



JEFFERSON COUNTY PUBLIC HEALTH

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

July 29, 2011

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

FROM: Jean Baldwin, Director

DATE: September 6, 2011

SUBJECT: Agenda Item – Professional Services Agreement – ARC of Jefferson and Kitsap Counties; July 1, 2011 – June 30, 2012; \$12,550

STATEMENT OF ISSUE:

Jefferson County Public Health, Developmental Disabilities Division, is requesting Board approval of the Professional Services Agreement – ARC of Jefferson and Kitsap Counties; July 1, 2011 – June 30, 2012; \$12,550

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

This agreement to provide Parent to Parent (P2P) services and services for People First Chapter falls under the Community Information/Education services as part of the Developmental Disabilities agreement with DSHS. The Parent to Parent coordinator will provide support services to parents of children/adults diagnosed with developmental disabilities or special needs and will provide support around the emotional response regarding developmental disabilities or special needs as well as providing community resources to families coping with a new diagnosis or new situation. The P2P coordinator will act as a community resource to families and will host Parent-to-Parent Support meetings and provide Informational/Educational Training/Workshop events in Jefferson County for parents of children with disabilities.

The People First Advisor will support the People First Group in Jefferson County and coordinate and support up to 20 local People First meetings. The purpose of these meetings is to broaden membership through outreach efforts aimed at future members, provide training in self-determination, self-advocacy, mentoring and other skills as requested by the Chapter, support the development and implementation of the goals and objectives of a People First Work Plan, coordinate with the State People First Chapter and other County Chapters within Jefferson County and the State and participate in a State wide Advocacy Day and/or a local legislative advocacy event.

COMMUNITY HEALTH
DEVELOPMENTAL DISABILITIES
MAIN: (360) 385-9400
FAX: (360) 385-9401

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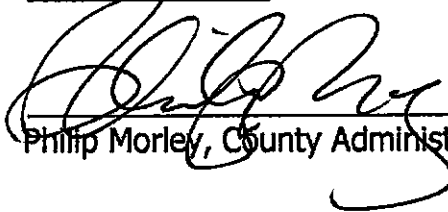
FISCAL IMPACT/COST BENEFIT ANALYSIS:

This agreement is a subcontract and is funding through the Developmental Disabilities Division of DSHS. The budget reflects revenue and expense for this vendor.

RECOMMENDATION:

JCPH management request approval of the Professional Services Agreement – ARC of Jefferson and Kitsap Counties; July 1, 2011 – June 30, 2012; \$12,550

REVIEWED BY:


Philip Morley, County Administrator


Date

(Routed to all Public Health Managers)

PROFESSIONAL SERVICES AGREEMENT

Between

JEFFERSON COUNTY PUBLIC HEALTH

And

ARC OF JEFFERSON and KITSAP COUNTIES

For

PARENT TO PARENT, PEOPLE FIRST & COMMUNITY INFORMATION- EDUCATION SERVICES

This agreement is made and entered into between Jefferson County Public Health (COUNTY) and ARC of Jefferson and Kitsap Counties (SUBCONTRACTOR) for provision of Parent to Parent Program to educate and support Parents of Children/Adults with Developmental Disabilities and for a People First Group for Adults with Developmental Disabilities in Jefferson County. The term of this agreement is July 1, 2011 through June 30, 2012. Either party upon 60 days written notice may terminate this Contract. Termination of this Contract shall not constitute a breach.

It is Agreed Between Both Parties as Named Herein as Follows:

A. PROFESSIONAL SERVICES

Professional services to be provided by SUBCONTRACTOR shall include:

- (1) Parent-to-Parent Program- support services, referral sources, community resources and information, educational newsletters, parent support meetings, material distribution and trainings/workshops to parents of children/adults with a developmental disability or special needs, per **Exhibit A – Statement of Work**.
- (2) People First Chapter– coordinate the People First Group for in Jefferson County, coordinate with the State People First Chapter and facilitate participation in Advocacy Day and/or a local community outreach events, per **Exhibit A – Statement of Work**.
- (3) Program management.

