively trained to implement the programs they agree to provide.
- iv. Ensure the training allocation is used to support training of staff or subcontractors in Best Practices or Promising Approaches (evidence-based programs) or practices, or to increase capacity to implement Best Practices or Promising Approaches (evidence-based programs). “Increasing capacity” means activities like grant writing training, board training, and community organizing or volunteer recruitment training.
- v. Collaborate with other Counties whenever possible in the planning of local or regional training events.
- vi. Report training events in the DSHS Performance Based Prevention System.
- vii. Ensure training funds are not used to support employee wages or benefits, or program implementation.
- viii. Ensure that training that requires travel follows state travel reimbursement guidelines accessible at: <http://www.ofm.wa.gov/policy/10.90.htm> .

(4) Prevention Reporting

(a) Prevention Reporting Requirements:

The Contractor shall:

- i. Implement and monitor prevention programs and reporting to assure compliance with these guidelines.
- ii. Develop and submit a protocol for monitoring subcontractors.

- iii. Conduct an on-site visit of prevention subcontractors.
- (b) Prevention Activity Data Reports – See Section 5, Prevention Report Schedule / Due Dates, below for schedule and reporting due dates.

The Contractor shall:

- i. Ensure that monthly prevention activities are reported in the DSHS PBPS in accordance with the requirements and timelines set forth below.
  - ii. Ensure demographic information is provided for each participant in single event and recurring programs.
  - iii. Ensure any requests for extensions to reporting deadlines or exceptions to reporting are requested in writing and sent directly to the Regional Administrator (or designee) with sufficient time before the report due date so the Regional Administrator (or designee) approves the extension or exception request before the date the report is due.
  - iv. Provide Community Coordination Reports on its efforts in the PBPS for each month of the calendar year.
- (c) Outcome Measures

- i. The Contractor shall report on all Assigned Program Measures identified in the PBPS
- ii. Special situations and exceptions regarding Assigned Program Measures identified in the PBPS include, but are not limited to, the following:
  - (A) The Contractor may negotiate with the Regional Administrator (or designee) to reduce multiple administrations of surveys to individual participants.
  - (B) Participants in recurring program groups in which the majority of participants are younger than 10 years old on the date of that group's first service.
  - (C) Recurring programs that spend less than \$2,000 of DSHS prevention funds.
  - (D) Programs that only provide single service events.
  - (E) Community Coordination services

(d) Training Activities

The Contractor shall ensure the use of training funds is reported in the PBPS monthly.

(5) Prevention Report Schedule / Due Dates

The County shall provide timely and accurate reports and other documents to the appropriate RA or data system as deemed necessary by DSHS regarding services provided directly in performance of this Program Agreement and shall ensure that subcontractors provide timely and accurate reports regarding subcontracted services. The County shall ensure all completed prevention reports are received by the appropriate RA on or before the due date listed in the Prevention Report Schedule incorporated by reference and found on the Provider page at: <http://www.dshs.wa.gov/DASA/>.

5. The Specific Eligibility and/or Funding Requirements section is amended as follows:

A new subsection c. is added:

c. Funding limitations for services to persons who are incarcerated:

- (1) Medicaid funds: Medicaid funds shall not be used to provide services of any kind to persons incarcerated in a correctional setting, including but not limited to any correctional facility owned or operated by the state, county, or city.
- (2) State Grant-in-Aid and CJTA funds: Assessment services are the only services allowed to persons incarcerated.

6. Under Consideration, a new Subsection f. (4), is added to the County Participation Match Requirement as follows:

Local Cost Sharing Agreement: Counties shall submit a completed Local Cost Sharing Agreement, along with the June monthly A19 Invoice Voucher, to their Regional Administrator annually.

7. The maximum consideration is increased by \$32,715 to \$65,430. Funding changes in the following categories are identified on the new A&R, Exhibit A, attached:

FY 2011:

SAPT: Prevention, CPT

All other terms and conditions of this Contract remain in full force and effect.

**AWARD AND REVENUES  
2009-2011 Biennium**

**COUNTY Jefferson (Prevention)  
PROGRAM AGREEMENT NUMBER 0963-68037**

The above named County(ies), is hereby awarded the following amounts for the purposes listed

<u>REVENUE SOURCE CODE:</u>	<u>TYPE OF SERVICE</u>	<u>AWARD AMOUNTS</u>		
		<u>State Fiscal Year 2010</u>	<u>State Fiscal Year 2011</u>	<u>2009-11 Biennium</u>
333.99.59	SAPT Grant-in-Aid	\$32,715	\$32,715	\$65,430
	Prevention	\$30,215	\$30,215	\$60,430
	Community Prevention Training	\$2,500	\$2,500	\$5,000
<b>Total Federal Funds</b>		<b>\$32,715</b>	<b>\$32,715</b>	<b>\$65,430</b>
<b>Total State Funds</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ALL AWARDS</b>		<b>\$32,715</b>	<b>\$32,715</b>	<b>\$65,430</b>

County participation match programs include State Grant-in-Aid, Federal SAPT Grant-in-Aid and CJTA.

**Criminal Justice Treatment Account**

Criminal Justice Treatment Account (CJTA) funds are awarded to counties by state fiscal year in accordance with OFM budget allotment distribution. However, CJTA funds are legislatively appropriated on a biennial basis.

No more than 10% of the CJTA and Drug Court award may be spent on BARS 566.11 for County Only Administration.  
No more than 10% of the CJTA and Drug Court award may be spent on BARS 566.11 for Drug Court Administration.

**SAPT Grant-in-Aid**

Substance Abuse Prevention/Treatment (SAPT) Block Grant funds are awarded to counties by state fiscal year in accordance with OFM budget allotment distribution. However, the federal SAPT block grant award(s) state:

FFY 2009 Award: Funds awarded under this grant must be expended by September 30, 2011.

FFY 2010 Award: Funds awarded under this grant must be expended by September 30, 2012.