



County of Solano Standard Contract

CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT: 6682

SUBJECT ACCOUNT: 2245

1. This Contract is entered into between the County of Solano and the Contractor named below:

SENECA FAMILY OF AGENCIES

CONTRACTOR'S NAME

2. The Term of this Contract is:

May 1, 2020 – June 30, 2021

3. The maximum amount of this Contract is:

\$721,525.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Budget Detail and Payment Provisions
- Exhibit C – General Terms and Conditions
- Exhibit D – Special Terms and Conditions

This Contract is made on May 1, 2020.

CONTRACTOR	COUNTY OF SOLANO
<p><i>Seneca Family of Agencies</i></p> <p>CONTRACTOR'S NAME</p>	<p><i>Birgitta E. Corsetto 4/28/2020</i></p> <p>AUTHORIZED SIGNATURE DATED</p>
<p><i>Janet Briggs</i> <i>4/18/2020</i></p> <p>SIGNATURE DATED</p>	<p>BIRGITTA E. CORSELLO</p> <p>COUNTY ADMINISTRATOR</p> <p>TITLE</p>
<p><i>Janet Briggs</i></p> <p>PRINTED NAME</p>	<p>475 UNION AVENUE</p> <p>ADDRESS</p>
<p><i>CFO</i></p> <p>TITLE</p>	<p>FAIRFIELD CA 94533</p> <p>CITY STATE ZIP CODE</p>
<p><i>8945 Golf Links Road</i></p> <p>ADDRESS</p> <p><i>Oakland CA 94605</i></p> <p>CITY STATE ZIP CODE</p>	<p>Approved as to Content:</p> <p><i>[Signature]</i></p> <p>DEPARTMENT HEAD OR DESIGNEE</p> <p>Approved as to Form:</p> <p><i>[Signature]</i></p> <p>COUNTY COUNSEL</p>

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

EXHIBIT A
SCOPE OF WORK

I. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- A. Provide county-referred youth and their families with in-home therapeutic services, including assessment and treatment planning, behavioral coaching, psychoeducation, safety planning, crisis intervention, individual therapy, family therapy, case management, and transition planning services that are informed by the principles of Wraparound pursuant to Senate Bill (SB) 163.

A.1 Hours and Days of Service

Contractor shall provide service to families in accordance with the participant's family plan and crisis needs including in-home, telephone, and office visits. Contractor will be available from Monday – Friday, 9am-5pm, but will remain flexible to schedule services at the times and locations most convenient for the youth and family.

A.2 Staffing

Contractor shall provide the following staffing pattern: 1.0 FTE License Eligible Mental Health Clinician, 0.125 FTE Licensed Clinical Supervisor, and 0.05 FTE Assistant Director, 0.05 FTE Program Director, 0.1 FTE Regional Director, and 0.1 FTE Executive Director, 0.025 FTE Program Assistant, 0.1 FTE Health Information Specialist, and 0.01 FTE Sr. Administrative Assistant. Mental health clinician will be co-located within the Probation Department (Department) and Seneca Family of Agencies Solano County offices.

A.3 Pre-Treatment Interviews

Contractor shall conduct pre-treatment interviews of participant families for the purpose of building engagement in services and developing written individualized family treatment plans, including treatment goals, based on the family's needs assessment.

A.4 Plan Completion & Review

In collaboration with County, and participant family, develop and document individualized family treatment plans for each program family.

Contractor will complete the family treatment plan within thirty (30) days of the initial start of services. Within five (5) business days after completion of an individualized family treatment plan, Contractor, County, and participant family shall review the plan for completeness.

If necessary, provide participant families with psychoeducation related to the following topics: Life Skills, Household Management, Child Development, Anger Management, and Basic Educational Needs.

A.5 Community Resources

Contractor shall assist County with referrals to other available community resources, including but not limited to, housing, child care, education and job training, local, state and federally funded public assistance and other basic support needs.

A.6 Four Week Review

Within thirty (30) days of start of service, unless family treatment has been completed, Contractor, County, and participant family shall review the plan, family accomplishments, and reassess family needs. Contractor must document and/or update the treatment plan to reflect any modifications to the treatment plan resulting from the review.

A.7 Aftercare

Within one (1) week of anticipated discharge, Contractor shall recommend essential family aftercare services to County.

A.8 Discharge

Within one (1) week discharge, Contractor shall submit a Discharge Summary to County summarizing the participant family's progress.

- B.** Provide Wraparound services to an average of 6 Probation referred youths and their families per month. The California Department of Social Services, pursuant to the passage of Senate Bill 163 (Chapter 795, Statutes of 1997) created Wraparound to provide a family-centered, strength-based alternative to group home placement. This legislation permits counties to use the Wraparound funding for planning and services delivery instead of use for placements of children/youths in high-end group homes (Rate Classification Level (RCL) 12-14). Assembly Bill (AB) 2706, in 2001, extended the Wraparound process and service to children who were placed in lower-level group homes (RCL 10-11) or at risk of placement at this level.

Contractor shall provide the following staffing pattern: 1.0 FTE License Eligible Mental Health Clinician, 1.0 FTE B.A. level Support Counselor, 0.75 License Eligible Therapist, 0.4 Family Partner, 0.5 FTE Licensed Clinical Supervisor, and 0.07 FTE Assistant Director, 0.07 FTE Program Director, 0.05 FTE Regional Director, and 0.02 FTE Executive Director, 0.05 FTE Program Assistant, 0.25 FTE Health Information Specialist, and 0.02 FTE Sr. Administrative Assistant.

B.1 Provide a Wraparound services program that meets the standards specified in All County Information Notice (ACIN) I-28-99, as well as a program that adheres to the principles, phases and activities of the Wraparound process, as measured by the National Wraparound Initiative's Wraparound Fidelity Index. Contractor will also provide services consistent with the Core Practice Model developed in response to the Katie A. lawsuit.

B.2 Adhere to the SB 163 legislation which requires Wraparound services to:

- (a) Be family centered, individualized, culturally relevant and strength based.
- (b) Be team and community based.
- (c) Rely on natural community support; develop a child and family team plan to

- identify service needs.
- (d) Place child in the least restrictive environment. Track and evaluate outcomes.
- (e) Be cost neutral to the State.

B.3 Participate in quarterly program meetings to discuss at a minimum the Contract, program, child and family needs, service provisions, obstacles to treatment, policies and procedures impacting the Contract.

