

AGREEMENT

Between

**THE CUYAHOGA COUNTY CORRECTIONS PLANNING BOARD
and
ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF
CUYAHOGA COUNTY**

EARLY INTERVENTION PROGRAM (EIP)

This interagency agreement made and entered into this _____ day of _____, 2013 by and between the County of Cuyahoga, Ohio (the "County"), on behalf of the Cuyahoga County Corrections Planning Board ("Corrections Board") and the Cuyahoga County Common Pleas Court (the "Court"), and the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, a county office located at 2012 West 25th Street, 6th Floor, Cleveland, Ohio 44113 ("ADAMHSB"), for intensive out-patient treatment services for the Cuyahoga County Corrections Planning Board's **EARLY INTERVENTION PROGRAM** (hereinafter referred to as "EIP") of the Cuyahoga County Common Pleas Court Adult Probation Department.

WHEREAS, the ADAMHSB has reviewed this proposal and finds it to be consistent with its Mission Statement, the ADAMHSB agrees to contract with Community Assessment and Treatment Services, Inc. (hereinafter referred to as "CATS") to provide said treatment services, and to accept an award in the amount not to exceed \$174,345.00 in Community Corrections Act Grant funds for the period beginning July 1, 2013, and ending June 30, 2014, subject to the terms and conditions of this agreement.

TERMS AND CONDITIONS:

1. The ADAMHSB will designate CATS for the provision of intensive outpatient drug and alcohol treatment services as outlined in the program descriptions in Attachment "A", fully incorporated herein by reference.
2. None of the alcohol and other drug services covered by this agreement shall be contracted to any agency or organization, other than CATS.
3. The ADAMHSB, upon written request of the Adult Probation Department and/or the Corrections Board, will utilize its authority to contract with CATS for treatment services to be provided, under separate agreement, to the Early Intervention Program. CATS may commence intensive outpatient substance abuse treatment services to EIP under the terms of this agreement no sooner than July 1, 2013. **CATS' agrees to be reimbursed at the Cuyahoga County Corrections Planning Board reimbursement rate of \$27.43 per client, per day (the per diem bundled rate) for the duration of this agreement.**
4. The treatment program, as outlined in Attachment "A" to this document and referenced in Item 1 above, may be changed and/or modified as needed to meet program goals and

objectives, upon mutual agreement of the Adult Probation Department and CATS. No program changes shall modify or change the terms and conditions of the CATS contract with the ADAMHSB.

5. The ADAMHSB shall perform the following functions with regard to this agreement, including but not limited to:
 - A. Serve as the fiscal agent for the disbursement and monitoring of funds;
 - B. Monitor services to verify adherence to the requirements outlined in the request for proposal, along with the rules and regulations of the Federal Government, the State of Ohio, and the County of Cuyahoga;
 - C. Ensure that statistical records and clinical records are consistent with the requirements identified in the Ohio Department of Alcohol and Drug Addiction Services Treatment Standards. For mental health services, the provider shall maintain statistical and clinical records consistent with the requirements outlined by the Ohio Department of Mental Health.
6. Through the ADAMHSB's contract with CATS, and through continuous quality improvement monitoring, the ADAMHSB shall ensure the following:
 - A. The Community Corrections Act grant funds in this agreement will be used only for the activities specified in the attached program narrative. Funding shall not exceed \$174,345.00 for the contract period of July 1, 2013 through June 30, 2014. Any such funds encumbered as of June 30, 2014, shall be recognized and payable no later than August 15, 2014. Any funds not encumbered as of June 30, 2014 shall be returned to the grant;
 - B. The ADAMHSB shall assure that CATS maintains all appropriate certification required for providing identified alcohol and other drug treatment services in the State of Ohio;
 - C. Revenue generated from Medicaid or similar sources shall be reported and spent within the customary accounting procedures of the ADAMHSB;
 - D. The ADAMHSB shall notify the Corrections Board Administrator and/or the Chief Probation Officer in writing whenever the services to be provided to the Early Intervention Program (EIP) by CATS are materially revised or the approved operation or method of financing is materially changed;
 - E. Necessary records and accounts including financial and property controls shall be maintained and made available for audit purposes to the Corrections Board and the Ohio Department of Rehabilitation and Correction;
 - F. The Court may converse with CATS' staff, regarding program participants and/or client issues with an appropriate release of information. CATS shall adhere to confidentiality stipulations set forth in 42 CFR and the Health Insurance Portability and Accountability Act (HIPAA.);
 - G. CATS shall ensure that no current or future employee providing direct client services is

under active probation, parole, or under indictment for a felony offense;

