

HOPE COMMUNITY SERVICES, INC.

MEETING OF THE BOARD OF DIRECTORS

August 24, 2023, at 5:30 p.m.

6100 S. Walker Ave., OKC, OK 73139

I. WELCOME	Walter		
II. MINUTES			
A. June 22, 2023 Minutes	Walter	1	Approve
III. FINANCIAL BUSINESS			
A. Finance Update	Shaun	2	Info Only
B. FY'24 Fixed Rate Contract	Heather	3	Approve
C. FY'24 Sole Source Contract	Heather	4	Approve
D. FY'23 Sole Source Contract – Enhanced Tier Payment System (ETPS) – (\$139,808.49)	Heather	5	Approve
E. FY'23 Sole Source Contract – Flex Funds – Housing – State \$5,000.00	Heather	6	Approve
F. ARPA funds for new bus \$75,000	Heather	7	Approve
IV. UNFINISHED BUSINESS			
A. ECHO update	Heather	8	Info Only
V. NEW BUSINESS			
A. Banking issue	Heather	9	Info Only
B. Section 3 Policy Updates	Shelley	10	Approve
1. Employee Sponsored Volunteer Program			
2. Attendance Policy			
C. 2024 Board Meeting Schedule	Ashley	11	Approve
D. 2024 Holiday Schedule	Ashley	12	Approve
VI. COO REPORT	Heather	13	Info Only
VII. EXECUTIVE SESSION			
A. Succession Plan			
VIII. CITIZENS TO BE HEARD			

Next Board Meeting: Thursday, October 26, 2023, at 5:30pm
Please RSVP (405-510-3757) by noon Wednesday, October 25, 2023

HOPE COMMUNITY SERVICES, INC.
BOARD OF DIRECTORS MEETING MINUTES

June 22, 2023, at 5:30 p.m.

6100 S. Walker Avenue

Oklahoma City, OK 73139

MEMBERS PRESENT:

Walter Long

Sunny Wenger

Sherry Read

Jenna Howard

Miguel Troncoso

Steve Rice

Cassandra Negrón

MEMBERS ABSENT:

Jory Daniel

Earlene Bieger

Kimberley Walker

STAFF PRESENT:

Jeanette Moore

Daniel Edwards

Shaun Yarbrough

Lisa Webb

Oscar Penate

Heather Helberg

Shane Martin

Brent VanBerg

Stephanie Stuckert

Kathi Poe

Billy Ray

Walker Hawkins

Shelley Hawkins

Michael Hanes

Angela Wernke

GUESTS:

No guests

Walter Long welcomed everyone and called the meeting to order at 5:35 p.m.

Daniel Edwards gave an update on the Children and Youth Department, highlighting the different programs they currently have and new programs that were opened. The Behavioral Intervention Services and Supports (BISS) program currently serves 83 students in six Elementary schools. Two programs focused on housing - Youth Homelessness Demonstration Program (YHDP), and Youth subsidy housing. Also, the Family Self Sufficient Program (FFSP) currently serves 8 families. The Children and Youth Department currently has 3 therapists under supervision, one therapist trained in Parent Child Interaction Therapy (PCIT), one trained in Dialectical behavior therapy (DBT), and six trained in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT).

Walter Long stated the position for Vice President is open for nominations. Steve Rice nominated Miguel Troncoso. No other nominations were put forth. Steve Rice made a motion to accept Miguel Troncoso as Vice President, Sunny Wenger seconded the motion. Motion passed by unanimous vote.

Walter Long asked the Board to review the April 27, 2023 minutes. Miguel Troncoso made a motion to accept the minutes, Sherry Read seconded the motion. Motion passed unanimously.

Heather Helberg reviewed the FY'23 Sole Source Contract Amendment Medication/Flex – SOS Grant – Federal, \$50,000.00. Hope has spent their full amount for suboxone medications so this will cover the

cost of the medications. Mrs. Helberg reviewed the FY'23 Sole Source Contract Amendment Flex Funds – State, \$100,000.00. Due to the Department of Justice investigation, the Department of Mental Health is releasing patients from Griffin Memorial Hospital and HOPE has been chosen as a place to send these residents. Hope received 25 clients and the \$100,000.00 will cover the cost of rent and daily expenses for these clients. Miguel Troncoso made a motion to approve the FY'23 Sole Source Contract Amendments, Sherry Read seconded the motion. Motion passed unanimously.

Heather Helberg gave an update on 8125 S. Walker Avenue. We are waiting for a Maglock to be delivered and installed. The moving date will be July 6th, 2023, and we will move in phases; Youth, Accounting and Human Resources, Housing, URC, and then ICCTS.

Heather Helberg gave an update on ECHO. The go live date is August 30th, 2023. There have been some issues with the treatment plan and some issues on the billing side as well. Staff are being trained and there will be another round of training before the go live date.

Heather Helberg stated that Shannon Barczak is working on submitting a request for proposal to the Department of Mental Health to expand CCBHC services to Cleveland and McClain counties, the proposal is due next week. Mrs. Helberg also stated HOPE has applied for the Function Family Therapy (FFT) grant through the Department of Health and the Office of Juvenile Affairs (OJA). The money would help with the salary for three full-time therapists and some billing.

Heather Helberg presented Section 3 Policy and Procedures updates, outlining that all direct care staff shall be at least eighteen (18) years old. A new section was added to address previous clients seeking employment. Another new section was added to outline the procedures for interns. Miguel Troncoso made a motion to approve the Section 3 policy updates, Steve Rice seconded the motion. Motion passed unanimously.

Mrs. Helberg presented Section 4 Fundraising Policy, which HOPE did not previously have, the last sentence of the first paragraph to be amended as "HOPE does not sell donor information." Number 11 will be amended to remove the word "untruthfully." Miguel Troncoso made a motion to approve the Section 4 policy revisions, as amended, Sunny Wenger seconded the motion. Motion passed unanimously.

Mrs. Helberg presented Section 5 Policy updates, Section 5.02.01, Page 26 under Procedures, to be amended to say, "Children will receive Primary Screening and monitoring, at age 12 or older, unless a need is determined." Section 5.07.00, Page 91 under Data Sharing/Reporting, will amend "BAA" to be spelled out, Business Associate Agreement. Steve Rice made a motion to approve the Section 5 policy revisions, as amended, Miguel Troncoso seconded the motion. Motion passed unanimously.

Heather Helberg gave a COO report. CCBHC rates have increased by \$100 per person. HOPE will partner with the Fire Department to assist with overdose response calls and have a PRSS meet with the person within 48 hours, HOPE to give the Fire Department 3 iPads. A new CO-OP program was started, this program partners with the judicial system for mental health related charges, HOPE will assist with court ordered treatment. HOPE received \$75,000 through the APRA Grant, to either assist with a new van or possibly put towards a children's URC, the funds need to be spent by 2026. The IT department has set up encrypted emails and 2 step authentication. HOPE applied for a CCBHC grant for possibly up to \$1 million for expansion into children's programming, the results should be in by the end of July or early August 2023. The annual Employee Celebration will be held on July 7th from 3-5p.m.

No citizens were heard or present.

Walter Long adjourned the meeting at 6:31 p.m.

SUBMITTED:

Jenna Howard, Secretary

HOPE COMMUNITY SERVICES, INC.
Contract for Treatment Services or Other Integrated Services – Fixed Rate
FY24

This contract is made and entered into this **1ST day of July, 2023** between the **State of Oklahoma – Oklahoma Department of Mental Health and Substance Abuse Services** (hereinafter referred to as "Department" or "ODMHSAS"), and **HOPE Community Services, Inc.** (hereinafter referred to as "Contractor"), **6100 S. Walker Avenue, Oklahoma City, OK 73139** and having **FEI# 73-1098634** and **UEI# L9TVJKED1H68**.

In consideration of the provisions set forth herein, the parties mutually agree to the following provisions and any addenda attached or referenced hereto and incorporated herein.

I. STATUTORY AUTHORITY AND EFFECTIVE DATES OF CONTRACT

- A.** This contract is authorized pursuant to and in accordance with the provisions of 43A O.S. §1-101 *et seq.* and 450:1-3-14 through 450:1-3-21 of the Oklahoma Administrative Code and is in effect **July 1, 2023 through June 30, 2024**.
- B.** The parties to this contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this contract. The parties further acknowledge and understand this contract is effective only for the term set forth in paragraph I (A) above. The Department, upon expiration of this contract and in its sole discretion, may offer the Contractor an opportunity to renew this contract for an additional term.

II. STATEMENT OF WORK

- A.** Contractor shall provide the services as indicated and in the manner set forth in the most recent version(s) of the statement(s) of work (SOW) attached or incorporated by reference here. SOWs can be found on the Department's ARC website (http://www.odmhsas.org/picis/Documents/arc_Documents.htm). Said SOW(s) and other addenda shall be binding on the parties of this contract as if fully stated herein. Additional work requirements include the following checked documents: ☒ Eligibility and Target Population Matrix, ☒ BigSOWCMHCs, and ☐ GeneralSUDServices (http://www.odmhsas.org/picis/Documents/arc_Documents.htm).

III. PERFORMANCE REQUIREMENTS

- A.** Contractor agrees to abide by all federal laws and regulations, all state laws and regulations, the provisions of this contract and addenda attached or referenced hereto, including but not limited to all licensing, permit, or certification requirements; all applicable Department standards and criteria; labor laws and workers' compensation laws. Any act committed by a Contractor, its officers, directors, employees, or other authorized persons, which violates any of the foregoing will constitute a breach of this contract. Further, the Contractor shall insure any consumer served by the Contractor pursuant to this contract shall receive care and treatment in accordance with 43A O.S. §1-101 *et seq* and Title 450 of the Oklahoma Administrative Code. Failure to provide care and treatment

in accordance with 43A O.S. §1-101 *et seq.* and Title 450 of the Oklahoma Administrative Code shall be deemed a breach of this contract. Abuse, neglect, and violation of consumer rights shall not be condoned. The Contractor is expected to take appropriate measures to prevent such instances, including termination or other appropriate discipline against any employee or agent of Contractor found to have (a) abused or neglected, mentally or physically, or otherwise violated the rights of any consumer or (b) permitted such.

SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

- B. Contractor shall abide by all state and federal laws and regulations restricting the disclosure of consumer information, including 43A O.S. §§1-109 and 3-422, 42 U.S.C. §290dd-2, 42 C.F.R. Part 2, 45 C.F.R. Parts 160 and 164 including the HITECH section of the American Recovery and Reinvestment Act (ARRA) and Title 450 of the Oklahoma Administrative Code.
- C. Contractor shall comply with the Deficit Reduction Act of 2005, which requires all entities that receive or make at least five million dollars (\$5,000,000) in annual Medicaid payments to establish specific compliance policies and to include certain provisions with respect to federal and state laws and whistleblower protections. Please refer to Deficit Reduction Act of 2005; Federal False Claims Act, 31 U.S.C. §§ 3729 – 3733, 3801 *et seq.*; OHCA-2006-30; Oklahoma Medicaid False Claims Act, 63 O.S. §5053 *et seq.* for more information.
- D. Contractor (and any subrecipients at any tier) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Contractor (and any subrecipients at any tier) must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Potential fraud, waste, abuse, or misconduct involving or relating to federal funds should be reported to the Office of the Inspector General by (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oiig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

- E. Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract, including but not limited to those issued by ODMHSAS Provider

Certification. Loss of required certification, permit, or license by the Contractor shall automatically terminate this contract. All persons providing treatment or related treatment services that are lawfully required to perform those services under this contract shall be documented as licensed, certified, and otherwise trained as outlined in this contract, or under supervision prior to performing treatment services and prevention activities. Persons providing treatment services and prevention activities shall have training in cultural-specific, age specific, and gender-specific issues and shall be at least twenty-one (21) years of age and non-treatment professionals shall be at least eighteen (18) years of age. Contractor shall make continuing education available to all facility employees engaging in treatment services and prevention activities regarding such services and activities they provide.

- F. The Contractor shall not reassign this contract, or any part thereof, or engage in any subcontract to provide the services herein without prior written approval of the Department. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency; and, if the source of funding is federal, subcontractor is also subject to subrecipient terms and conditions of that funding. The Contractor or subcontractor shall not obligate the Department to pay any sums to the Contractor, subcontractor, or any other person or entity without the prior written approval of the Department. Any subcontracts shall be terminated if a conflict of interest arises between the subcontractor and the Department.
- G. In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties.

Contractor assures that neither the Contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Contractor also assures that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. No current state employee will engage in the performance of the contract unless approved by the State Purchasing Director.

- H. Contractor shall not solicit consumers through gratuitous offerings, incentives, gifts, or other offerings for any service provided by the Contractor; nor shall the Contractor allow any other provider to solicit consumers of the Contractor through gratuitous offerings, incentives, gifts, or other offerings. The Contractor shall not use any coercion, duress, force, or similar action, real or threatened, against any consumer for the purpose of soliciting consumers or for the purpose of hindering or obstructing any investigation conducted by the Department, any other governmental agency, or advocacy group.