B. OBLIGATIONS

SUBCONTRACTOR shall fulfill the following obligations:

- (1) SUBCONTRACTOR shall comply with all state and federal requirements regarding the confidentiality of client records. Client information is not disclosable to the public. Information acquired pursuant to RCW 71A.14.070 or RCW 34.05 require a signed Release of Information or a signed Oath of Confidentiality Form.
- (2) SUBCONTRACTOR is required pursuant to RCW 43.43.830-845, that any prospective employee, who will or may have unsupervised access to a person with a developmental disability, in the course of his or her employment, or involvement with the business or organization, must have a Washington State Patrol Criminal (W.S.P.) Background Check.
- (3) SUBCONTRACTOR is required pursuant to RCW 74.15, that if any prospective employee, who has not resided in Washington State during the last three years, and who will or may have unsupervised access to a person with a developmental disability, in the course of his or her employment, or involvement with the business or organization, must have a F.B.I. Fingerprint Check. This fingerprint check must occur before employment begins working.
- (4) SUBCONTRACTOR is required, to repeat the W.S.P. Criminal Background Check every three years. The W.S.P. Criminal Background Check and the F.B.I. Fingerprint Check must go through the Background Check Central Unit Office within DSHS in Olympia.

- (5) SUBCONTRACTOR shall comply with all state and federal requirements under RCW 74.34, Abuse of Vulnerable Adults, RCW 26.44, Abuse of Children, the WACs: 275-27 Division of Developmental Disabilities Services Rules; 296-24 General Safety & Health, 296-62 General Occupational Health Standards; the DDD Policies: 3.01 Client Service Plans, 5.01 Criminal History Background Checks and Safeguarding Personal Information, 5.02 Necessary Supplemental Accommodation (NSA), 5.03 Client Complaints, 5.05 Limited English Proficiency (LEP) Clients, 5.06 Client Rights, 5.13 Protections From Abuse, 5.14 Positive Behavior Support, 5.15 Use of Restrictive Procedures, 6.13 Employment/Day Program Provider Qualifications, 9.07 Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), 12.01 Incident Management and the 1992 County Guidelines.
- (6) SUBCONTRACTOR shall have written policies regarding; sexual harassment and non-discrimination (said policies must guarantee human/civil rights), abuse of participants, agency medication procedure, respectful staff-to-participant interactions, (i.e.: including a person's right to be treated with dignity and respect and free of abuse).
- (7) SUBCONTRACTOR shall assure that participants in accordance with Necessary Supplemental Accommodation (NSA), Policy 5.02, have been informed of their rights, what services and benefits may be expected from the program, the program's expectations of them, and if necessary, shall assure that the participant's family, guardian or advocate is also informed.
- (8) SUBCONTRACTOR shall have a grievance policy that advises participants of grievance procedures and that the grievance policy is explained to participants and others in accordance with the NSA, DDD Policy 5.02. The grievance policy shall prohibit retaliation for using the grievance process and a non retaliation statement shall be included in the grievance policy. The grievance policy must also include a mediation process that encourages the use of advocates, DDD Case Resource Managers & others who are unaffected by the outcome.
- (9) SUBCONTRACTOR shall obtain and retain in the clients' files signed proof of client's and/or family's review of all policies, provider expectation, and receipt of information about services and benefits to be provided by the program. The signed proof required by this section shall be reviewed and renewed with new documentation on not less than an annual basis.
- (10) SUBCONTRACTOR will encourage participant involvement in policy development.
- (11) SUBCONTRACTOR shall update Client Intake Forms every 6 months during the Client Review meeting.
- (12) SUBCONTRACTOR shall assure that potential conflict of interest real or apparent will not arise. Such a conflict will arise when: The employee, officer or agent, any member of immediate family, Guardian / decision maker, or an organization which employs, or is about to employ, any of the above, has financial or other interest in the client(s).
- (13) SUBCONTRACTOR shall have adequate staffing ratios and patterns to maintain quality and safety.
- (14) If SUBCONTRACTOR is found to have a substantiated finding of abuse, neglect, abandonment or financial exploitation they shall comply with the following APS guidelines:
- Upon receiving documentation of a substantiated finding of abuse, neglect, exploitation or abandonment from APS, the regional DDD office will send a copy of the APS substantiation report to the county within one working day.
 - Upon receiving documentation of a substantiated finding of abuse, the county will send a letter to the SUBCONTRACTOR vocational/day program provider within one working day.
1. The contracted provider is required to:
- a. Document the steps the agency has taken to protect the vulnerable person(s) immediately; and