- H. CATS and its employees are prohibited from establishing compromising relationships with program participants, and/or the probation staff, and will report any improprieties or the appearance thereof immediately to the Cuyahoga County Common Pleas Court Administrator;
- I. CATS shall provide a list of staff who will provide services under this agreement. The listing shall include each staff member name, title, experience and qualifications;
- J. CATS shall, upon request of the Court, respond to a subpoena, and appear and testify in any legal proceedings convened by the court at CATS' cost;
- K. CATS shall notify the Corrections Board Administrator and/or the Chief Probation Officer of the Adult Probation Department of Common Pleas Court (or his designee) immediately upon receipt of any legal process requiring disclosure of records of participants;
- L. In performance of this agreement, CATS shall guarantee confidentiality of County records. County records shall not be released to other agencies, except as outlined in Item "N". CATS is fully bound by the provisions of the Federal Regulations governing the confidentiality of alcohol and drug abuse client records (Title 42, CFR, Part 2 and 45 CFR, HIPAA). All parties undertake to institute appropriate procedures for safeguarding all personal health information of program participants;
- M. CATS shall make available, with appropriate release of information, any records generated by CATS relating to a participant in accordance with any of the following: a court order, a written request of the Chief Probation Officer (or his designee), a request by Probation Staff whose clients are assigned to the Early Intervention Program;
- N. CATS shall ensure that any personal or monitoring information for any participant made available shall be used only for the purpose of carrying out the provisions of this agreement. Information shall not be divulged nor made known in any manner to any person except as may be necessary for the performance of the agreement;
- O. CATS shall cooperate with and provide any additional information as may be required by the Corrections Board and the Common Pleas Court Adult Probation Department in carrying out an ongoing evaluation of the program.
- P. The program will focus on potential goal areas that impact criminogenic needs, such as:
 - Attitudes, values and beliefs changed from criminal, law violating to anti-criminal and prosocial
 - Anti-social feelings changed
 - Anti-social peer associations reduced
 - Anger/hostility level reduced
 - Skills of lying, stealing, impulsivity and aggression replaced with prosocial alternatives
 - Problem-solving skills and self-control increased
 - Promote improved school or work functioning
 - Interpersonal conflict resolution skill development
 - Improve family problem-solving skills

- Promote family communication
- Problems associated with drug/alcohol abuse reduced
- Relapse prevention - offender recognition of high risk situations that lead to law-breaking and development of concrete plan to deal with such situations
- Constructive use of leisure and/or recreational pursuits
- Resolve deviant sexual arousal

Q. As required by the Bureau of Community Sanctions Performance Based Audit Standards, Corrections Planning Board representative and/or Probation Department representative shall at minimum, annually conduct an on-site program evaluation utilizing the attached Group Facilitation Evaluation Form (ATTACHMENT B).

7. Method of Payment

- A. The amount of this agreement for the treatment services paid for by the Community Corrections Act funding to the ADAMHSB shall not exceed \$174,345.00 during the term of this agreement. Said invoices shall be on a fee for service basis which reflects the rate as outlined in Item 3. State beds are to be utilized for residential support;
- B. The Corrections Board shall initiate the appropriate encumbrance voucher upon receipt and verification of all charges submitted by the service provider. Invoices shall be submitted on a monthly basis by CATS and the County warrant in payment of said services will be made to the ADAMHSB;
- C. Invoices, program narrative reports, and fiscal reports of services provided shall be submitted to:

***Maria Nemec, Board Administrator
Cuyahoga County Corrections Planning Board
1276 West Third Street, Suite 700
Cleveland, Ohio 44113-1604***

8. Liability

The ADAMHSB and/or CATS agree to protect, defend, indemnify and hold the Court, the County, their officers, employees and agents, free, clear and harmless from and against any and all losses, penalties, damages, settlements, costs or liabilities of every kind and nature arising out of or in connection with any acts or omissions of ADAMHSB and/or CATS, negligent or otherwise, and its employees officers, agents, or independent contractors. The ADAMHSB and/or CATS agree to pay all damages, costs and expenses of the Court, the County, their officers, agents, and employees in defending any action arising out of the aforementioned acts or omissions.