- I. The Contractor shall provide the services as set forth herein without regard to a consumer's ability to pay. No person meeting the Department's eligibility requirements and needing the services authorized herein shall be denied treatment or services for inability to pay, and said person must be notified, in a reasonable manner, of this provision.
- J. The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
- K. Contractor, Contractor's employees, subcontractor, and subcontractors' employees shall not engage in trafficking in persons, procure commercial sex acts, or use forced labor in the performance of this contract.
- L. Contractor shall use ODMHSAS funding (except that which is provided as the state match for services to Medicaid consumers) only for services to individuals who meet the eligibility criteria prescribed by the ODMHSAS. Such services are subject to the availability of funds, except that Contractor agrees to provide as a condition of contract award and irrespective of the availability of funding pursuant to this contract, emergency care (to include crisis intervention as well as, if the Contractor is a provider of such services, medical detoxification, medically supervised detoxification, evaluation, and referral services) to all persons presenting and in need of such services. Contractors must seek and receive ODMHSAS approval before refusing services to any person who meets eligibility criteria.
- M. Contractor or designee shall attend all meetings that ODMHSAS, in ODMHSAS's sole discretion, deems mandatory.
- N. Contractor shall provide trauma-informed, gender sensitive, age appropriate, and culturally competent treatment and prevention services for all consumers.
- O. If applicable, Contractor shall designate a domestic violence (DV) liaison. Contractors with multiple sites are strongly encouraged to identify a DV liaison for each site. DV liaison will be available to all staff. The DV liaison shall be responsible for developing a relationship with the closest domestic violence/sexual assault agency and/or Family Justice Center and/or Human Trafficking agency, collaborate with these agencies to become aware of the services available, ask for case consultation related to a client with domestic violence, sexual assault, stalking, or human trafficking issues if needed, post relevant referral information in the client waiting areas, and develop a partnership with these agencies so that a seamless referral system is in place when needed for consumers seeking domestic violence, sexual assault, stalking, or human trafficking resources.

New domestic violence liaisons shall attend orientation with the ODMHSAS Manager of Trauma Informed Care (or designee) within 90 days of designation. The domestic violence liaison for the agency is required to complete 6 hours of ODMHSAS designated domestic violence training. Initial training may be obtained online or at the annual Partners for Change Conference sponsored by the

Oklahoma Attorney General's office. Agency domestic violence liaisons shall complete 3 hours of training within 90 days of designation and the additional 3 hours within the first year. The certificate(s) of completion will be verification of meeting this requirement and should be filed in the employee personnel file. The domestic violence liaison shall complete a minimum of 3 hours of continuing education on domestic violence, sexual assault, stalking, or human trafficking each year. Domestic violence liaisons will participate in regular support calls hosted by the ODMHSAS.

- P. Contractor shall provide Department with the percent of administrative overhead, based on generally accepted accounting practices, upon request by Department.
- Q. Each consumer who is eligible to vote according to law has the right to vote in all primary and general elections. Each facility shall make reasonable efforts to enable eligible persons to register to vote, to obtain applications for absentee ballots and comply with other requirements which are prerequisite to voting, and to vote (Title 450, Chapter 15, Consumer Rights, 450:15-3-13 and 450:15-3-27).
- R. All referrals for recovery housing need to be certified by OKARR, Oxford House, or ODMHSAS.

IV. COMPENSATION

A. Definitions

Contract Line: identifies the service or program name.

CS (Contract Source): an identifier used to distinguish an array of services that may be provided within a specific program or contract line.

Maximum Payment: identifies the total amount of funding for the identified contract period by contract line.

SOW: identifies the name of the Statement of Work (SOW) by which the specific work requirements for the program are found.

- B. In accordance with the terms of this contract, the Department will pay the Contractor an amount not to exceed **\$1,712,472.00** unless amended in writing and approved by Contractor and Department, payable to the Contractor as set forth below.

Contract Line	CS	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
Basic Services - State	01AA	N/A	BigSOW	\$423,040.00

Contract Line	CS	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
Outreach Services for the Elderly - MHBG - Federal	01AA	939580000	BigSOW	\$85,000.00
SOC - Wraparound - State	01AA	N/A	Systems of Care (SOC)	\$95,000.00
SA General Population - SABG - Federal	02AA	939590001	BigSOW	\$175,000.00
SA General Population - SOS Grant - Federal	02AA	937880000	BigSOW	\$55,000.00
Recovery Support - Projects for Assistance in Transition from Homelessness (PATH) - Federal	25AA	931500000	Recovery Support	\$68,432.00
Recovery Support - Community Living - Supported Transitional Housing - MHBG - Federal	42AL	939580000	Recovery Support	\$570,000.00
SOC - Behavioral Intervention Services in Schools (BISS) - State	42BA	N/A	Systems of Care (SOC)	\$4,000.00
Criminal Justice - Mental Health Court Treatment - State	45AA	N/A	Criminal Justice	\$45,000.00
Child, Youth, Young Adults & Families - Family Self-Sufficiency Program - State	55AB	N/A	Child, Youth, Young Adults & Families	\$107,000.00
Gambling - Revolving	70AA	N/A	Non-Categorical SOW	\$10,000.00
Criminal Justice - Drug Court Treatment - Adult - State	90AA	N/A	Criminal Justice	\$75,000.00

When providing treatment services, Contractor shall ensure the availability of the levels of care indicated in the SOWs and addenda throughout the term of the contract.

Department shall only pay upon receipt of an invoice for services, which shall be submitted to the Department not more than sixty (60) days from the day services were last rendered during the invoice month. Invoices shall be electronically submitted using the eProviderInvoice application in Access Control. Department agrees to make payment to Contractors within forty-five days of receipt of a proper invoice (Title 62 O.S. § 34.73) in accordance with Title 62 O.S. § 34.71& 34.72, or proper submission of data through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS).

Fixed Rate (FR) contracts are service contracts for those eligible services provided that are paid an amount identified with rates established pursuant to 74 O.S. §85.7, paragraph 11. Cumulative monthly fees paid under this contract shall be limited to a cumulative one-twelfth (1/12) of the total contract amount. Any necessary adjustments to payments based on findings from eligibility and service verification reviews shall be in accordance with the ODMHSAS rate schedule. Said adjustment may include a reduction in subsequent monthly payments to the Contractor.

Services eligible for payment pursuant to this contract are listed on the ODMHSAS ARC website under Billing Information at <http://www.odmhsas.org/arc.htm>, unless otherwise noted by the ODMHSAS.

For eligible services, Customer Data Core (CDC) information must be filled out appropriately and completely with any level of care change or at a minimum of every six months to obtain payment through this contract. If any of the information is determined missing from the CDC or not properly updated, the Department has the right to credit services provided to that consumer, request recoupment, or suspend payment. CDC information shall be entered into a location and format as prescribed by the Department.

Many FR contract services shall require prior authorization. Prior Authorizations (PA's) will not be issued unless a current CDC has been entered for the respective consumer. Contractor shall comply with the ODMHSAS Prior Authorization Manual and other applicable prior authorization instructions available at <http://www.odmhsas.org/arc.htm>.

Contractor is required to comply with the ODMHSAS Services Manual, which is hereby incorporated by reference (<http://www.odmhsas.org/arc.htm>). Contractor shall enter contract services for reporting and payment through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS) via internet web application, Medicaid on the Web, file transfer, or online interactive applications. Contractor shall take all necessary steps for assuring the capacity to interface with MMIS and maintaining staff knowledge of billing and clinical requirements documented in the ODMHSAS Services Manual. Services billed that do not meet all requirements in the ODMHSAS Services Manual may be subject to recoupment. The Contractor is responsible for assuring the capacity to interface with the Department's system via the internet no later than the effective date of this contract.

If Contractor enters into a billing service agreement, Contractor shall be responsible for the accuracy and integrity of all claims submitted on Contractor's behalf by the billing service.

- C. Funding sources utilized to make payments pursuant to this contract (e.g., state and federal, etc.) shall be at the ODMHSAS discretion and shall not be subject to review or considered a breach of this contract. Contractor agrees that by accepting federal funds from the Department, Contractor is in receipt of pass-through federal funds and may be considered to be a subrecipient of these federal funds. Therefore, Contractor may be subject to all federal rules and regulations applicable

to the appropriate expenditure of federal funds. See 2 CFR 200, https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and its Compliance Supplement and the Certifications and Assurances bound to receipt of federal funds. If Contractor is a subrecipient of federal funding, Contractor is required to maintain current and accurate information in the Central Contractor Registration (CCR); primary registrant database for the U.S. Federal Government and have obtained an UEI (Unique Entity Identifier) number. If Contractor is in receipt of federal funding, Contractor shall be identified as either a subrecipient or vendor in the Federal Funding Identification Form. The auditee of a Single Audit shall comply with provisions of 2 CFR Sections 200.508-512, pertaining to audit requirements for auditees.

- D. Department may perform site reviews at all contracted programs. Review findings will be shared with Contractor in the form of a written report. If the report indicates an overpayment or identifies billed services subject to recoupment, Contractor will have 60 days to repay or credit the Department for the identified services.
- E. Contractors are encouraged to develop additional funding streams. Contractors must identify alternative coverage and bill such sources including Medicaid. No payments will be made by the Department until Medicaid or alternative resources are exhausted or determined unavailable for these services. Failure to bill third parties may result in an overpayment or termination of the provider contract. This contract is not meant to supplant current payment resources.
- F. The following provisions are applicable to providers of Medicaid services for which the Department is responsible for payment of the state match:
 - F.1. The Department shall pay the Oklahoma Health Care Authority the state match for OHCA-reimbursed services delivered by the Contractor in the Contractor's ODMHSAS service area to Medicaid-eligible adults.
 - F.2. Such payments shall be made pursuant to appropriate documentation and as prescribed by the Oklahoma Health Care Authority.
 - F.3. Such payments shall be from state funding made available to support adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services.
 - F.4. In the event the amount necessary to make the Medicaid match payments exceeds the match funding set aside for such purpose, the necessary additional funds will be transferred from the state funding provided herein for adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services. Any state match funds remaining at the conclusion of the contract term may, at the discretion of ODMHSAS, be transferred to this contract for any pending adult or children/adolescent substance abuse services, or adult mental health services.

- G.** Unless approved in writing by the Department, the Contractor shall use no portion of Federal Block Grant Funds (Public Health Services Act) for:
- G.1.** Inpatient services (Mental Health Block Grant) or inpatient hospital services (Substance Abuse Prevention and Treatment Block Grant).
 - G.2.** Cash payments to recipients of services.
 - G.3.** The purchase or improvement of land; purchase, construction, or permanent improvements (other than minor remodeling) of any building or other facility; or purchase of major medical equipment.
 - G.4.** Satisfaction of any requirement for the expenditure of non-federal funds as a condition for receipt of federal funds.
 - G.5.** Financial assistance (i.e., a subgrant) to any entity other than public or nonprofit private entity.
 - G.6.** Needle exchange programs or the provision of hypodermic needles or syringes to individuals.
 - G.7.** Inherently religious activities, such as worship, religious instruction, or proselytization.
- H.** The Contractor shall use no federal funds to pay an employee a salary at a rate in excess of Executive Level II of the Federal Executive Pay Scale.
- I.** For eligible services, Contractors shall seek Title XIX reimbursement from the Oklahoma Health Care Authority for eligible services rendered. The Contractor shall in good faith also seek reimbursement from Title XVIII (Medicare parts A & B) or any other third party source. The Contractor will not invoice the Department for services eligible for reimbursement from any other third party source. The Department will not reimburse for services compensated by any other party or source.
- J.** Department may reduce the payment to the Contractor in the event a shortfall of state or federal funding occurs. The amount decreased from the Contractor's payment shall be at the sole discretion of the Department and shall not be actionable by the Contractor.
- K.** The Department can suspend payment until the services provided can be verified by Department staff, not to exceed 60 days, unless the Contractor has failed to provide the requested documentation. In the event payment has been suspended, Contractor must fully cooperate with Department staff to verify services.
- L.** Service providers delivering services pursuant to a mental health or substance abuse treatment contract with the Department may solicit a co-pay for services provided to adults, not to exceed four dollars (\$4.00) per service. However, no one shall be denied services due to an inability to pay or due to failure to honor a prior co-pay agreement. Co-pay amounts shall be agreed upon by the client and

collected at the time of service or via a pre-treatment agreement for later payment. No additional funds from the client or the client's family are to be sought or accepted for services purchased by the Department, to include processing fees, applications fees, or any process necessary to determine eligibility for ODMHSAS services except as otherwise stated in the contract SOW(s). All client rights and applicable confidentiality requirements shall be strictly observed in the administration of this policy.

