

**AGREEMENT FOR SERVICES # 3284**  
Alcohol and Drug Treatment Services

---

---

**THIS AGREEMENT** is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and MedMark Treatment Centers - Sacramento, Incorporated, duly qualified to conduct business in the State of California, whose principal place of business is 7240 East Southgate Drive, Sacramento, CA 95823, and whose Agent for Service is C T Corporation System, 111 Eighth Avenue, 13<sup>th</sup> Floor, New York, New York 10011 (hereinafter referred to as "Contractor");

**RECITALS**

**WHEREAS**, County has determined that it is necessary to obtain a Contractor to provide Narcotic Treatment Program (NTP) Services in accordance with County of El Dorado Drug Medi-Cal (DMC) Agreement #220-F1811 with the State of California administered by the Department of Health Care Services (DHCS) which requires County to provide eligible El Dorado County Medi-Cal beneficiaries with a continuum of drug and alcohol prevention and treatment services; and

**WHEREAS**, Contractor has represented to County that it is specially trained, experienced, expert, and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable Federal, State (all references to "State" in this Agreement shall mean the State of California unless otherwise specified) and local laws; and

**WHEREAS**, County has determined that the provision of these services provided by Contractor is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Contractors as well as authorized by County of El Dorado Charter, Section 210 (b) (6) and/or Government Code 31000.

**NOW, THEREFORE**, County and Contractor mutually agree as follows:

## ARTICLE I

### Scope of Services:

- A. County Responsibilities: County shall be responsible for the following:
1. Annual site inspection of all Contractor-operated or Contractor-contracted sites located within El Dorado County to evaluate the work performed or being performed hereunder, including subcontracted supported activities and the premises in which it is being performed. For Contractor-operated or Contractor-contracted sites located outside El Dorado County, the County will accept the annual site inspection documentation prepared by the host county.
  2. Monitoring of invoices and services to verify adherence to the funding requirements.
  3. Monitoring of program to verify adherence to terms and conditions pursuant to this Agreement.
- B. Contractor Responsibilities: Consistent with applicable Federal and State laws, Contractor shall provide the personnel and services necessary to provide Narcotic Treatment Program (NTP) Services in accordance with County of El Dorado Drug Medi-Cal Agreement with the State of California administered by the Department of Health Care Services (DHCS) that requires County to provide eligible El Dorado County Medi-Cal beneficiaries (“EDC beneficiary” or “EDC beneficiary”) with a continuum of drug and alcohol prevention and treatment services. All services provided pursuant to this Agreement shall be in accordance with the terms and conditions set forth herein and those specified in the County of El Dorado Drug Medi-Cal Agreement with the State of California. Drug Medi-Cal beneficiaries shall not be denied services based upon the beneficiaries’ county of residence. Counties are required to ensure county-managed and county subcontracted programs accept proof of DMC eligibility as payment in full when admitting beneficiaries to Substance Use Disorder treatment.

When a request for service is made by an eligible EDC beneficiary, Contractor shall ensure that services are initiated with reasonable promptness. Medi-cal eligibility verification of each client shall be performed prior to rendering service and each month of service prior to billing. Waiting lists of more than thirty (30) days for services subsidized under this Agreement shall be reported in writing to the Contract Administrator no later than the 15th day of each month. Contractor shall coordinate with County to ensure placement of County-referred EDC beneficiaries in a timely manner.

Treatment shall be consistent with findings that result from administration of The American Society of Addiction Medicine (ASAM) Criteria: Treatment for Addictive, Substance-Related, and Co-Occurring Conditions, American Society of Addiction Medicine, Third Edition, 2013, or subsequent edition of the ASAM as may be considered industry standard in the future.

For NTP services, an individualized treatment plan shall be developed for each EDC beneficiary using information obtained in the intake and assessment process. The treatment plan must be completed within thirty (30) days of the date the EDC beneficiary is admitted to treatment. The treatment plan shall identify problems to be addressed, goals to be reached, action steps, target dates, type and frequency of services to be provided, and the assigned counselor. Treatment plans must be maintained in EDC beneficiary records, and kept current as treatment progresses.

Services may include, but are not limited to the following:

1. Narcotic Treatment Program (NTP) Services: The following services may be reimbursed by the County from DMC funds when provided and documented in accordance with the laws and regulations governing the DMC Program. NTP services include intake, treatment planning, medical direction, body specimen screening, physician and nursing services related to substance abuse, medical psychotherapy, individual and/or group counseling, admission physical examinations and laboratory tests, medication services, and the provision of methadone and/or other FDA-approved NTP-medications, as prescribed by a physician to alleviate the symptoms of withdrawal from opiates for the purposes of NTP services. NTP services must be rendered in accordance with the requirements set forth in Chapter 4 commencing with Section 10000 of Title 9, CCR. If medical necessity is met that requires additional NTP counseling beyond 200 minutes per calendar month, NTP subcontractors may bill and be reimbursed for additional counseling (in ten minute increments). Medical justification for the additional counseling must be clearly documented in the patient record. Trading partners may bill for a date range to account for multiple service units. Group size shall be conducted with no less than two and no more than 12 individuals at the same time. Treatment shall be delivered through a program that offers services at different levels of intensity depending on individual EDC beneficiary needs.

Subcontractors, if any are authorized herein as they relate to Medi-Cal Agreement #220-F1811 with the State of California, and as they relate to services to be provided under this Agreement, during the course and scope of their employment, must comply with all applicable provisions contained in both Agreements.

Contractor shall attend and provide documented attendance, at least annually, of training consistent with requirements of Title 22 regulations and DMC requirements as requested by HHS.

## **ARTICLE II**

**Term:** This Agreement shall become effective upon final execution by both parties hereto and shall expire June 30, 2020 unless terminated earlier pursuant to the provisions contained herein this Agreement under the Article(s) titled “Default, Termination, and Cancellation” or “Fiscal Considerations.”

**ARTICLE III**

**Funding Categories:** Contractor shall maintain familiarity with Federal and State laws, rules, and regulations pertaining to the services provided under this Agreement, to ensure accurate service charges.

All Contractor costs must be allowable pursuant to applicable Federal and State laws, regulations, policies and procedures, as set forth herein.

Funding categories include but are not limited to the following:

A. Narcotic Treatment Program (NTP) Services: Services may be provided to EDC beneficiaries who may be referred to Contractor by County, or may be a self-referral and are funded by:

- 1. 2011 Realignment Drug Medi-Cal: Drug Medi-Cal is a treatment program as defined in Title 22, California Code of Regulations (CCR). Contractor shall bill County in accordance with Title 22 CCR service definitions and utilizing the “County Standardized Rate Structure.” Effective July 1, 2011 Local Realignment Revenues are used to fund DMC services to Drug Medi-Cal beneficiaries, including Minor Consent Services.
  - a. Federal Financial Participation (FFP) or Federal match on Drug Medi-Cal: This funding is the Federal share of the Drug Medi-Cal (Medicaid) Program. The match, which varies by year, is usually at or near fifty percent (50%).
  - b. Drug Medi-Cal Eligibility Accepted as Payment in Full: Except where a share of cost, as defined in 22CCR 50090 is applicable, providers shall accept proof of eligibility for Drug Medi-Cal as payment in full for treatment services rendered. Providers shall not charge fees to beneficiaries for access to Drug Medi-Cal substance abuse services or for admission to a Drug Medi-Cal treatment slot.

**ARTICLE IV**

**Compensation for Services:**

A. County Standardized Rates: The County “standardized rate structure” uses the most current California Drug Medi-Cal (DMC) Alcohol and Drug Services Program (ADP) “Regular DMC” and “Perinatal DMC” rates (collectively, “DMC rates”) as its benchmark. All rates are inclusive of preparation and documentation time.

SERVICE	COUNTY STANDARDIZED RATE
<p><b>Client Progress Reports.</b> Upon Program Coordinator’s request and/or no later than thirty (30) days after the end of each second service month, Contractor shall provide the Program Coordinator, at no charge to the County, with a brief written progress report outlining the primary issues being addressed with each EDC beneficiary, their</p>	<p>No Charge</p>

SERVICE	COUNTY STANDARDIZED RATE
progress, and ongoing treatment goals.	
<b>Narcotic Treatment Program (NTP) - Methadone.</b> Daily rate.	Current DMC Reimbursement Rate (Regular DMC or Perinatal DMC) Narcotic Treatment Program (NTP) - Methadone UOS Rate
<b>NTP - Individual Counseling.</b> Billed at 10-Minute Increments	Current DMC Reimbursement Rate (Regular DMC or Perinatal DMC) NTP - Individual Counseling UOS Rate
<b>NTP - Group Counseling.</b> Billed at 10-Minute Increments. Effective January 1, 2015, group size shall be conducted with no less than two and no more than 12 clients at the same time.	Current DMC Reimbursement Rate (Regular DMC or Perinatal DMC) NTP - Group Counseling UOS Rate

For the purposes of this Agreement:

- DMC rates are for reimbursement reference purposes only and any descriptive information contained within the DMC rate schedule shall not apply to this Agreement unless otherwise specifically addressed. California-approved DMC rates are located on the California Department of Health Care Services (DHCS) website at the following website address: <http://www.dhcs.ca.gov/>.<sup>1</sup>
- DMC rates shall be subject to an annual adjustment in order to match the most current State-approved DMC rate schedule. Any adjustments to the DMC rate schedule by the State shall become effective the first day of the month that follows California’s announcement that its governor has signed the Budget Bill for that particular Fiscal Year, thereby enacting the State’s Budget Act.<sup>2</sup>

B. **Invoices:** For services provided herein, Contractor shall submit invoices for services fifteen (15) days following the end of a “service month.” For billing purposes, a “service month” shall be defined as a calendar month during which Contractor provides services in accordance with the Article titled, “Scope of Services.”