- (a) Participate in quarterly fiscal meetings to discuss at a minimum the Contract, fiscal requirements, reporting requirements, cost savings, funding concerns.
- (b) Maintain flexible work hours (between the hours of 7 AM and 9 PM for scheduled services and 24 hours a day for crisis services) and non-traditional work-weeks (support counselors maintain a Sunday through Thursday schedule and Tuesday through Saturday for scheduled appointments) to accommodate family needs for contact when it fits within the family's schedule.
 - (1) Provide 24 hours, 7 days a week crisis services to meet any unplanned client emergency, the details of which will be determined in collaboration between Seneca and the Department.
 - (2) Respond as soon as practically possible to clients in crisis or emergency situations.
 - (3) Be available on-call via telephone 24 hours a day, and/or by telephone referral to assess a client's specific crisis or emergency.
 - (4) Be available to provide an immediate response on the premises, by mobile response, by telephone, or by referral to the most appropriate service provider. After hours and weekend in person crisis support will be determined in consultation with and approved by the Seneca Program Director.
 - (5) Actively follow-up with clients within 24 hours of providing a crisis intervention.
 - (6) Review all crisis service interventions within 24 hours.
 - (7) Provide the County with a copy of its policy for 24-hour coverage and maintain a calendar that shows who was on call. The calendar will be kept for 12 months for inspection by the County.
 - (8) Maintain documentation of all crisis service activities that had to be handled between 6 PM and 8 AM, Monday-Friday and on weekends.
- (c) Ensure that the services are provided according to the four phases identified in the Wraparound process (Developed by the National Wraparound Initiative Advisory Group). The Contractor will discuss changes to the process with the Oversight Committee and the family team, when appropriate.

B.4 Engagement Phase – The goal is to build strong engagement from the start of services and to develop rapport from the very first contact made with each youth and family.

- (a) Within 24 hours of receiving the referral, make phone contact with the referring Probation Officer and the caregiver. Review the Wraparound process. Begin collecting medical, psychosocial, provider and family network information prior to contact with the caregiver.

- (b) Within 5 business days of receiving the referral, make face-to-face contact with the caregiver and the client.
- (c) During the first week of service, identify safety needs and concerns and provide the 24/7 support line number. Discuss Wraparound process and obtain signatures on consents and releases of information. Contact referring Probation Officer and inform him or her of the direct care schedule and initial safety concerns/plans. Elicit information about and planned efforts to engage additional service providers and natural supports.
- (d) For clients exiting group home care, begin providing intensive services to them and their family at least 30 days prior to their planned discharge from the group home. When feasible, begin providing intensive services prior to clients exiting the Juvenile Detention Facility or Short-Term Residential Therapeutic Program. Services will focus on helping each youth successfully transition back into his or her home or community.

B.5 Planning Phase – The development of a safety plan, based on a Comprehensive Assessment and Diagnostic Treatment Plan.

- (a) Within 14 calendar days of opening the case, Contractor will begin developing the initial Safety Plan and complete the Functional Behavioral Analysis (FBA). The FBA will be completed in 30 calendar days. The practical safety plan defines youth and caregiver triggers, risk behaviors, and the escalation curve, while concretely outlining the steps to be taken by each family member to ameliorate the immediate risk if a crisis does arise. The plan will be shared with the Child and Family Team.
- (b) Within 30 calendar days of opening the case, Contractor will convene Child and Family Team meetings to identify strengths, describe and prioritize the needs of the youth and family, identify existing and potential natural supports, and set goals and action steps.
- (c) Within 30 calendar days of their enrollment in Wraparound, Contractor will perform a comprehensive clinical assessment on all referred clients and their families. The assessment tools will be County approved. If a lengthy assessment or evaluation period is needed due to the complexity of the case or the nature of the service, justification will be documented in the case record. The assessment will be open for review by the family and document the family's participation in its development and any subsequent changes made to it. The assessments will include the use of the Child and Adolescent Needs and Strengths (CANS) tool to inform service planning, as well as consider the clients' unique personal characteristics including aspects of their racial, ethnic, and cultural background.
- (d) Develop a written treatment plan for each client that is based upon comprehensive assessment information and involves, to the fullest extent possible, the participation of the client and his or her family. Treatment Plan goals and objectives must be specific, measurable, attainable, relevant and timed.
- (e) Ensure that each treatment plan, as well as any significant revisions made to the plan, is signed by the client and/or his or her legal guardian, as appropriate.

- (f) Review and update the client's treatment plan no less than once every 6 months.
- (g) Update client's treatment plan when indicated by the client's changing needs or circumstances, progress toward achievement of service goals, or simply by client request.
- (h) Conduct service planning so that the client retains as much personal responsibility and self-determination as possible.
- (i) Assist the client, during service planning, to understand the available options, the benefits and consequences of different service alternatives, and inform the client or his or her parent or legal guardian in advance about the benefits, risks, and alternatives to planned services.

B.6 Action Phase – All services are community-based, designed with a strong emphasis on family engagement, self-determination, and empowerment, and implemented and routinely evaluated by the Child and Family Team.

- (a) Implement and refine, as needed, the Wraparound Action Plan (WAP) and Safety Plan and review progress toward treatment goals.
- (b) Travel up to 90 miles from the Seneca office in Fairfield to deliver services to youths and families in the settings and contexts desired by each family.
- (c) At least monthly, hold Wraparound Child and Family Team (CFT) Meetings to discuss follow-through on the WAP, evaluate the plan's effectiveness, and revise the WAP and Safety Plan as needed. During the meeting, identify strengths, describe and prioritize the needs of the youth and family, identify existing and potential natural supports, and set goals and action steps.
- (d) Complete CANS assessment and revise treatment plan by assessing progress and re-evaluating treatment goals. Every 6 months complete a CANS assessment.
- (e) Provide ongoing case management determined by the child's or family's needs. Multiple times a week, continue to meet with the client and caregiver to implement the action steps and interventions identified in the WAP. This may include taking them to community activities, helping them practice needed skills, and supporting them to navigate the various service systems with which they are involved.
- (f) Connect the youth or family to community resources and support them in successfully engaging with those activities/services (i.e. extracurricular activities, youth programs, public support for housing/food/income, referrals to specialized behavioral health services, coordinating visits with potential permanent caregivers etc.). Facilitate the exchange of information between family members, county partners and providers.
- (g) Provide or arrange for the provision of education support services and document in the case file the types of assistance and services given to improve client school attendance and academic achievement as necessary which will include:

- (1) Tutoring.
 - (2) Mentoring.
 - (3) Preparation for a high school equivalency diploma.
 - (4) College preparation.
 - (5) Parent/teacher meetings.
- (h) Review safety plans frequently and revised as needed and after every significant incident that occurs.
 - (i) Provide or arrange for ongoing individual and/or family therapy by masters-level clinicians and supplemented by check-ins as needed. Therapy is provided according to individual need and the treatment focuses optimizing success through the creation of a non-threatening atmosphere conducive to engagement in talk-therapy and other therapeutic activities.
 - (j) Provide ongoing collateral services to reduce a child's or family's isolation through strengthening their support network through coaching caregivers and other supports on effective and successful use of coping techniques and interventions to increase the sustainability of treatment goals and objectives.
 - (k) Provide ongoing behavioral interventions and coaching in the home or community that focuses on development of replacement behaviors and coping skills to empower youths to successfully manage their mental health symptoms and achieve sustainable success towards their treatment goals and objectives.
 - (l) Provide ongoing engagement of natural supports. Continuously identify and engage potential support people, under the direction of the referring Probation Officer and in collaboration with the caregiver and client. Integrate them into the Child and Family Team to provide support for the child's and family's success. Support them in building rapport and connection with the youth. Seek approval from referring Probation Officer prior to engaging new support people.
 - (m) Provide ongoing supervised visitation (optional). Provide therapeutic support to children and parents during supervised visitation. Implement interventions as needed that are in alignment with each child's treatment plan. Collaborate closely with the referring Probation Officer to determine rules and structure of visitation.
 - (n) Provide ongoing crisis intervention and stabilization to include the availability of 24-hour on-call phone support to all clients, their caregivers, families and other natural supports; clients may also access up to 7 days of 24-hour in-home staff support to help stabilize a crisis situation or provide an increased amount of contact during the week and weekend.