9. Amendment

This contract constitutes the entire agreement of the parties and may not be changed, modified, discharged, or extended except by written amendment duly executed by the parties, with the exception that programmatic changes may be made as outlined in Terms and Conditions - Item 4, page 1 of the agreement. All parties agree that no representation shall be binding upon any party hereto unless in writing.

10. Termination & Renewal

Either party may terminate this agreement prior to its stated expiration with thirty (30)-days written notice to the other party. This contract may be renewed at the option of Cuyahoga County by written agreement of the parties. Said renewal shall be at the rate indicated herein, or at such rate as shall be mutually agreed by the parties, subject to the continued availability of funding from the Cuyahoga County Corrections Planning Board and/or the Cuyahoga County Common Pleas Court.

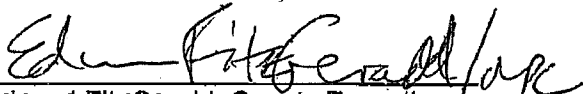
11. Electronic Signature

By entering into this contract I agree on behalf of the contracting not-for-profit, tax exempt 501(c) 3 agency, its officers, employees, subcontractors, subgrantees, agents or assigns, to conduct this transaction by electronic means by agreeing that all documents requiring County signatures may be executed by electronic means, and that the electronic signatures affixed by the County to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. I also agree on behalf of the aforementioned entities and persons, to be bound by the provisions of Chapters 304 and 1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

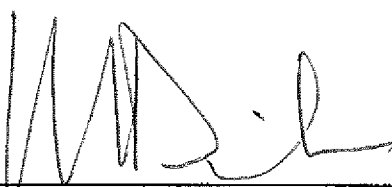
IN WITNESS WHEREOF, the County of Cuyahoga, Ohio and the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, on behalf of the Court of Common Pleas / Corrections Planning Board, execute this Agreement on this _____ day of _____, 2013.

County of Cuyahoga, Ohio

Edward FitzGerald, County Executive


Edward FitzGerald, County Executive

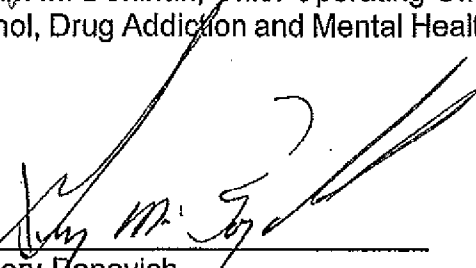
Date



William M. Denihan, Chief Operating Officer
Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County

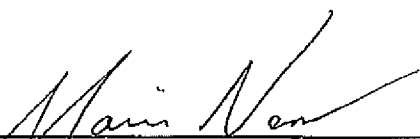
Date

5-21-13


Gregory Popovich
Court Administrator
Cuyahoga County Common Pleas Court

Date

5/17/2013



Maria Nemec, Board Administrator
Cuyahoga County Corrections Planning Board

Date

5-7-13

Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County
FY 2014
Early Intervention Program

ATTACHMENT "A."

FY 2014
Early Intervention Program

History:

In June 2005, the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County (Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County) in conjunction with The Cuyahoga County Board of Commissioners, Corrections Planning Board (CPB), Adult Probation Department and the Cuyahoga County Court of Common Pleas awarded funds to Community Assessment and Treatment Services (CATS), the selected service provider, to provide Intensive Outpatient Services (IOP) to offenders participating in the Adult Probation Department's Early Intervention Program (EIP). Clients referred for services are actively supervised by the Cuyahoga County Probation Department.

The Intensive Outpatient Treatment Service Initiative is a collaborative in that treatment and discharge decisions are not made solely by the supervising probation officer, but also include the treatment provider.

The program anticipates serving 160-180 offenders annually. Under this contract, CATS provides two phases of treatment with up to seventy-two hours of clinical activities to be provided in two phases. Phase One consists of four weeks of Intensive Outpatient Programming with Housing Support, for a total of thirty-six hours of clinical activity. Each session consists of a minimum of three (3) hours of interactive, insight oriented group psychotherapy. Cognitive-behavioral therapy is the treatment modality for this phase. Additionally, step one of a twelve-step program is completed during Phase I. The primary goals of the primary phase of IOP are to:

1. Assist clients with gaining an understanding of the addictive nature of mood altering chemicals, the addiction process, and to gain insight into the consequences of drug abuse.
2. Assist clients to recognize their personal pattern of drug abuse and to accept their addiction and to develop motivation to achieve abstinence by working a program of recovery.
3. Assist clients to become involve in a twelve step program and encourage the development of social supports to achieve and maintain sobriety and to resist renewed criminal activity which will lead to a socially productive lifestyle.
4. Assist family members and/or significant others understand the addictive process, to recognize the symptoms of relapse and to develop an intervention plan to address the symptoms or behavior that is indicative of future use and/or renewing criminal behavior.