Contractor shall submit invoices that clearly identify the service provided. All NTP services shall be supported by source documentation that substantiates the accuracy, appropriateness, and necessity of services billed. If applicable, such documentation may include, but is not limited to: client charts, laboratory results, medication administration records, ledgers, books, vouchers, time sheets, payrolls, signed attendance rosters, cost allocation schedules, or other documentation substantiating the provision of NTP services. County may require Contractor to submit backup documentation that supports monthly invoices along with any or all invoices.

<sup>1</sup> The California Dept. of Health Care Services (<http://www.dhcs.ca.gov>) lists the current Drug Medi-Cal rates. Click on “Forms, Laws, & Publications” and type “Proposed Drug Medi-Cal Rates” in the “Search” bar.

<sup>2</sup> The most current information on the status of the enactment of the California budget act may usually be found at the following website: <http://www.ebudget.ca.gov>

Failure of Contractor to supply requested documentation in support of any invoice may result in denial of payment by County. County shall determine the format and content of monthly invoices and backup documentation, and may modify the format and/or content at any time by giving thirty (30) days advance notice to Contractor.

For all satisfactory services provided herein, County agrees to pay Contractor monthly in arrears and within forty-five (45) days following County receipt and approval of itemized invoice(s) detailing services rendered and the date(s) services were rendered. County may withhold or delay any payment if Contractor fails to comply with any provision of this Agreement.

County shall not pay for any invoices that have not been approved in writing by the Contract Administrator or designee, incomplete services, “no show” cancellations, telephone calls or for the preparation of progress reports. Contractor shall ensure that only billing information is included on the invoice. Information related to EDC beneficiary(ies) diagnosis, prognosis or treatment is not permitted on the invoice. Invoices shall include the following information:

1. Contractor name, address, and telephone number.
2. Service date(s) and number of Units of Service per service date.
3. EDC beneficiary name(s).
4. Type of service(s) provided.
5. Agreement rate for each service provided.
6. Total amount billed to the County of El Dorado under the subject invoice.

C. Invoice Submittal/Remittance: Invoices shall be submitted and remitted as follows, or as otherwise directed in writing by County:

Submit Invoices	Remittance
County of El Dorado Health and Human Services Agency 3057 Briw Road, Suite B Placerville, CA 95667 Attn: Fiscal Unit	MedMark Treatment Centers Amegy Bank D8083 P.O. Box 650002 Dallas, TX 75265

**ARTICLE V**

**Maximum Obligation:** The maximum obligation for the term of this Agreement shall be a total of \$124,000.00 inclusive of Drug Medi-Cal and Federal Financial Participation (FFP).

Upon written approval by County, unspent funding may be carried forward from fiscal year to fiscal year, for the term of this Agreement, unless otherwise re-allocated by County in accordance with the Article titled “Changes to Agreement”

## **ARTICLE VI**

### **Performance Report:**

- A. Contractor shall submit a State Alcohol and Drug Performance Report to HHSa on or before September 15 for each year of this Agreement, covering all services provided herein.
- B. Contractor shall prepare the Performance Report in accordance with all federal, state, and county requirements and generally accepted accounting principles. Contractor shall report services, and funding sources in accordance with such requirements and consistent with prudent business practice. Such reporting shall be supported by source documentation maintained by Contractor and available at any time to Contract Administrator upon reasonable notice.
- C. Contractor shall document that services rendered are reasonable and allowable per the terms of this Agreement. The Performance Report shall be the final financial record of services rendered under this Agreement for subsequent audits, if any.
- D. Final Settlement shall be based upon the actual and reimbursable services hereunder. Contractor shall not claim services to County that are not reimbursable pursuant to applicable federal, state, and county laws, regulations, and requirements. Any payment made by County to Contractor, which is subsequently determined to have been for a non-reimbursable service, shall be repaid by Contractor to County in cash within forty-five (45) days of submission of the Performance Report.
- E. If the Performance Report shows the actual and reimbursable services provided pursuant to this Agreement is lower than the aggregate of monthly payments to Contractor, Contractor shall remit the difference to County. Such reimbursement shall be made with the submission of the Performance Report.
- F. When the State reconciliation of services occurs, if the State settlement shows that the aggregate of monthly payments to Contractor for covered services provided under this agreement exceeds Contractor's allowable services, in accordance with Title 22 CCR Section 51516.1, Contractor shall remit the difference to County. Contractor shall pay County the difference within forty-five (45) days after verification of amount owed or the completion of an Appeal Process through County, whichever comes first. In the event of a State Alcohol and Drug performance report audit and/or program audit, both Local Realignment Revenue and Federal Medicaid portions of all Contractor disallowances shall be reimbursed to County within forty-five (45) days of completion of an appeal process following receipt of a final Audit Report or the completion of an Appeal Process through County, whichever comes first.

## **ARTICLE VII**

**Taxes:** Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

## **ARTICLE VIII**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

## **ARTICLE IX**

**Contractor to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

## **ARTICLE X**

**Assignment and Delegation:** Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

- A. **Debarment and Suspension:** In the event the County agrees to subcontracting under this Agreement in accordance with the Article titled "Assignment and Delegation," and in accordance with County's contract with DHCS for Substance Abuse Prevention and Treatment, the Contractor shall not subcontract with any party listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp. p. 189) and 12689 (3 CFR part 1989., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549, in accordance with the requirements outlined in Article XXXII, "Additional Terms and Conditions," paragraph 12.

In addition, the Contractor shall advise all subcontractors of their obligation to comply with applicable federal debarment and suspension regulations, in addition to the requirements set forth in 42 CFR Part 1001.

## **ARTICLE XI**

**Independent Contractor/Liability:** Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.



Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful, and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

## **ARTICLE XII**

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

## **ARTICLE XIII**

### **Default, Termination, and Cancellation:**

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

#### **ARTICLE XIV**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
Health and Human Services Agency  
3057 Briw Road  
Placerville, CA 95667  
ATTN: Contracts Unit

Or to such other location as the County directs.

With a copy to:

COUNTY OF EL DORADO  
Chief Administrative Office  
Procurement and Contracts Division  
330 Fair Lane  
Placerville, CA 95667  
ATTN: Purchasing Agent

Notices to Contractor shall be addressed as follows:

MedMark Treatment Centers – Sacramento, Inc.  
1720 Lakepointe Drive, Suite 117  
Lewisville, TX 75057  
ATTN: Daniel Gutschenritter, CFO, or successor

Or to such other location as the Contractor directs.

#### **ARTICLE XV**

**Change of Address:** In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained in this Agreement under the Article titled "Notice to Parties." Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

#### **ARTICLE XVI**

**Indemnity:** The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subContractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

#### **ARTICLE XVII**

**Insurance:** Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.

- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. Contractor shall give County at least 30 days notice before the insurance is set to expire or before contractor cancels or replaces and/or amends Contractor's coverage. In the event that Contractor's insurance is proposed to be cancelled by the insurer, Contractor agrees to notify County with in five (5) working days of receiving notice or proposed cancellation. Failure to maintain insurance as identified above shall be considered a material breach, and County may, in addition to any other remedies it may have, terminate this Agreement upon occurrence of such event. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that the County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.
- P. Contractor is hereby advised that copies of certificates of insurance may be subject to review and approval by the California Department of Health Care Services (DHCS), Department of General Services, Office of Risk and Insurance Management.
  - a. In the event insurance coverage, as required here in, fails to be in effect at all times, DHCS may, in addition to any other remedies it may have, terminate funding Agreement #220-F1811 upon the occurrence of such event.

#### **ARTICLE XVIII**

**Interest of Public Official:** No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### **ARTICLE XIV**

**Interest of Contractor:** Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

#### **ARTICLE XX**

**Conflict of Interest:** The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation."

## **ARTICLE XXI**

**California Residency (Form 590):** If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

## **ARTICLE XXII**

**Nonresident Withholding:** If Contractor is not a California resident, Contractor shall provide documentation that the State of California has granted a withholding exemption or authorized reduced withholding prior to execution of this Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement as required by law. This requirement applies to any agreement/contract exceeding \$1,500.00. Contractor shall indemnify and hold the County harmless for any action taken by the California Franchise Tax Board.

## **ARTICLE XXIII**

**Taxpayer Identification Number (Form W-9):** All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

## **ARTICLE XXIV**

**County Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

## **ARTICLE XXV**

**Licenses:** Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, certifications, approvals, waivers, and exemptions that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement. Contractor shall notify Contract Administrator immediately and in writing of its inability to obtain or maintain, irrespective of the pendency of the appeal, such permits, licenses, approvals, certificates, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **ARTICLE XXVI**

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Salina Drennan, Alcohol and Drug Program Manager, Health and Human Services Agency, or successor.

## **ARTICLE XXVII**

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

## **ARTICLE XXIII**

**Partial Invalidity:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

## **ARTICLE XXIX**

**Venue:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

## **ARTICLE XXX**

**No Third Party Beneficiaries:** Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

## **ARTICLE XXXI**

**Additional Terms and Conditions:** Contractor and all subcontractors agree to comply with all applicable provisions of the State of California Standard Agreement between County and the California Department of Health Care Services, "Substance Use Disorder Agreement 220-F1811" available at [www.edcgov.us](http://www.edcgov.us), Health and Human Services Agency (HHSA) Contractor Resources. The parties agree that if the Contractor fails to comply with the provisions of W&I Code Section 14124.24, all areas related to the DMC Treatment Program SUD services this Contract shall be null and void. Noncompliance with the aforementioned agreement and its terms and conditions may result in termination of this Agreement by giving written notice as detailed in the Article titled, "Default, Termination, and Cancellation." In the event of a conflict between federal, state, or county terms and conditions, the most stringent shall apply. Additional terms and conditions include, but are not limited to the following:

1. **Access to Services:** Contractor shall maintain continuous availability and accessibility of covered services and facilities, service sites, and personnel to provide the covered services through the use of DMC-certified providers. Such services shall not be limited due to budgetary constraints.