B.7 Transition Phase – This phase begins once interventions have proven successful in achieving the family's desired outcomes and/or the CFT has recommended termination of services. Wraparound services are concluded with a culturally respectful celebration, which the child and family plans and implements together.

- (a) Ensure that termination of service is an orderly process and that discharge planning

begins at intake. Ideally, ongoing services were reduced in frequency and intensity and natural supports have transitioned to taking on a majority of team action step or tasks. In general, cases will be terminated when the client or family:

- Achieves the service goals or is otherwise ready to discontinue service.
 - No longer wants the Contractor's service.
 - No longer meets eligibility criteria.
 - Refuses to meet program standards or requirements.
 - Has needs that exceed organizational resources.
 - The court terminates jurisdiction.
- (b) Ensure referring Probation Officer, the child and the family are educated about and encouraged to complete and return standardized satisfaction surveys. Provide the County with a copy of the satisfaction surveys within 30 calendar days of a case closing (with all identifying information redacted).
- (c) Develop an aftercare plan with the client and or his or her parent or legal guardian sufficiently in advance of termination to ensure that an orderly termination process takes place.
- (d) Follow up on the aftercare plan, as appropriate, when possible, and with the permission of the client at least three months after case closure.
- (e) Complete a discharge CANS assessment and treatment summary.
- (f) Provide the County with a copy of its discharge/closing summary, including the aftercare plan, within 30 calendar days of a case closing.
- (g) Notify collateral organizations upon termination of services.

C. PERFORMANCE MEASURES

Contractor will:

1. Ensure 95% of referrals are to meet the standard of 5 business day threshold for the first face-to-face meeting. Documentation will be the maintenance of logs showing the date of referral, the date of initial client contact, and the date of the first meeting.
2. Ensure attempts are made for 100% of all cases to be reviewed or discussed with the assigned Probation Officer on a monthly basis.
3. Work collaboratively with the County to increase the return rate of satisfaction surveys to at least 75% by further engaging children, youth, families, stakeholders, and staff in the process of performance evaluation.
4. At termination, ensure 75% of youths decrease or maintain their level of care.
5. Demonstrate adherence to the Wraparound model, as defined by the National Wraparound Institute and measured by the Wraparound Fidelity Index.
6. Support 75% of families in gaining an additional three natural supports or community connections that are actively engaged in their lives.

D. REPORTING REQUIREMENTS

D.1 Contractor will provide the County with an Annual Program Evaluation Report by September 1 of each year including the following data:

- (a) Count and percentage of active and discharged clients for the year by referring agency and status at referral (at-risk or step-down).
- (b) Number and percentage of placed clients who stepped down from group home care.
- (c) Number and percentage of at-risk clients who were maintained in their home setting.
- (d) Placement settings for active and discharged clients.
- (e) Demographic analysis for all clients served.
- (f) Length of time for clients to access services from the date of referral.
- (g) Summary statistics on placement changes, including whether placements resulted in a lower or higher level of care, from enrollment to discharge for all discharged clients.
- (h) Average numbers of new family contacts and natural supports per client discovered through Family Finding efforts and actively engaged with client.
- (i) Summary of all services provided, including frequency and quantity (number of services and number of minutes of service).
- (j) Family engagement as measured by average numbers of face-to-face contacts with clients and caregivers, and the numbers of family team meetings per client per month enrolled.
- (k) Summary of aggregate use of flex dollars, including amount spent, types of funding use, and for how many clients.
- (l) Wraparound Fidelity Index summary data to measure wraparound model fidelity and client satisfaction.
- (m) Summary of treatment plan goals achieved at discharge.
- (n) Summary of changes in number of CANS actionable items, from initial assessment to discharge assessment, across multiple domains.
- (o) Summary of educational data on school achievement, attendance, and behavior, based upon educational items in the CANS assessment, as well as available school records previous to and during wraparound enrollment.
- (p) In addition, the annual report will include the presentation and analysis of:
- (q) Client progress in multiple life domains as measured by the CANS tool.
- (r) Program adherence to the principles, phases and activities of the Wraparound process, as measured by the National Wraparound Initiative's Wraparound Fidelity Index.
- (s) Levels of client satisfaction as measured by the Client Satisfaction Survey.
- (t) Provide the County with a copy of its policy and forms related to use of Child Flexible Funds.
- (u) During the quarterly program meetings, provide basic statistics on the referrals including number of referrals received, pending terminations, outcomes of surveys, and aftercare services or outcomes (if any).

II. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

- A.** Refer program participants to Contractor.

- B. Provide Contractor relevant participant information to assist Contractor in engaging participant and providing appropriate services.
- C. Probation Service Manager will provide program oversight and exercise final approval for all items where County approval is required. County shall provide Contractor with explanation when final approval is not given.
- D. Provide Contractor with any forms and/or examples of reporting formats required to fulfill Contractor's responsibilities under this Contract.
- E. Provide furniture, supplies, and equipment to include but not limited to, a desk, chair, paper, copier, telephone, and computer that is connected to the County of Solano network as necessary for Contractor to provide services under this Contract.

EXHIBIT B
PAYMENT PROVISIONS

1. TOTAL COMPENSATION

Maximum contract amount **shall not exceed \$721,525.00.**

2. METHOD OF PAYMENT

A. Upon submission of an invoice by Contractor, and upon approval by County, County shall, in accordance with the "Budget" attached to this Contract as Attachment B-2 and B-2A and incorporated into this Contract by this reference, pay Contractor monthly in arrears for fees and expenses actually incurred the prior month, up to the maximum amount set forth in each budget line item in Attachment B-2. A sample invoice is incorporated into this Contract as Attachment B-1.

B. Contractor shall submit monthly invoices on or before the tenth calendar day of each month to ensure timely payment. Contractor shall submit with each invoice a detailed cost schedule for each category line item reflecting costs by type (e.g., salaries, benefits, communication, rent, equipment lease, supplies, mileage, etc.) and the invoice must meet the criteria set forth in section C below. Total category line-item expense reported per the schedule must equal amount charged on invoice. Contractor's failure to provide a detailed cost schedule with invoice may result in payments being withheld until the report is received and approved by County. Contractor's failure to provide required monthly reports and/or attendance records may result in payments being withheld until items are received.