Phase II will consist of 36 hours of continuing care twice a week at 1.5 hours per session. This phase is designed to encourage ongoing peer support for recovery, to provide role playing opportunities to develop refusal skills and to develop a post-treatment contract that includes but not limited to maintaining sobriety, participation in a twelve step program and completion of the EIP program. Cognitive-behavioral therapy is the treatment modality for this phase. The first three steps of the twelve-step program are emphasized in this phase. Length of stay, discharge, and re-admission under this contract shall be subject to approval of the Cuyahoga County Common Pleas Court and the Cuyahoga County Adult Probation Department.

Service Requirements:

1. The selected provider must have the ability to provide treatment and housing for both male and female offenders though these offenders may be housed at different program sites. Appropriate occupancy permits and program certificates must be included in the enclosed application. The selected provider must identify on its UCR 052 additional revenue and revenue sources for the payment of housing and mental health services.
2. A minimum of nine hours of alcohol and drug addiction programming must be provided over a five-day period at the program site. The selected provider must agree to provide 36 hours of aftercare services.
3. The selected service provider must insure immediate access. The treatment service must be available the date the agreement is fully executed.
4. The selected service provider is to list contract services and unit costs for the contract period. The selected provider is to document contract service and itemized service cost for the quoted per diem rate based on a projected itemized budget for the contract. If the selected provider can demonstrate that actual costs exceed revenues under this agreement then the selected provider may seek additional revenue sources including disability assistance from the Department of Human Services. If the program charges client fees, then such fee practices shall conform to applicable local and state regulations and no client shall be refused admission based on the inability to pay.
5. In cases where surgical and/or medical attention is required, the selected service provider shall arrange transfer of the County's client(s) to a local medical facility. Applicants should include all medical and mental health affiliation agreements in this application. The Provider is not required to supervise the client while under medical care but shall document the transport and location of the client.
6. The selected service provider shall monitor and disperse prescribed medications and provide appropriate policies and personnel to ensure adequate medical care for clients. The selected service provider shall not be responsible for dispersing medications for methadone maintenance.
7. The selected service provider shall monitor and collect a minimum of one urine sample per week on clients or as ordered by the Cuyahoga County Adult Probation Department. Breath alcohol tests shall be administered upon each return to the facility from a pass. The Court and Corrections Board shall provide supplies and testing costs under this agreement. The selected service provider must deliver samples to the Probation Department Drug Testing Laboratory. The selected service provider shall strictly adhere to the policies established by the laboratory for the collection of samples.
8. The selected program shall provide residents with three meals a day. The selected provider must have a full service kitchen on-site to provide meals to the residents or have a contractual arrangement for catering services. Copies of all contracts for catering services must be included in this application.
9. The selected service provider shall establish temporary office space on premises for the Court and or the Corrections Board staff as necessary.

10. The selected service provider shall have policies, which prohibit sexual activity/harassment between residents or staff and residents. The selected service provider must have existing procedures, which minimize the potential of sexual activity between residents.
11. When clients are not accompanied by staff, the selected service provider shall maintain a written itinerary for each sanctioned client, indicating the times of: departure from residence, arrival at destination, departure from destination and arrival back at the residential program for all approved departures from the facility. Signatures of responsible parties on the itinerary are required. The selected service provider is responsible for verification of the itinerary through spot checks. Any significant changes in the itinerary or problems in verification must be reported immediately to the Corrections Board and/or the Cuyahoga County Common Pleas Court Adult Probation Department.
12. The selected service provider shall only accept referrals from the Corrections Board Substance Abuse Case Manager, Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager, TASC Case Manager or his/her designee. The Substance Abuse Case Manager shall provide the selected service provider with background information and a release of information from clients through the Substance Abuse Referral Form and Jail Medical Information Form, when available. Referrals will include offenders incarcerated in the County Jail.
13. The selected service provider shall accept admission criteria, which allows for the admission of any substance-abusing client, whether or not they have had prior primary substance abuse treatment, except those:
 - a. Who have a serious medical problem or need detoxification
 - b. Who have serious mental health problems that are not managed by a mental health case manager and whose mental health problems are not controlled by psychotropic medication
14. A TASC assessment will ensure that clients will be clinically appropriate for Intensive Outpatient services.
15. The selected service provider shall notify the Corrections Board and/or the Common Pleas Court Adult Probation Department on the status of pending discharges of a client from residence. All unsuccessful discharges are to be reported by telephone to the Corrections Board Substance Abuse Case Manager, Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager, and the TASC Case Manager within one day of discharge. **Clients are to be discharged from the residence by noon of the treatment completion date unless otherwise authorized by the Substance Abuse Case Manager.**
16. The selected service provider shall forward a written discharge report to the Corrections Board Substance Abuse Case Manager or the Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager and the TASC Case manager within 7 working days (or within one day if the discharge is unsuccessful). The written discharge shall include, at minimum, the client's name, name of treatment provider, date discharge