When a request for covered services is made by an EDC beneficiary, contractor shall require services to be initiated with reasonable promptness. Contractor shall have a documented system for monitoring and evaluating accessibility of care, including a system for addressing problems that develop regarding waiting times and appointments.

Contractor shall authorize residential services in accordance with the medical necessity criteria specified in Title 22, Section 51303 and the coverage provisions of the approved state Medi-Cal Plan. Room and board are not reimbursable DMC services. If services are denied, the provider shall inform the beneficiary in accordance with Title 22, Section 51341.1 (p).

Contractor shall provide services in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended), Title 45 part 84, and the Americans with Disabilities Act of 1990 to ensure that clients have access to services and that services are provided services without regard to physical disability, mental disability, race, color, creed, national origin, sex, or age.

2. **Audit Requirements:**

- a. **Single Audit of Federal Funds:** Contractor acknowledges that this Agreement is funded in whole or in part with Federal funds. The CFDA number for the Federal program funding this Agreement in whole or in part is CFDA Number 93.778 (Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS) – Medical Assistance Program). Local governments and non-profit organizations that expend a combined total of more than \$750,000 in Federal financial assistance (from all sources including CMS Medical Assistance Program expenditures) in any fiscal year must have a single audit for that year. A letter confirming that an audit will be conducted must be provided to County stating that Contractor has expended more than \$750,000 in total Federal funds and will comply with the Federal Single Audit Act and the requirements of OMB Super Circular. Contractor also agrees to provide a copy of the Single Audit to the County no later than 30 days following receipt to the address below:

COUNTY OF EL DORADO  
Health and Human Services Agency  
3057 Briw Road, Suite B  
Placerville, CA 95667  
ATTN: Contracts Unit



- b. **Annual Audit and Program Integrity:** Pursuant to the Pursuant to the Office of Management and Budget Uniform Grants Guidance, any entity that receives federal funds, as stated in the Uniform Grants Guidance, for the purposes of carrying out federal programs, must complete an annual audit. The funding threshold is aggregate funds from all sources. If requested by County, Contractor shall mail a certified copy of said completed annual audit to County's Health and Human Services Agency at the address listed in Agreement's "Notice to Parties" Article within thirty (30) days of Contractor's receipt of same. All adverse audit findings must be documented and included with completed annual audit. Certified evidence of correction(s) of adverse audit findings shall be provided to County at the HHSA address listed in Agreement's Article titled "Notice to Parties."

Further, through a system of oversight, Contractor is responsible for ensuring program integrity of its services, which shall include compliance with federal and state law and regulations, including but not limited to: 42 CFR 433.32, 42 CFR 433.51, 42 CFR 431.800 et seq., 42 CFR 440.230, 42 CFR 440.260, 42 CFR 455 et seq., 42 CFR 456 et seq., 42 CFR 456.23, 22 CCR 51490, 22 CCR 51490.1, 22 CCR 51341.1, 22 CCR 51159, Welfare and Institutions Code (WIC) 14124.0, WIC 14124.2, 42 CFR 438.240(e), 42 CFR 438.240(b)(3), 42CFR 438.240, 42 CFR 438.416, 42 CFR 438-10, and 42 CFR 438.206.

- c. **Accounting Systems and Financial Records and Inspections and Audits:** Contractor shall be required to establish and maintain accounting systems and financial records that accurately account for and reflect all federal funds received, including all matching funds from the State, County and any other local or private organizations. Contractor's records shall reflect the expenditure and accounting of said funds in accordance with all State laws and procedures for expending and accounting for all funds and receivables, as well as meet the financial management standards in 45 CFR Part 92 and in the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." More particularly, Contractors are responsible for complying with the Uniform Grants Guidance and 45 CFR Part 92, and the allowability of the costs covered therein. Contractor must obtain written approval from a member of the HHSA Executive Management prior to" the expenditure of any "special" or unusual costs in order to avoid possible disallowances or disputes based on any potential unreasonableness or unallowability of expenditures as detailed under the specific cost principles of the Uniform Grants Guidance.

In order to obtain the most current regulations, the user should consult not only the latest version of the CFR, but also the List of (CFR) Sections Affected (LSA) issued in the current month. The *Federal Register* home page offers links to both the *Federal Register* and the CFR. Electronic CFR (e-CFR) versions are available online via the U.S. Government Printing Office (GPO) website. Please note that documents on e-CFR, although updated daily, are unofficial editorial compilations of CFR material and *Federal Register* amendments and on-line versions may not be the most current version available.

- d. **Inspections and Audits:** Because the compensation paid to Contractor pursuant to this Agreement is comprised of funding as outlined in the Article titled “Compensation for Services,” Contractor shall comply with the following requirements:
- i. This Agreement and any subcontracts shall be subject to the examination and audit by the California Bureau of State Audits for a period of three (3) years from the date that final payment is made pursuant to the Agreement (Government Code Section 10527).
  - ii. Contractor agree that the State, the Comptroller General of the United States, and any authorized representatives have the right to review, obtain, and copy all records pertaining to the performance of this Agreement. Contractor agrees to provide the State with all relevant information requested.
  - iii. All expenditures of state and federal funds, if any, furnished to the Contractor pursuant to this Agreement are subject to audit by the County and state. Such audits shall consider and build upon external independent audits performed pursuant to the audit requirements of the Office of Management and Budget Uniform Grants Guidance. Objectives of the audits may include, but are not limited to, the following:
    - To determine whether units of service claimed/reported are properly documented by service records and accurately accumulated for claiming/reporting.
    - To validate data reported by the Contractor for prospective contract negotiations.
    - To provide technical assistance in addressing current year activities and providing recommendations on internal controls, accounting procedures, financial records, and compliance with laws and regulations.
    - To determine the cost of services, net of related patient and participant fees, third-party payments, and other related revenues and funds.
    - To determine that expenditures are made in accordance with applicable state and federal laws and regulations, and contract requirements.
    - To determine the facts in relation to analysis of data, complaints, or allegations that may be indicative of fraud, abuse, willful misrepresentation, or failure to achieve the Agreement objectives.

Contractor shall comply with all terms and conditions of this Agreement and all pertinent state and federal statutes and regulations. Contractor shall permit the Contract Administrator, state, Department of Health Care Services (DHCS), United States Department of Health and Human Services (DHHS), Comptroller General of the United States, or other authorized state or federal agencies and representatives, to inspect or otherwise evaluate the quality, appropriateness, and timeliness of services performed under this Contract. Contractor shall allow the State, DHCS, DHHS, the Comptroller General of the United States, and other authorized state or federal agencies and representatives to review and copy any all books and records maintained by the Contractor related to these services at any time during normal business hours.

Unannounced visits may be made at the discretion of the state. Employees who might reasonably have information related to such records may be interviewed.

The refusal of the Contractor to permit access to and inspection of electronic or print books and records, physical facilities, and interviews with employees, as described in this part constitutes an express and immediate material breach of this Agreement and shall be sufficient basis to terminate the Agreement for cause or default.

In the event of a conflict between federal, state, county rules, laws, or regulations, the most stringent shall apply.

- e. **Control Requirements:** Performance of this Agreement is subject to all applicable federal and state laws, regulations, and standards. In accepting this Agreement, contractor shall establish written procedures consistent with the following requirements, monitor for compliance with written procedures, and be held accountable for audit exceptions taken by the State against the County and the Contractor for any failure to comply with these requirements:
- i. Health and Safety Code, Division 10.5, commencing with Section 11760.
  - ii. Title 9 CCR (herein referred to as Title 9), Division 4, commencing with Section 9000.
  - iii. Government Code Section 16367.8.
  - iv. Government Code, Article 7, Federally Mandated Audits of Block Grant Funds Allocated to Local Agencies, Chapter 1, Part 1, Division 2, Title 5, commencing at Section 53130.
  - v. Title 42 United States Code (USC) Sections 300x-21 through 300x-31, 300x-34, 300x-53, 300x-57, and 330x-65 and 66.
  - vi. The Single Audit Act Amendments of 1996 (Title 31, USC Sections 7501-7507), and the Uniform Grants Guidance.
  - vii. Title 45, CFR Sections 96.30 through 96.33 and Sections 96.120 through 96.137.
  - viii. Title 42, CFR Sections 8.1 through 8.64.
  - ix. Title 21, CFR Sections 1301.01 through 1301.93, Department of Justice, Controlled Substances.
  - x. State Administrative Manual (SAM), Chapter 7200 (General Outline of Procedures).

In accordance with the Fiscal Year 2011-12 State Budget Act and accompanying law (Chapter 40 of Statutes of 2011 and Chapter 13 Statutes of 2011, First Extraordinary Session), Contractors that provide Women and Children's Residential Treatment Services shall comply with the program requirements (Section 2.5, Required Supplemental/Recovery Support Services) of the Substance Abuse and Mental Health Services Administration's Grant Program for Residential Treatment and Pregnant and Postpartum Women, found at <http://www.samhsa.gov/grants/grant-announcements/ti-14-005>.

Contractor shall adhere to the applicable provisions of Title 45 CFR Part 96, Subparts C and L, as applicable, in the expenditure of the SAPTBG funds.

Further, Contract Administrator, any authorized representative of County, any authorized representative of the State of California, the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States, or any of their authorized representatives shall have access to any books, documents, and records, including but not limited to, medical and client records of Contractor which such persons deem pertinent to this Agreement, for the purpose of conducting and audit, evaluation, or examination, or making transcripts during the periods of retention set forth in this Agreement. Such persons may at all reasonable times inspect or otherwise evaluate the services provided pursuant to this Agreement, and the premises in which they are provided or administered.

Contractor shall actively participate and cooperate with any persons specified in the section titled, "Inspections and Audits" in any evaluation or monitoring of services provided pursuant to this Agreement, and shall provide the above-mentioned persons adequate office space to conduct such evaluation or monitoring.

