

CONTRACT FOR RECOVERY NAVIGATOR PROGRAM SERVICES

THIS AGREEMENT (the “Agreement” or “Contract”) is made by and between North Sound Behavioral Health Administrative Services Organization, LLC, a Washington limited liability company (“North Sound BH-ASO”) and Snohomish County, a political subdivision of the State of Washington (the “County”).

Recitals

- A. Island, San Juan, Skagit, Snohomish and Whatcom Counties (the “County Authorities”), as defined by RCW 71.24.025 (18), entered into a Joint County Authority BHO Interlocal Operating Agreement to cooperatively provide a community health program and regional system of care, with the collective goal of consolidating administration, reducing administrative layering and reducing administrative costs, consistent with the State of Washington’s legislative policy as set forth in chapter 71.24 RCW; and
- B. North Sound BH-ASO is a governmental limited liability company formed by an operating agreement entered into by the foregoing five (5) County Authorities in response to a request for a detailed plan and to contract with the State of Washington to operate as a Regional Support Network until April 1, 2016, as a Behavioral Health Organization as of April 1, 2016, and as an Administrative Services Organization as of July 1, 2019 as provided for in RCW 71.24.100 and chapter 25.15 RCW; and
- C. RCW 71.24.115 directs each behavioral health administrative services organization to establish a Recovery Navigator Program; and
- D. The North Sound BH-ASO seeks to establish a Recovery Navigator Program in Snohomish County; and
- E. The County desires to design and implement a Recovery Navigator Program on North sound BH-ASO’s behalf; and
- F. North Sound BH-ASO has determined that entering into a Contract with the County will meet North Sound BH-ASO’s needs and will be in the State’s best interest.

NOW THEREFORE, in consideration of the mutual promises and covenants as set forth in this Contract, the parties agree as follows:

1. County Obligations.

- 1.1 **Scope of Work.** The County shall design and implement a Recovery Navigator Program, on behalf of North Sound BH-ASO.

The County shall provide those services described in Attachment A - Statement of Work appended hereto and incorporated by this reference. In providing services under Attachment A, the County will comport with the programmatic particulars set forth in the Recovery Navigator Uniform Program Standards appended hereto as Attachment C and incorporated by this reference.

- 1.2 Invoices. The County shall submit monthly invoices detailing hours worked, and salaries and benefits, goods and services, overhead, and administrative allowances.
- 1.3 Licensure and Certification. The County warrants and represents that each employee and subcontractor, who is subject to professional licensing requirements, is duly licensed to provide Behavioral Health Services. County shall ensure each employee and subcontractor have and maintains in good standing for the term of this Agreement the licenses, permits, registrations, certifications, and any other governmental authorizations to provide such services.
- 1.4 Debarment Certification. The County warrants and represents that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred) and is not listed in the Excluded Parties List System in the System for Award Management (SAM) website. The County shall immediately notify North Sound BH-ASO if, during the term of this Contract, the County becomes debarred.
- 1.5 Non-discrimination. The County shall not differentiate or discriminate in providing services to individuals because of race, color, religion, national origin, ancestry, age, marital status, gender identity, sexual orientation, physical, sensory or mental handicap, socioeconomic status, or participation in publicly financed programs of health care services.

The County shall not differentiate or discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, height, weight, marital status, gender identity, sexual orientation, physical, sensory or mental disability unrelated to the individual's ability to perform the duties of the particular job or position.