- b. Submit a corrective action plan, if needed, to the county within 10 working days.
2. The county will respond to the steps taken and the sufficiency of the proposed corrective action plan within 10 working days. If the corrective action is not accepted the plan will be returned to the provider for correction and an amended plan will be required within 5 working days.
 3. Once accepted, the county will send the corrective action plan to DDD for final approval. DDD regional staff will respond as to plan sufficiency and whether any additional information is needed within 10 working days. The region will send a copy to Central Office.
 4. COUNTY and its SUBCONTRACTORS are mandated reporters of abuse and neglect under RCW 74.34.020(1), and must comply with reporting requirements described in RCW 74.34.035, 040 and Chapter 26.44 RCW. If the COUNTY is notified by DSHS that a subcontractor staff member is cited or on the registry for a substantiated finding then that associated staff will be prohibited from providing services under this contract.
- (15) SUBCONTRACTOR is required to maintain the following minimum organizational capacity in order to meet the performance standards set forth in this agreement. Failure or inability of SUBCONTRACTOR to meet any or all of these minimum capacity requirements, as determined solely by COUNTY, may be cause for termination of this agreement as provided herein.
- (a) Qualified Staff: Adequate, qualified staff with skills and experience in teaching, counseling and support of adults with developmental disabilities and families of children/adults with disabilities, per the attached Statement of Work. SUBCONTRACTOR will provide COUNTY with information regarding staff qualifications upon request.
 - (b) Performance Plan: SUBCONTRACTOR has a written performance plan which describes its mission, program objectives, expected outcomes, how and when objectives will be accomplished; and that the plan is evaluated at least biennially and revised based on actual performance.
 - (c) Participants: SUBCONTRACTOR has a commitment to support integration of individuals with developmental disabilities with people who are not disabled and has involved participants with developmental disabilities in policy development.
 - (d) Partnerships: SUBCONTRACTOR has a history of working cooperatively with community-based organizations including Employers, other Agencies, the County DD Program, the Division of Vocational Rehabilitation (DVR) and Schools.
 - (e) Financial and Program Management: Systems and personnel to: maintain accounting records that accurately reflect all program revenues and expenditures; prepare monthly statements of activity (ADSA Reports) when applicable; maintain appropriate Client service records and progress reports; and track key program performance indicators.
- (16) All services for persons with developmental disabilities must be provided with attention to their health and safety. SUBCONTRACTOR shall comply with all applicable federal, state and local fire, health and safety regulations. Staffing ratios and patterns are adequate to maintain quality and safety.
- (17) The Agency shall report any injury or accident, which requires more than simple first aid, and any extraordinary incident that requires intervention by the Agency, first to the DSHS/DDD Case Manager for the individual involved and then to the County Coordinator. This includes serious physical or emotional harm or potential harm.
1. The initial report may be done through documented telephone calls to the Count Coordinator.

2. The Agency shall submit a written follow-up report within 10 days to the County Coordinator. The report to the County Coordinator may be submitted by email, facsimile (FAX) to (360) 385-9401 or by mail to Jefferson County Public Health, 615 Sheridan St., Port Townsend, WA 98368.
 3. Serious and emergent incidents shall be handled in accordance with DSHS/DDD Policy 12.01 Incident Management.
- (17) Within 30 days of the effective date of this agreement and at least semi-annually thereafter, SUBCONTRACTOR will provide (a) company; (b) program financial reports to COUNTY, including all revenues and expenses generated by SUBCONTRACTOR, in sufficient detail to demonstrate the uses of funds provided under this agreement.
 - (18) Make available for inspection, review or audit by COUNTY DD Coordinator at all reasonable times: all work sites; all client records; records on productivity and client wages; and all documents, reports and other data applicable to this agreement. The COUNTY shall monitor services delivered and conduct at least one on-site visit with SUBCONTRACTOR during the period of the contract to assure compliance with the DDD State Work Order.
 - (19) AUDIT REQUIREMENTS. A Financial Report will be submitted annually to the Jefferson County DD County Coordinator in the following manner:

The SUBCONTRACTOR shall acquire a Financial Report by an independent Accounting Firm to determine at a minimum the fiscal integrity of the financial transactions and reports of the SUBCONTRACTOR. Copies of the Financial Report and Summary or Management Letter shall be submitted to the Jefferson COUNTY Public Health Department within 6 months of the end of the SUBCONTRACTOR's fiscal year.