C. The following criteria apply to expense data submitted by Contractor under this Contract:

(1) Requests for payment of personnel costs must include positions, salary, and actual percentage of time for each position. Salaries are fixed compensation for services performed by staff who is directly employed by Contractor and who is paid on a regular basis. Employee benefits and employer payroll taxes include Contractor's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses that are approved by County. These expenses are allowable when they are included in the contract amount and are in accordance with Contractor's approved written policies.

Salaries and benefits of personnel involved in more than one contract or project must be charged to each contract based on the actual percentage of time spent on each contract or project. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the contract amount. Similarly, the dollar amount charged for a particular position also may not exceed the dollar amount in the approved contract award.

(2) Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, equipment or payments to subContractors. Such expenses include specific items directly charged to the project. The expenses must be contract-related

(i.e., to further the program objectives as defined in the contract amount) and be incurred (realized) during the contract period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

(3) Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the agency and the performance of the project.

Company Logo			INVOICE	
Services to Solano County, rendered on XXXXX				
BILL TO: Solano County Probation Attn: Amy Potter 475 Union Avenue Fairfield, CA 94533			REMIT PAYMENT TO:	
Contract No.	Invoice Date	Invoice No.	Terms	Due Date
			Net 30	
Description				Amount
				\$
				\$
				\$
				\$
Comments:				
Attachment: <input type="checkbox"/> Detailed Schedule of Costs			BALANCE DUE	\$

Budget Detail

*** Please see Attachment B-2.1 and B-2.1(a) for complete budget detail**

ATTACHMENT B-2.1
 SOLANO COUNTY PROBATION - WRAPAROUND CONTRACT
 BUDGET DETAIL

Service Type	FY2019-2020		FY2020-2021	
	Wraparound		Wraparound	
	6.00	Clients	6.00	Clients
Client Capacity		1,106		6,636
Average Cost Per Child Per Month				
REVENUE	#	PROBATION	#	PROBATION
	Referred	Total	Referred	Total
Probation Revenue				
Other Sources	6.00		6.00	
Total Probation Revenue		-		-
EXPENSES	Total		Total	
Payroll	FTE		FTE	
Regional Executive Director	0.02	500	0.02	3,000
Regional Director	0.05	958	0.05	5,750
Clinical Director		-		-
Program Director	0.07	1,091	0.07	6,545
Assistant Director	0.07	992	0.07	5,950
Clinical Supervisor		-		-
Program Supervisor	0.50	6,439	0.50	38,636
Lead Clinician		-		-
Care Coordinator/Clinician	1.00	10,500	1.00	63,000
Therapist	0.75	7,875	0.75	47,250
Bilingual Therapist		-		-
Mental Health Counselors	1.00	8,025	1.00	48,152
Family Partner	0.40	3,324	0.40	19,942
Permanency Specialist	0.40	3,800	0.40	22,802
Program Assistant	0.05	401	0.05	2,408
Health Information Specialist	0.25	2,006	0.25	12,038
Sr. Administrative Assistant	0.02	169	0.02	1,011
Maintenance/Transportation	-	916	-	5,496
On-Call/24/7 Crisis Response	-	2,708	-	16,250
Total	4.58	49,705	4.58	298,230
		Benefits @ 26%		77,540
Total Payroll		62,628		375,770
Operations				
Program Support				
Office Supplies		260		1,563
Telephone		687		4,122
Conference & Training		763		4,580
Subscription & Dues		17		100
Mileage Reimbursement		1,736		10,419
Staff Recruitment		229		1,374
Total Program Support		3,693		22,158
Occupancy				
Facility Interest		333		2,000
Utilities		283		1,700
Bldg Mt & Supplies		567		3,400
Expendable Equipment		687		4,122
Equipment Lease		123		738
Depreciation Expense		333		2,000
Total Occupancy		2,327		13,960
Vehicle				
Operating				
Depreciation				
Total Vehicle		-		-
Basic Care				
Treatment Supplies		600		3,600
Flex Funds		600		3,600
Total Basic Care		1,200		7,200
Total Operations		7,220		43,317
Total Direct Expenses		69,848		419,087
		Allocable Expense		58,672
Total Expense		79,627		477,760

ATTACHMENT B-2.1(a)
 SOLANO COUNTY PROBATION - WRAPAROUND CONTRACT
 BUDGET DETAIL

Service Type Client Capacity Average Cost Per Child Per Month	FY2019-2020		FY2020-2021	
	Embedded Clinician		Embedded Clinician	
	12.00	Clients	12.00	Clients
		977		977
REVENUE	#	PROBATION	#	PROBATION
	Referred	Total	Referred	Total
Probation Revenue				
Other Sources	12.00	23,448	12.00	140,690
Total Probation Revenue		23,448		140,690
EXPENSES	Total		Total	
Payroll	FTE		FTE	
Regional Executive Director	0.01	233	0.01	1,400
Regional Director	0.01	192	0.01	1,150
Clinical Director		-		-
Program Director	0.025	390	0.03	2,338
Assistant Director	0.025	354	0.03	2,125
Clinical Supervisor		-		-
Program Supervisor	0.125	1,610	0.13	9,659
Lead Clinician		-		-
Care Coordinator/Clinician	1.00	10,500	1.00	63,000
Therapist		-		-
Bilingual Therapist		-		-
Mental Health Counselors		-		-
Family Partner		-		-
Permanency Specialist		-		-
Program Assistant	0.05	401	0.05	2,408
Health Information Specialist	0.025	201	0.03	1,204
Sr. Administrative Assistant	0.01	84	0.01	506
Maintenance/Transportation		256		1,535
On-Call/24/7 Crisis Response		-		-
Total	1.28	14,221	1.28	85,324
		Benefits @ 26%		22,184
Total Payroll		17,918		107,508
Operations				
Program Support				
Office Supplies		150		900
Telephone		192		1,151
Conference & Training		213		1,279
Subscription & Dues				
Mileage Reimbursement		640		3,838
Staff Recruitment		64		384
Total Program Support		1,259		7,553
Occupancy				
Facility Interest				
Utilities				
Bidg Mt & Supplies				
Expendable Equipment		192		1,151
Equipment Lease				
Depreciation Expense				
Total Occupancy		192		1,151
Vehicle				
Operating				
Depreciation				
Total Vehicle		-		-
Basic Care				
Treatment Supplies		1,200		7,200
Flex Funds				
Total Basic Care		1,200		7,200
Total Operations		2,651		15,904
Total Direct Expenses		20,569		123,412
		Allocable Expense		17,278
Total Expense		23,448		140,690

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

A. County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract or any other contract and/or obligation that Contractor may have with the County. If Contractor has failed to pay any obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

B. A final undisputed invoice shall be submitted for payment no later than ninety (90) calendar days following the expiration or termination of this Contract, unless a later or alternate deadline is agreed to in writing by the County. The final invoice must be clearly marked "FINAL INVOICE", thus indicating that all payment obligations of the County under this Contract have ceased and that no further payments are due or outstanding.