- 1.6 Performance Expectations. Expected performance under this Contract, includes but is not limited tom, the following:
 - 1.6.1 Knowledge of applicable state and federal laws and regulations pertaining to subject of this Contract;
 - 1.6.2 Use of professional judgment;
 - 1.6.3 Collaboration with North Sound BH-ASO;

- 1.6.4 Conformance with North Sound BH-ASO directions regarding delivery of services under this Agreement;
 - 1.6.5 Timely, accurate, and informed communications;
 - 1.6.6 Provision of high quality services.
- 1.7 **Reporting Fraud.** The County shall comply with RCW 48.135 concerning Insurance Fraud Reporting and shall notify North Sound BH-ASO Compliance Department of all incidents or occasions of suspected fraud, waste, or abuse involving services provided to an individual. The County shall report a suspected incident of fraud, waste or abuse, including a credible allegation of fraud, within five (5) business days of the date the County first becomes aware of, or is on notice of, such activity. The obligation to report suspected fraud, waste, or abuse shall apply if the suspected conduct was perpetrated by the County, the County's employee, agent, subcontractor, or individual. The County shall establish policies and procedures for identifying, investigating, and taking appropriate corrective action against suspected fraud, waste, or abuse. Information shall be available to employees and subcontractors regarding fraud and abuse P&P's and the false Claims Act and the Washington false claims statutes RCW Chapter 74.66 and 74.09.210. Upon request by North Sound BH-ASO, the County shall confer with the appropriate State agency prior to or during any investigation into suspected fraud, waste, or abuse.
2. **Independent Contractor.** The County agrees that it will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of North Sound BH-ASO. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the County is not entitled to any benefits or rights enjoyed by employees of North Sound BH-ASO. The County specifically has the right to direct and control County's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. North Sound BH-ASO shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.
3. **North Sound AS-BHO Obligations.**
- 3.1 **Compensation.** North Sound AS-BHO will compensate the County for the services provided as described in Attachment B attached hereto and incorporated by this reference.
 - 3.2 **Payment.** Upon 30 days of the receipt of an invoice from the County, North Sound BH-ASO will pay all amounts due and owing.
4. **Term and Termination.**
- 4.1 **Term.** This Contract shall govern services from January 1, 2022, through December 31, 2022, and will automatically renew for successive one-year terms unless sooner terminated as provided in this Agreement.

4.2 Termination.

- 4.2.1 Either party may terminate this Agreement by providing 90 days' written notice to the other party.
- 4.2.2 Either party may terminate this Agreement by providing the other party with a minimum of 10 business days prior written notice in the event the other party commits a material breach of any provision of this Agreement. Said notice must specify the nature of said material breach. The breaching party shall have 7 business days from the date of the breaching party's receipt of the foregoing notice to cure said material breach. In the event the breaching party fails to cure the material breach within said 7 business day period, this Agreement shall automatically terminate upon expiration of the 10 business days' notice period.

4.3 Termination Procedure. The following provisions shall survive and be binding on the parties in the event this Contract is terminated:

- 4.3.1 The County and any applicable subcontractors shall cease to perform any services required by this Contract as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination which are related to the transfer of individuals, distribution of property and termination of services. Each party shall be responsible only for its performance in accordance with the terms of this Contract rendered prior to the effective date of termination. The County and any applicable subcontracts shall assist in the orderly transfer/transition of the individuals served under this Contract. The County and any applicable subcontractors shall promptly supply all information necessary for the reimbursement of any outstanding Medicaid claims.
 - 4.3.2 North Sound BH-ASO shall be liable for and shall pay for only those services authorized and provided through the date of termination. North Sound BH-ASO may pay an amount agreed to by the parties for partially completed work and services, if work products are useful to or usable by North Sound BH-ASO.
 - 4.3.3 If North Sound BH-ASO terminates this Contract for default, North Sound BH-ASO may withhold a sum from the final payment to County that North Sound BH-ASO determines is necessary to protect North Sound BH-ASO against loss or additional liability occasioned by the alleged default. North Sound BH-ASO shall be entitled to all remedies available at law, in equity, or under this Contract. If it is later determined the County was not in default, or if the County terminated this Contract for default, the County shall be entitled to all remedies available at law, in equity, or under this Contract.
5. Access to Books and Records. Each Party may, at reasonable times, and upon prior notification inspect the records of the other party relating to performance of this Contract.
6. Indemnification and Hold Harmless. North Sound BH-ASO shall hold harmless, indemnify, and defend, at its own expense, the County, its elected and appointed officials,

officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of the County's performance of this Contract, including claims by North Sound BH-ASO employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the County, its elected and appointed officials, officers, employees or agents.