date, reason for discharge, and aftercare plan, if any. The selected service provider shall also complete the Community Corrections discharge/termination form within seven (7) days. The payment of monthly invoices by the Corrections Planning Board is contingent on the receipt of discharge forms and reports.

17. All client terminations are subject to coordination by the Corrections Board Substance Abuse Case Manager or the Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager and the TASC Case Manager who will be responsible for the coordinating the transport of all clients terminated from the program for violating program rules. Such clients may be subject to a written order of arrest.
18. The selected service provider shall maintain individual records for each client, as specified in the Ohio Department of Alcohol and Drug Addiction Services Board Treatment Standards.
19. The selected service provider shall, upon request of the Court, respond to a subpoena to appear and testify in any legal proceedings convened by the Court at the selected service provider's cost.
20. The selected service provider shall immediately notify the Corrections Board Administrator and/or the Cuyahoga County Common Pleas Court Adult Probation Department's Chief Probation Officer upon the receipt of any legal process requiring the disclosure of records of program participants.
21. All parties to this agreement acknowledge that, in exchanging, storing, processing or otherwise dealing with any information about referred clients, each is fully bound by the provisions of the Federal Regulations governing the confidentiality of alcohol and drug abuse client records (Title 42, CFR, Part 2). Both parties shall implement appropriate procedures to safeguard client information. In performance of this contract, the selected service provider shall guarantee responsibility for protection of the confidentiality of non-public County records, except as outlined in item twenty of these requirements.
 - a. The selected service provider is solely responsible for its own compliance regarding HIPAA Privacy and Security Rules.
 - b. The selected service provider is responsible for ensuring that all authorizations to release information will be compliant with HIPAA Privacy Rule, Section 160 and 164, and 42 C.F.R. Part 2. For authorizations that are for specific Board funded initiatives whereby Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is the disclosing entity, the provider shall ensure that Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County is listed specifically as the disclosing entity.
 - c. The Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County assumes that when the selected service provider notifies Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County of specific clients that need to be enrolled using specific affiliation codes, modifiers and/or funding plans and has completed the check box for the release of AOD information on the MACSIS enrollment form that all the appropriate authorizations are in place. Alcohol, Drug Addiction and Mental

Health Services Board of Cuyahoga County assumes no liability associated with the selected service provider's failure to obtain appropriate authorizations to release information. Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County assumes no liability associated with the Provider's failure to obtain appropriate authorizations to release information.

22. The selected service provider shall make available all records relating to a participant in accordance with a court order or a written request from the Corrections Board Administrator or the Cuyahoga County Common Pleas Court Adult Probation Department's Chief Probation Officer (or his designee) with appropriate releases of information.
23. The selected service provider shall insure that clients sign a copy of written residential rules upon admission, and the selected service provider shall have a written disciplinary process for violation of these rules.
24. The selected service provider shall arrange for clients to receive necessary ancillary services including medical, prescription drugs, and proper clothing. The selected service provider shall pay for indigent clients covered under this contract whose prescriptions are not available through other sources.
25. The selected service provider shall allow client access to all on-site self help groups and may allow attendance at outside self help group meetings when the client is under supervision of a paid staff member. This shall not interfere with client's treatment or the provider's rules and regulations. Other outside activities shall not generally be allowed, but may be approved by the Corrections Board Substance Abuse case Manager and/or the Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager on a case-by-case basis.
26. The selected service provider shall establish a four-week schedule of primary client programming, which documents at minimum, 36 hours of treatment services, excluding recreation and self-help activity.
27. The selected service provider shall insure that clients have access to reading material, exercise equipment, and other recreational activities available within the facility.
28. The selected service provider shall allow reasonable visitation by immediate family members, significant others as approved by the Corrections Board Substance Abuse Case Manager and/or the Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager. Family Therapy will be offered three hours each week.
29. The selected service provider shall forward an itemized bill to the Corrections Planning Board by the 5th working day of every month for the previous month's services. The bill shall include the client's name, the Probation Department ID, the admission date and discharge date (if any) and the number of days in treatment during the billing period. The Corrections Planning Board shall forward an approved invoice copy, via fax, to the Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. Upon approval, the invoice amount shall be paid to Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. The Alcohol and Drug Addiction Services Board will be responsible for all payments to the selected provider for services rendered under this agreement.