V. GENERAL PROVISIONS

A. Technical Assistance

The Department, upon written request and if available, may provide to the Contractor technical assistance to ensure compliance with this contract.

B. Reports

The Department may prescribe and require reports from the Contractor during the effective dates of this contract. All reports, financial and otherwise, required by the Department, shall be in the format as indicated by the Department and may include, but not be limited to, cost reports, expenditure reports, and balance sheets. The Department may, upon reasonable notice, withhold payments otherwise due under the terms of this contract, if the Contractor fails to submit required reports on a timely basis.

C. Surveys

The Contractor, upon reasonable notice, agrees to participate and cooperate in surveys, studies, or research projects conducted by any governmental agency.

D. Access to Records

The Contractor agrees that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to inspection, examination, and copying by the Department, its designee, and the Office of the Oklahoma State Auditor and Inspector. Further, the Contractor shall fully cooperate with the Department during investigations of complaints involving consumer abuse, neglect, improper treatment, or any violation of consumer rights. Cooperation shall include, but is not limited to, immediate access to consumers, staff members, facilities, consumer records, or any other records or documents regularly kept by the Contractor.

E. Audit and Records Clause

E.1. As used in this clause, records shall include, but are not limited to, any books, documents, accounting procedures and practices, and other data, regardless of type or form. In accepting this contract with ODMHSAS, the Contractor agrees any pertinent state or federal agency will have the right to examine and audit all records relevant to the execution of the resultant contract.

E.2. Contractor is required to retain all records and supporting documentation relative to this contract for the duration of the contract term and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is initiated before the end of the seven-year period, the records are required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

E.3. Contractor agrees the review of all records as they relate to the performance of professional services is to be subject to examination by the Department, the State Auditor and Inspector, and the State Purchasing Director.

F. Financial Audit

A financial statement audit or other engagement is required under the conditions provided below. The type of audit or engagement is determined separately for state and federal funds. State funds include only those received from the Department. Federal funds include those from all sources (federal agencies, the Department, or other entities). The expenditure of federal funds is based on when the activity for the expenditure occurs, not when the expenditure is made. The Department will notify the Contractor of any federal awards made under this contract. The Department reserves the right to require an independent financial statement audit of the Contractor, the cost of which shall be paid by the Contractor.

F.1. State funds. A state or local governmental entity that has received state awards of \$100,000 or more shall obtain a financial statement audit conducted in accordance with generally accepted governmental auditing standards (Yellow Book). For awards of \$100,000 or more, a nongovernmental contractor shall obtain an audit conducted in accordance with generally accepted auditing standards (basic type). For entities which have received a Single Audit, a Yellow Book or basic audit will not be required; however, the entity must still submit a Schedule of State Awards for awards received from ODMHSAS, if the state awards are greater than or equal to \$100,000.

F.2. Federal funds (expenditures of \$750,000 or more from all sources). The Contractor shall obtain an audit conducted in accordance with the Single Audit Act of 1984, as revised by the Single Audit Act Amendments of 1996, and 2 CFR 200 and the Uniform Guidance for Federal Awards. An applicable portion of federal funds (such as the percentage of federal fund expenditures to total expenditures) may be used to pay for this audit when the audit covers all funds and operations of the Contractor. In addition to obtaining a Single Audit, the Contractor shall permit the Department to perform a compliance engagement or have a compliance engagement performed of the Department's federal award(s) at the discretion of the Department. Such engagement, if conducted, shall be at the Department's expense.

- F.3. Federal funds (expenditures of less than \$750,000 from all sources). Federal compliance monitoring may be performed at the direction of the Department for funds received from the Department.
- F.4. Regardless of the above provisions, the Contractor shall submit to the Department a copy of financial audit reports obtained for other reasons. This copy shall include, if present, the additional Yellow Book reports, the additional 2 CFR 200 and Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) reports, and the management letter.
- F.5. Audits under this section shall be performed by independent and properly licensed Certified Public Accountants, and the lead (reviewing) partner of the audit firm is to be rotated off the audit every five (5) years.
- F.6. Unless otherwise provided, a financial statement audit shall include, in one or more reports, all operations and funds of the Contractor and of any entities or persons related to or affiliated with the Contractor. The audited financial statements of nongovernment entities shall include at least a statement of financial position, a statement of activities, a statement of cash flows, and a statement of functional expenses.
- F.7. If state funds are received under this contract, the audited financial statement report shall also include a supplementary schedule of state awards, which identifies each award, the amount awarded and the total amount received or recognized.
- F.8. The audit(s) shall be for the Contractor's fiscal year(s) during which this contract is in force.
- F.9. The Contractor shall submit one complete copy of its financial statement audit report(s), as required above, to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org within six (6) months of the close of the Contractor's fiscal year(s). The copy shall include, as applicable, copies of all reports issued pursuant to 2 CFR 200 and the Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) and *Government Auditing Standards*. A management letter, if issued, shall be submitted.
- F.10. The books and records of the Contractor and the work papers of the Contractor's auditor shall be made available, if needed, to the Department's cognizant federal agency, the Department, the Department's auditor, the State Auditor and Inspector, and the Comptroller General of the United States. The Contractor grants permission to the Department to contact the Contractor's auditor during the course of the review of required reports.
- F.11. Compliance with the audit provisions of this contract is not considered achieved until the Department has reviewed and accepted the report(s). Failure by the Contractor to timely submit a required report may, upon reasonable notice, result in withholding by the Department of payments otherwise due under the terms of this contract.

F.12. The due date of a report may be extended for good cause at the sole discretion of the Department. For an extension to be considered, a request for such must be submitted in writing to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org on or before the applicable due date.

G. Notices

Except for service of process, any notices to be given hereunder are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as indicated herein. Either party may at any time designate any other address by giving written notice to the other party.

H. Entire Agreement

This contract represents the full and final intent of the parties herein, and supersedes any and all prior agreements/contracts between the parties unless amended, in writing, and approved by the Department. Further, the terms of this contract may not be modified, increased, or otherwise amended expressly or implicitly without the written approval of the Department.

I. Interpretation

The headings contained herein are for reference purposes only and shall not affect the meaning or interpretation of this contract.

J. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, expressed or implied, in the name of or on behalf of the Department, and Contractor agrees not to assume or incur any such liability or obligation without the prior expressed written consent of the Department.

K. No Waiver

Waiver by the Department of any breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

L. Severability

If any clause or provision of this contract is illegal, invalid, or unenforceable under any present or future law, the remainder of this contract will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid, or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid, and enforceable.

M. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this contract by either party shall be grounds for immediate suspension of performance.

N. Non-Discrimination

The Contractor is an Equal Opportunity Employer, a provider of services and/or assistance, and assures compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Executive Orders 11246 and 11375, and the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

As applicable, the provisions of Executive Order 11246, as amended by Exec. Order No. 11375, Exec. Order No. 11141, Exec. Order No. 13665 and as supplemented in Department of Labor Regulations (41 CFR Part 60-1.4(a), 60-300.5(a) and 60-741.5(a) et. seq.), are incorporated into this contract and must be included in any subcontracts awarded involving this contract. The parties represent that they are in compliance with all applicable federal and state laws and regulations and all services are provided without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age (40 or older), disability, political beliefs, or status as a veteran in any of their respective policies, practices, or procedures; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974, 38 U.S.C.

O. Drug-Free Workplace

The Contractor certifies it will or will continue to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and implemented at 45 CFR Part 76, Subpart F for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

P. Influence

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 45 CFR Part 93, Section 93.105 and 93.110, the applicant/provider certifies that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of

Congress or any employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

Q. Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110:

Q.1. The Contractor certifies that it and its principals:

Q.1.a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

Q.1.b. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

Q.1.c. Are not presently indicted of or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification.

Q.1.d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Q.2. Contractor shall notify the Department within ten (10) business days or fifteen (15) calendar days, whichever is shorter, in the event the status of the Contractor or any of its principals meets any of the above listed conditions.

Q.3. Where the Contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this contract.

R. Specialized Services

Contractors shall have policies and procedures for the provision of interpreters for persons who are deaf or hard of hearing or who speak a language other than English.

S. Recognition of Department Support

Contractor shall state it is funded by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), as well as prominently display approved ODMHSAS logo(s) and adhere to the ODMHSAS branding guide in all applicable promotional information (including but not limited to promotional or informational brochures, flyers, newsletters, posters, websites, multi-media presentations, media releases, and community education presentations) regarding services funded by the Department.

T. Contract Compliance

- T.1.** The contract may be terminated by the Department immediately and without prior notice if the Department reasonably determines that the health or safety of the persons served is in imminent jeopardy due to the actions or inactions of Contractor or those under Contractor's control.
- T.2.** A default in performance by Contractor for which the contract may be terminated shall include, but is not limited to: failure or refusal to perform, observe and comply with any covenant or agreement according to its terms, conditions, and specifications, failure to maintain the care and treatment services in accordance with the Department's rules and regulations, and default in payment of state taxes.
- T.3.** Termination shall not be the exclusive remedy available to the Department for a default by the Contractor, but shall be in addition to any other rights and remedies provided for by law or equity.
- T.4.** The Department shall not be liable for any further payment to Contractor under a contract terminated for the Contractor's defaults after the date of such default as determined by the Department, except for commodities, supplies, equipment, or services delivered and accepted on or before the date of default and for which payment had not been made as of that date. Contractor shall be liable to, and shall indemnify and hold harmless, the Department for all liability, cost, or damage sustained by the Department as a result of Contractor's default. In the event of a tax lien filed against Contractor, the Department cannot make any payments to Contractor until such tax lien is satisfied.
- T.5.** This contract may be terminated without cause by the Department or the Contractor upon thirty (30) days written notice to the other party.
- T.6.** The Department will monitor the Contractor's performance of this contract. At a minimum, this will include ongoing reviews of certain performance indicators. Contractor shall cooperate with the Department in its monitoring activities and shall comply with Department requests that facilitate such monitoring. Department may conduct eligibility, service verification, and Customer Data Core (CDC) reviews on a random basis. Subsequent payments may be decreased according to the applicable Department rate schedule if ineligible individuals are reported and provided services based

on ODMHSAS funding or if service delivery cannot be verified in the client's clinical record.

- T.7.** The Contractor shall have written policy and procedures for internal review of services billed on this contract. The review shall be conducted at least quarterly. Corrective action shall be taken on any deficiencies that are found to exist. The results of the reviews and any associated corrective actions shall be made available to the Department.
- T.8.** The Contractor shall develop and maintain written policy and procedures for ethical billing practices.
- T.9.** The Department can suspend payment if the Contractor does not comply with the terms of the contract.

U. Indemnification

The Contractor shall at all times carry and maintain Commercial General Liability insurance of no less than one million dollars (\$1,000,000) for any aggregate claim per incident. For professional services contractors, they must also provide Professional Liability insurance to adequately compensate persons for an act of professional negligence by the Contractor, its agents, employees, or the like. Said policies must provide that the carrier may not cancel or transfer the policy without giving the Department thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and provide the Department with evidence of such insurance and renewals upon request.

Contractor shall indemnify and hold harmless the Department against any and all bodily injury and property damage, deficiencies, or liabilities resulting from any negligence on the part of Contractor, its employees, or independent subcontractors, or non-fulfillment of any term or condition of this contract. Contractor shall indemnify and hold harmless the Department under the contract from any and all assessments, judgments, cost, legal, and other reasonable expenses incidental to any of the foregoing.

V. Understanding of Terms

The parties hereto have read and fully understand the terms of this contract and agree to be bound by same.

W. Confidentiality

Contractor agrees, through the following terms, to create a Qualified Service Organization/Business Associate Agreement between ODMHSAS and Contractor and:

- W.1.** Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received from ODMHSAS or from providing services to ODMHSAS, identifying or otherwise relating to the clients or consumers of ODMHSAS (hereinafter

"protected information"), it is fully bound by the provisions of the federal regulations governing the confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Part 142, 160, 162, and 164, including the HITECH section of the American Recovery and Reinvestment Act (ARRA), and State law at Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this contract or by law.

- W.2.** Acknowledges that pursuant to Oklahoma law at 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential; and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work, which includes evaluation.
- W.3.** Agrees to resist any effort to obtain protected information in judicial proceedings except as expressly provided for in the applicable regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2, or as otherwise required by other applicable law or court order.
- W.4.** Agrees to use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of ODMHSAS and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected information.
- W.5.** Agrees that, when the Contractor uses, discloses, or requests protected health information, that it will limit the use, disclosure, or request to the minimum information necessary.
- W.6.** Agrees that if the Contractor enters into a contract with any agent, including a subcontractor, the agent will agree to comply with 42 C.F.R. Part 2 and HIPAA, including all provisions of this section, and, if the Contractor learns of a pattern or practice by the agent that is a material breach of the confidentiality agreement it will take reasonable steps to cure the breach or terminate the contract, if feasible.
- W.7.** Agrees to report to ODMHSAS any use or disclosure or any security incident involving protected information not provided for by this contract within twenty-four (24) hours of when it becomes aware of the breach.
- W.8.** Agrees to provide access to the protected information at the request of ODMHSAS, or to an individual as directed by ODMHSAS, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information. Contractor will comply with time limits as set forth in law.