The County shall hold harmless, indemnify, and defend, at its own expense North Sound BH-ASO, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of BH-ASO's performance of this Contract, including claims by the County's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of North Sound BH-ASO, its elected and appointed officials, officers, employees or agents.

In the event of liability for damages of any nature whatsoever arising out of the performance of this Contract by the County and North Sound BH-ASO, including claims by the County's and North Sound BH-ASO's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of the County and North Sound BH-ASO, their officers, officials, employees, agents and volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

7. Mutual Covenants. North Sound BH-ASO will promptly notify the County in writing of issues regarding invoices, or of services which North Sound BH-ASO believes do not conform with the agreed upon terms of this Contract, within thirty (30) days of receipt of invoice or performance of services whichever occurs later. Failure to give written notice within thirty (30) days after receipt of invoice or performance of services constitutes waiver of any objection to services or invoices.

The parties shall attempt to resolve any issues arising under this Contract through negotiation and consultations. If that fails, the parties will seek to resolve disputes through the aid of a mutually selected, independent third party.

8. Amendment. This Contract may only be modified by a written amendment effective upon mutual execution of the Parties.
9. Compliance with Laws. The Parties shall comply with all applicable federal, state and local laws, rules, and regulations in performing this Contract.
10. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington and any lawsuit regarding this contract must be brought in Snohomish County Superior Court.
11. Public Records Act. This Contract and all public records associated with this Contract shall be available from the County for inspection and copying by the public where required by the Public Records Act, chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of North Sound BH-ASO are needed for the County to

respond to a request under the Act, as determined by the County, North Sound BH-ASO agrees to make them promptly available to the County. If North Sound BH-ASO considers any portion of any record provided to the County under this Contract, whether in electronic or hard copy form, to be protected from disclosure under law, North Sound BH-ASO shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by North Sound BH-ASO and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify North Sound BH-ASO (a) of the request and (b) of the date that such information will be released to the requester unless North Sound BH-ASO obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If North Sound BH-ASO fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of North Sound BH-ASO to claim any exemption from disclosure under the Act. The County shall not be liable to North Sound BH-ASO for releasing records not clearly identified by North Sound BH-ASO as confidential or proprietary. The County shall not be liable to North Sound BH-ASO for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.\

12. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.
13. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

“County”

“North Sound BH-ASO”

SNOHOMISH COUNTY

NORTH SOUND BEHAVIORAL HEALTH
ADMINSTRATIVE SERVICES
ORGANIZATION, LLC

Joe Valentine

03/31/2022

By: _____
County Executive

By: _____
Executive Director

ATTACHEMENT A
Recovery Navigator Program
Statement of Work

1. PURPOSE

The Recovery Navigator Program (RNP) is designed to provide community-based outreach, intake, assessment, and connection to services to youth and adults with substance use disorder (SUD), including for persons with co-occurring substance use disorders and mental health conditions. The primary function of RNP is connection and stabilization with respect to a variety of social determinants/vulnerability factors. Individuals referred to the program from a diversion source or social contact referral will benefit from coordinate connections to a broad range of community resources for youth and adults with substance use disorder, including treatment and recovery support services.

2. DEFINITIONS

Community-Based Organizations

A public or private nonprofit organization that is representative of a community or significant segments of a community; and provides educational, health, social support, or other related services to individuals in the community.

Developmentally Appropriate

Engagement and services and/or support that account for varying rates of mental, emotional, and social development based age related milestones, and is designed to meet the needs of specific populations.

Field-based

The “field” means alleys, parks, encampments, and any community-based setting or location where engagement for the purpose of SUD outreach and referral would be beneficial. This could include hospitals, treatment centers, youth drop-in centers, temporary housing, schools, dispensaries, etc. Programs should feature or arrange for street-level behavioral health and medical services. Where such services exist, they should be engaged and supported to expand, not duplicated.