C. The County may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written approval of an alternate final invoice submission deadline. Written County approval for an alternate final invoice submission deadline shall be sought from the County prior to the expiration or termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days' written notice from one to the other.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. REPRESENTATIONS

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subContractors.

B. Minimum Scope of Insurance

Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance

Contractor must maintain limits no less than:

- | | |
|--|--|
| <p>(1) General Liability: \$2,000,000</p> <p>(Including operations, products and completed operations.)</p> | <p>per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit</p> |
|--|--|

shall be twice the required occurrence limit.

- (2) Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
- (3) Workers' Compensation: As required by the State of California.
- (4) Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.

D. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

- (1) Cyber Liability: **\$1,000,000** per incident with the aggregate limit twice the required limit to cover the full replacement value of damage to, alteration of, loss of, or destruction of , electronic data and/or information property of the County that will be in the care, custody or control of Contractor under this Contract.
- (2) Professional Liability: **\$2,000,000** combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 5 years following the completion of work under this Contract.

E. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the County. No representation is made that the minimums shown above are sufficient to cover the indemnity or other obligations of the Contractor under this Contract.

F. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

G. Other Insurance Provisions

(1) The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

(a) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

(b) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(2) If Contractor's services are technologically related, Professional Liability coverage shall include, but not be limited to claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. The policy shall also include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Contractor. If not covered under the Contractor's Professional Liability policy, such "property" coverage of the County may be endorsed onto the Contractor's Cyber Liability Policy.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

H. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subContractors.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

J. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to provide the required certificates and endorsements shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above at any time.

8. BEST EFFORTS

Contractor represents that Contractor will at all times faithfully, industriously and to the best of its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall constitute cause for termination of this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County. The contract may be terminated at County's sole discretion.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses,

damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent Contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is between two independent Contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations nor shall County be responsible for any employer-related costs not otherwise agreed to in advance between the County and Contractor.

E. As an independent Contractor, Contractor is not subject to the direction and control of County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent Contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit

or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. To the extent federal funds are used in whole or in part to fund this Contract, Contractor specifically agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity", as amended and supplemented in Department of Labor regulations; the Copeland "Ant-Kickback" Act (18 U.S.C. §874) and its implementing regulations (29 C.F.R. part 3); the Clean Air Act (42 U.S.C. §7401 et seq.); the Clean Water Act (33 U.S.C. §1251); and the Energy Policy and Conservation Act (Pub. L. 94-165).

C. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by County as set forth in 2 C.F.R. part 200, as currently enacted or as may be amended throughout the term of this Contract.

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client receiving services under this Contract.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by law, Contractor shall not disclose any confidential information to anyone other than the State of California without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Subject to any required state or federal approval, Contractor shall not subcontract any work under this Contract without the prior written consent of the County's Contract Manager nor assign this Contract or monies due without the prior written approval of the County's applicable Department Head or his or her designee and the County Administrator.

C. If County consents to the use of subContractors, Contractor shall require and verify that its subContractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the Board of Supervisors. If the Contract is terminated for non-appropriation of funds:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current appropriation year.

D. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this Contract.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of any protected class; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in a federally funded program; (ii) have not been convicted of a criminal offense related to the provision of federally funded items or services nor has been previously excluded, debarred, or otherwise declared ineligible to participate in any federally funded programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in federally funded programs.

B. For purposes of this Contract, federally funded programs include any federal health program as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs.

C. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representation and warranty set forth in this section.

D. If services pursuant to this Contract involve federally-funded programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf"

format data file), such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its Contractors, consultants and agents. When local projects require subContractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained in it.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

1. TERMINATION

A. Notwithstanding Section 4 in Exhibit C, this Contract may be terminated by County or Contractor, at any time, with good cause, upon 90 days written notice from one to the other.

2. ADDITIONAL WARRANTIES

A. Staff Qualifications

Contractor warrants that its employees and any volunteers associated with the program meet the following qualifications:

- ✓ Are at least 21 years of age;
- ✓ Have completed and passed a pre-employment criminal background check, including being fingerprinted. At County's expense and choice of location, Contractor employees will be required to complete a live-scan criminal background check with both County and Contractor named as recipients of any updates;
- ✓ Have completed and passed a pre-employment physical; and
- ✓ Have no criminal convictions for serious and/or violent felonies as defined by Penal Code sections 1192.7 and 667.5 respectively, or misdemeanors involving violence or moral turpitude.

B. Employee Certifications

Contractor warrants that any employees associated with the program are and shall remain in good standing with their respective licensing boards/associations for the entire term of the Contract.

C. Software Licensing

Contractor warrants that appropriate licensing was obtained and retained for all software applications used.

3. PROPERTY

A. Ownership

All property purchased with funds paid by County under this Contract remain the property of the County and will be tagged with appropriate identification tags.

B. Inventory

Contractor shall provide the County with a quarterly inventory listing by the tenth calendar day of each month subsequent to quarter end. The listing shall include property description, tag #, location and if applicable serial/license number.

C. Insurance and Damage

Except for damage arising out of Contractor's negligence, the County assumes all liability for County equipment under Contractor's use and control during its performance under this Contract. County equipment is covered under the County's self-insurance plan. In the event that property damage arose from Contractor's negligence, Contractor shall assume all financial liability for the damaged or missing County equipment. Contractor's liability shall be limited to the lower of equipment's fair market value prior to the damage or current replacement cost.

D. Replacement

In the event that County equipment is stolen, damaged, broken or obsolete, the County shall consult with Contractor to assess program needs. At the County's discretion, the equipment may be repaired, replaced, and/or designated for surplus. Except for damage arising out of Contractor's negligence, the County is responsible for all repairs, transportation, and/or shipping costs related to repair and replacement of equipment. Contractor shall assist the County in coordinating equipment movement and will transport equipment when necessary.

E. County Equipment

Without the express written consent of the County, Contractor shall not use County equipment for any purpose outside the scope of this Contract. Contractor shall make reasonable effort to prevent any improper use of County equipment by Contractor staff, program participants or third parties.

4. ADDITIONAL REQUIREMENTS

Contractor shall abide by all applicable requirements as set forth in program handbooks, guidelines, or any other documents distributed by Federal/State agencies pertaining to the program and the services provided under this Contract.

5. TRAINING

1. Organizational

Contractor shall provide ongoing training opportunities to Contractor staff to update their case management skills. Contractor must provide County with documentation of training hours completed.

2. County Sponsored

a. Contractor shall designate at least one staff to attend County training seminars or workshops (e.g., Crossroads) as directed by County. Contractor staff attending training sessions shall be responsible for communicating all knowledge obtained to any remaining staff.

b. In the event training covers necessary changes to treatment model, curriculum or procedures, Contractor shall work with County to implement changes promptly.

c. Contractor staff shall participate in any training and/or workshops mandated by

County including, but not limited to, the following: Ethics for Employees, Sexual Harassment, Customer Service, Motivational Interviewing, Juvenile Adolescent Intervention System (JAIS) and Evidenced-Based Practices).