The SUBCONTRACTOR shall provide a Financial Report for the entire organization which:
 - (a) Is performed by an independent Certified Public Accountant, the Washington State Auditor's Office, or another entity, by which the County and the SUBCONTRACTOR mutually agree.
 - (b) The Financial Report provides statements consistent with the guidelines of Reporting for Other Non-Profit Organizations AICPA SOP 78-10, and is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, and meeting all requirements of OBM Circular A-133 or A-128, as applicable.
 - (c) The SUBCONTRACTOR shall submit one (1) copy of the Financial Report and the Summary or the Management Letter directly to the County immediately upon completion. The Financial Report must be accomplished by documentation indicating the SUBCONTRACTOR's Board of Directors has reviewed the Report.
 - (20) For five years following the end date of this agreement, SUBCONTRACTOR will maintain client records and books, records, documents, reports and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect expenditures of funds provided under this agreement. Client records shall minimally include statement of client goals, documentation of training provided, training hours, routine progress notes and biannual summary progress toward meeting client goals.
 - (21) SUBCONTRACTOR shall make available for inspection, review or audit by County DD Coordinator at all reasonable times: all client records; and all documents, reports and other data applicable to this agreement.
 - (22) If the Developmental Disabilities Program Coordinator finds indications of potential non-compliance during the contract monitoring process or learns that the SUBCONTRACTOR is out of compliance with any of the terms or conditions of this contract, the following process will be pursued:
 - (a) Informal Notification: Informal process wherein the County Coordinator alerts the SUBCONTRACTOR in writing of the potential non-compliance and an agreeable solution is reached within five (5) days.

- (b) Official Notification: If the informal notification does not result in resolution, the official notification of possible non-compliance to establish a date, within five (5) working days of notification, when representatives of the County and the SUBCONTRACTOR shall meet to discuss areas of contention and attempt to resolve the issues.
- (c) Written Summary: Within five (5) working days of such official notification the County will provide the SUBCONTRACTOR a written summary of the areas of non-compliance by certified mail. Notice shall be sent to the address identified in the Agreement.
- (d) Discussion: Within twenty (20) days of the date of the written summary, a discussion between County and SUBCONTRACTOR shall be conducted to resolve areas of non-compliance or potential non-compliance.
- (e) Should the above procedures fail to resolve the compliance issue, the parties will obtain the services of the Peninsula Dispute Resolution Center, or another agreed upon resource, and shall share equally in any retainer fees or other costs of services. If no agreement is reached, the mediator's decision in the matter will be binding on all parties, except that in no event will the County honor a financial determination that is greater than the funds allowed the scope of this Agreement.

C. REIMBURSEMENTS

For said services rendered under this agreement, COUNTY shall reimburse SUBCONTRACTOR on a unit rate basis, as follows:

- (1) SUBCONTRACTOR will be paid the designated amount per payment points for Parent to Parent & People First Services, the Self-Advocates in Motion-(SAM) Club as defined per Exhibit A-Statement of Work, Section III-Program Requirements.
- (2) SUBCONTRACTOR will bill COUNTY on a monthly basis, on or before the 1st day of the month, for services provided under this agreement during the preceding month. *At no time shall the invoices for reimbursement be submitted more than 60 calendar days following the last day of the month for which the services were provided.*
- (3) COUNTY may, at its option, withhold reimbursement for any month for which required reports have not been received or are not accurate and/or complete.
- (4) Total reimbursements for the fiscal year of 2011-2012 to SUBCONTRACTOR by COUNTY under this contract shall not exceed \$12,550.00 in completion of these services without express written amendment signed by both parties to this Agreement.

D. MISCELLANEOUS

- (1) The SUBCONTRACTOR'S relation to the COUNTY shall be at all times as an independent SUBCONTRACTOR and any of all employees of the SUBCONTRACTOR or other persons engaged in the performance of any work or service required of the SUBCONTRACTOR under this AGREEMENT shall be considered employees of the SUBCONTRACTOR only and any claims that may arise on behalf of or against said employees shall be the sole obligation and responsibility of the SUBCONTRACTOR.
- (2) The SUBCONTRACTOR shall not sublet or assign any of the services covered by this AGREEMENT without the express written consent of the COUNTY. Assignment does not include printing or other customary reimbursable expenses that may be provided in an AGREEMENT.
- (3) The SUBCONTRACTOR shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48:05:
 - (a) Worker's compensation and employer's liability insurance as required by the State of Washington.
 - (b) Commercial Automobile Liability or Business Use Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance

of the work for a combined single limit of not less than \$1,000,000 each occurrence with the COUNTY named as an additional insured in connection with the SUBCONTRACTOR'S performance of the contract.