Holistic Services

Holistic services will consider the individual’s overall physical, mental, spiritual, and emotional well-being to promote increased quality of life and optimal health outcomes.

Intake

Program staff meeting with participant to discuss available resources, determine needs, and establish goals.

Outreach

Meeting people where they are physically and mentally at to engage in conversation and extend program offerings. Services are mobile and integrate teleservices when applicable. This includes identification of historically underserved and marginalized individuals and engagement of these individuals in assessment and ongoing supportive services as necessary.

Peer

General term for individuals who have the lived experience of recovery from mental health, substance use, and/or traumatic conditions, and who has specialized training and supervision to guide and support people experiencing similar conditions toward increased wellness.

Recovery

The definition of recovery is a process of change through which individuals improve their health and wellness, live a self- directed life, and strive to reach their full potential, *as determined by the individual's own understanding of their Recovery*. There are four major dimensions that support a life in recovery: Health, Home, Purpose, and Community.

3. VOLUNTARY ENGAGEMENT

Participation in the Recovery Navigator Program is voluntary. Participants only requirements: Complete an intake and sign a release of information.

Services

- Facilitate and coordinate connections to a broad range of community resources for youth and adults with substance use disorder, including treatment and recovery support services.
- Coordination and communication between law enforcement, prosecutors, program staff, medical Contractors, and community partners is essential to the success of these programs.
- Using the Harm Reduction, Trauma Informed, and Culturally Relevant Services for case management.
- Response and care for people who live with unmanaged behavioral health needs, deep experiences of complex trauma, cognitive disabilities, persistent poverty, and often lifelong experiences of punishment, failure, betrayal, and marginalization
- Intensive case management and care coordination, stabilization housing when available and appropriate, and legal system coordination.

4. PRIORITY POPULATION

- Individuals with SUD and co-occurring substance use disorder and mental health who are at risk of arrest and/or have frequent contact with first responders, community

members, friends, family, and who could benefit from being connected to supportive resources and public health services when amenable

- Individuals who have frequent criminal legal system contact because of unmet behavioral healthcare needs.
- Individuals who are at risk of arrest, or already have been involved in the criminal justice system.
- Individuals who cannot, on their own, access local safety-net services.
- Individuals who are not served by office-based, appointment-based, time-limited care.

5. ARREST DIVERSION AND COMMUNITY REFERRALS

- There are two types of referrals into RNP:
 - Point of contact referrals by law enforcement, and
 - Social contact referrals by law enforcement, service Contractors, community members, and friends/family.
- The RNP will prioritize a response to law enforcement
- Arrest diversion gives law enforcement officers the authority to refer people into the RNP in lieu of arrest
- Social contact referral means that an eligible individual can be referred into a RNP without waiting for the moment of potential arrest.
- In these cases, the referred individual will still need to be screened against the site's eligibility criteria to ensure that the person's needs are best met through an RNP.
- People who enter RNP via social contact referrals should be consistent with the target population who enter through arrest diversion.

6. OUTREACH AND REFERRAL

The RNP must include staff members who spend most of their time in the field. This will inevitably include spending time visiting community-based organization and settings. The outreach and referral staff will be available to respond and engage upon referral (See [Field Based Engagement](#)).

RNP staff will:

- Respond to community referrals and interact with individuals who might need case management or ongoing referrals to external services;
- Provide short-term assistance while addressing the immediate needs of the individual (this is not long term, intensive field-based case management);
- Facilitate a warm hand off to the supportive services identified;
- Follow-up with program participants in the community when there is indication of disengagement;

- Prioritize responding to law enforcement calls in the beginning stages, with long term goal of being able to respond to any community-based and emergency response referral;
- Coordinate with case management staff to meet the individual needs of new and existing program participants;
- Collect and provide data points related to the individuals referred to the program and provides data to the Project Manager. Note: Further documentation regarding demonstrating compliance with these standards, performance metrics, data collection, outcomes, and evaluation will be provided by HCA to the BHASOs.
- Outreach and Referral is an integral component of the Recovery Navigator Program. BHASOs must demonstrate a plan is in place to ensure immediate access and response to individuals identified as needing services. In addition, these positions are public and highly visible, so staff experience with conflict resolution and de-escalation techniques and staff safety must be a consideration. Please see Safety for more information about Safety Standards for the RNP.