- W.9.** Agrees to make any amendments to the protected information as directed or agreed to by ODMHSAS pursuant to 45 C.F.R. §164.526. Contractor will comply with time limits as set forth in law.
- W.10.** Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from ODMHSAS or created or received by the Contractor on behalf of ODMHSAS, to ODMHSAS and to the Secretary of the Department of Health and Human Services for purposes of the Secretary determining ODMHSAS' compliance with HIPAA.
- W.11.** Agrees to provide ODMHSAS, or an individual, information to permit ODMHSAS to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528. Contractor will comply with time limits as set forth in law.
- W.12.** If Contractor uses an in-house management information system to batch load data to Department's designated site, Contractor must assure the system can provide HIPAA compliant transactions. Department currently collects certain consumer information electronically in addition to the HIPAA required data transactions. These data will continue to be required. All in-house management information systems must be able to provide all ODMHSAS required consumer data or the data must be entered via the Department approved online system.
- W.13.** Any violation of the terms of this section including the unauthorized use of the MMIS secure website or information on the secure website may result in suspension or termination of Contractor's access to the MMIS secure website and relevant secure websites.
- W.14.** Upon termination or expiration without renewal of this contract, Contractor shall return or destroy all protected information received from ODMHSAS, or created or received by Contractor on behalf of ODMHSAS, or if return/destruction is impossible, Contractor shall extend the protections of this contract to such protected information and limit further uses and disclosures of the information as provided by state and federal law for as long as Contractor maintains the information.

X. Tobacco

The Contractor will implement and provide a tobacco-free campus in accordance with the standards of the Tobacco-Free Workplace policy of the Oklahoma Department of Mental Health and Substance Abuse Services, ODMHSAS 6.12. Possession and use of any tobacco product, nicotine delivery product or device that is not approved by the U.S. Food and Drug Administration (FDA) for the purpose of nicotine dependence treatment, including, but not limited to cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes, or vaping devices is prohibited on the grounds of and within ODMHSAS-operated and contracted facilities by employees, consumers, volunteers, and visitors. The Contractor must ensure a site-specific enforcement plan of action for violations related to the agency's tobacco free workplace policy.

All events supported by ODMHSAS contracts should be tobacco-free. Contractors should make an effort to communicate the tobacco free campus and event status in signage and other communications associated with the organization or the event. Contractors are also prohibited from accepting financial support from the manufacturers or distributors of tobacco products, their affiliates, or any entity controlling or controlled by such companies.

As part of the ODMHSAS's mission to promote, provide, and support the highest quality of care to its consumers, Contractors/Providers shall offer to consumers who use tobacco, cessation assistance while they receive services in any ODMHSAS operated or contracted facility. The Contractor shall at all times address tobacco use as a treatment issue. Facilities shall develop and implement consumer cessation assistance procedures that minimally include:

- X.1.** Integrating tobacco cessation treatment into the service plan of consumers who use tobacco, 13 years and older. If the consumer chooses not to engage in any tobacco cessation treatment, the Contractor shall minimally document assessment of tobacco cessation in accordance with X.2.
 - X.1.a.** When applicable and appropriate, including the diagnosis of Tobacco Use Disorder (mild, moderate, severe).
- X.2.** Using the "5 A's" model for assessing, and if appropriate, treating tobacco use and dependence for consumers 13 years and older or family members who use tobacco:
http://www.healthquality.va.gov/tuc/phs_2008_quickguide.pdf.
 - X.2.a.** Using Peer Recovery Support Services to utilize and teach problem-solving techniques on quitting tobacco.
- X.3.** Reassessing consumers who are not ready to quit tobacco in at least 6 months.
- X.4.** Systematically refer 20% of consumers 13 years and older or their family members who use tobacco by means of fax, Web Portal, or Electronic Health Record (EHR) to the Oklahoma Tobacco Helpline.
- X.5.** Nicotine Replacement Products:
 - X.5.a.** For inpatient, crisis stabilization, and residential programs, in consultation with the consumer, provide Nicotine Replacement Products (NRT) while consumer is part of program and leverage resources from the Oklahoma Tobacco Helpline, if possible. The physician or other qualified healthcare provider will determine the appropriate nicotine replacement product to be provided and the duration of its use.

Contractor shall also offer assistance to employees who are tobacco users while he, she, they, or them is employed by contracted facility. This assistance shall consistently include, but is not limited to, the provision of information on the health

impact of continued tobacco use, health promotion materials and/or signage, referrals to tobacco cessation programs such as the Oklahoma Tobacco Helpline, the provision of or access to FDA-approved prescription and/or non-prescription medications for the treatment of nicotine dependence when available, the delivery of evidence-based behavioral interventions for tobacco use cessation by clinicians and other healthcare professionals, and provision of appropriate follow-up to facilitate cessation intervention and prevent relapse.

Y. Contractor Certifications

The Contractor, as required by 74 O.S. § 582, is not currently engaged in a boycott of goods or services from Israel. Exemptions include a contract of not more than \$100,000 and a contract with an individual.

Z. Choice of Law and Venue

This contract shall be construed and enforced in accordance with the laws of the State of Oklahoma. Pursuant to 74 O.S. §85.14, where federal granted funds are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure benefit of such federal funds to the State. Any action brought to enforce the provisions of this contract shall be brought in the District Court of Oklahoma County, State of Oklahoma.

IN WITNESS WHEREOF, this contract, consisting of twenty-two (22) pages and the attached addenda, attached or referenced hereto, has been executed and delivered effective as of the date first above written.

Electronic signature page will replace this page if applicable.

CONTRACTOR

By: _____
Authorized Representative (Signature)

By: _____
Authorized Representative (Signature)

Printed Name of Authorized Representative

Printed Name of Authorized Representative

Title (Print)

Title (Print)

Please place corporate seal in above space if corporation.

**STATE OF OKLAHOMA-OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES**, 2000 N. Classen Blvd., Suite 2-600, Oklahoma City,
Oklahoma, 73106, an agency of the State of Oklahoma.

By: _____
Carrie Slatton-Hodges
Commissioner

By: _____
Durand Crosby
Chief of Staff and Operations

Attest:

Attest:

FEDERAL FUNDING IDENTIFICATION FORM

Your contract contains the Following Federal Funding:

☒ CFDA TITLE: Block Grants for Community Mental Health Services
CFDA NUMBER: 93.958
AWARD NAME: Block Grants for Community Mental Health Services
GRANT NUMBER/FAIN: B09SM083822
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: MH Block Grant

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Block Grants for Prevention and Treatment of Substance Abuse
CFDA NUMBER: 93.959
AWARD NAME: Substance Abuse Prevention and Treatment Block Grant
GRANT NUMBER/FAIN: B08TI083471
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: SA Block Grant

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Opioid STR
CFDA NUMBER: 93.788
AWARD NAME: State Opioid and Stimulus Initiative
GRANT NUMBER/FAIN: H79TI085777
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: SOS II

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

☒ CFDA TITLE: Projects for Assistance in Transition from Homelessness (PATH)
CFDA NUMBER: 93.150
AWARD NAME: PATH Formula Grant
GRANT NUMBER/FAIN: X06SM083685
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: _____

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

HOPE COMMUNITY SERVICES, INC.
Contract for Treatment Services or Other Integrated Services – Sole Source
FY24

This contract is made and entered into this **1ST day of July, 2023** between the **State of Oklahoma – Oklahoma Department of Mental Health and Substance Abuse Services** (hereinafter referred to as "Department" or "ODMHSAS"), and **HOPE Community Services, Inc.** (hereinafter referred to as "Contractor"), **6100 S. Walker Avenue, Oklahoma City, OK 73139** and having **FEI# 73-1098634** and **UEI# L9TVJKED1H68**.

In consideration of the provisions set forth herein, the parties mutually agree to the following provisions and any addenda attached or referenced hereto and incorporated herein.

I. STATUTORY AUTHORITY AND EFFECTIVE DATES OF CONTRACT

- A.** This contract is authorized pursuant to and in accordance with the provisions of 43A O.S. §1-101 *et seq.* and 450:1-3-14 through 450:1-3-21 of the Oklahoma Administrative Code and is in effect **July 1, 2023 through June 30, 2024**.
- B.** The parties to this contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this contract. The parties further acknowledge and understand this contract is effective only for the term set forth in Paragraph I (A) above. The Department, upon expiration of this contract and in its sole discretion, may offer the Contractor an opportunity to renew this contract for an additional term.

II. STATEMENT OF WORK

- A.** Contractor shall provide the services as indicated and in the manner set forth in the most recent version(s) of the statement(s) of work (SOW) attached or incorporated by reference here. SOWs can be found on the Department's ARC website (http://www.odmhsas.org/picis/Documents/arc_Documents.htm). Said SOW(s) and other addenda shall be binding on the parties of this contract as if fully stated herein. Additional work requirements include the following checked documents: ☒ Eligibility and Target Population Matrix, ☒ BigSOWCMHCs, and ☐ GeneralSUDServices (http://www.odmhsas.org/picis/Documents/arc_Documents.htm).

III. PERFORMANCE REQUIREMENTS

- A.** The Contractor agrees to abide by all federal laws and regulations, all state laws and regulations, the provisions of this contract and addenda attached or referenced hereto, including but not limited to all licensing, permit, or certification requirements, all applicable Department standards and criteria, labor laws, and workers' compensation laws. Any act committed by a Contractor, its officers, directors, employees, or other authorized persons, which violates any of the foregoing will constitute a breach of this contract. Further, the Contractor shall insure any consumer served by the Contractor pursuant to this contract shall receive care and treatment in accordance with 43A O.S. §1-101 *et seq.* and Title 450 of the Oklahoma Administrative Code. Failure to provide care and treatment in accordance with 43A O.S. §1-101 *et seq.* and Title 450 of the Oklahoma

Administrative Code shall be deemed a breach of this contract. Abuse, neglect, and violation of consumer rights shall not be condoned. The Contractor is expected to take appropriate measures to prevent such instances, including termination or other appropriate discipline against any employee or agent of Contractor found to have (a) abused or neglected, mentally or physically, or otherwise violated the rights of any consumer or (b) permitted such.

SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

- B. Contractor shall abide by all state and federal laws and regulations restricting the disclosure of consumer information, including 43A O.S. §§1-109 and 3-422, 42 U.S.C. §290dd-2, 42 C.F.R. Part 2, 45 C.F.R. Parts 160 and 164, including the HITECH section of the American Recovery and Reinvestment Act (ARRA), and Title 450 of the Oklahoma Administrative Code.
- C. The Contractor shall comply with the Deficit Reduction Act of 2005, which requires all entities that receive or make at least five million dollars (\$5,000,000) in annual Medicaid payments to establish specific compliance policies and to include certain provisions with respect to federal and state laws and whistleblower protections. Please refer to Deficit Reduction Act of 2005; Federal False Claims Act, 31 U.S.C. §§ 3729 – 3733, 3801 *et seq.*; OHCA-2006-30; and Oklahoma Medicaid False Claims Act, 63 O.S. §5053 *et seq.* for more information.
- D. Contractor (and any subrecipients at any tier) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Contractor (and any subrecipients at any tier) must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Potential fraud, waste, abuse, or misconduct involving or relating to federal funds should be reported to the Office of the Inspector General by (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

- E. Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract, including but not limited to those issued by ODMHSAS Provider Certification. Loss of required certification, permit, or license by the Contractor

shall automatically terminate this contract. All persons providing treatment or related treatment services that are lawfully required to perform those services under this contract shall be documented as licensed, certified, and otherwise trained as outlined in this contract, or under supervision prior to performing treatment services and prevention activities. Persons providing treatment services and prevention activities shall have training in cultural-specific, age specific, and gender-specific issues and shall be at least twenty-one (21) years of age and non-treatment professionals shall be at least eighteen (18) years of age. Contractor shall make continuing education available to all facility employees engaging in treatment services and prevention activities regarding such services and activities they provide.

- F. The Contractor shall not reassign this contract, or any part thereof, or engage in any subcontract to provide the services herein without prior written approval of the Department. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency; and, if the source of funding is federal, subcontractor is also subject to subrecipient terms and conditions of that funding. The Contractor or subcontractor shall not obligate the Department to pay any sums to the Contractor, subcontractor, or any other person or entity without the prior written approval of the Department. Any subcontracts shall be terminated if a conflict of interest arises between the subcontractor and the Department.

- G. In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties.

Contractor assures that neither the Contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Contractor also assures that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. No current state employee will engage in the performance of the contract unless approved by the State Purchasing Director.

