

## **ATTACHMENT I**

### **Contract for Prevention Counseling Services Between Santa Rosa County School Board and CDAC Behavioral Healthcare, Inc**

#### **A. Services to be Provided**

The provider shall ensure the provision of board and provider funded prevention counseling services to students at Santa Rosa K-12 schools.

#### **B. Manner of Service Provision**

- The provider shall assign 15 (fifteen) full time Masters-level Prevention Counselors to receive referrals and provide prevention counseling services to students and consultation service to referring parties.
- Services will be delivered in accordance with Chapter 397, Florida Statutes, which govern the manner in which Substance Abuse Prevention Services are delivered, including strict confidentiality requirements.
- The Prevention Counselors shall receive referrals from Guidance Counselors and/or Multi-Tiered Student Support Teams (MTSS Teams) and/or Deans of Students and/or School Administration and/or students self-referred and/or parents.
- Upon receiving a referral, the Prevention Counselors will:
  - assess referral reasons and conduct risk assessments develop written plans
  - provide prevention counseling to students individually and in groups in accordance with clinical practice standards
  - monitor service delivery and case status
  - maintain written case file documentation sufficient to satisfy Florida Statutory requirements and Federal program requirements
  - participate in / provide consultation to school-based MTSS teams
  - access student data from the school district's data system
  - provide feedback on case status to referring parties / MTSS teams
- The provider shall secure written permission from the parent/guardian of students in grades K-8 prior to formal service delivery.
- The provider will assume responsibility for administrative and clinical supervision of the Prevention Counselors.

- The provider shall furnish resumes of the Prevention Counselors to the Contract Manager (or designee) prior to assignment.
  - The provider shall be responsible for reimbursing local travel expenses to the Prevention Counselors.
9. The provider shall ensure that each Prevention Counselor make initial contact with their assigned schools' Principal (or Principal's designee) and establish a protocol whereby provider staff:
    - sign-in upon arrival on campus each day
    - sign-out upon leaving campus each day
    - identify a school-based "primary contact person"
  10. The provider shall ensure that the assigned school's primary contact person (or designee) is notified when illness or other reasons prevent the Prevention Counselors from reporting to work.
  11. The provider shall meet monthly (or less often at the discretion of the Contract Manager or designee) with the Contract Manager (or designee) to monitor and coordinate service delivery.
  12. The provider shall ensure that a student's case record is maintained in such a manner as to document dates and types of contact with students/families/schools/other agencies, case notes are legible and generally describe actions taken and/or conferences held.
  13. In the event that a Prevention Counselor's position becomes vacant (employee turnover), the monthly contract reimbursement payable to the provider shall be reduced by an amount derived by the following calculation: total contract amount per the particular vacant position divided by 190, multiplied by the number of days the position was vacant. "Number of days the position was vacant" is defined as the number of days the school district is without direct service.

C. Schedule of Work

1. The Prevention Counselors will work Instructional employee hours per week, Monday through Friday, and will follow the school calendar for Instructional employees. Direct service delivery shall commence upon the first day of Pre-Planning, and terminate upon the last day of Post- Planning. The Contract Manager shall approve any exceptions to the service commencement date.

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**D. Method of Payment**

1. The board shall make payment to the provider for services in this Attachment for total dollar amount not to exceed \$519,860.00 subject to the availability of funds.
2. The board agrees to make payment to the provider in monthly installments.
3. The board agrees to make payment to the provider for a total of ten (10) units of Prevention Counselor Services at a fixed rate of \$51,986.00 per unit. For contract payment purposes, each unit represents one month based upon receipt of an invoice with supportive documentation submitted in detail for a proper pre-audit and post-audit thereof.
4. The provider shall submit invoices to the board by the fifteenth of the month following the month in which services are delivered, with the exception of the Final Invoice, which shall be due on June 10, 2018.

**E. Reports**

1. The provider shall submit copies of employee time sheets for each service month. These items shall be attached to the monthly invoice.
2. The provider shall document service delivery activities related to the Prevention Counselors and submit such documentation to the board. This documentation shall be attached to the monthly invoices.