7. PROJECT MANAGER

Project Management ensures that the Uniform RNP Standards are implemented with fidelity to the model and that program outreach and communication are coordinated amongst similar existing programs in that geographical area. The project managers in a BHASO region will work in conjunction with the Regional Recovery Navigator Administrator and participate in periodic meetings to ensure that the Administrator is aware of any barriers, challenges, or successes.

This position should be responsive and give full consideration and be accountable to the multitude of community partners, as demonstrated in establishing and convening a quarterly Policy Coordinating Group. Within this work, project management will be inclusive of persons with lived experience (both in the criminal legal system and behavioral health), as well as focus on engaging community voices which have been historically under-represented.

As part of the Policy Coordinating Group, the project manager coordinates implementation of the program amongst other systems outside the health field, including public safety advocacy and system design, law enforcement, criminal legal system representatives, and civil rights advocates, through the following:

- Convening meetings with community partners/resources (e.g. courts, law enforcement, Tribes, faith-based organizations, Emergency Medicaid Services/Fire Departments, local health jurisdictions, Behavioral Health Treatment Contractors (BHAs), medical Contractors, social services, harm reduction organizations, legal groups, people with

lived experience, elders, family members and other supports determined by individuals in need).

- Develop interagency agreements with these partners which support the utilization and referral to the RNP. These collaborations should be memorialized through intergovernmental releases of information, data share agreements, and memorandum of understandings. Approves community referrals consistent with resources and priorities established by partners.
- Identify concerns and objections of local partners related to the operation of the program which create implementation access barriers and highlights these issues to leadership at the local, regional, and state levels.
- Identify gaps in accessing services as part of continual resource mapping to help inform future expansion of resources in the area.
- Facilitates data collection, data reporting, and program evaluation efforts.
- This position acts as Community Liaison, engaged with information sharing and program transparency by soliciting community support and communication out to individuals in the community. The project manager's decision making must follow these standardized policies, and guidance from the LEAD National Support Bureau, so that the individual needs of program participants are upheld and remain foremost in the purview of procedural policy.

8. CASE MANAGER SUPERVISION

The supervisor of RNP staff will possess the necessary professional training, competencies, and skills to support program staff as well as individuals who are experiencing a variety of behavioral health symptoms. This includes providing guidance and leadership to ensure the safety of staff doing outreach, referral, and case management. Core competencies and qualifications for care team supervision include the following:

- Professional competencies and training to provide support and feedback to RNP staff when handling difficult cases;
- Trained in crisis support, trauma informed care, de-escalation and conflict resolution, and suicide prevention training;
- Understanding of the multitude of behavioral health symptoms related to mood, psychotic, attention, and substance use disorders, and relevant evidence-based treatment responses to those disorders;
- Understanding of behavioral health treatment and harm reduction systems to support program staff to help facilitate appropriate referrals into services;
- Experience and knowledge of the court system and related criminal legal diversion programs.
- This position must also be able to provide supervision, training, crisis support, trauma informed care, de-escalation and conflict resolution, and suicide prevention training to

the program staff. In addition, they should have experience in taking adequate case notes, accessing electronic health records, staffing client cases, and be able to meet other formal supervision expectations for team members. The Care Team Supervisor must be able to support program staff, while holding them accountable to the best practice requirements of the RNP. This position, as deemed necessary and/or appropriate, must be able to provide outreach, referral, and case management to ensure team flexibility during implementation and sustainment phases of their area's Recovery Navigator Program. The Regional Recovery Navigator Plan must demonstrate a plan for ensuring proper supervision.