30. The selected service provider shall allow Court personnel access to the residential facility and to clients referred by the EIP Program staff during normal working hours. The selected service provider shall allow quarterly unscheduled visits to the facility and access to clients designated by the Corrections Board Substance Abuse Case Manager and/or the Cuyahoga County Common Pleas Court Adult Probation Department's EIP Manager and the TASC Case Manager. Such visits may include: accounting for the client whereabouts, physical facility searches for contraband and client drug testing.
31. The Court may converse freely with selected service provider staff, funded in whole or in part under this agreement, regarding issues and/or clients covered by this agreement.
32. The selected service provider shall ensure that no current or future employee providing direct client services is under active probation, parole, or under indictment for a felony offense. Employees of the selected service provider shall have their record checks processed through the State Bureau of Criminal Investigation (BCI) and/or National Crime Information Computer (NCIC). A waiver for current employees may be considered sufficient, at the discretion of the Court, if prior record checks have been made in the past 15 months.
33. The selected service provider and its employees shall avoid compromising relationships with participants and the probation staff, and report any improprieties or appearance thereof immediately to the appropriate authority.
34. The selected service provider must include documentation in this application that the program has the appropriate number of credentialed and/or licensed staff to implement the program as outlined in this request.
35. The selected service provider shall describe in its application, the location and physical set up of the space that will be used for the programming outlined in this request.
36. The selected service provider must agree to work under Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County's contract, which stipulates use of the following operational tools: The Ohio Department of Alcohol and Drug Addiction Services Board Levels of Care Protocol, Productivity Standards, Continuous Quality Improvement Guidelines, MACSIS billing and Board application procedures, and the Ohio Department Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County Outcomes framework. All providers will be subject to periodic performance review through programmatic audits, desk audits and/or site visits conducted by Board staff.
37. Mental health services will be provided to EIP clients during the primary treatment phase (30 days) of the two (2) EIP programs: EIP Outpatient Program and EIP Outpatient Program with halfway house sanction.
38. The selected provider, to supplement IOP services in a residential setting, must dedicate twelve (12) halfway house beds, funded by ODRC and/or alternative funding.

Reimbursement:

All services will be reimbursed on a fee for service basis. Contracted units will be reconciled against the services reported under this initiative through Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County's application. The selected service provider must agree to utilize affiliation codes and/or modifiers in Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County's application as directed. If the selected provider is not using Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County's application, the selected provider agrees to submit a copy of its written referrals to Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County. The selected provider understands and agrees that the proposed units must be provided over and above the selected provider's current Board contracted units. The selected provider will be subject to periodic performance reviews, and will be required to submit additional programmatic and fiscal reports as requested by Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County.

Current Status:

Alcohol, Drug Addiction and Mental Health Services Board of Cuyahoga County, in conjunction with the Corrections Planning Board and the Cuyahoga County Adult Probation Department, desires to continue the Early Intervention Program and are satisfied with the program under Community Assessment and Treatment Services, Inc. and desires to award continuation funding for this initiative in the amount of \$174,345.00 for FY2014 which starts on July 1, 2013 and ends June 30, 2014.

ATTACHMENT "B."

GROUP FACILITATOR EVALUATION FORM

Class Name:	Session Observed:
Date Session Observed:	Length of Session:
Number of Participants:	Class Facilitator(s):

The following items should be assessed for staff delivering a group intervention. For each item on this form, decide if the staff member is "very satisfactory" (2)—there are no recommendations for improvement in this area, "satisfactory" (1)—item was met, but there is some room for improvement, or "needs improvement" (0)—coaching/direction is needed. This assessment should be scored during observation of group or when watching a video-taped session. The total score for each sub-domain should reflect an average rating for that section by dividing the *number of points earned* by the *number of items scored* in that section (excluding items marked N/A). This average rating should range between 0 and 2. The overall group rating is the average rating for the entire group. The average sub-domain and overall rating provides a measure of progress for facilitators.