- H. The Contractor shall not solicit consumers through gratuitous offerings, incentives, gifts, or other offerings for any service provided by the Contractor; nor shall the Contractor allow any other provider to solicit consumers of the Contractor through gratuitous offerings, incentives, gifts, or other offerings. The Contractor shall not use any coercion, duress, force, or similar action, real or threatened, against any consumer for the purpose of soliciting consumers or for the purpose of hindering or obstructing any investigation conducted by the Department, any other governmental agency, or advocacy group.
- I. The Contractor shall provide the services as set forth herein without regard to a consumer's ability to pay. No person meeting the Department's eligibility

requirements and needing the services authorized herein shall be denied treatment or services for inability to pay and said person must be notified, in a reasonable manner, of this provision.

- J. The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
- K. Contractor, Contractor's employees, subcontractor, and subcontractors' employees shall not engage in trafficking in persons, procure commercial sex acts, or use forced labor in the performance of this contract.
- L. Contractor shall use ODMHSAS funding (except that which is provided as the state match for services to Medicaid consumers) only for services to individuals who meet the eligibility criteria prescribed by the ODMHSAS. Such services are subject to the availability of funds, except that Contractor agrees to provide as a condition of contract award and irrespective of the availability of funding pursuant to this contract, emergency care (to include crisis intervention as well as if the Contractor is a provider of such services, medical detoxification, medically supervised detoxification, evaluation, and referral services) to all persons presenting and in need of such services. Contractors must seek and receive ODMHSAS approval before refusing services to any person who meets eligibility criteria.
- M. Contractor or designee shall attend all meetings that ODMHSAS, in ODMHSAS's sole discretion, deems mandatory.
- N. Contractor shall provide trauma-informed, gender sensitive, age appropriate, and culturally competent treatment and prevention services for all consumers.
- O. If applicable, Contractor shall designate a domestic violence (DV) liaison. Contractors with multiple sites are strongly encouraged to identify a DV liaison for each site. DV liaison will be available to all staff. The DV liaison shall be responsible for developing a relationship with the closest domestic violence/sexual assault agency and/or Family Justice Center and/or Human Trafficking agency, collaborate with these agencies to become aware of the services available, ask for case consultation related to a client with domestic violence, sexual assault, stalking, or human trafficking issues if needed, post relevant referral information in the client waiting areas, and develop a partnership with these agencies so that a seamless referral system is in place when needed for consumers seeking domestic violence, sexual assault, stalking, or human trafficking resources.

New domestic violence liaisons shall attend orientation with the ODMHSAS Manager of Trauma Informed Care (or designee) within 90 days of designation. The domestic violence liaison for the agency is required to complete 6 hours of ODMHSAS designated domestic violence training. Initial training may be obtained online or at the annual Partners for Change Conference sponsored by the Oklahoma Attorney General's office. Agency domestic violence liaisons shall complete 3 hours of training within 90 days of designation and the additional 3

hours within the first year. The certificate(s) of completion will be verification of meeting this requirement and should be filed in the employee personnel file. The domestic violence liaison shall complete a minimum of 3 hours of continuing education on domestic violence, sexual assault, stalking, or human trafficking each year. Domestic violence liaisons will participate in regular support calls hosted by the ODMHSAS.

- P. Contractor shall provide Department with the percent of administrative overhead, based on generally accepted accounting practices, upon request by Department.
- Q. Each consumer who is eligible to vote according to law has the right to vote in all primary and general elections. Each facility shall make reasonable efforts to enable eligible persons to register to vote, to obtain applications for absentee ballots and comply with other requirements which are prerequisite to voting, and to vote (Title 450, Chapter 15, Consumer Rights, 450:15-3-13 and 450:15-3-27).
- R. All referrals for recovery housing need to be certified by OKARR, Oxford House, or ODMHSAS.

IV. COMPENSATION

A. Definitions

Contract Line: identifies the service or program name.

CS (Contract Source): an identifier used to distinguish an array of services that may be provided within a specific program or contract line.

Maximum Payment: identifies the total amount of funding for the identified contract period by contract line.

SOW: identifies the name of the attached Statement of Work (SOW) by which the specific work requirements for the program are found.

- B. In accordance with the terms of this contract, the Department will pay the Contractor an amount not to exceed **\$7,488,043.00**, unless amended in writing and approved by Contractor and Department, payable to the Contractor as set forth below.

Contract Line	CS	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
AFC-STARS - SAFER Initiative - Family Care Plan Coordinator - ARPA SABG - Federal	N/A	939590001	AFC-STARS	\$69,093.00
Criminal Justice - Navigation - State	N/A		Criminal Justice	\$50,000.00

Contract Line	CS	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
Criminal Justice - Reentry Intensive Care Coordination Team (RICCT) - State	63AA		Criminal Justice	\$194,000.00
Criminal Justice - Supportive Housing for Reentry - RSAT - Federal	N/A	165930000	Criminal Justice	\$30,000.00
Enhanced Tier Payment System (ETPS)	N/A		Non-Categorical SOW	\$5,323,413.00
eSMI Outreach	N/A	939580000	Non-Categorical SOW	\$7,500.00
Flex Funds - Housing - State	N/A		Non-Categorical SOW	\$129,750.00
Flex Funds - State	N/A		Non-Categorical SOW	\$43,250.00
Medication/Flex - SOS Grant - Federal	N/A	937880000	Non-Categorical SOW	\$110,000.00
Medications - State	N/A		Non-Categorical SOW	\$266,200.00
Mobile Crisis Response Teams - State	N/A		Non-Categorical SOW	\$415,000.00
Overdose Education and Naloxone Distribution (OEND) - CHIP - Revolving	N/A		Non-Categorical SOW	\$850.00
Overdose Education and Naloxone Distribution (OEND) - PDO II - Federal (July-Aug)	N/A	932430000	Non-Categorical SOW	\$5,000.00
Overdose Education and Naloxone Distribution (OEND) - PDO II - Federal (Sept-June)	N/A	932430000	Non-Categorical SOW	\$30,000.00
Recovery Support - Discharge Planning Housing Subsidy - ARPA MHBG - Federal	N/A	939580000	Recovery Support	\$25,000.00
Recovery Support - Discharge Planning Housing Subsidy - State	N/A		Recovery Support	\$150,000.00
Recovery Support - Employment and Housing Best Practices - MHBG - Federal	N/A	939580000	Recovery Support	\$150,000.00
Recovery Support - Shelter Plus Care (HUD) - Federal	N/A	142380000	Recovery Support	\$200,500.00
Recovery Support - SQE - Projects for Assistance in Transition from Homelessness (PATH) - Federal	N/A	931500000	Recovery Support	\$63,487.00
Recovery Support - Transition Youth Housing Subsidy - ARPA MHBG - Federal	N/A	939580000	Recovery Support	\$25,000.00

Contract Line	CS	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
Recovery Support - Transition Youth Housing Subsidy - State	N/A		Recovery Support	\$160,000.00
SOC - Behavioral Intervention Services in Schools (BISS) - State	N/A		Systems of Care (SOC)	\$30,000.00
SOC - Generic Host Agency - State	N/A		Systems of Care (SOC)	\$10,000.00

When providing treatment services, Contractor shall ensure the availability of the levels of care indicated in the SOWs and addenda throughout the term of the contract.

Department shall only pay upon receipt of an invoice for services, which shall be submitted to the Department not more than sixty (60) days from the day services were last rendered during the invoice month. Invoices shall be electronically submitted using the eProviderInvoice application in Access Control. Department agrees to make payment to Contractors within forty-five days of receipt of a proper invoice (Title 62 O.S. § 34.73) in accordance with Title 62 O.S. § 34.71& 34.72, or proper submission of data through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS).

B.1. Services Identified with a Contract Source will be reported through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS). For eligible services, Customer Data Core (CDC) information must be filled out appropriately and completely with any level of care change or at a minimum of every six months to obtain payment through this contract. If any of the information is determined missing from the CDC or not properly updated, the Department has the right to credit services provided to that consumer, request recoupment or suspend payment. CDC information shall be entered into a location and format as prescribed by the Department.

B.1.a. Many contract services shall require prior authorization. Prior Authorizations (PA's) will not be issued unless a current CDC has been entered for the respective consumer. Contractor shall comply with the ODMHSAS Prior Authorization Manual and other applicable prior authorization instructions available at <http://www.odmhsas.org/arc.htm>.

B.1.b. Contractor is required to comply with the ODMHSAS Services Manual which is hereby incorporated by reference (<http://www.odmhsas.org/arc.htm>). Contractor shall enter contract services for reporting and payment through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System

(MMIS) via internet web application, Medicaid on the Web, file transfer, or online interactive applications. Contractor shall take all necessary steps for assuring the capacity to interface with MMIS and maintaining staff knowledge of billing and clinical requirements documented in the ODMHSAS Services Manual. Services billed that do not meet all requirements in the ODMHSAS Services Manual may be subject to recoupment. The Contractor is responsible for assuring the capacity to interface with the Department's system via the internet no later than the effective date of this contract.

B.1.c. If Contractor enters into a billing service agreement, Contractor shall be responsible for the accuracy and integrity of all claims submitted on Contractor's behalf by the billing service.

B.2. Cost Reimbursement Contracts are contracts that require submission of an invoice by the Contractor for services already provided. Invoices are based on the Contractor's submitted budget and appropriate documentation. Documentation for Contractor expenditures is required prior to payment. Invoices paid by the Department may be limited to a cumulative one-twelfth (1/12) of the total contract amount each month.

B.3. One-Twelfth (1/12) Contracts are assigned a yearly value and payment is apportioned throughout the fiscal year in one-twelfth (1/12) increments or depending on the start date of the program, payment is distributed equally based on the number of months remaining in the state fiscal year. Contractor shall submit an invoice and appropriate documentation of the services provided prior to the Department issuing payment.

C. Funding sources utilized to make payments pursuant to this contract (e.g. state, federal, etc.) shall be at the ODMHSAS discretion and shall not be subject to review or considered a breach of this contract. Contractor agrees that by accepting federal funds from the Department, Contractor is in receipt of pass-through federal funds and may be considered to be a subrecipient of these federal funds. Therefore, Contractor may be subject to all Federal rules and regulations applicable to the appropriate expenditure of Federal funds. See 2 CFR 200, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and its Compliance Supplement and the Certifications and Assurances bound to receipt of federal funds. If Contractor is a subrecipient of federal funding, Contractor is required to maintain current and accurate information in the Central Contractor Registration (CCR), primary registrant database for the U.S. Federal Government, and have obtained an UEI (Unique Entity Identifier) number. If Contractor is in receipt of federal funding, Contractor shall be identified as either a subrecipient or vendor in the Federal Funding Identification Form. The auditee of a Single Audit shall comply with provisions of 2 CFR Sections 200.508-512, pertaining to audit requirements for auditees.

D. The Department may perform site reviews at all contracted programs. Review findings will be shared with Contractor in the form of a written report. If the report

indicates an overpayment or identifies billed services subject to recoupment, Contractor will have 60 days to repay or credit the Department for the identified services.

- E.** Contractors are encouraged to develop additional funding streams. Contractors must identify alternative coverage and bill such sources including Medicaid. No payments will be made by the Department until Medicaid or alternative resources are exhausted or determined unavailable for these services. Failure to bill third parties may result in an overpayment or termination of the provider contract. This contract is not meant to supplant current payment resources.
- F.** The following provisions are applicable to providers of Medicaid services for which the Department is responsible for payment of the state match:

 - F.1.** The Department shall pay the Oklahoma Health Care Authority the state match for OHCA-reimbursed services delivered by the Contractor in the Contractor's ODMHSAS service area to Medicaid-eligible adults.
 - F.2.** Such payments shall be made pursuant to appropriate documentation and as prescribed by the Oklahoma Health Care Authority.
 - F.3.** Such payments shall be from state funding made available to support adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services.
 - F.4.** In the event the amount necessary to make the Medicaid match payments exceeds the match funding set aside for such purpose, the necessary additional funds will be transferred from the state funding provided herein for adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services. Any state match funds remaining at the conclusion of the contract term may, at the discretion of ODMHSAS, be transferred to this contract for any pending adult or children/adolescent substance abuse services, or adult mental health services.
- G.** Unless approved in writing by the Department, the Contractor shall use no portion of Federal Block Grant Funds (Public Health Services Act) for:

 - G.1.** Inpatient services (Mental Health Block Grant) or inpatient hospital services (Substance Abuse Prevention and Treatment Block Grant).
 - G.2.** Cash payments to recipients of services.
 - G.3.** The purchase or improvement of land; purchase, construction, or permanent improvements (other than minor remodeling) of any building or other facility; or purchase of major medical equipment.