9. CASE MANAGERS

- The main roles of the Case Manager are outreach, engagement, and intensive case management services to individuals whom have been referred by law enforcement, community based organizations, emergency medical services, and other individuals and organizations who might come in contact with an individual who could benefit from compassionate support.
- The Case Manager will provide direct services to a case load of approximately 20 individuals. Case managers provide outreach, long-term engagement and supportive services for participants through intensive case management activities and local partners, service Contractors, housing Contractors and other community organizations
- Engage participants at the referral location, on the street and at social service Contractor facilities to establish a working relationship and offer services.
- Assist participants in gaining access to a variety of funding programs (e.g., SSI, ABD, VA).
- Assist participants in finding housing and maintaining occupancy.
- Develop and implement with the participant's input an Individual Success Plan which addresses the needs of the participant for food, clothing, shelter, and health care and substance use disorder treatment or reduction/elimination of drug/alcohol use through self-change methods. Update this Plan periodically to reflect movement toward or attainment of articulated goals and the emergence of new participant needs and to help the participant move toward the achievement of autonomy.
- Develop and maintain a working relationship with crisis stabilization facilities, crisis responders, evaluation and treatment facility staff, DSHS workers, chemical dependency treatment Contractors, mental health Contractors, health care Contractors, shelter Contractors, landlords, detox centers, Assessment Center staff, protective or representative payees, and other community programs which may support participants.
- Provide structured Intensive Case Management services consistent with program policies.
- Develop and maintain collaborative relationships with local partners including local law enforcement and fire departments.

- Provide advocacy and support for participants within the criminal justice system including court appearances and written communication.
- Attend regularly scheduled Operational Work Group Meetings and the staffing of participants with partners.
- Accompany participants to appointments as needed.
- Assist participants in developing a spending plan and in shopping.
- Advocate for the participant with a wide variety of other service Contractors:
- Assist participants in gaining entry into service programs.
- Develop relationships with housing resources and assist the participant in gaining access to appropriate housing.
- Identify gaps and barriers in available community resources and advocate for systemic changes.
- Attend stakeholder work groups and committees to represent the experiences of program participants.
- Develop and maintain participant files for assigned caseload according to program, contract and state requirements.

10. RECOVERY NAVIGATOR RESPONSIBILITIES

The RNP must include staff members who spend most of their time in the field. This will inevitably include spending time visiting community-based organization and settings. The recovery navigator staff will be available to respond and engage upon referral (See Field Based Engagement).

RNP staff will:

- Prioritize responding to law enforcement calls in the beginning stages, with long term goal of being able to respond to any community-based and emergency response referral;
- Respond to community referrals and interact with individuals who might need case management or ongoing referrals to external services
- Provide short-term assistance while addressing the immediate needs of the individual (this is not long term, intensive field-based case management)
- Facilitate a warm hand off to the supportive services identified
- Follow-up with program participants in the community when there is indication of disengagement
- Coordinate with case management staff to meet the individual needs of new and existing program participant
- Collect and provide data points related to the individuals referred to the program and provides data to the Project Manager

- Response times for urban core programs are 30 to 45 minutes upon receiving the referral. Response times for rural areas are one hour to one and a half hours. Initial contact could include phone conversation, which must then be followed up by field-based services.

11. OPERATION WORKGROUP

The RNP Operations Work Group (OWG) provides a common table for the day-to-day Implementation partners to collectively monitor, identify, discuss, and address operational, administrative, and client specific issues. Using this ongoing inquiry, the OWG develops protocols to ensure that the operations reflect and are consistent with the Recovery Navigator Program standards and subsequent policies which might be established by any advisory committees. The OWG is composed of RNP program staff who carry out the day-to-day operations of RNP. The members typically include community partners, including assistant prosecutors, public defenders, case managers, other service Contractors, harm reduction, tribal members, community leadership representatives, and persons with lived experience

The OWG will staff cases referred to the RNP and current program participants. The OWG will focus on awareness of needs, contracting for support and care for diverse populations as appropriate, build partnerships that can be activated depending on needs of an individual participant (deaf/hard of hearing, language needs, physical accessibility, peer outreach for members of communities not reflected in RN team composition).