FACILITATION SKILL ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	COMMENTS
A. GROUP STRUCTURE/FORMAT		
1. Group setting is appropriate (group space is conducive to learning, i.e. free of distractions, reasonably comfortable, allows for confidentiality)		
2. Is prepared for the session (handouts prepared, clear about session topic, prepares for any modeling exercises, etc.)		
3. Has and follows a group manual		
4. Incorporates homework review (participants report out on homework verbally/in writing and constructive feedback is provided)		
5. Involves all participants in group discussion and activities		
6. Both facilitator and co-facilitator participate in delivery of the group material		
7. Makes good use of group time (i.e., meaningful activities/discussion, good pacing, stays on task, completes group within the set timeframe, etc.)		
8. Uses visuals to help teach concepts (e.g., handouts, flipchart, dry erase board)		
Overall Group Structure/Format Rating	Total points = - _____	Avg rating (Total points / # of items) = _____

B. FACILITATOR KNOWLEDGE/MODELING		
1. Demonstrates clear understanding of the cognitive-behavioral model (e.g. understands CBT concepts, applies thought/behavior link and skill use at check-in)		
2. Uses cognitive restructuring techniques, where applicable		
3. Displays pro-social thinking and behavior		
4. Does not make or reinforce derogatory/antisocial comments, jokes or remarks (i.e. laugh or agree with antisocial comments)		
5. Attempts to address responsivity issues/participant barriers (e.g., language, comprehension level, culture, transportation, physical disability)		
6. Generally uses a solution-focused/problem solving approach		
Overall Facilitator Knowledge/Modeling Rating	Total points = - _____	Avg rating (Total points / # of items) = _____
C. TEACHING SKILLS		
1. <i>Teaches</i> --Introduces the skill/technique and provides opportunity for the group to explore the relevance and usefulness of the skill/technique		COMMENTS
2. <i>Models</i> --Facilitator demonstrates technique or skill steps to participants		
3. <i>Practices</i> --All participants involved in the practice or role play of the skill steps/technique being taught		
4. <i>Feedback</i> --Provides constructive feedback to participants practicing the skill or technique (facilitator and participants provide feedback)		
FACILITATION SKILL ITEMS	Very Satisfactory=2 Satisfactory=1 Needs Improvement=0 Not Applicable=N/A	
5. Assigns homework to allow for skill practice outside of group setting.		
6. Identifies and addresses participants' individual skill deficits using a cognitive-behavioral approach		
Overall Teaching Skills Rating	Total points = _____	Avg rating (Total points / # of items) = _____

D. BEHAVIOR MANAGEMENT		
1. Establishes group norms (verbal or written) and refers to the norms as needed		
2. Recognizes anti-social thinking and behavior		
3. Effectively addresses anti-social thinking and behavior		
4. Able to redirect/correct behavior without alienating participants		
5. Provides appropriate reinforcement of pro-social thinking and behavior		
6. Verbal praise/reinforcement is used at a high frequency		
7. Verbal praise is specific to the targeted behavior (i.e. facilitator explains the specific behavior being reinforced)		
8. Facilitator generally has good group management techniques		
Overall Behavior Management Rating	Total points= _____	Avg rating (Total points / # of items) = _____
E. COMMUNICATION		
1. Communicates to the participants in a respectful manner		
2. Provides information to the group in a clear and concise manner (e.g. provides relevant examples, illustrations, definitions, etc.)		
3. Uses reflective listening and acknowledges participants' contribution to the group discussion		
4. Uses open-ended questions to engage the group in discussion and summarizes key concepts of session		
5. Responds to participant questions in an effective manner		
Overall Communication Rating	Total points= _____	Avg rating (Total points / # of items) = _____
F. INTERPERSONAL CHARACTERISTICS		
1. Has rapport with participants		
2. Engaging with participants (i.e. shows interest and enthusiasm for material/group, uses humor where appropriate)		
3. Accepts differing viewpoints (i.e. does not impose personal values on participants)		
4. Avoids argumentation/power struggles		
Overall Interpersonal Characteristics Rating	Total points= _____	Avg rating (Total points / # of items) = _____