- G.4.** Satisfaction of any requirement for the expenditure of non-federal funds as a condition for receipt of federal funds.
- G.5.** Financial assistance (i.e. a subgrant) to any entity other than public or nonprofit private entity.
- G.6.** Needle exchange programs or the provision of hypodermic needles or syringes to individuals.
- G.7.** Inherently religious activities, such as worship, religious instruction, or proselytization.
- H.** The Contractor shall use no federal funds to pay an employee a salary at a rate in excess of Executive Level II of the Federal Executive Pay Scale.
- I.** For eligible services, Contractors shall seek Title XIX reimbursement from the Oklahoma Health Care Authority for eligible services rendered. The Contractor shall in good faith also seek reimbursement from Title XVIII (Medicare parts A & B) or any other third party source. The Contractor will not invoice the Department for services eligible for reimbursement from any other third party source. The Department will not reimburse for services compensated by any other party or source.
- J.** Department may reduce the payment to the Contractor in the event a shortfall of state or federal funding occurs. The amount decreased from the Contractor's payment shall be at the sole discretion of the Department and shall not be actionable by the Contractor.
- K.** Department can suspend payment until the services provided can be verified by Department staff, not to exceed 60 days, unless the Contractor has failed to provide the requested documentation. In the event payment has been suspended, Contractor must fully cooperate with Department staff to verify services.
- L.** Service providers delivering services pursuant to a mental health or substance abuse treatment contract with the Department may solicit a co-pay for services provided to adults, not to exceed four dollars (\$4.00) per service. However, no one shall be denied services due to an inability to pay or due to failure to honor a prior co-pay agreement. Co-pay amounts shall be agreed upon by the client and collected at the time of service or via a pre-treatment agreement for later payment. No additional funds from the client or the client's family are to be sought or accepted for services purchased by the Department, to include processing fees, application fees, or any process necessary to determine eligibility for ODMHSAS services except as otherwise stated in the contract statements of work. All client rights and applicable confidentiality requirements shall be strictly observed in the administration of this policy.

V. GENERAL PROVISIONS

A. Technical Assistance

The Department, upon written request and if available, may provide to the Contractor technical assistance to ensure compliance with this contract.

B. Reports

The Department may prescribe and require reports from the Contractor during the effective dates of this contract. All reports, financial and otherwise, required by the Department, shall be in the format as indicated by the Department and may include, but not be limited to, cost reports, expenditure reports, and balance sheets. The Department may, upon reasonable notice, withhold payments otherwise due under the terms of this contract if the Contractor fails to submit required reports on a timely basis.

C. Surveys

The Contractor, upon reasonable notice, agrees to participate and cooperate in surveys, studies, or research projects conducted by any governmental agency.

D. Access to Records

The Contractor agrees that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to inspection, examination, and copying by the Department, its designee, and the Office of the Oklahoma State Auditor and Inspector. Further, the Contractor shall fully cooperate with the Department during investigations of complaints involving consumer abuse, neglect, improper treatment, or any violation of consumer rights. Cooperation shall include, but is not limited to, immediate access to consumers, staff members, facilities, consumer records, or any other records or documents regularly kept by the Contractor.

E. Audit and Records Clause

E.1. As used in this clause, records shall include, but are not limited to, any books, documents, accounting procedures and practices, and other data, regardless of type or form. In accepting this contract with ODMHSAS, the Contractor agrees any pertinent state or federal agency will have the right to examine and audit all records relevant to the execution of the resultant contract.

E.2. Contractor is required to retain all records and supporting documentation relative to this contract for the duration of the contract term and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is initiated before the end of the seven-year period, the records are required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

- E.3. Contractor agrees the review of all records as they relate to the performance of professional services is to be subject to examination by the Department, the State Auditor and Inspector and the State Purchasing Director.

F. Financial Audit

A financial statement audit or other engagement is required under the conditions provided below. The type of audit or engagement is determined separately for state and federal funds. State funds include only those received from the Department. Federal funds include those from all sources (federal agencies, the Department, or other entities). The expenditure of federal funds is based on when the activity for the expenditure occurs, not when the expenditure is made. The Department will notify the Contractor of any federal awards made under this contract. The Department reserves the right to require an independent financial statement audit of the Contractor, the cost of which shall be paid by the Contractor.

- F.1. State funds. A state or local governmental entity that has received state awards of \$100,000 or more shall obtain a financial statement audit conducted in accordance with generally accepted governmental auditing standards (Yellow Book). For awards of \$100,000 or more, a nongovernmental Contractor shall obtain an audit conducted in accordance with generally accepted auditing standards (basic type). For entities which have received a Single Audit, a yellow book or basic audit will not be required; however, the entity must still submit a Schedule of State Awards for awards received from ODMHSAS, if the state awards are greater than or equal to \$100,000.
- F.2. Federal funds (expenditures of \$750,000 or more from all sources). The Contractor shall obtain an audit conducted in accordance with the Single Audit Act of 1984, as revised by the Single Audit Act Amendments of 1996, and 2 CFR 200 and the Uniform Guidance for Federal Awards. An applicable portion of federal funds (such as the percentage of federal fund expenditures to total expenditures) may be used to pay for this audit when the audit covers all funds and operations of the Contractor. In addition to obtaining a Single Audit, the Contractor shall permit the Department to perform a compliance engagement or have a compliance engagement performed of the Department's federal award(s) at the discretion of the Department. Such engagement, if conducted, shall be at the Department's expense.
- F.3. Federal funds (expenditures of less than \$750,000 from all sources). Federal compliance monitoring may be performed at the direction of the Department for funds received from the Department.
- F.4. Regardless of the above provisions, the Contractor shall submit to the Department a copy of financial audit reports obtained for other reasons. This copy shall include, if present, the additional Yellow Book reports, the additional 2 CFR 200 and the Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) reports, and the management letter.

- F.5. Audits under this section shall be performed by independent and properly licensed Certified Public Accountants, and the lead (reviewing) partner of the audit firm is to be rotated off the audit every five (5) years.
- F.6. Unless otherwise provided, a financial statement audit shall include, in one or more reports, all operations and funds of the Contractor and of any entities or persons related to or affiliated with the Contractor. The audited financial statements of nongovernment entities shall include at least a statement of financial position, a statement of activities, a statement of cash flows, and a statement of functional expenses.
- F.7. If state funds are received under this contract, the audited financial statement report shall also include a supplementary schedule of state awards, which identifies each award, the amount awarded and the total amount received or recognized.
- F.8. The audit(s) shall be for the Contractor's fiscal year(s) during which this contract is in force.
- F.9. The Contractor shall submit one complete copy of its financial statement audit report(s), as required above, to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org within six (6) months of the close of the Contractor's fiscal year(s). The copy shall include, as applicable, copies of all reports issued pursuant to 2 CFR 200 and the Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) and *Government Auditing Standards*. A management letter, if issued, shall be submitted.
- F.10. The books and records of the Contractor and the work papers of the Contractor's auditor shall be made available, if needed, to the Department's cognizant federal agency, the Department, the Department's auditor, the State Auditor and Inspector, and the Comptroller General of the United States. The Contractor grants permission to the Department to contact the Contractor's auditor during the course of the review of required reports.
- F.11. Compliance with the audit provisions of this contract is not considered achieved until the Department has reviewed and accepted the report(s). Failure by the Contractor to timely submit a required report may, upon reasonable notice, result in withholding by the Department of payments otherwise due under the terms of this contract.
- F.12. The due date of a report may be extended for good cause at the sole discretion of the Department. For an extension to be considered, a request for such must be submitted in writing to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org on or before the applicable due date.

G. Notices

Except for service of process, any notices to be given hereunder are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as indicated herein. Either party may at any time designate any other address by giving written notice to the other party.

H. Entire Agreement

This contract represents the full and final intent of the parties herein, and supersedes any and all prior agreements/contracts between the parties unless amended, in writing, and approved by the Department. Further, the terms of this contract may not be modified, increased or otherwise amended expressly or implicitly without the written approval of the Department.

I. Interpretation

The headings contained herein are for reference purposes only and shall not affect the meaning or interpretation of this contract.

J. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, expressed or implied, in the name of or on behalf of the Department, and Contractor agrees not to assume or incur any such liability or obligation without the prior expressed written consent of the Department.

K. No Waiver

Waiver by the Department of any breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

L. Severability

If any clause or provision of this contract is illegal, invalid, or unenforceable under any present or future law, the remainder of this contract will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid, or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid, and enforceable.

M. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this contract by either party shall be grounds for immediate suspension of performance.

N. Non-Discrimination

The Contractor is an Equal Opportunity Employer, a provider of services and/or assistance, and assures compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, Executive Orders 11246 and 11375, and the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

As applicable, the provisions of Executive Order 11246, as amended by Exec. Order No. 11375, Exec. Order No. 11141, Exec. Order No. 13665 and as supplemented in Department of Labor Regulations (41 CFR Part 60-1.4(a), 60-300.5(a) and 60-741.5(a) et. seq.), are incorporated into this contract and must be included in any subcontracts awarded involving this contract. The parties represent that they are in compliance with all applicable federal and state laws and regulations and all services are provided without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age (40 or older), disability, political beliefs, or status as a veteran in any of their respective policies, practices, or procedures; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974, 38 U.S.C.

O. Drug-Free Workplace

The Contractor certifies it will or will continue to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and implemented at 45 CFR Part 76, Subpart F for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

P. Influence

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 45 CFR Part 93, Section 93.105 and 93.110, the applicant/provider certifies that:

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or any employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

Q. Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110:

Q.1. The Contractor certifies that it and its principals:

Q.1.a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

Q.1.b. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property.

Q.1.c. Are not presently indicted of or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification.

Q.1.d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Q.2. Contractor shall notify the Department within ten (10) business days or fifteen (15) calendar days, whichever is shorter, in the event the status of the Contractor or any of its principals meets any of the above listed conditions.

Q.3. Where the Contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this contract.

R. Specialized Services

Contractors shall have policies and procedures for the provision of interpreters for persons who are deaf or hard of hearing or who speak a language other than English.

S. Recognition of Department Support

Contractor shall state it is funded by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), as well as prominently display approved ODMHSAS logo(s) and adhere to the ODMHSAS branding guide in all applicable promotional information (including, but not limited to, promotional or informational brochures, flyers, newsletters, posters, web sites, multi-media

presentations, media releases, and community education presentations) regarding services funded by the Department.

T. Contract Compliance

- T.1.** The contract may be terminated by the Department immediately and without prior notice if the Department reasonably determines that the health or safety of the persons served is in imminent jeopardy due to the actions or inactions of Contractor or those under Contractor's control.
- T.2.** A default in performance by Contractor for which the contract may be terminated shall include, but is not limited to: failure or refusal to perform, observe, and comply with any covenant or agreement according to its terms, conditions, and specifications, failure to maintain the care and treatment services in accordance with the Department's rules and regulations, and default in payment of state taxes.
- T.3.** Termination shall not be the exclusive remedy available to the Department for a default by the Contractor, but shall be in addition to any other rights and remedies provided for by law or equity.
- T.4.** The Department shall not be liable for any further payment to Contractor under a contract terminated for the Contractor's defaults after the date of such default as determined by the Department, except for commodities, supplies, equipment, or services delivered and accepted on or before the date of default and for which payment had not been made as of that date. Contractor shall be liable to, and shall indemnify and hold harmless, the Department for all liability, cost, or damage sustained by the Department as a result of Contractor's default. In the event of a tax lien filed against Contractor, the Department cannot make any payments to Contractor until such tax lien is satisfied.
- T.5.** This contract may be terminated without cause by the Department or the Contractor upon thirty (30) days written notice to the other party.
- T.6.** The Department will monitor the Contractor's performance of this contract. At a minimum, this will include ongoing reviews of certain performance indicators. Contractor shall cooperate with the Department in its monitoring activities and shall comply with Department requests that facilitate such monitoring. Department may conduct eligibility, service verification, and Customer Data Core (CDC) reviews on a random basis. Subsequent payments may be decreased according to the applicable Department rate schedule if ineligible individuals are reported and provided services based on ODMHSAS funding or if service delivery cannot be verified in the client's clinical record.
- T.7.** Contractor shall have written policy and procedures for internal review of services billed on this contract. The review shall be conducted at least quarterly. Corrective action shall be taken on any deficiencies that are found to exist. The results of the reviews and any associated corrective actions shall be made available to the Department.

T.8. Contractor shall develop and maintain written policy and procedures for ethical billing practices.

T.9. Department can suspend payment if the Contractor does not comply with the terms of the contract.

U. Indemnification

Contractor shall at all times carry and maintain Commercial General liability insurance of no less than one million dollars (\$1,000,000) for any aggregate claim per incident. For professional services contractors, they must also provide Professional Liability insurance to adequately compensate persons for an act of professional negligence by the Contractor, its agents, employees, or the like. Said policies must provide that the carrier may not cancel or transfer the policy without giving the Department thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the contract and provide the Department with evidence of such insurance and renewals upon request.