6. CONFIDENTIALITY OF MENTAL HEALTH RECORDS

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

7. CONTRACT MONITORING

County and Contractor shall meet at least quarterly, or on mutually agreed dates and times, to review services provided in relation to scope of Contract including status of County goals and objectives, review monthly reports, review budget and fiscal matters, and resolve any operational issues.

8. CERTIFICATIONS AND ASSERTIONS

A. Drug Free Workplace

Contractor shall execute the form attached as Exhibit D-1.

B. Health Insurance Portability and Accountability Act

Contractor shall execute the form attached as Attachment D-2.

C. Communication and Interpersonal Relations with Inmates

Contractor shall require each employee and volunteer performing services execute the form attached as Attachment D-3 to certify that they have read and understand the policy set forth by the County.

9. RECORDS

A. Books and Records

Contractor to maintain adequate fiscal and project books, records, documents and other evidence pertinent to the Contractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail as to permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the final payment under the contract or the final audit, whichever is later, and shall be subject to examination and audit by the Board, the Department of General Services, the Bureau of State Audits or their designated representative.

B. Access to Books and Records

Contractor agrees that the County, the Bureau of State Audits or their designated representative will have the right to review, obtain, and copy all records and supporting documentation pertaining to performance of the Contract. Contractor agrees to provide access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with Public Contract Code section 10115 et seq., Government Code section 8546.7 and California Code of Regulations, Title 2, section 1896.6 et seq.

C. Subcontract

Contractor agrees to include a similar right to the State to audit records and interview staff in any subcontract related to performance of this Contract.

DRUG-FREE WORKPLACE CERTIFICATION

The Contractor or grant recipient named above certifies compliance with Government Code section 8355 in matters relating to providing a drug-free workplace. The above-named Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The person's or organization's policy of maintaining a drug-free workplace;
 - (c) Any available counseling, rehabilitation and employee assistance programs; and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement; and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the County below, is made under penalty of perjury under the laws of the State of California.

<i>Janet Briggs</i>	4/8/2020
Contractor or Grant Recipient Signature	Date
<i>Janet Briggs</i>	
Official's Name (type or print)	
<i>CFO</i>	<i>94-2971761</i>
Title	Federal Tax ID
Number	

SOLANO COUNTY
HIPAA CONTRACTOR AGREEMENT

This Exhibit shall constitute the Business Associate Agreement (the "Agreement") between the County of Solano (the "County") and the Contractor or grant recipient (the "Contractor") and applies to the functions Contractor will perform on behalf of the County (collectively, "Services"), that is identified in Exhibit A, Scope of Work.

- County wishes to disclose certain information to Contractor pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI") (defined below).
- B County and its Contractor acknowledge that Contractor is subject to the Privacy and Security Rules (45 CFR parts 160 and 164) promulgated by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act), in certain aspects of its operations performed on behalf of the County.
- C As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require County to enter into an Agreement containing specific requirements with Contractor prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.

C. DEFINITIONS

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR parts 160 and 164.

- a) **Breach** means the same as defined under the HITECH Act [42 U.S.C. section 17921].
- b) **Contractor** means the same as defined under the Privacy Rule, the Security rule, and the HITECH Act, including, but not limited to, 42 U.S.C. section 17938 and 45 C.F.R. § 160.103.
- c) **Breach of the Security of the Information System** means the unauthorized acquisition, including, but not limited to, access to, use, disclosure, modification or destruction, of unencrypted computerized data that materially compromises the

security, confidentiality, or integrity of personal information maintained by or on behalf of the County. Good faith acquisition of personal information by an employee or agent of the information holder for the purposes of the information holder is not a breach of the security of the system; provided, that the personal information is not used or subject to further unauthorized disclosure.

- d) **Commercial Use** means obtaining protected health information with the intent to sell, transfer or use it for commercial, or personal gain, or malicious harm; sale to third party for consumption, resale, or processing for resale; application or conversion of data to make a profit or obtain a benefit contrary to the intent of this Agreement.
- e) **Covered Entity** means the same as defined under the Privacy Rule and the Security rule, including, but not limited to, 45 C.F.R. § 160.103.
- f) **Designated Record Set** means the same as defined in 45 C.F.R. § 164.501.
- g) **Electronic Protected Health Information (ePHI)** means the same as defined in 45 C.F.R. § 160.103.
- h) **Electronic Health Record** means the same as defined shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. § 17921.
- i) **Encryption** means the process using publicly known algorithms to convert plain text and other data into a form intended to protect the data from being able to be converted back to the original plain text by known technological means.
- j) **Health Care Operations** means the same as defined in 45 C.F.R. § 164.501.
- k) **Individual** means the same as defined in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
- l) **Marketing** means the same as defined under 45 CFR § 164.501 and the act or process of promoting, selling, leasing or licensing any patient information or data for profit without the express written permission of County.
- m) **Privacy Officer** means the same as defined in 45 C.F.R. § 164.530(a)(1). The Privacy Officer is the official designated by a County or Contractor to be responsible for compliance with HIPAA/HITECH regulations.
- n) **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR parts 160 and t 164, subparts A and E.
- o) **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or

the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. §§ 160.103 and 164.501].

- p) **Required By Law** means the same as defined in 45 CFR § 164.103.
- q) **Security Rule** means the HIPAA Regulation that is codified at 45 C.F.R. parts 160 and 164, subparts A and C.
- r) **Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
- s) **Security Event** means an immediately reportable subset of security incidents which incident would include:
- a suspected penetration of Contractor's information system of which the Contractor becomes aware of but for which it is not able to verify immediately upon becoming aware of the suspected incident that PHI was not accessed, stolen, used, disclosed, modified, or destroyed;
 - any indication, evidence, or other security documentation that the Contractor's network resources, including, but not limited to, software, network routers, firewalls, database and application servers, intrusion detection systems or other security appliances, may have been damaged, modified, taken over by proxy, or otherwise compromised, for which Contractor cannot refute the indication of the time the Contractor became aware of such indication;
 - a breach of the security of the Contractor's information system(s) by unauthorized acquisition, including, but not limited to, access to or use, disclosure, modification or destruction, of unencrypted computerized data and which incident materially compromises the security, confidentiality, or integrity of the PHI; and or,
 - the unauthorized acquisition, including but not limited to access to or use, disclosure, modification or destruction, of unencrypted PHI or other confidential information of the County by an employee or authorized user of Contractor's system(s) which materially compromises the security, confidentiality, or integrity of PHI or other confidential information of the County.

If data acquired (including but not limited to access to or use, disclosure, modification or destruction of such data) is in encrypted format but the decryption key which would allow

the decoding of the data is also taken, the parties shall treat the acquisition as a breach for purposes of determining appropriate response.

- t) **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR parts 160 and 164, subparts A and C.
- u) **Unsecured PHI** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. section 17932(h).