- (c) General Commercial Liability Insurance in an amount not less than a single limit of one million dollars (\$1,000,000.00) per occurrence and a aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the contract specifications. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - (1) Broad Form Property Damage, with no employee exclusion;
 - (2) Personal Injury Liability, including extended bodily injury;
 - (3) Broad Form Contractual/Commercial Liability - including completed operations;
 - (4) Premises - Operations Liability (M&C);
 - (5) Independent Contractors and Subcontractors;
 - (6) Blanket Contractual Liability.
- (4) All employees or subcontractors of SUBCONTRACTOR who are required to be professionally certified by the State in the performance of services under this agreement shall maintain professional liability insurance in the amount of not less than one million dollars (\$1,000,000). In no case shall such professional liability to third parties be limited in any way.
- (5) It is agreed by the parties that insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies) it being the intention of the parties that the insurance policies listed above shall protect both parties and be primary coverage for any and all losses covered by the above-listed insurance policies. It is further agreed by the parties that any and all deductibles made part of the above-listed insurance policies shall be assumed by, paid for and at the risk of the Subcontractor.
- (6) It shall be the responsibility of the SUBCONTRACTOR to insure that any and all persons engaged in the performance of any work or service required of the SUBCONTRACTOR under this AGREEMENT, shall comply with the same insurance requirements that SUBCONTRACTOR is required to meet.
- (7) Failure on the part of the SUBCONTRACTOR to maintain the insurance as required shall constitute a material breach of contract upon which the COUNTY may, after giving five working days notice to the SUBCONTRACTOR to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the COUNTY on demand, or at the sole discretion of the COUNTY, off set against funds due the SUBCONTRACTOR from the COUNTY.
- (8) All cost for insurance shall be considered incidental to and included in the unit contract prices and no additional payment will be made.
- (9) Excepting the Workers Compensation insurance and any professional liability insurance secured by the SUBCONTRACTOR, the COUNTY will be named on all certificates of insurance as an additional insured. The SUBCONTRACTOR shall furnish the COUNTY with verification of insurance and endorsements required by this AGREEMENT. The SUBCONTRACTOR reserves the right to require complete, certified copies of all required insurance policies at any time.
- (10) All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The SUBCONTRACTOR shall submit a verification of insurance as outlined herein within 14 days of the execution of this AGREEMENT to the COUNTY.
- (11) The COUNTY will pay no payments under Section C until the SUBCONTRACTOR has fully complied with this section. This remedy is not exclusive; and the COUNTY may take such other action as is available to them under other provisions of this AGREEMENT, or otherwise in law.

- (12) Nothing in the foregoing insurance requirements shall prevent the COUNTY, at its option, from additionally requesting that the SUBCONTRACTOR deliver to the COUNTY an executed bond as security for the faithful performance of this contract and for payment of all obligations of the SUBCONTRACTOR.
- (13) The SUBCONTRACTOR shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson COUNTY, WA.
- (14) The SUBCONTRACTOR, by signature to this Agreement, certifies that the SUBCONTRACTOR is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement or any Agreement by any Federal department or agency. The SUBCONTRACTOR also agrees to include the above requirement to all subcontracts into which it enters.
- (15) The SUBCONTRACTOR shall indemnify and hold the COUNTY, and their officers employees, and agents harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from the SUBCONTRACTOR'S negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a SUBCONTRACTOR to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, their officers, employees and agents, and provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) the SUBCONTRACTOR'S agents or employees; and, (b) the COUNTY, its officers, employees and agents, this indemnity provision with respect to (1) claims or suits based upon such negligence, and/or (2) the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of the SUBCONTRACTOR'S negligence or the negligence of the SUBCONTRACTOR'S agents or employees.
- (16) Claims against the COUNTY shall include, but not be limited to assertions that the use and transfer of any software, book, document, report, film, tape, or sound reproduction of material of any kind, delivered there under, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in an unfair trade practice or an unlawful restraint of competition.
- (17) The SUBCONTRACTOR specifically assumes potential liability for actions brought against the COUNTY by SUBCONTRACTOR'S employees, including all other persons engaged in the performance of any work or service required of the SUBCONTRACTOR under this AGREEMENT and, solely for the purpose of this indemnification and defense, the SUBCONTRACTOR specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The SUBCONTRACTOR recognizes that this waiver was specifically entered into pursuant to provisions of RCW 4.24.115 and was subject of mutual negotiation.
- (18) SUBCONTRACTOR shall not discriminate against any person presenting themselves for services based on race, religion, color, sex, age, or national origin.
- (19) COUNTY reserves the right to terminate this contract in whole or in part, without prior written notice, in the event that expected or actual funding from the Department of Social and Health Services Division of Developmental Disabilities is withdrawn, reduced, or limited in any way after the effective date of this agreement. In the event of termination under this clause, COUNTY shall be liable only for payment for services rendered prior to the effective date of termination.
- (20) No portion of this contract may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of COUNTY. If the County agrees in writing that all or a portion of this Contract may be subcontracted to a third-party, then any contract or agreement between the contractor and a third-party subcontractor must contain all provisions of this contract and the subcontractor must agree to be bound by all terms and obligations found in this agreement.