Contractor shall indemnify and hold harmless the Department against any and all bodily injury and property damage, deficiencies, or liabilities resulting from any negligence on the part of Contractor, its employees, or independent subcontractors, or non-fulfillment of any term or condition of this contract. Contractor shall indemnify and hold harmless the Department under the contract from any and all assessments, judgments, cost, legal, and other reasonable expenses incidental to any of the foregoing.

V. Understanding of Terms

The parties hereto have read and fully understand the terms of this contract and agree to be bound by same.

W. Confidentiality

The Contractor agrees, through the following terms, to create a Qualified Service Organization/Business Associate Agreement between ODMHSAS and Contractor, and:

W.1. Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received from ODMHSAS or from providing services to ODMHSAS, identifying or otherwise relating to the clients or consumers of ODMHSAS (hereinafter "protected information"), it is fully bound by the provisions of the federal regulations governing the confidentiality of Alcohol and Drug Abuse Patient

Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Parts 142, 160, 162, and 164, including the HITECH section of the American Recovery and Reinvestment Act (ARRA), and State law at Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this contract or by law.

- W.2.** Acknowledges that pursuant to Oklahoma law at 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential, and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work, which includes evaluation.
- W.3.** Agrees to resist any effort to obtain protected information in judicial proceedings except as expressly provided for in the applicable regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2, or as otherwise required by other applicable law or court order.
- W.4.** Agrees to use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of ODMHSAS and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected information.
- W.5.** Agrees that, when the Contractor uses, discloses, or requests protected health information, that it will limit the use, disclosure, or request to the minimum information necessary.
- W.6.** Agrees that if the Contractor enters into a contract with any agent, including a subcontractor, the agent will agree to comply with 42 C.F.R. Part 2 and HIPAA, including all provisions of this section, and, if the Contractor learns of a pattern or practice by the agent that is a material breach of the confidentiality agreement it will take reasonable steps to cure the breach or terminate the contract, if feasible.
- W.7.** Agrees to report to ODMHSAS any use, disclosure, or any security incident involving protected information not provided for by this contract within twenty-four (24) hours of when it becomes aware of the breach.
- W.8.** Agrees to provide access to the protected information at the request of ODMHSAS, or to an individual as directed by ODMHSAS, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information; Contractor will comply with time limits as set forth in law.
- W.9.** Agrees to make any amendments to the protected information as directed or agreed to by ODMHSAS pursuant to 45 C.F.R. §164.526; Contractor will comply with time limits as set forth in law.
- W.10.** Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from ODMHSAS or created or received by the Contractor on behalf of ODMHSAS, to ODMHSAS and to the Secretary

of the Department of Health and Human Services for purposes of the Secretary determining ODMHSAS' compliance with HIPAA.

- W.11.** Agrees to provide ODMHSAS, or an individual, information to permit ODMHSAS to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528; Contractor will comply with time limits as set forth in law.
- W.12.** If Contractor uses an in-house management information system to batch load data to Department's designated site, Contractor must assure the system can provide HIPAA compliant transactions. Department currently collects certain consumer information electronically in addition to the HIPAA required data transactions. These data will continue to be required. All in-house management information systems must be able to provide all ODMHSAS required consumer data or the data must be entered via the Department approved online system.
- W.13.** Any violation of the terms of this section including the unauthorized use of the MMIS secure website or information on the secure website may result in suspension or termination of Contractor's access to the MMIS secure website and relevant secure websites.
- W.14.** Upon termination or expiration without renewal of this agreement, Contractor shall return or destroy all protected information received from ODMHSAS, or created or received by Contractor on behalf of ODMHSAS, or if return/destruction is impossible, Contractor shall extend the protections of this agreement to such protected information and limit further uses and disclosures of the information as provided by state and federal law for as long as Contractor maintains the information.

X. Tobacco

The Contractor will implement and provide a tobacco-free campus in accordance with the standards of the Tobacco-Free Workplace policy of the Oklahoma Department of Mental Health and Substance Abuse Services, ODMHSAS 6.12. Possession and use of any tobacco product, nicotine delivery product or device that is not approved by the U.S. Food and Drug Administration (FDA) for the purpose of nicotine dependence treatment, including, but not limited to cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes, or vaping devices is prohibited on the grounds of and within ODMHSAS-operated and contracted facilities by employees, consumers, volunteers, and visitors. The Contractor must ensure a site-specific enforcement plan of action for violations related to the agency's tobacco free workplace policy.

All events supported by ODMHSAS contracts should be tobacco-free. Contractors should make an effort to communicate the tobacco free campus and event status in signage and other communications associated with the organization or the event. Contractors are also prohibited from accepting financial support from the manufacturers or distributors of tobacco products, their affiliates, or any entity controlling or controlled by such companies.

As part of the ODMHSAS's mission to promote, provide, and support the highest quality of care to its consumers, Contractors/Providers shall offer to consumers who use tobacco, cessation assistance while they receive services in any ODMHSAS operated or contracted facility. The Contractor shall at all times address tobacco use as a treatment issue. Facilities shall develop and implement consumer cessation assistance procedures that minimally include:

- X.1.** Integrating tobacco cessation treatment into the service plan of consumers who use tobacco, 13 years and older. If the consumer chooses not to engage in any tobacco cessation treatment, the Contractor shall minimally document assessment of tobacco cessation in accordance with X.2.
 - X.1.a.** When applicable and appropriate, including the diagnosis of Tobacco Use Disorder (mild, moderate, severe).
- X.2.** Using the "5 A's" model for assessing, and if appropriate, treating tobacco use and dependence for consumers 13 years and older or family members who use tobacco:
http://www.healthquality.va.gov/tuc/phs_2008_quickguide.pdf.
 - X.2.a.** Using Peer Recovery Support Services to utilize and teach problem-solving techniques on quitting tobacco.
- X.3.** Reassessing consumers who are not ready to quit tobacco in at least 6 months.
- X.4.** Systematically refer 20% of consumers 13 years and older or their family members who use tobacco by means of fax, Web Portal, or Electronic Health Record (EHR) to the Oklahoma Tobacco Helpline.
- X.5.** Nicotine Replacement Products:
 - X.5.a.** For inpatient, crisis stabilization, and residential programs, in consultation with the consumer, provide Nicotine Replacement Products (NRT) while consumer is part of program and leverage resources from the Oklahoma Tobacco Helpline, if possible. The physician or other qualified healthcare provider will determine the appropriate nicotine replacement product to be provided and the duration of its use.

Contractor shall also offer assistance to employees who are tobacco users while he, she, they, or them is employed by contracted facility. This assistance shall consistently include, but is not limited to, the provision of information on the health impact of continued tobacco use, health promotion materials and/or signage, referrals to tobacco cessation programs such as the Oklahoma Tobacco Helpline, the provision of or access to FDA-approved prescription and/or non-prescription medications for the treatment of nicotine dependence when available, the delivery of evidence-based behavioral interventions for tobacco use cessation by clinicians and other healthcare professionals, and provision of appropriate follow-up to facilitate cessation intervention and prevent relapse.

Y. Contract Certification

The Contractor, as required by 74 O.S. § 582, is not currently engaged in a boycott of goods or services from Israel. Exemptions include a contract of not more than \$100,000 and a contract with an individual.

Z. Choice of Law and Venue

This contract shall be construed and enforced in accordance with the laws of the State of Oklahoma. Pursuant to 74 O.S. §85.14, where federal granted funds are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure benefit of such federal funds to the State. Any action brought to enforce the provisions of this contract shall be brought in the District Court of Oklahoma County, State of Oklahoma.

IN WITNESS WHEREOF, this contract, consisting of twenty-three (23) pages and the attached addenda, attached or referenced hereto, has been executed and delivered effective as of the date first above written.

Electronic Signature page will replace this page if applicable.

CONTRACTOR

By: _____
Authorized Representative (Signature)

By: _____
Authorized Representative (Signature)

Printed Name of Authorized Representative

Printed Name of Authorized Representative

Title (Print)

Title (Print)

Please place corporate seal in above space if corporation

**STATE OF OKLAHOMA-OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND
SUBSTANCE ABUSE SERVICES**, 2000 N. Classen Blvd., Suite 2-600, Oklahoma City,
Oklahoma, 73106, an agency of the State of Oklahoma.

By: _____
CARRIE SLATTON-HODGES
Commissioner

By: _____
DURAND CROSBY
Chief of Staff and Operations

Attest:

Attest:

FEDERAL FUNDING IDENTIFICATION FORM

Your contract contains the Following Federal Funding:

☒ CFDA TITLE: Block Grants for Prevention and Treatment of Substance Abuse
CFDA NUMBER: 93.959
AWARD NAME: Substance Abuse Prevention & Treatment Block Grant
GRANT NUMBER/FAIN: B08TI083962 and B08TI084602
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: ARPA SABG
Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Residential Substance Abuse Treatment for State Prisoners
CFDA NUMBER: 16.593
AWARD NAME: Transitional Housing for Reentry
GRANT NUMBER/FAIN: 2019-RSAT-ODMHSAS-004
FEDERAL AGENCY: Department of Justice (DOJ)
OTHER INFORMATION: RSAT

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Block Grants for Community Mental Health Services
CFDA NUMBER: 93.958
AWARD NAME: Block Grants for Community Mental Health Services
GRANT NUMBER/FAIN: B09SM083822
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: MH Block Grant

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Opioid STR
CFDA NUMBER: 93.788
AWARD NAME: State Opioid and Stimulus Initiative
GRANT NUMBER/FAIN: H79TI085777
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: SOS II

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

☒ CFDA TITLE: Substance Abuse and Mental Health Services Projects of Regional and National Significance
CFDA NUMBER: 93.243
AWARD NAME: Oklahoma PDO
GRANT NUMBER/FAIN: H79SP082738
FEDERAL AGENCY: Department of Health and Human Services SAMHSA
OTHER INFORMATION: PDO II

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Block Grants for Community Mental Health Services
CFDA NUMBER: 93.958
AWARD NAME: Block Grants for Community Mental Health Services
GRANT NUMBER/FAIN: B09SM085377 and B09SM085905
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: ARPA MHBG

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Shelter Plus Care
CFDA NUMBER: 14.238
AWARD NAME: State Shelter Plus Care
GRANT NUMBER/FAIN: OK0029L6I031912
FEDERAL AGENCY: Department of Housing and Urban Development.
OTHER INFORMATION:: _____

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.

☒ CFDA TITLE: Projects for Assistance in Transition from Homelessness (PATH)
CFDA NUMBER: 93.150
AWARD NAME: PATH Formula Grant
GRANT NUMBER/FAIN: X06SM083685
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: _____

Identified as: Vendor ☐ Subrecipient ☒

Special Terms and Conditions: None beyond requirements listed in the statement of work.



SERVICES WITHIN REACH

Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

**To: Jeanette Moore, Executive Director
HOPE Community Services, Inc.**

**Re: FY23 Sole Source Contract Amendment
PO #4529065317**

Date: August 1, 2023

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY23 contract by a total of **(\$139,808.49)**.

Contract Line	CFDA #	SOW http://www.odmh.sas.org/arc.htm	Amendment Amount	FY23 Total Contract Amount
Enhanced Tier Payment System (ETPS)	n/a	Same	(\$139,808.49)	\$4,884,486.51

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **(\$139,808.49)** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

No further action is required on your part.

Thank you,

Bryan Wiewel

Bryan Wiewel, CPO
Contract Officer III



SERVICES WITHIN REACH

Carrie Slatton-Hodges | Commissioner

Kevin Stitt | Governor

**To: Jeanette Moore, Executive Director
HOPE Community Services, Inc.**

**Re: FY24 Sole Source Contract Amendment
PO #4529066471**

Date: August 9, 2023

The Oklahoma Department of Mental Health and Substance Abuse Services amends your FY24 contract by a total of **\$5,000.00**.

Contract Line	CFDA #	SOW http://www.odmhsas.org/arc.htm	Amendment Amount	FY24 Total Contract Amount
Flex Funds - Housing - State	n/a	Same	\$5,000.00	\$14,000.00

The changes to your contract are as follows:

Section IV (Compensation), subsection A for a total of **\$5,000.00** with appropriate adjustments to the applicable sections.

This amendment should be made a part of your contract.

Please indicate your acceptance of these conditions by your approval at your earliest convenience.

Thank you,

Bryan Wiewel

Bryan Wiewel, CPO
Contract Officer III

3.08.06 ASSOCIATION WITH AND PARTICIPATION IN PROFESSIONAL AND COMMUNITY ORGANIZATIONS

Staff members are encouraged to join and take an active role in their respective professional organizations. Leave will be provided to staff in order for them to attend state meetings of their respective organizations. Employees must pay the cost of obtaining their licensure and/or certification and/or maintaining it in a current status.