The OWG is responsible for developing operational protocols consistent with Recovery Navigator Program standards. These protocols identify ways to respond to law enforcement referrals and social contact referrals and any necessary operational protocols to support program participants. Essentially, these protocols document the who, what, where, when, and how of the program. In many cases, the project manager is charged with drafting the documents, using input from and review by the OWG. After the OWG has approved the draft of the operational protocols, it is sent to the Policy Coordinating Group for review and final approval.

12. POLICY COORDINATING GROUP

RNPs should include a recurring meeting, facilitated by the project manager, which is the policy-making and stewardship body for the RNP. The Policy Coordinating Group (PCG) is composed of senior members of their respective agencies who are authorized to make decisions on behalf of their offices. The PCG should include high-ranking representatives of local law enforcement (police and/or sheriff's departments), public health agencies, mayor, county executive, public defender's office, prosecutor's offices, juvenile courts, Family Youth System Partner Round Tables, city council, civil rights and/or racial justice organization(s), community representatives, and the business community. Depending on

site-specific issues, the PCG may also include religious leaders, subject-matter experts (such as in housing, behavioral health, employment, sex worker advocacy), tribes, Urban Indian Health Programs, and court/jail system partners.

Together, the PCG's members develop the local vision for RNP; make policy-level decisions for the initiative and within their respective agencies; ensure that sufficient resources are dedicated for the success of the initiative; and review, approve, and modify overarching policies to reflect the site's intentions, including (but not limited to) participant eligibility criteria, inclusion/exclusion criteria, and diversion-eligible criminal charges and exclusionary criteria (if any). In addition, the PCG is responsible for establishing and stewarding evaluation, communications, and budget plans.

The PCG will include diverse and representative membership to ensure programs are meeting cultural needs of the population, recognizing that much of this will be beyond what can be embedded and contained in any one small team. The BHASO will query their communities to see what services those individuals with lived experience are seeking. BHASOs are encouraged to leverage existing advisory groups which meet these needs. The PCG will also delineate response times for the area's RNP, and how that is operationalized with community or social referrals to the program.

13. REPORTING

Recovery navigator program is responsible for submitting quarterly reports to HCA regarding compliance with these standards, performance metrics, data collection, and outcomes.

Recovery Navigator Program report template beginning January 31, 2022, for the quarter ending December 31, 2021.

The quarterly reports are due thirty (30) calendar days after the end of each quarter to Project Manager. Reports are due:

- October through December - January 31
- January through March - April 30
- April through June - July 31
- July through September - October 31

Attachment B
Budget:
Snohomish County
Operations Budget Proposal for 2022

Revenues for Program

ASO	TBD	\$ 512,455	\$ 512,455
Total	\$ -	\$ 512,455	\$ 512,455

Expenses	Start up Costs	Annual Budget	Total
Salaries & Wages & Benefits		\$ 338,800	338,800
Office & Operating Supplies	500	420	920
Small Tool & Minor Equipment		2,000	2,000
Professional Services		380	380
Communications		1,200	1,200
Travel		2,000	2,000
Operating Rentals		14,000	14,000
Insurance		2,025	2,025
Utilities		4,800	4,800
Repair & Maintenance		1,500	1,500
Machinery & Equipment*		7,920	7,920
Assistance to Individuals		63,889	63,889
Food		-	-
Miscellaneous Expense		7,000	7,000
Capital		-	-
Direct Cost Allocations		-	-
Indirect Cost Allocations		66,021	66,021
Other		-	-
Total	\$500.00	\$511,955	\$512,455

Definitions:

Budget Category Definitions

Salaries & Wages	Compensation to persons in an employment relationship with provider, subject to FICA & tax withholding (excludes INDEPENDENT contractors).
Personnel Benefits	Medical & dental insurance, life & disability insurance, pension payments & other reportable health & welfare benefits paid by employer on behalf of employees.
Office & Operating Supplies	All consumable supplies of whatever sort, excluding medications purchased on behalf of specific persons. Except food.
Small Tools & Minor Equipment.	Tools and equipment, small assets that will last more than one year not capital assets.
Professional Services	Fees to individuals or businesses for clinical services, interpreters, temporary help, accounting, legal, data processing, etc.(EXCEPT janitorial).
Communications	Telephone, postage, pagers, cell phones.
Travel	Mileage, lodging, public transport, per diem & meals while on job related trips.
Operating Rentals	Office & other building rent payments, & depreciation expense of owned buildings & their capitalized improvements.
Insurance	Insurance for property, casualty, general & professional liability, D&O (DO NOT include employee benefits such as health or life insurance).
Utilities	Electric, natural gas, water & sewer, garbage collection
Repair & Maintenance	Non-capitalized disbursements for repair & maintenance of buildings, including janitorial services.
Machinery & Equipment	Expenditures for non-capitalized machinery & equipment, and depreciation expense for capitalized machinery & equipment.
Assistance To Individuals - Flex Funds	Payments to or on behalf of individual clients for items such as food, rent, prescription medications, clothing, utility bills, taxi & bus fare, etc.
Food	Normally food would be in supplies. Please break this cost out separately.
Miscellaneous Expense	Other expenses not elsewhere classified.
Capital	Capital Expenditures are not allowed under Federal Block Grant Rules
Direct Cost Allocations	These are direct costs that are shared between programs
Indirect Cost Allocations	This is overhead and or administrative cost allocated to programs.

FTE's:
Staffing Worksheet

Position Description	FTE	Salary Range*
Recovery Navigator Coordinator	1.00	\$52,000-\$60,000
Team Supervisor (Project Manager)	0.11	\$90,000-\$100,000
Case Manager	2.00	\$50,000-\$60,000
Outreach Coordinator	1.00	\$50,000-\$52,000

*Complete the Salary Range

Narrative:

**TOTAL
AMOUNT**

Please supply narrative for each line item detail, including expenses

		TOTAL AMOUNT
Salaries & Wages & Benefits		
Coordinator	Employed by PDA	\$ 59,000.00
Outreach Worker	Employed by Evergreen Recovery Centers	\$ 52,000.00
Case Manager (2)	Employed by Evergreen Recovery Centers	\$ 120,000.00
Project Manager	Employed by PDA	\$ 11,000.00
Benefits (40%)		\$ 96,800.00
Office & Operating Supplies		
Business cards	\$35 per full time staff member 3 times per year	\$ 420.00
Indeed.com job advertising		\$ 500.00
Small Tool & Minor Equipment		
Laptops		\$ 2,000.00
Professional Services		
Data and server company at Evergreen Recovery Centers		\$ 380.00
Communications		
Cell phones	\$100/month	\$ 1,200.00
Travel		
Gas		\$ 2,000.00
Operating Rentals		
Rent to Evergreen Recovery Centers		\$ 14,000.00
Insurance		
Insurance paid to Evergreen Recovery Centers		\$ 2,025.00
Utilities		
Comcast		\$ 4,000.00
PUD		\$ 800.00
Repair & Maintenance		
Janitorial Services at Evergreen Recovery Centers		\$ 1,500.00
Machinery & Equipment		
Financed vehicles	\$330 monthly lease per vehicle x 2	\$ 7,920.00

Assistance to Individuals

Flex funds for client services		\$ 63,889.00
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Miscellaneous Expense

Jackets, hats, boots, PPE, etc. for staff		\$ 4,000.00
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Training		\$ 3,000.00
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Indirect Cost Allocations

15% administrative allowance is provided to our contracted case management agency Evergreen Recovery		\$ 66,021.00
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TOTAL		\$ 512,455.00
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Attachment C

Recovery Navigator Uniform Program Standards

* The Recovery Navigator Uniform Program Standards are contained in an 82 page PDF that will be attached hereto once the above contract is fully executed and the contract itself is converted to a PDF.