Contractor shall obtain an annual financial statement audit in accordance with Government Auditing Standards. If Contractor's total federal expenditures, excluding federal Medi-Cal/Medicaid, are \$500,000 or more, Contractor must obtain and audit in accordance with OMB Uniform Grants Guidance, or as may be amended during the term of this Agreement.

Contractor shall maintain client records, books, documents, records, and other evidence accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses, all of which shall be deemed to constitute "records" for the purposes of this section. Such records shall clearly reflect the cost and scope of the services provided to each client.

Contractor's facility, office (or such parts thereof as may be engaged in the performance of this Agreement) and its records shall be subject at all reasonable times to inspection and audit reproduction by County.

Within fourteen (14) days after final audit is approved by Contractor's Board of Director, Contractor shall forward to Contract Administrator a copy of any audit report. Such audit shall include, but not be limited to, management, financial, programmatic or any other type of audit of Contractor's operations, whether or not the cost of such operation or audit is reimbursed in whole or in part through this Agreement.

Following any audit report, in the event of non-compliance with applicable laws and regulations governing funds provided through this Agreement or serious deficiencies in Contractor's internal control structure, County may terminate this Agreement as provided for here in or direct Contractor to immediately implement appropriate corrective action. A plan of corrective action shall be submitted to Administrator in writing within fifteen (15) days after receiving notice from County.

Contractor shall have two (2) months to implement a corrective action plan and to submit to County a written report of corrective action taken. Failure to implement said corrective action plan shall be cause for termination of this Agreement.

County shall respond to all audits of Contractor with reconciliation to County records. If County concurs with State findings, final payment of Contractor's assessed disallowances shall be subject to provisions of the section titled "Performance Report" of this Agreement.

All Contractor's funding records related to this Agreement shall be subject to audit by County at any time during the term of this Agreement, and for a period that extends through any required records retention period, should it be requested by County's Auditor-Controller. In the event that Contractor has more than one funding agreement with County, Contractor shall maintain an individual schedule of expenses for each County agreement, such that can be reconciled to an audit of any individual agreement. If Contractor receives in excess of \$500,000 in total funding from County in any one fiscal year, Contractor must have an independent/individual audit for each County agreement.

Contractor shall include in any contract with an audit firm, a clause to permit access by the State to the working papers of the external independent auditor, and require that copies of the working papers shall be made available for the State at its request.

The provisions of this section are not intended to abrogate any provisions of law or regulations, or any standards existing or enacted during the term of this Agreement.

- f. **Audit by California State Auditor:** Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code Section 8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

- 3. Background Checks:** Pursuant to Welfare and Institutions Code Section 14043.38, Medi-Cal providers who are categorized as “high” risk, must provide proof of fingerprinting for all required individuals, to California Department of Health Care Services. Said fingerprints must have been submitted to the State Identification Bureau (Bureau of Criminal Information and Analysis, Department of Justice). Providers are considered “high” risk if: 1) any person in the organization has five percent or greater direct or indirect ownership interest; and/or 2) officers and executive directors of non-profits.
- 4. Barriers to Service:** Contractor shall assure that in planning for the provision of services, the following barriers to service are considered and addressed:
- Lack of educational materials or other resources for the provision of services; and
  - Geographic isolation and transportation needs of persons seeking services or remoteness of services; and
  - Institutional, cultural, and/or ethnicity barriers; and
  - Language differences; and
  - Lack of service advocates; and
  - Failure to survey or otherwise identify the barriers to service accessibility; and
  - Needs of persons with a disability.
- 5. Catalog of Federal Domestic Assistance:** Pursuant to the Office of Management and Budget (OMB) Uniform Grants Guidance, all recipients and sub-recipients of federal funds must be provided the Catalog of Federal Domestic Assistance (CFDA) number at the time the contract is awarded. The following are CFDA numbers, award specific information, and program titles for programs administered by the County on behalf of California Department of Health Care Services that may apply to this contract:

<b>Subrecipient Information</b>			
<b>Subrecipient:</b>	MedMark Treatment Centers – Sacramento, Inc.	DUNS #: 079848712	
<b>Subaward Term:</b>	Upon Execution - 06/30/20	EIN #: 20-4938108	
<b>Total Federal Funds Obligated: \$62,000.00</b>			
<b>Federal Award Information</b>			
CFDA Number	Federal Award ID Number (FAIN)	Federal Award Date / Amount	Program Title
93.778		07/01/17 - 06/30/20, \$2,039,124	Medi-Cal Assistance Program Title XIX
<b>Project Description:</b>	Substance Use Disorder Services		
<b>Awarding Agency:</b>	California Department of Health Care Services		
<b>Pass-through Entity</b>	County of El Dorado, Health and Human Services Agency		
<b>Indirect Cost Rate or de minimus</b>	Indirect Cost Rate: ____NA____	De minimus <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Award is for Research and development.	

**6. Client County of Residence:** Pursuant to Senate Bill 1020 (Chapter 40, Statutes of 2012), Government Code Section 30025 et seq. is amended to create a Behavioral Health Subaccount, which can only be used for specific Mental Health and Substance Use Disorder programs. The County of El Dorado will not accept invoices for Client(s) whose primary residence is outside of El Dorado County. Exceptions may be made with prior written approval of the Contract Administrator.

**7. Code of Conduct:** Contractor shall establish a written Code of Conduct for employees, volunteers, interns, and the Board of Directors, which shall include but not be limited to standards related to the use of drugs and/or alcohol, staff relationships with clients, prohibition of sexual conduct with clients, and conflict of interest. Prior to providing any services pursuant to this Agreement, all employees, volunteers, and interns shall agree, in writing, to maintain the standards set forth in the Code of Conduct. A copy of the Code of Conduct shall be provided to each EDC beneficiary and shall be posted in writing in a prominent place in Contractor's facility(ies).

**8. Communicable Diseases, including Tuberculosis Treatment and Human Immunodeficiency Virus (HIV) Early Intervention Services:**

Contractor shall ensure the following, related to Tuberculosis (TB):

- Routinely make available TB services to each individual receiving treatment for alcohol and other drug use and/or abuse;
- Reduce barriers to EDC beneficiaries' accepting TB treatment;
- Develop strategies to improve follow-up monitoring, particularly after EDC beneficiaries leave treatment, by disseminating information through educational bulletins and technical assistance.

Contractor shall ensure the following, related to HIV Early Intervention Services:

- Routinely make available HIV Early Intervention Services, including outreach, linkage to appropriate medical treatment, and education for EDC beneficiaries receiving treatment for alcohol and other drug use and/or abuse.
- Contractor shall specify which days and which HIV Early Intervention Services will be available at Contractor's place of business.

**9. Confidentiality and Information Security Provisions:** Contractor agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of all confidential information that it creates, receives, maintains, or transmits in accordance with laws and regulations as outlined below.

1. Contractor shall provide HHSA with information concerning such safeguards upon request. Contractor shall comply with applicable laws and regulations, including but not limited to The Code of Federal Regulations, Title CFR 45, parts 160-164, regarding the confidentiality and security of Personally Identifiable Information (PII), as well as the following:

- a) Civil Code Section 1798.80 through 1798.82 - Customer Records (breach of security)
- b) Civil Code Section 1798.85 - Confidentiality of Social Security Numbers
- c) Civil Code Sections 56 through 56.37 - Confidentiality of Medical Information Act

- d) HSC Sections 11812 and 11845.5
- e) HSC Sections 123110 through 123149.5 - Patient Access to Health Records
- f) Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules
- g) Title 22, California Code of Regulations (hereinafter referred to as Title 22), Section 51009, which is specific to Medi-Cal
- h) Title 42, CFR Part 2
- i) Title 45, CFR Parts 160, 162, and 164 - the Health Insurance

Personally identifiable information means any information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including but not limited to, his or her name, signature, social security number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, or any other financial information.

2. Permitted Uses and Disclosures of PII by Contractor:

- a) Contractor shall develop and maintain an information privacy and security program that includes the implementation of administrative, technical, and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities. The information privacy and security programs must reasonably and appropriately protect the confidentiality, integrity, and availability of the PII that it creates, receives, maintains, or transmits; and prevent the use or disclosure of PII other than as provided for in this Agreement. Except as otherwise provided in this Agreement, Contractor may use or disclose PII to perform functions, activities or services identified in this Agreement provided that such use or disclosure would not violate federal or state laws or regulations.

3. Specific Uses and Disclosures provisions: Except as otherwise indicated in the agreement, Contractor shall:

- a) Use and disclose PII for the proper management and administration of Contractor or to carry out the legal responsibilities of Contractor, provided that such use and disclosures are permitted by law; and
- b) Take all reasonable steps to destroy, or arrange for the destruction of a customer's records within its custody or control containing personal information, which is no longer to be retained by Contractor by (1) shredding, (2) erasing, or (3) otherwise modifying the personal information in those records to make it unreadable or indecipherable through any means.

4. Responsibilities of Contractor:

- a) Contractor agrees to safeguards:
  - i. To prevent use or disclosure of PII other than as provided for by this Agreement. Contractor shall provide County with information concerning such safeguards as County may reasonably request from time to time; and
  - ii. Contractor shall restrict logical and physical access to confidential, personal (e.g., PII) or sensitive data to authorized users only; and



- iii. Contractor shall implement a system to identify appropriate authenticated and authorized persons. If passwords are used in user authentication (e.g., username/password combination), Contractor shall implement strong password controls on all compatible computing systems that are consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-86 and SANS Institute Password Protection Policy.
- iv. Contractor shall implement the following security controls on each server, workstation, or portable (e.g. laptop computer( computing device that processes or stores confidential, personal, or sensitive data:
  - (1) Network based firewall and/or personal firewall; and
  - (2) Continuously updated anti-virus software; and
  - (3) Patch-management process including installation of all operating system/software vendor security patches.
- b) Mitigation of Harmful Effects: To mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PII by Contractor or its subcontractors in violation of the requirements of this Agreement.
- c) Agents and Subcontractors of Contractor: To ensure that any agent, including a subcontractor to which Contractor provides PII received from County, or created or received by Contractor, for the purposes of this Agreement shall comply with the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.
- d) Notification of Electronic Breach or Improper Disclosure: During the term of this Agreement, Contractor shall notify County immediately upon discovery of any breach of PII and/or data, where the information and/or data are reasonably believed to have been acquired by an unauthorized person. Immediate notification shall be made to County Privacy Officer, within twenty-four (24) hours of discovery, at (530) 621-5852. Contractor shall take prompt corrective action to cure any deficiencies and any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations. Contractor shall investigate such breach and provide a written report of the investigation to the County Privacy Officer, postmarked within ten (10) working days of the discovery of the breach.