ADOPTED THIS _____ day of _____, 2011.

By: _____
John Austin, Chairman
Jefferson County Board of Commissioners

By: Jan Gray
Jan Gray, Interim Executive Director
ARC of Kitsap & Jefferson Counties

By: _____
Attest, Deputy Clerk of the Board

APPROVED AS TO FORM ONLY: 8/5/2011
By: David Albracy
Jefferson County Deputy Prosecuting Attorney

EXHIBIT A

STATEMENT OF WORK

ARC OF JEFFERSON & KITSAP COUNTIES

I. WORK STATEMENT

The Parent-to-Parent program (P2P) will provide the following: support services, referral sources, community resources and information, educational newsletters, parent support meeting, material distribution and a workshop to parents of children/adults with a developmental disability or special needs.

The P2P Parent Coordinator will host one Parent-to-Parent Support meeting and shall provide an Information/Educational Training/Workshop Events in Jefferson County for parents of children/adults with disabilities.

The People First Advisor will coordinate the People First Group in Jefferson County, support the development and implementation of the People First Work Plan, coordinate with the State People First Chapter and facilitate participation in one State wide Advocacy Day and/or a local community outreach events.

II. PROGRAM DESCRIPTION

1. The P2P Parent Coordinator shall provide support around the emotional response and information regarding developmental disabilities or special needs as well as community resources to families coping with a new diagnosis or new situation. They will operate as a main referral source, by email, phone or in person, in order to *provide information and education* to families of children with disabilities and to professionals who work with these families, with *an emphasis on linking with generic resources* as well as appropriate community services and agencies while facilitating the connection when appropriate.
2. The P2P Parent Coordinator will positively promote P2P in the Jefferson County community *in a variety of non-crisis orientated ways*, and will provide support to families throughout Jefferson County through the Parent-to-Parent Program.
3. The P2P Parent Coordinator will develop rapport and working relationships with diverse aspects of community and maintain relationships with medical and other professional and community referral sources. The Contractor shall act as a community resource person to parents, agencies, community groups, and the Jefferson County Developmental Disabilities Coordinator. The Contractor shall match parent needs to agencies and services in the community as a means of providing ongoing support with *an emphasis on linking with generic resources*.
4. The P2P Parent Coordinator shall be responsible for continuing education via workshops, conferences, professional seminars and regular staff meetings as required for professional development. The Contractor shall network with other Parent-to-Parent Programs through out the State as appropriate.
5. The P2P Parent Coordinator will gather and/or prepare and distribute materials to the Jefferson County community about resources and services available through DDD and other local, state and national agencies/programs, as needed, with *an emphasis on linking with generic resources*.
6. The P2P Parent Coordinator will link parents with resources that focus on guardianships, wills, trusts, transition issues and/or Individual Educational Plan Advocacy, as needed.
7. The P2P Parent Coordinator shall create newsletters will focus on emotional support and information regarding developmental disabilities or special needs as well as community resources, focus on legislative education and advocacy for people with disabilities and parents of children/adults with disabilities.