Leave may also be provided to staff in order for them to participate in volunteer activities of organizations (i.e., United Way, Lions Club, and Chamber of Commerce) within the community. ~~This is provided at the discretion of the Chief Executive Officer.~~ See section 3.08.09.

3.08.09 EMPLOYER SPONSORED VOLUNTEER (ESV) PROGRAM

Hope understands the importance of investing in employees by supporting them in pursuing activities that are meaningful to them.

Eligible employees may use up to 8 hours annually of volunteer leave with the approval of their program director, Clinical Director, or COO. Employees must use the appropriate form found on SharePoint to request use of volunteer leave. Employees may choose to volunteer individually or in groups at the discretion of program directors. Organizations on the approved list may require volunteer registration or background checks. Staff are encouraged to plan their volunteer activities in advance in order to allow time for these tasks to be complete.

HOPE will maintain a list of organizations that are approved for the HOPE Helpers Program. Employees may request additional organizations be added to the approved list utilizing the appropriate form located in SharePoint. Approved organizations will be reviewed annually by CEO. We may receive volunteer requests for specific events hosted by an organization on our approved list. These opportunities will be communicated to employees utilizing the HOPE Notes employee newsletter. Information regarding approved organization and their volunteer opportunities will be maintained on SharePoint.

All employees participating in the HOPE Helpers program must complete volunteer training prior to utilizing leave. Volunteer training will include, but is not limited to, review of policies 3.08.08 Organization Image/Community Involvement and 3.06.01 Code of Conduct.

Employees will be responsible for any fees incurred during volunteer activities including travel, parking, meals, etc.

In the event that an employee encounters a problem while participating in the HOPE Helpers program, the employee is encouraged to report it to the volunteer organization contact person. If the employee is unable to resolve the issue satisfactorily or wants to provide feedback to be considered, the employee may submit written information directly to the CEO through email, inter-office mail, or the suggestion box.

HOPE COMMUNITY SERVICES, INC.
PERSONNEL POLICIES AND PROCEDURES

Last Review: October 10, 2021

Last Revision: August 18, 2022

3.11.00 LEAVE

Absence during regularly scheduled work hours must be approved by the proper authority. Leave may be authorized as Paid or Leave Without Pay (LWOP), as outlined in the following procedures or at the discretion of the CEO or COO.

Employees are responsible to obtain authorization from the appropriate supervisor prior to scheduling planned absences.

Employees are responsible to notify their supervisor by calling or texting before their scheduled work time when unplanned absence or tardiness occurs. This action will provide supervisor reasonable time to arrange coverage. If the employee does not get a response from the supervisor, they are to contact human resources.

Leave compensation is only available to the employees that meet the eligibility requirement set forth below for the categories.

NON-ELIGIBLE STAFF:

The following employees are not eligible for leave compensation:

Part-time employees that regularly work less than 30+ hours per week

Part-time employees that regularly work 30+ hours per week but are not regularly scheduled to work the day on which the Holiday falls

All casual/temporary employees regardless of work schedule

All volunteers/students/interns regardless of work schedule

All new staff (full-time or part-time, exempt or non-exempt) with less than three months employment are not eligible to use accrued leave categories.

ELIGIBLE STAFF:

All full time and part time (regularly working 30+ hours per week) are eligible for leave compensation, unless otherwise noted in the specific category of leave. Leave compensation is equivalent to the total hours the employee is regularly scheduled to work on that day. ~~Part time eligible employees that work less than full-time will receive leave accrual and maximum that is prorated based on their FTE using a 40 hour week.~~

LEAVE CATEGORIES:

Holiday Leave, **Deferred Holiday**, Sick Leave, Vacation Leave, Leave Without Pay, Bereavement Leave, Court or Jury Leave, Voting Leave, Military Leave, **Volunteer Leave**, **Company Closed**, and Administrative Leave.

3.10.01

ABSENCES AND TARDINESS --- TIME RECORDS

Attendance and reliability are foundational expectations of a productive work environment. Adherence to schedule is vital to the successful operations of HOPE and play a significant role in the services we provide to our clients and the community we serve. Excessive absenteeism, tardiness and overall unreliability have a detrimental impact to our work.

In order to provide services in the tradition of high quality, all departments must be fully staffed. Absenteeism detracts from the service provided by the organization and causes an undue burden for those employees who must fill in for absent or late employees. As such, the purpose of this policy is to set forth HOPE's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the agency and minimize unscheduled absences.

All employees of HOPE are expected to arrive on time, ready to work, each scheduled day. HOPE's ability to serve its clients and the community in a timely manner is of the utmost importance. Lateness and absence of employees have a detrimental effect on the services provided to our clients and the community and can result in disciplinary action up to and including termination.

~~Supervisors are responsible for maintaining the lowest practical level of absence. Although it is the employee's responsibility to correct problems and prevent absenteeism, the supervisor can counsel the employee on the importance of maintaining good attendance. In order to accomplish this, the supervisor should communicate these expectations:~~

All employees must give advance notice of planned absences and obtain approval of their supervisor

~~All employees (rather than a relative or friend, whenever possible) must call their supervisor before their work time if they are unable to work. (See Section 3.11)~~

Employees must speak directly to their supervisor whenever possible. If an employee is unable to reach their supervisor, they should immediately contact the human resources department.

~~Employee should advise supervisor when he/she expects to return to work~~

~~Supervisors should be able to detect poor attendance habits and take corrective action by following guidelines below:~~

~~Frequency of absence—Frequent short-term absences often indicate the formation of poor attendance habits~~

~~Patterns of Absence—A pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, may indicate an unsatisfactory attendance pattern~~

~~Tardiness Record—Tardiness should be considered with absenteeism in determining unsatisfactory attendance patterns~~

An employee having excessive absences or otherwise violating the organization's attendance policy may be subject to disciplinary action up to and including termination of employment. Total attendance may be considered relative to disciplinary action. An employee who is absent from work for ~~four~~ **three** consecutive days due to illness or injury will be required to provide a physician's statement and/or a Return to Work Certification to the Human Resources Office.

An employee who is denied a requested day off and calls in on that day will be subject to disciplinary action up to and including termination of employment.

Job abandonment and voluntary resignation may be considered if an employee is absent from work and does not call his/her supervisor within the first hour after the beginning of the scheduled time to report absence or tardiness.

Interaction with Leave Laws

Employees taking leave under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA) or other state or federal protected leave are expected to provide notice of absences or tardiness in accordance with company policy.

Time Records:

All HOPE employees are required to complete a timecard each week through HOPE's payroll system. Timecards must be approved by the employee and supervisor no later than 10:00am each Monday. This helps to ensure that each employee has an accurate timecard for each pay period.

Time Worked:

Time worked includes all time that an employee is required to be performing duties for HOPE. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

Work away from premises or at home. If approved, work performed off the premises or job site or at home will be counted as time worked. All employees will not be permitted to perform work away from the premises, job site, or at home unless approved by the CEO or COO.

Break time. Rest periods of 15 minutes or less are counted as time worked ***

Nonexempt Employees:

All nonexempt employees are expected to work an eight-hour day Monday through Friday unless an alternative schedule (e.g., working on a schedule that includes Saturday) has been previously authorized and approved by the supervisor and the CEO or COO. If an employee does NOT work their regularly scheduled day, they must account for the time with vacation or sick time (if eligible) or leave without pay (LWOP). PTO or Leave Without Pay must be used and recorded on the timecard for any missed work in excess of 15 minutes a day or 1 hour or more per week.

Exempt Employees:

In accordance with the Fair Labor Standards Act regulations, exempt employees will be paid on a salary basis and will not have their pay reduced for variations in the quantity of work and will receive their full salary for any week in which they perform any work. However, if an employee does **NOT work any portion of their regularly scheduled workday** they must account for the time with vacation or sick time (if eligible) or leave without pay. If an employee has exhausted their leave or is not yet eligible, they must use leave without pay and will receive a pay deduction for that day.

If an exempt employee **misses part of their scheduled workday**, they must use accrued leave in no less than 2 hour increments.

If an employee wishes to make up these missed hours during the week and has prior approval with their supervisor, they may make up the missed hours during the work week (Sunday-Saturday) without utilizing accrued leave.

Flexible Work Schedules/Flexing Time:

All HOPE employees are expected to work their established schedule as approved by their supervisor. In regard to flexing work schedules, flexible work arrangements are not appropriate for all employees or positions and are not universal employee benefits. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance and/or service delivery. Schedule flexing is permitted only with prior approval from an employee's supervisor and the CEO or COO.

URC Attendance Policy

While healthy attendance practices are a requirement for all employees, HOPE recognizes the operational and scheduling needs of the Urgent Recovery Center (URC) and has established additional attendance and punctuality standards in accord with those outlined below. In addition, HOPE must ensure that daily staffing is predictable and consistent, in order to serve the best interests of our clients and employees, and to support efficient operations in our URC.

When an employee has an unplanned absence due to illness, a physician's statement may be required. A healthcare provider/physician's certification does not automatically excuse the absence and is subject to being counted as an occurrence under the Attendance Policy.

Definitions:

1. Unplanned Absence – One (1) Occurrence

An unplanned absence is a scheduled shift or series of consecutive scheduled shifts where the employee fails to report for work or when the employee is not at work more than one (1) hour after the start of the assigned shift or departs from work more than one (1) hour before the end of the scheduled shift and such time was not approved in advance by the supervisor. For the consecutive shifts scheduled, the absence will be counted as one occurrence if the time off is for the same illness/reason.

2. Tardy – Half (1/2) Occurrence

A tardy is any time an employee fails to be at their work station ready to work at their scheduled start time, as well as returning late from lunch or break. For consistency, tardy is defined as being more than eight (8) minutes past the scheduled start time. Other unscheduled and non-approved absences such as returning late from a meal or break and leaving early may also be considered as occurrences of tardy and/or unplanned absences and counted accordingly.

3. Planned Absence – No Occurrence

Absences are considered planned when the employee has scheduled the absence at least 24 hours in advance and received prior supervisor approval. Pre-approved vacation, scheduled sick time, bereavement leave, jury duty, and military leave, or pre-approved absences in accordance with department guidelines. If an employee is sent home by a supervisor, the time will be counted as a planned absence.

4. Consecutive Days

Unplanned absences for the same reason shall be considered "consecutive" when an employee is absent for more than one (1) scheduled work day, up to five (5) days.

- a. Consecutive days of absence for the same acceptable reason are considered one (1) occurrence, up to a maximum of five (5) scheduled work days.
- b. Absences up to a maximum of five (5) scheduled work days thereafter will count as one (1) additional occurrence as long as the reason for absence is acceptable and the same.
- c. Each consecutive day of absence after "a." and "b." have been exhausted shall count as one (1) occurrence.

Occurrences

Occurrences will be counted as follows:

A rolling twelve (12) month period will be considered in monitoring attendance. Attendance will be monitored with the most recent occurrence and subsequent disciplinary action taken for additional occurrences.

- Total of six (6) occurrences (for any reason) = Documented Verbal Warning
- Additional full occurrence(s), total of six (7) occurrences (for any reason), or total of two (2) occurrences (for any reason) in a 30-day period = Written Warning
- Additional full occurrences: total of seven (8) occurrences (for any reason) = Final Written warning (may include suspension and/or imposed probation)
- Additional full occurrences: total of eight (9) occurrences (for any reason) = Termination

NOTE: Movement through the steps above are to be executed in full increments of an occurrence(s) and not with a half (1/2) occurrence. For example, if an employee receives a verbal warning at 5.5 occurrences, then a written warning could not be given until the employee had reached 6.5 or more occurrences.

Excluded Absences

Absences that are generally not counted in the absenteeism and tardiness guidelines under this policy include:

1. Approved absences under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA).
2. Pre-approved vacation, scheduled sick time, bereavement leave, jury duty, and military leave, or pre-approved absences in accordance with department guidelines.
3. Hospital confinement.
4. Absences due to a work-related injury and approved as an on-the-job (workers' compensation) injury.
5. Tardies or absences which have been approved by the CEO, Clinical Director, or HR Director, in writing, for extraordinary circumstances and/or emergencies.

Inclement Weather

Employees are expected to report to work during inclement weather conditions unless doing so could result in harm to the employee. Employees should plan for situations of inclement weather. Inclement Weather is not an excusable tardy or absence.

2024 Board of Directors Schedule

January 25th, 2024

April 25th, 2024

June 27th, 2024

August 22nd, 2024

October 24th, 2024

2024 Holiday Schedule

Monday	January 1 st	New Year's Day
Monday	January 15 th	Martin Luther King, Jr. Day
Monday	May 27 th	Memorial Day
Wednesday	June 19 th	Juneteenth
Thursday	July 4 th	Independence Day
Monday	September 2 nd	Labor Day
Monday	November 11 th	Veterans Day
Thursday Friday	November 28 th November 29 th	Thanksgiving
Wednesday Thursday	December 25 th December 26 th	Christmas