**10. Continuous Operation:** Contractor shall operate continuously throughout the term of this Agreement with at least the minimum number and type of staff required to meet applicable federal, state, and County requirements, and which are necessary for the provision of services hereunder.

**11. Cultural and Linguistic Proficiency; Translation Services:** Contractor shall ensure equal access to quality care by diverse populations and shall adopt the federal Office of Minority Health Culturally and Linguistic Appropriate Service (CLAS) national standards. The standards are available at <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15> or as may be updated. Additionally, Contractor shall provide translation services pursuant to Government Code section 7290-7299.8, known and cited as the Dymally-Alatorre Bilingual Services Act. Contractor shall ensure that interpreters and bilingual staff can demonstrate bilingual proficiency and receive training that includes the skills and ethics of interpreting, and knowledge in both languages of the terms and concepts relevant to clinical or non-clinical encounters. Family or friends are not considered adequate substitutes because they usually lack these abilities.

Contractor shall ensure that the EDC beneficiary's primary spoken language and self-identified race and ethnicity are included in the CalOMS AVATAR system, the provider's management information system, as well as any client records used by provider staff.

Contractor shall implement the Limited English Proficiency (LEP) Policy Guidance for recipients of funds from the Federal Health and Human Services Agency at <http://www.lep.gov>.

Contractor shall provide services pursuant to this Agreement, to the extent feasible, in a culturally competent manner by recruiting, hiring, and maintaining trained, experienced staff that are able to deliver services with sensitivity toward and respect for clients from diverse backgrounds. Contractor staff shall complete a minimum of one (1) cultural-sensitivity training per year.

1. Contractor shall comply with the applicable provisions of Section 1557 of the Affordable Care Act (45 CFR Part 92), including, but not limited to, 45 CFR 92.201, when providing access to:
  - a) Materials explaining services available to the public
  - b) Language assistance
  - c) Language interpreter and translation services
  - d) Video remote language interpreting services

**12. Debarment and Suspension Certification:** By signing this agreement, the Contractor agrees to comply with applicable Federal suspension and debarment regulations and Contractor further certifies to the best of its knowledge and belief that it and its principals or affiliates or any sub-contractor, in accordance with the Article titled "Assignment and Delegation," utilized under the agreement:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

2. Have not within a three year period preceding this application/proposal/agreement 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the above Paragraph 2;
4. Have not within a three (3)-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default;
5. Shall not knowingly enter in to any lower tier or subrecipient covered transaction with any person(s) who are proposed for debarment under Federal regulations or are debarred, suspended, declared ineligible or voluntarily excluded from participation in such transactions, unless authorized by the State; and
6. Shall include a clause titled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier or subrecipient covered transactions.
7. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549. If the Contractor knowingly violates this certification, in addition to other remedies available to the Federal and State Governments, County may immediately terminate this Agreement for cause or default.

**13. Drug-Free Workplace Requirements:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and any subsequent amendments, and will provide a drug-free workplace by taking the following actions:

- Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying action so be taken against employees for violations.
- Establish a Drug-Free Awareness Program to inform employees about the dangers of drug abuse in the workplace, the organization's policy of maintaining a drug-free workplace, the available counseling/rehabilitation/and employee assistance programs, and penalties that may be imposed upon employees for drug abuse violations.
- Contractor shall provide employees with a copy of the organization's drug-free workplace policy statement, and employees shall agree to comply with the terms of the organization's policy statement as a condition of employment.

Failure to comply with these requirements may result in the suspension of payments, termination of this Agreement, or both suspension of payments and termination of this Agreement, and the Contractor may be ineligible for future State-funded contracts with the County.

**14. Drug-Medi-Cal Certification:** Contractors who provide perinatal Drug Medi-Cal (DMC) services, shall be properly certified to provide these services and Contractor must comply with the requirements contained in Title 22, Section 51341.1, “Services for Pregnant and Postpartum Women”. Additionally, the following regulations and guidelines must be followed: Title 21 CFR Part 1300 et seq.; Title 42 CFR Part 8; Drug Medi-Cal Certification Standards for Substance Abuse Clinics; Title 9 CCR, Division 4, Chapter 4, Subchapter 1, Sections 10000 et seq.; and Title 22 CCR, Division 3, Chapter 3, Sections 51000 et seq. In the event of conflicts, the provisions of Title 22 shall control if they are more stringent.

**15. Employee Qualifications:** Contractor shall only employ individuals as substance abuse counselors who meet all applicable State requirements pertaining to certification and/or licensure, and who are qualified and competent to perform the tasks assigned to them. Any individual providing intake, assessment of need for services, treatment or recovery planning, individual or group counseling to participants, patients, or residents in an ADP-licensed or certified program is required to be certified as defined in Title 9, CCR, Division 4, Chapter 8 (<http://www.calregs.com>). Contractor shall regularly evaluate the performance of its entire treatment staff and implement immediate corrective action if any performance problems are identified. The County may request in writing that the Contractor investigate incidents of suspected poor performance by Contractor treatment staff, and the Contractor shall do so within the timeframes and under the terms contained in HHSA’s written request. Contractor shall report findings of said investigation to the Contract Administrator, along with a plan for corrective action.

**16. Federal and State Law Requirements:** Contractor shall comply with, and accept as binding, all applicable governmental laws, regulations, policies, and standards as they exist now or may be hereafter amended or changed. These laws, regulations, policies, and standards shall include, but not be limited to, the following:

- Age Discrimination Act of 1975 (45 CFR Part 90), as amended (42 UC Sections 6101 - 6107), which prohibits discrimination based on age.
- Age Discrimination in Employment Act (29 CFR Part 1625).
- Executive Order 11246 (42 USC 2000(e) et seq. and 41 CFR Part 60) regarding nondiscrimination in employment under federal contracts and construction contracts greater than \$10,000 funded by federal financial assistance.
- Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination based on alcohol abuse or alcoholism.
- Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination based on drug abuse.
- Executive Order 13166 (67 FR 41455) to improve access to federal services for those with limited English proficiency.
- Section 504 of the Rehabilitation Act of 1973, as amended (29 USC Section 794), which prohibits discrimination based on handicap.
- Title I of the Americans with Disabilities Act (29 CFR Part 1630) prohibiting discrimination against the disabled in employment and Americans with Disabilities Act (ADA) of 1990 (42USC12101 et seq.)

- Title II of the Americans with Disabilities Act (28 CFR Part 35) prohibiting discrimination against the disabled by public entities.
- Title III of the Americans with Disabilities Act (28 CFR Part 36) regarding access.
- Title VI of the Civil Rights Act of 1964, as amended, prohibiting discrimination based on race, color, or national origin in federally funded programs.
- Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.) prohibiting discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin in the sale or rental of housing.
- No state or federal funds shall be used by the Contractor or its subcontractors for sectarian worship, religious instruction, or proselytization. No state funds shall be used by the Contractor or its subcontractors to provide direct, immediate, or substantial support to any religious activity. If an organization conducts such activities, it must offer them separately, in a time or location, from the programs or services for which it provides services funded through this Agreement, and client participation must be voluntary. If an EDC beneficiary has an objection to the religious charger of the organization, County shall refer the EDC beneficiary to another provider.
- Public Law 106-310, which addresses nondiscrimination and institutional safeguards for religious providers, and which is implemented through Title 42, USC, Section 300x-65 and Title 42, CFR, Part 54.
- California State Department of Alcohol and Drug Programs Certification Standards (July 1999).
- California State Department of Alcohol and Drug Programs Perinatal Services Network Guidelines (2015).
- Trafficking Victims Protection Act of 2000.
- California Health and Safety Code, Divisions 10.5 and 10.6, and Section 11758.12(d).
- CCR Title 22.
- CCR Title 9, Division 4.
- Code of Federal Regulations (CFR), Title 21, Title 41, Title 42, and Title 45.
- OMB Uniform Grants Guidance.
- Public Law 103-227, also known as the Pro-Children Act of 2001.
- California Government Code Section 11135-11139.5, and all regulations, requirements, and directives pertinent to its operations.
- California Labor Code Section 6404.5.
- Clean Air Act and amendments, the Clean Water Act and amendments, and the Federal Water Pollution Control Act.
- Contract Work Hours and Safety Standards Act.
- Copeland “Anti-Kickback” Act.
- Davis-Bacon Act.
- Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2 Section 7285.0 et seq.).
- Title 2, Division 3, Article 9.5 of the Government Code, commencing with Section 11135.
- Title 31.
- Title 9, Division 4, Chapter 6 of the CCR, commencing with Section 10800.

## **17. Federal Equal Opportunity Requirements:**

(Applicable to all federally funded agreements entered into by the Department of Health Care Services)

1. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Contractor will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age, or status as a disabled veteran of the Vietnam era. Such action shall include, but not be limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and career development opportunities and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government Federal Rehabilitation Act of 1972 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance act of 1974 (38 U.S.C. 4212). Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin, physical or mental handicap, disability , age, or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
2. Contractor will, in all solicitations or advancements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, physical or mental handicap, disability, age, or status as a disabled veteran of the Vietnam era.
3. Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Federal Government or State, advising the labor union or workers' representative of the Contractor's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. Contractor will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR Part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

5. Contractor will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' as supplemented by regulation at 41 CFR Part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1972, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of Contractor's noncompliance with the requirements herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further federal and state contracts in accordance with the procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR Part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor will include the provisions of Paragraphs 1 through 7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or DHCS may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Contractor becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by DHCS, the Contractor may request in writing to DHCS, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

Subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment, must comply with the provisions contained in this Agreement.