8. The People First Advisor will support the People First Group in Jefferson County. The purpose of these meetings is to broaden membership through outreach efforts aimed at future members, provide training in self-determination, self-advocacy, facilitate participation in a State-wide Advocacy Day and/or local community outreach events, mentoring and other skills as requested by the Chapter, support the development and implementation of the goals and objectives of a People First Work Plan, coordinate with the State People First Chapter and other County Chapters within Jefferson County and the State.

III. PROGRAM REQUIREMENTS

Reimbursement for Community Information and Education services will be provided at the completion of the following payment points:

Payment Points-Program Requirements

- a. The People First Advisor will coordinate and support up to twenty (20) local People First meetings in Jefferson County. The purpose of these meetings is to broaden membership through outreach efforts aimed at future members, provide training in self-determination, self-advocacy, mentoring and other skills as requested by the Chapter, develop and implement the goals and objectives of a People First Work Plan, coordinate with the State People First Chapter and other County Chapters within Jefferson County and the State.

A minimum of four (4) individuals with disabilities must be in attendance in order to bill for any meeting at \$150 per meeting. Payment includes mileage.

| | | |
|---|---------------|------------------|
| Payment Point and Documentation: | <u>\$3000</u> | <u>2011-2012</u> |
| | \$3000 | TOTAL |

A separate (minimum of one page) report to contain minutes of each local People First meeting that includes date, time and length of meeting, location of meeting, topics discussed and any decisions made. Sign-in sheet of attendees.

- b. People First Advisor will work with members of the People First Group to provide outreach, & education at a Jefferson County Event. \$150 a day for at least 3 hours of time, or \$300 a day for at least 6 hours of time. Up to 4 long events.

Payment Point and Documentation:

| | | |
|--|---------------|------------------|
| | <u>\$1200</u> | <u>2011-2012</u> |
| | \$1200 | TOTAL |

A separate (minimum of one page) report about the Jefferson County Event must include date, time, and length, result of the event and a sign-in sheet of volunteers/attendees.

- c. People First Advisor will create a Sustainability Plan that will include the following:
- Commitment from Agency to fund Jefferson County People First after June 30 2012
 - Availability of Grants to fund People First Activities
 - Explore the availability & commitment of Volunteer Advisors to support P.1st Activities
 - Create Education/Training Plan for Volunteer Advisors

May bill at \$30.00 an hour for up to 30 hours of time.

Payment Point and Documentation:

| | | |
|--|--------------|------------------|
| | <u>\$900</u> | <u>2011-2012</u> |
| | \$900 | TOTAL |

A report that includes date & hours with a report on accomplishments.
Final invoice should include a copy of the Sustainability Plan.

- d. The Parent to Parent Coordinator shall provide one (1) *Information/Educational Training/Workshop Event* in Jefferson County for parents of children/adults with disabilities. Areas of focus might be: guardianships, wills, trusts, transition issues, community resources and services available through the County DD Program, DDD and other local, state and national agencies/programs, Individual Educational Plan Advocacy. The Training/Workshop should be two (2) hours in length with a minimum of five (5) Parents from Jefferson County in attendance in order to bill \$250 for the Training/Workshop event. Payment includes mileage.

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| Payment Point and Documentation: | <u>\$250.00</u> | <u>2011-2012</u> |
| | \$250.00 | TOTAL |

A separate (minimum of one page) report documenting date, time and location of the Training/Workshop, summary of topics presented. Sign-in sheet of attendees.

- e. The Parent to Parent Coordinator shall create up to twelve (12) Newsletters; ten (10) newsletters will focus on emotional support and information regarding developmental disabilities or special needs as well as community resources for parents of children/adults with disabilities and two newsletters two (2) will focus on legislative education and advocacy for parents of children/adults with disabilities, at \$600 per newsletter. Payment includes printing and mailing costs.

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|---|------------------|------------------|
| Payment Point and Documentation: | <u>\$7200.00</u> | <u>2011-2012</u> |
| | \$7200.00 | TOTAL |

IV. PERFORMANCE STANDARDS

1. CONTRACTOR shall provide Program Tasks. These services, as defined in Exhibit A, Section II above.
2. CONTRACTOR shall provide Program Requirements. These services and reporting, as defined in Exhibit A, Section III above.
3. Meet or have a phone meeting with Developmental Disabilities Coordinator every month to discuss the Parent-to-Parent Program, People First Program and other Program Requirements as defined in Exhibit A, Section III above.