D. OBLIGATIONS OF CONTRACTOR

1. Compliance with the Privacy Rule: Contractor agrees to fully comply with the requirements under the Privacy Rule applicable to “Business Associates” as defined in the Privacy Rule and not use or further disclose Protected Health Information other than as permitted or required by this agreement or as required by law.
2. Compliance with the Security Rule: Contractor agrees to fully comply with the requirements under the Security Rule applicable to “Business Associates” as defined in the Security Rule.
3. Compliance with the HITECH Act: Contractor hereby acknowledges and agrees it will comply with the HITECH provisions as proscribed in the HITECH Act.

E. USES AND DISCLOSURES

Contractor shall not use Protected Health Information except for the purpose of performing Contractor’s obligations under the Contract and as permitted by the Contract and this Agreement. Further, Contractor shall not use Protected Health Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by County.

1. Contractor may use Protected Health Information:
 - a) For functions, activities, and services for or on the Covered Entities’ behalf for purposes specified in the Contract and this Agreement.
 - b) As authorized for Contractor’s management, administrative or legal responsibilities as a Contractor of the County. The uses and disclosures of PHI may not exceed the limitations applicable to the County;
 - c) As required by law.
 - d) To provide Data Aggregation services to the County as permitted by 45 CFR § 164.504(e)(2)(i)(B).

- e) To report violations of law to appropriate Federal and State authorities, consistent with CFR § 164.502(j)(1).
2. Any use of Protected Health Information by Contractor, its agents, or subContractors, other than those purposes of the Agreement, shall require the express written authorization by the County and a Business Associate Agreement or amendment as necessary.
 3. Contractor shall not disclose Protect Health Information to a health plan for payment or health care operations if the patient has requested this restriction and has paid out of pocket in full for the health care item or service to which the Protected Health information relates.
 4. Contractor shall not directly or indirectly receive remuneration in exchange for Protected Health Information, except with the prior written consent of County and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by the County to Contractor for services provided pursuant to the Contract.
 5. Contractor shall not use or disclosed Protected Health Information for prohibited activities including, but not limited to, marketing or fundraising purposes.
 6. Contractor agrees to adequately and properly maintain all Protected Health Information received from, or created, on behalf of County.
 7. If Contractor discloses Protected Health Information to a third party, Contractor must obtain, prior to making any such disclosure, i) reasonable written assurances from such third party that such Protected Health Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify Contractor of any breaches of confidentiality of the Protected Health Information, to the extent it has obtained knowledge of such breach [42 U.S.C. section 17932; 45 C.F.R. §§ 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

F. MINIMUM NECESSARY

Contractor (and its agents or subContractors) shall request, use and disclose only the minimum amount of Protected Health necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. section 17935(b); 45 C.F.R. § 164.514(d)(3)]. Contractor understands and agrees that the definition of “minimum necessary” is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary.”

G. APPROPRIATE SAFEGUARDS

- Contractor shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Health Information otherwise than as permitted by this Agreement, including, but not limited to, administrative, physical and technical safeguards that

reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Health Information in accordance with 45 C.F.R. §§ 164.308, 164.310, and 164.312. [45 C.F.R. § 164.504(e)(2)(ii)(B); 45 C.F.R. § 164.308(b)]. Contractor shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. § 164.316. [42 U.S.C. section 17931].

- Contractor agrees to comply with Subpart 45 CFR part 164 with respect to Electronic Protected Health Information (ePHI). Contractor must secure all Electronic Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with the National Institute of Standards Technology (NIST) Standards and Federal Information Processing Standards (FIPS) as applicable.
- Contractor agrees that destruction of Protected Health Information on paper, film, or other hard copy media must involve either cross cut shredding or otherwise destroying the Protected Health Information so that it cannot be read or reconstructed.
- Should any employee or subContractor of Contractor have direct, authorized access to computer systems of the County that contain Protected Health Information, Contractor shall immediately notify County of any change of such personnel (e.g. employee or subContractor termination, or change in assignment where such access is no longer necessary) in order for County to disable previously authorized access.

H. AGENT AND SUBCONTRACTOR'S OF CONTRACTOR

- a) Contractor shall ensure that any agents and subContractors to whom it provides Protected Health Information, agree in writing to the same restrictions and conditions that apply to Contractor with respect to such PHI and implement the safeguards required with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D) and 45 C.F.R. § 164.308(b)].
- b) Contractor shall implement and maintain sanctions against agents and subContractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(I)).

I. ACCESS TO PROTECTED HEALTH INFORMATION

- B. If Contractor receives Protected Health Information from the County in a Designated Record Set, Contractor agrees to provide access to Protected Health Information in a Designated Record Set to the County in order to meet its requirements under 45 C.F.R. § 164.524.
- C. Contractor shall make Protected Health Information maintained by Contractor or its agents or subContractors in Designated Record Sets available to County for inspection and copying within five (5) days of a request by County to enable County to fulfill its obligations under state law, [Health and Safety Code section 123110] the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.524 [45 C.F.R. § 164.504(e)(2)(ii)(E)]. If Contractor maintains an Electronic Health Record, Contractor shall provide such information in

electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. section 17935(e).

- D. If Contractor receives a request from an Individual for a copy of the individual's Protected Health Information, and the Protected Health Information is in the sole possession of the Contractor, Contractor will provide the requested copies to the individual in a timely manner. If Contractor receives a request for Protected Health Information not in its possession and in the possession of the County, or receives a request to exercise other individual rights as set forth in the Privacy Rule, Contractor shall promptly forward the request to the County. Contractor shall then assist County as necessary in responding to the request in a timely manner. If a Contractor provides copies of Protected Health Information to the individual, it may charge a reasonable fee for the copies as the regulations shall permit.
- E. Contractor shall provide copies of HIPAA Privacy and Security Training records and HIPAA policies and procedures within five (5) calendar days upon request from the County.

J. AMENDMENT OF PROTECTED HEALTH INFORMATION

Upon receipt of notice from County, promptly amend or permit the County access to amend any portion of Protected Health Information in the designated record set which Contractor created for or received from the County so that the County may meet its amendment obligations under 45 CFR § 164.526. If any individual requests an amendment of Protected Information directly from Contractor or its agents or subContractors, Contractor must notify the County in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by Contractor or its agents or subContractors shall be the responsibility of the County [45 C.F.R. § 164.504(e)(2)(ii)(F)].

K. ACCOUNTING OF DISCLOSURES

- At the request of the County, and in the time and manner designed by the County, Contractor and its agents or subContractors shall make available to the County, the information required to provide an accounting of disclosures to enable the County to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.528, and the HITECH Act, including but not limited to 42 U.S.C. § 17935. Contractor agrees to implement a process that allows for an accounting to be collected and maintained by the Contractor and its agents or subContractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that Contractor maintains an electronic health record and is subject to this requirement.
- At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Health Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably

informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

- In the event that the request for an accounting is delivered directly to Contractor or its agents or subContractors, Contractor shall forward within five (5) calendar days a written copy of the request to the County. It shall be the County's responsibility to prepare and deliver any such accounting requested. Contractor shall not disclose any Protected Information except as set forth in this Agreement [45 C.F.R. §§ 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this paragraph shall survive the termination of this Agreement.