**18. HIPAA Compliance:** By signing this Agreement, Contractor agrees to comply with Exhibit A, Business Associate Agreement attached hereto and incorporated by reference herein.

1. **HIPAA Compliance:** All data, together with any knowledge otherwise acquired by Contractor during the performance of services provided pursuant to this Agreement, shall be treated by Contractor and Contractor's staff as confidential information. Contractor shall not allow access to, disclose, or use, directly or indirectly, at any time any such confidential information. If Contractor receives any individually identifiable health information ("Protected Health Information" or "PHI" and Electronic Protected Health Information or "EPHI"), Contractor shall maintain the security and confidentiality of such PHI or EPHI as required by applicable laws and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the regulations promulgated thereunder.

If any of the work performed under this Contract is subject to the HIPAA, Contractor shall perform the work in compliance with all applicable provisions of HIPAA.

1. Trading Partner Requirements

- a) No Changes. Contractor hereby agrees that for the personal health information (Information), it will not change any definition, data condition or use of a data element or segment as proscribed in the Federal HHS Transaction Standard Regulation (45 CFR 162.915 (a)).
- b) No Additions. Contractor hereby agrees that for the Information, it will not add any data elements or segments to the maximum data set as proscribed in the HHS Transaction Standard Regulation (45 CFR 162.915 (b)).
- c) No Unauthorized Uses. Contractor hereby agrees that for the Information, it will not use any code or data elements that either are marked "not used" in the HHS Transaction's Implementation specification or are not in the HHS Transaction Standard's implementation specifications (45 CFR 162.915 (c)).
- d) No Changes to Meaning or Intent. Contractor hereby agrees that for the Information, it will not change the meaning or intent of any of the HHS Transaction Standard's implementation specification (45 CFR 162.915 (d)).

2. Concurrence for Test Modifications to HHS Transaction Standards

Contractor agrees and understands that there exists the possibility that DHCS or others may request an extension from the uses of a standard in the HHS Transaction Standards. If this occurs, Contractor agrees that it will participate in such test modifications.

3. Adequate Testing

Contractor is responsible to adequately test all business rules appropriate to their types and specialties. If the Contractor is acting as a clearinghouse for enrolled providers, Contractor has obligations to adequately test all business rules appropriate to each and every provider type and specialty for which they provide clearinghouse services.



4. Deficiencies

Contractor agrees to correct transactions, errors or deficiencies identified by DHCS, and transactions errors or deficiencies identified by an enrolled provider if the Contractor is acting as a clearinghouse for that provider. When County is a clearinghouse, Contractor agrees to properly communicate deficiencies and other pertinent information regarding electronic transactions to enrolled providers for which they provide clearinghouse services.

5. Code Set Retention

Both parties understand and agree to keep open code sets being processed or used in this Contract for at least the current billing period or any appeal period, whichever is longer.

6. Data Transmission Log

Both parties shall establish and maintain a Data Transmission Log, which shall record any and all Data Transmissions taking place between the Parties during the term of this Contract. Each party will take necessary any reasonable steps to ensure that such Data Transmission Logs constitute a current, accurate, complete, and unaltered record of any and all Data Transmissions between the parties, and shall be retained by each party for no less than twenty-four (24) months following the date of the Data Transmission. The Data Transmission Log may be maintained on computer media or other suitable means provided that, if it is necessary to do so, the information contained in the Data Transmission Log may be retrieved in a timely manner and presented in readable form.

**19. Limitation on the Use of Funds for the Promotion of Legalization of Controlled Substances:** None of the funds made available through this Agreement may be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of Section 202 of the Controlled Substances Act (21 USC 812) or as may be amended.

**20. Litigation:** County, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the County or State of California or its officer or employees for which the Contractor must provide indemnification under this Agreement. The failure of the County to give such notice, information, authorization, or assistance shall not relieve the Contractor of its indemnification obligations.

**21. Lobbying:** The Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, 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 an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form SF-LLL, OMB Number 0348-0046 “Disclosure of Lobbying Activities” in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**22. Mandated Reporter:** California law requires that certain persons are mandated to report suspected child abuse, suspected dependent adult abuse, and suspected domestic violence. Contractor acknowledges and agrees to comply with the following State-required mandated reporter regulations as they apply to the services being rendered by Contractor:

1. California Penal Code § 11160-11163, which covers suspected domestic violence.
2. California Penal Code Article 2.5 (commencing with § 11164) of Chapter 2 of Title 1 of Part 4, also known as the Child Abuse and Neglect Reporting Act.
3. Welfare and Institutions Code § 15630, which covers suspected dependent adult abuse.

Failure to comply with these reporting requirements may lead to a fine of up to \$1,000 and/or up to six months in jail. A person who makes a report in accordance with these mandates shall not incur civil or criminal liability as a result of any report required or authorized by the above regulations.

**23. No Unlawful Use or Unlawful Use Messages Regarding Drugs:** Contractor agrees that information produced through these funds, and which pertains to drug- and alcohol-related programs, shall contain a clearly written statement that there shall be no unlawful use of drugs or alcohol associated with the program pursuant to Health and Safety Code section 11999 et seq.

**24. Non-discrimination:** Assurance of compliance with federal and state laws, incorporated into this agreement by reference and made a part hereof as if set in forth in full, Contractor shall not unlawfully discriminate against any person.

Federal Law Requirements as they relate to Non-discrimination:

- Title VI of the Civil Rights Act of 1964, Section 2000d, as amended, prohibiting discrimination based on race, color, or national origin in federally-funded programs.
- Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.) prohibiting discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin in the sale or rental of housing.
- Age Discrimination Act of 1975 (45 CFR Part 90), as amended (42 USC Sections 6101-6107), which prohibits discrimination on the basis of age.

- Age Discrimination in Employment Act (29 CFR Part 1625).
- Title I of the Americans with Disabilities Act (29 CFR Part 1630) prohibiting discrimination against the disabled in employment.
- Title II of the Americans with Disabilities Act (28 CFR Part 35) prohibiting discrimination against the disabled by public entities.
- Title III of the Americans with Disabilities Act (28 CFR Part 36) regarding access.
- Section 504 of the Rehabilitation Act of 1973, as amended (29 USC Section 794), prohibiting discrimination on the basis of individuals with disabilities.
- Executive Order 11246 [42 USC 2000(e) et seq. and 41 CFR Part 60)] regarding the discrimination in employment under federal contracts and construction contracts greater than \$10,000 funded by federal financial assistance.
- Executive Order 13166 (67 FR 41455) to improve access to federal services for those with limited English proficiency.
- The Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse.
- The Comprehensive Alcohol and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
- Title 42, USC, Section 300x-65 and Title 42, CFR, Part 54.
- Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2, Subparts A – E).

State Law Requirements as they relate to Non-discrimination:

- California Government Code Section 11135, which codifies Section of the Rehabilitation Act, requiring accessibility of electronic and information technology.
- Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.).
- Title 2, Division 3, Article 9.5 of the Government Code, commencing with Section 11135.
- Title 9, Division 4, chapter 8 of the CCR, commencing with Section 10800.
- No state or federal funds shall be used by the Contractor or its Subcontractors for sectarian worship, instruction, or proselytization. No state funds shall be used by the Contractor or its Subcontractors to provide direct, immediate, or substantial support to any religious activity.
- Noncompliance with the requirements of nondiscrimination in services shall constitute grounds for the state to withhold payments under this agreement or to terminate all, or any type, of funding provided hereunder.
- Noncompliance with the requirements of nondiscrimination in services shall constitute grounds for DHCS to withhold payments under this Contract or terminate all, or any type, of funding provided hereunder.

This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the federal or state governments that affect the provisions, terms, or funding of this Agreement in any manner.

**25. Participation in Training:** Contractor shall attend relevant substance abuse training programs and/or conferences as requested by HHSa.

**26. Participation of County Behavioral Health Director's Association of California:** The County Alcohol and Other Drug (AOD) Program Administrator shall participate and represent the County in meetings of the County Behavioral Health Director's Association of California for the purposes of representing the counties in their relationship with DHCS with respect to policies, standards, and administration for alcohol and other drug abuse services.

The County AOD Program Administrator shall attend any special meetings called by the Director of DHCS. Participation and representation shall also be provided by the County Behavioral Health Director's Association of California.

**27. Record Retention:** Contractor agrees to make all of its books and records pertaining to the goods and services furnished under the terms of the contract available for inspection, examination, or copying by authorized County, State, or Federal agencies, or their duly authorized representatives, at all reasonable times at Contractor's place of business or at such other mutually agreeable location in California, in a form maintained in accordance with the general standards applicable to such book or record keeping, for a term of at least five (5) years from the close of the County's fiscal year in which the contract was in effect, or any longer period as may be required by Federal or State law including, but not limited to any record retention laws pertaining to minors, psychiatric health facilities, psychology clinics, psychologists, and/or other licensed professionals. If, at the end of the applicable retention period, there is litigation or an audit or other investigation involving those books or records, Contractor will retain the books or records until the resolution of such litigation, audit, or investigation. Contractor shall keep and maintain records for each service rendered, to whom it was rendered, and the date of service.

**28. Reporting to County:**

Contractor agrees that DHCS has the right to withhold payments until Contractor has submitted any required data and reports to DHCS or County.

State Data Submission: Contractor shall submit, by the 10<sup>th</sup> of the month following the report activity, to County ADP in accordance with Health and Safety Code Section 11758.12 (c), that information required by the State in a manner identified by, or on forms provided by, ADP. The data shall include, but is not limited to Drug and Alcohol Treatment Access Report (DATAR) and Drug and Alcohol Services Information System (DASIS) Uniform Facilities Data Set (UFDS).

California Outcomes Measurement Systems (CalOMS): Contractor shall enter treatment admissions and discharge information into a specific database as directed by County and shall, on a monthly basis, submit same to HHSa Alcohol and Drug Program designee for submission to the State CalOMS database.

County Data Submission: Contractor shall report to HHSA any problems in implementing the provisions of this Agreement, staff changes, status of licenses and/or certifications, changes in modalities and/or populations served, and reasons for any such changes. Further, when requested to do so by HHSA, Contractor shall submit documents related to eligible El Dorado County Medi-Cal beneficiaries services, administrative activities, or other program operation functions.

Board of Director's Minutes: Contractor shall provide Contract Administrator the minutes of all Contractors' monthly Board of Director's meetings to include monthly Treasurer's report.

Notification of Injury or Death: Contractor shall notify Contract Administrator, in writing, within twenty-four (24) hours of becoming aware of any occurrence that may expose County to liability. Such occurrences shall include, but not be limited to accidents, injuries, death, acts of negligence, and loss of or damage to any County property in possession of Contractor

- 29. Restriction on Distribution of Sterile Needles:** Funds through this Agreement shall not be used to carry out any program that includes the distribution of sterile needles or syringes for the hypodermic injection of any illegal drug unless the State chooses to implement a demonstration syringe services program for injecting drug users.
- 30. Risk Assessment:** In accordance with the Uniform Grants Guidance, County shall annually perform and document a Grant Risk Assessment on Contractor and subcontractor(s). In evaluating risk, County shall consider Contractor and subcontractor financial stability, quality of management systems, history of performance, and reports and findings from audits.
- 31. Transfer of Records:** In the event that Contractor ceases operation, all physical and electronic files that are subject to audit shall be transferred to County for proper storage of physical records and electronic data. Contractor shall notify County of impending closure as soon as such closure has been determined, and provide County with a complete list of records in its possession pertaining to EDC beneficiary and operational costs under this Agreement. County shall promptly advise Contractor which records are to be transferred to the custody of the County. Contractor shall properly destroy records not transferred to custody of County, and Contractor shall provide documentation proper destruction of all such records to County.

**32. Trafficking Victims Protection Act of 2000:** Pursuant to 22 USC 7104(g), “Termination of certain grants, contracts, and cooperative agreements:” The President shall ensure that any grant, contract, or cooperative agreement provided or entered into by a Federal department or agency under which funds are to be provided to a private entity, in whole or in part, shall include a condition that authorizes the department or agency to terminate the grant, contract, or cooperative agreement, or take any of the other remedial actions authorized under section 7104b(c) of this section, without penalty, if the grantee or any subgrantee, or the Contractor or any subcontractor, engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or uses forced labor in the performance of the grant, contract, or cooperative agreement. Funds referred to in this paragraph are funds made available to carry out any program, project, or activity abroad funded under major functional budget category 150, relating to international affairs.

**33. Tribal Communities and Organizations:** Contractor shall regularly assess (e.g. review population information available through Census, compare to information obtained in CalOMS Treatment to determine whether population is being reached, survey Tribal representatives for insight in potential barriers) the substance use service needs of the American Indian/Alaskan Native (AI/AN) population within the County geographic area and shall engage in regular and meaningful consultation and collaboration with elected officials of the tribe, Rancheria, or their designee for the purpose of identifying issues/barriers to service delivery and improvement of the quality, effectiveness and accessibility of services available to AI/NA communities within the County.

**34. Union Organizing:** Contractor, by signing this Agreement, hereby acknowledges the applicability of California Government Code Sections 16645 through 16649 to this Agreement.

- Contractor shall not assist, promote, or deter union organizing by employees performing work on a State service contract, including a public works contract.
- No state funds received under this Agreement shall be used to assist, promote, or deter union organizing.
- Contractor shall not use any state property for any business conducted under this Agreement to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote, or deter union organizing unless the state property is equally available to the public for holding meetings.
- If the Contractor incurs costs, or makes expenditures to assist, promote, or deter union organizing, Contractor shall maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and the Contractor shall provide those records to the Attorney General upon request.

**35. Youth Treatment Guidelines:** Contractor will follow the guidelines in Document 1V, incorporated by this reference, “Youth Treatment Guidelines,” in developing and implementing youth treatment programs funded under this Exhibit, until such time new Youth Treatment Guidelines are established and adopted. No formal amendment of this Contract is required for new guidelines to be incorporated into this Contract.

**ARTICLE XXXII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**Requesting Contract Administrator Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Salina Drennan, Alcohol and Drug Program Manager  
Behavioral Health Division  
Health and Human Services Agency

**Requesting Department Head Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Patricia Charles-Heathers, Ph.D., M.P.A.  
Director  
Health and Human Services Agency

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

**-- COUNTY OF EL DORADO --**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Ranalli, Chair  
Board of Supervisors  
"County"

ATTEST:  
James S. Mitrison  
Clerk of the Board of Supervisors

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Deputy Clerk

**-- CONTRACTOR --**

MEDMARK TREATMENT CENTERS – SACRAMENTO  
A CALIFORNIA CORPORATION

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
David K. White  
President  
"Contractor"

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Frank Baumann  
Secretary  
"Contractor"



**Exhibit “A”**  
**HIPAA Business Associate Agreement**

This Business Associate Agreement is made part of the base contract (“Underlying Agreement”) to which it is attached, as of the date of commencement of the term of the Underlying Agreement (the “Effective Date”).

**RECITALS**

**WHEREAS**, County and Contractor (hereinafter referred to as Business Associate (“BA”)) entered into the Underlying Agreement pursuant to which BA provides services to County, and in conjunction with the provision of such services, certain Protected Health Information (“PHI”) and Electronic Protected Health Information (“EPHI”) may be disclosed to BA for the purposes of carrying out its obligations under the Underlying Agreement; and

**WHEREAS**, the County and BA intend to protect the privacy and provide for the security of PHI and EPHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act, Pub. L. No. 104-191 of 1996 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (the “HITECH” Act), and regulation promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws as may be amended from time to time; and

**WHEREAS**, County is a Covered Entity, as defined in the Privacy Rule and Security Rule, including but not limited to 45 CFR Section 160.103 ; and

**WHEREAS**, BA, when a recipient of PHI from County, is a Business Associate as defined in the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to 42 USC Section 17938 and 45 CFR Section 160.103; and

**WHEREAS**, “Individual” shall have the same meaning as the term” individual” in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.202(g);

**WHEREAS**, “Breach” shall have the meaning given to such term under the HITECH Act under 42 USC Section 17921; and

**WHEREAS**, “Unsecured PHI” shall have the meaning to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to 42 USC Section 17932(h).

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Definitions. Unless otherwise provided in this Business Associate Agreement, capitalized terms shall have the same meanings as set forth in the Privacy Rule, as may be amended from time to time.

2. Scope of Use and Disclosure by BA of County Disclosed PHI
- A. BA shall not disclose PHI except for the purposes of performing BA's obligations under the Underlying Agreement. Further, BA shall not use PHI in any manner that would constitute a violation of the minimum necessary policies and procedures of the County, Privacy Rule, Security Rule, or the HITECH Act.
- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Business Associate Agreement or required by law, BA may:
- (1) use the PHI in its possession for its proper management and administration and to fulfill any legal obligations.
  - (2) disclose the PHI in its possession to a third party for the purpose of BA's proper management and administration or to fulfill any legal responsibilities of BA, or as required by law
  - (3) disclose PHI as necessary for BA's operations only if:
    - (a) prior to making a disclosure to a third party, BA will obtain written assurances from such third party including:
      - (i) to hold such PHI in confidence and use or further disclose it only for the purpose of which BA disclosed it to the third party, or as required by law; and,
      - (ii) the third party will immediately notify BA of any breaches of confidentiality of PHI to extent it has obtained knowledge of such breach.
  - (4) aggregate the PHI and/or aggregate the PHI with that of other data for the purpose of providing County with data analyses related to the Underlying Agreement, or any other purpose, financial or otherwise, as requested by County.
  - (5) not disclose PHI disclosed to BA by County not authorized by the Underlying Agreement or this Business Associate Agreement without patient authorization or de-identification of the PHI as authorized in writing by County.
  - (6) de-identify any and all PHI of County received by BA under this Business Associate Agreement provided that the de-identification conforms to the requirements of the Privacy Rule, 45 CFR and does not preclude timely payment and/or claims processing and receipt.
- C. BA agrees that it will neither use nor disclose PHI it receives from County, or from another business associate of County, except as permitted or required by this Business Associate Agreement, or as required by law, or as otherwise permitted by law.
3. Obligations of BA. In connection with its use of PHI disclosed by County to BA, BA agrees to:

- A. Implement appropriate administrative, technical, and physical safeguards as are necessary to prevent use or disclosure of PHI other than as permitted by the Agreement that reasonably and appropriately protects the confidentiality, integrity, and availability of the PHI in accordance with 45 CFR 164.308,164.310,164.312, and 164.504(e)(2). BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule.
  - B. Report to County within 24 hours of any suspected or actual breach of security, intrusion, or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take prompt corrective action to cure any such deficiencies and any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
  - C. Report to County in writing of any access, use or disclosure of PHI not permitted by the Underlying Agreement and this Business Associate Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than five (5) days. To the extent the Breach is solely a result of BA's failure to implement reasonable and appropriate safeguards as required by law, and not due in whole or part to the acts or omissions of the County, BA may be required to reimburse the County for notifications required under 45 CFR 164.404 and CFR 164.406.
  - D. BA shall not use or disclose PHI for fundraising or marketing purposes. BA shall not disclose PHI to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates. BA shall not directly or indirectly receive remuneration in exchange of PHI, except with the prior written consent of the County and as permitted by the HITECH Act, 42 USC Section 17935(d)(2); however, this prohibition shall not affect payment by County to BA for services provided pursuant to the Agreement.
4. PHI Access, Amendment and Disclosure Accounting. BA agrees to:
- A. Provide access, at the request of County, within five (5) days, to PHI in a Designated Record Set, to the County, or to an Individual as directed by the County. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 USC Section 17935(e).
  - B. Within ten (10) days of receipt of a request from County, incorporate any amendments or corrections to the PHI in accordance with the Privacy Rule

in the event that the PHI in BA's possession constitutes a Designated Record Set.