L. GOVERNMENTAL ACCESS TO RECORDS

Contractor shall make its internal practices, books and records relating to its use and disclosure of the protected health information it creates for or receives from the County, available to the County and to the Secretary of the U.S. Department of Health and Human for purposes of determining Contractors compliance with the Privacy rule [45 C.F.R. § 164.504(e)(2)(ii)(H)]. Contractor shall provide to the County a copy of any Protected Health Information that Contractor provides to the Secretary concurrently with providing such Protected Information to the Secretary.

M. CERTIFICATION

To the extent that the County determines that such examination is necessary to comply with the Contractor's legal obligations pursuant to HIPAA relating to certification of its security practices, County, or its authorized agents or Contractors may, at the County's expense, examine Contractor's facilities, systems, procedures and records as may be necessary for such agents or Contractors to certify to County the extent to which Contractor's security safeguards comply with HIPAA Regulations, the HITECH Act, or this Agreement.

N. BREACH OF UNSECURED PROTECTED HEALTH INFORMATION

- a) In the case of a breach of unsecured Protected Health Information, Contractor shall comply with the applicable provisions of 42 U.S.C. § 17932 and 45 C.F.R. part 164, subpart D, including but not limited to 45 C.F.R. § 164.410.
- b) Contractor agrees to notify County of any access, use or disclosure of Protected Health Information not permitted or provided for by this Agreement of which it becomes aware, including any breach as required in 45 C.F.R. § 164.410. or security incident immediately upon discovery by telephone at 707-784-2962 and Riskdepartment@solanoCounty.com or 707-784-3199 and will include, to the extent possible, the identification of each Individual whose unsecured Protect Health Information has been, or is reasonably believed by the Contractor to have been accessed, acquired, used, or disclosed, a description of the Protected Health Information involved, the nature of the unauthorized access, use or disclosure, the date of the occurrence, and a description of any remedial action taken or proposed to be taken

by Contractor. Contractor will also provide to County any other available information that the Covered entity requests.

- c) A breach or unauthorized access, use or disclosure shall be treated as discovered by the Contractor on the first day on which such unauthorized access, use, or disclosure is known, or should reasonably have been known, to the Contractor or to any person, other than the individual committing the unauthorized disclosure, that is an employee, officer, subContractor, agent or other representative of the Contractor.
- d) Contractor shall mitigate, to the extent practicable, any harmful effect that results from a breach, security incident, or unauthorized access, use or disclosure of unsecured Protected Health Information by Contractor or its employees, officers, subContractors, agents or representatives.
- e) Following a breach, security incident, or any unauthorized access, use or disclosure of unsecured Protected Health Information, Contractor agrees to take any and all corrective action necessary to prevent recurrence, to document any such action, and to make all documentation available to the County.
- f) Except as provided by law, Contractor agrees that it will not inform any third party of a breach or unauthorized access, use or disclosure of Unsecured Projected Health Information without obtaining the County's prior written consent. County hereby reserves the sole right to determine whether and how such notice is to be provided to any individuals, regulatory agencies, or others as may be required by law, regulation or contract terms, as well as the contents of such notice. When applicable law requires the breach to be reported to a federal or state agency or that notice be given to media outlets, Contractor shall cooperate with and coordinate with County to ensure such reporting is in compliance with applicable law and to prevent duplicate reporting, and to determine responsibilities for reporting.
- g) Contractor acknowledges that it is required to comply with the referenced rules and regulations and that Contractor (including its subContractors) may be held liable and subject to penalties for failure to comply.
- h) In meeting its obligations under this Agreement, it is understood that Contractor is not acting as the County's agent. In performance of the work, duties, and obligations and in the exercise of the rights granted under this Agreement, it is understood and agreed that Contractor is at all times acting an independent Contractor in providing services pursuant to this Agreement and Exhibit A, Scope of Work.

O. TERMINATION OF AGREEMENT

- A. Upon termination of this Agreement for any reason, Contractor shall return or destroy, at County's sole discretion, all other Protected Health Information received from the County, or created or received by Contractor on behalf of the County.

- B. Contractor will retain no copies of Protected Health Information P in possession of subContractors or agents of Contractor.
- C. Contractor shall provide the County notification of the conditions that make return or destruction not feasible, in the event that Contractor determines that returning or destroying the PHI is not feasible. If the County agrees that the return of the Protected Health Information is not feasible, Contractor shall extend the protections of this Agreement to such Protected Health Information and limit further use and disclosures of such Protected Health Information for so long as the Contractor or any of its agents or subContractor maintains such information.
- D. Contractor agrees to amend this Exhibit as necessary to comply with any newly enacted or issued state or federal law, rule, regulation or policy, or any judicial or administrative decision affecting the use or disclosure of Protected Health Information.
- E. Contractor agrees to retain records, minus any Protected Health Information required to be returned by the above section, for a period of at least 7 years following termination of the Agreement. The determining date for retention of records shall be the last date of encounter, transaction, event, or creation of the record.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

<i>Janet Briggs</i>	<i>4/20/2020</i>
Contractor or Grant Recipient Signature	Date
<i>Janet Briggs</i>	
Official's Name (type or print)	
<i>CFO</i>	<i>94-2971761</i>
Title	Federal Tax ID Number

Communications and Interpersonal Relations Policy

With respect to wards in custody and/or adult/juvenile program participants, contract workers and volunteers shall:



- ▶ Uphold all applicable County policies and procedures, including but not limited to, Sexual Harassment and Conflict of Interest;
- ▶ Respect the dignity of each person and refrain from profane, callous, or degrading remarks;
- ▶ Treat each person humanely;
- ▶ Maintain an ethical demeanor while fulfilling responsibilities in a professional manner;
- ▶ Maintain safe conditions;
- ▶ Dress in a conservative manner; and
- ▶ Notify County officials immediately of any known or suspected improprieties, including but not limited to, those actions identified below.

With respect to wards in custody and/or adult/juvenile program participants, contract workers and volunteers shall not:

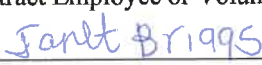
- ▶ Prejudge their guilt or innocence;
- ▶ Deliver any message or article of a personal nature including, but not limited to, notes, letters, phone calls;
- ▶ Engage in improper behavior, including but not limited to, sexual encounters or exploitation, smuggling of contraband;
- ▶ Discuss personal and/or confidential County business;
- ▶ Loan or borrow money and/or personal articles;
- ▶ Purchase or sell personal articles;
- ▶ Accept or offer a gift or gratuity;
- ▶ Discuss reason for detention and/or other personal or legal matters;
- ▶ Criticize County policy, programs or staff;
- ▶

CERTIFICATION

I have read and understand the above policy and agree to abide by the rules and conditions as set forth in this document.



Contract Employee or Volunteer SignatureDate


Name (type or print)