- C. To assist the County in meeting its disclosure accounting under HIPAA:
- (1) BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosure from Electronic Health Record for treatment, payment, or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At the minimum, the information collected shall include: (i) the date of disclosure; (ii) the name of the entity or person who received PHI and, if know, the address of the entity or person; (iii) a brief description of PHI disclosed and; (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.
  - (2) Within in 30 days of notice by the County, BA agrees to provide to County information collected in accordance with this section to permit the County to respond to a request by an Individual for an accounting of disclosures of PHI.
- D. Make available to the County, or to the Secretary of Health and Human Services (the "Secretary") , BA's internal practices, books and records relating to the use of and disclosure of PHI for purposes of determining BA's compliance with the Privacy Rule, subject to any applicable legal restrictions. BA shall provide County a copy of any PHI that BA provides to the Secretary concurrently with providing such information to the Secretary.

5. Obligations of County.

- A. County agrees that it will promptly notify BA in writing of any restrictions on the use and disclosure of PHI agreed to by County that may affect BA's ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.
- B. County agrees that it will promptly notify BA in writing of any changes in, or revocation of, permission by any Individual to use or disclose PHI, if such changes or revocation may affect BA's ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.

- C. County agrees that it will promptly notify BA in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect BA's use of disclosure of PHI.
- D. County shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by County, except as may be expressly permitted by the Privacy Rule.
- E. County will obtain any authorizations necessary for the use or disclosure of PHI, so that BA can perform its obligations under this Business Associate Agreement and/or the Underlying Agreement.

6. Term and Termination.

- A. Term. This Business Associate Agreement shall commence upon the Effective Date and terminate upon the termination of the Underlying Agreement, as provided therein when all PHI provided by the County to BA, or created or received by BA on behalf of the County, is destroyed or returned to the County, or, or if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
- B. Termination for Cause. Upon the County's knowledge of a material breach by the BA, the County shall either:
  - (1) Provide an opportunity for the BA to cure the breach or end the violation and terminate this Agreement if the BA does not cure the breach or end the violation within the time specified by the County.
  - (2) Immediately terminate this Agreement if the BA has breached a material term of this Agreement and cure is not possible; or
  - (3) If neither termination nor cures are feasible, the County shall report the violation to the Secretary.
- C. Effect of Termination.
  - (1) Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, the BA shall, at the option of County, return or destroy all PHI that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such PHI.
  - (2) In the event that the County determines that returning or destroying the PHI is infeasible, BA shall provide to the County notification of the conditions that make return or destruction infeasible, and . BA shall extend the protections of this Agreement to such PHI to those purposes that make the return or destruction infeasible, for so long as the BA maintains such PHI. If County

elects destruction of the PHI, BA shall certify in writing to County that such PHI has been destroyed.

7. Indemnity

- A. BA shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (collectively "County") from any liability whatsoever, based or asserted upon any services of BA, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to BA's performance under this Business Associate Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever including fines, penalties or any other costs and resulting from any reason whatsoever to the extent arising from the performance of BA, its officers, agents, employees, subcontractors, agents or representatives under this Business Associate Agreement. BA shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards against the County in any claim or action based upon such alleged acts or omissions.
- B. With respect to any action or claim subject to indemnification herein by BA, BA shall, at its sole cost, have the right to use counsel of its choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes BA's indemnification of County as set forth herein. BA's obligation to defend, indemnify and hold harmless County shall be subject to County having given BA written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at BA's expense, for the defense or settlement thereof. BA's obligation hereunder shall be satisfied when BA has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.
- C. The specified insurance limits required in the Underlying Agreement of this Business Associate Agreement shall in no way limit or circumscribe BA's obligations to indemnify and hold harmless the County herein from third party claims arising from the issues of this Business Associate Agreement.
- D. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code

Section 2782. Such interpretation shall not relieve the BA from indemnifying the County to the fullest extent allowed by law.

- E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Business Associate Agreement, this indemnification shall only apply to the subject issues included within this Business Associate Agreement.
- 8. Amendment The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.
- 9. Survival The respective rights and obligations of this Business Associate Agreement shall survive the termination or expiration of this Business Associate Agreement.
- 10. Regulatory References A reference in this Business Associate Agreement to a section in the Privacy Rule means the section as in effect or as amended.
- 11. Conflicts Any ambiguity in this Business Associate Agreement and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.

## Exhibit “B”

### Minimum Quality Drug Treatment Standards for DMC

Compliance with the following Minimum Quality Treatment Standards is required in addition to CCR Title 9 and 22 regulations for all SUD treatment programs either partially or fully funded through DMC. If conflict between regulations and standards occurs, the most restrictive shall apply.

#### A. Personnel Policies

1. Personnel files shall be maintained on all employees and volunteers/interns and shall contain the following:
  - a. Application for employment and/or resume;
  - b. Signed employment confirmation statement/duty statement;
  - c. Job description;
  - d. Performance evaluations;
  - e. Health records/status as required by program or Title 9;
  - f. Other personnel actions (e.g., commendations, discipline, status change, employment incidents and/or injuries);
  - g. Training documentation relative to substance use disorders and treatment;
  - h. Current registration, certification, intern status, or licensure;
  - i. Proof of continuing education required by licensing or certifying agency and program; and
  - j. Program Code of Conduct and for registered, certified, and licensed staff, a copy of the certifying/licensing body’s code of conduct as well.
2. Job descriptions shall be developed, revised as needed, and approved by the Program’s governing body. The job descriptions shall include:
  - a. Position title and classification;
  - b. Duties and responsibilities;
  - c. Lines of supervision; and
  - d. Education, training, work experience, and other qualifications for the position.
3. Written code of conduct for employees and volunteers/interns shall be established which addresses at least the following:
  - a. Use of drugs and/or alcohol;
  - b. Prohibition of social/business relationship with beneficiary’s or their family members for personal gain;
  - c. Prohibition of sexual contact with beneficiary’s;
  - d. Conflict of interest;
  - e. Providing services beyond scope;
  - f. Discrimination against beneficiary’s or staff;
  - g. Verbally, physically, or sexually harassing, threatening, or abusing beneficiary’s, family members or other staff;
  - h. Protection beneficiary confidentiality;



- i. The elements found in the code of conduct(s) for the certifying organization(s) the program's counselors are certified under; and
  - j. Cooperate with complaint investigations.
4. If a program utilizes the services of volunteers and or interns, procedures shall be implemented which address:
    - a. Recruitment;
    - b. Screening;
    - c. Selection;
    - d. Training and orientation;
    - e. Duties and assignments;
    - f. Scope of practice;
    - g. Supervision;
    - h. Evaluation; and
    - i. Protection of beneficiary confidentiality.
  5. Written roles and responsibilities and a code of conduct for the medical director shall be clearly documented, signed and dated by a program representative and physician.

**B. Program Management**

1. Admission or Readmission
  - a. Each program shall include in its policies and procedures written admission and readmission criteria for determining beneficiary's eligibility and suitability for treatment.

These criteria shall include, at minimum:

    - i. DSM diagnosis;
    - ii. Use of alcohol/drugs of abuse;
    - iii. Physical health status; and
    - iv. Documentation of social and psychological problems.
  - b. If a potential beneficiary does not meet the admission criteria, the beneficiary shall be referred to an appropriate service provider.
  - c. If a beneficiary is admitted to treatment, a consent to treatment form shall be signed by the beneficiary.
  - d. The medical director shall document the basis for the diagnosis in the beneficiary record.
  - e. All referrals made by program staff shall be documented in the beneficiary record.
  - f. Copies of the following documents shall be provided to the beneficiary upon admission:
    - i. Beneficiary rights, share of cost if applicable, notification of DMC funding accepted as payment in full, and consent to treatment.
  - g. Copies of the following shall be provided to the beneficiary or posted in a prominent place accessible to all beneficiaries:
    - i. A statement of nondiscrimination by race, religion, sex, ethnicity, age, disability, sexual preference, and ability to pay;
    - ii. Complaint process and grievance procedures;
    - iii. Appeal process for involuntary discharge; and

- iv. Program rules, expectations and regulations.
- h. Where drug screening by urinalysis is deemed medically appropriate the program shall:
  - i. Establish procedures which protect against the falsification and/or contamination of any urine sample; and
  - ii. Document urinalysis results in the beneficiary's file.
- 2. Treatment
  - a. Assessment for all beneficiaries shall include:
    - i. Drug/Alcohol use history;
    - ii. Medical history;
    - iii. Family history;
    - iv. Psychiatric/psychological history;
    - v. Social/recreational history;
    - vi. Financial status/history;
    - vii. Educational history;
    - viii. Employment history;
    - ix. Criminal history, legal status; and
    - x. Previous SUD treatment history.
  - b. Treatment plans shall be developed with the beneficiary and include:
    - i. A problem statement for all problems identified through the assessment whether addressed or deferred;
    - ii. Goals to address each problem statement (unless deferred);
    - iii. Action steps to meet the goals that include who is responsible for the action and the target date for completion;
    - iv. Typed or legibly printed name, signature, and date of signature of primary counselor, beneficiary, and medical director; and
    - v. All treatment plans shall be reviewed in accordance with CCR Title 22 requirements and updated to accurately reflect the beneficiary's progress or lack of progress in treatment.
  - c. Progress notes shall document the beneficiary's progress toward completion of activities and achievement of goals on the treatment plan.
  - d. Discharge documentation shall be in accordance with CCR Title 22 51341.
    - i. A copy of the discharge plan shall be given to the beneficiary.