



**Contract Number 179727**

**STATE OF OREGON  
PERSONAL/PROFESSIONAL SERVICES CONTRACT**

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This Contract is between the State of Oregon, acting by and through its Oregon Department of Human Services, hereinafter referred to as “ODHS,” and

**Cascade AIDS Project  
d.b.a. Cascade AIDS Project/Our House of Portland  
Mailing Address: 520 NW Davis Street, Ste 215, Portland, OR 97209  
Service Address: 2727 SE Alder Street, Portland, OR 97214  
Attention: Paul Lumley and Eowyn West  
Telephone: 503-278-3810  
E-mail address: plumley@capnw.org / ewest@capnw.org**

hereinafter referred to as “Contractor.”

Work to be performed under this Contract relates principally to ODHS’

**Aging and People with Disabilities  
Central Services Supports Unit  
500 Summer St NE  
Salem, OR 97301  
Contract Administrator: Melissa Taber or delegate  
Telephone: 503-269-4565  
E-mail address: melissa.g.taber@odhs.oregon.gov**

**1. Effective Date and Duration.**

- a.** This Contract shall become effective on **June 1, 2023** provided it is (i) approved in writing by the Oregon Department of Justice, and (ii) when required, approved in writing by the Oregon Department of Administrative Services, and (iii) is signed by all parties, regardless of the date of the parties' signatures. Unless extended or terminated earlier in accordance with its terms, this Contract shall expire on **May 31, 2025**. Contract termination shall not extinguish or prejudice ODHS' right to enforce this Contract with respect to any default by Contractor that has not been cured.
- b.** Upon the effective date of this Contract, contract #173063 is hereby terminated in its entirety by mutual consent of the parties. All services previously authorized under the authority of contract #173063 but not yet completed are hereby authorized under the terms and conditions of this Contract for completion of the Work.

**2. Contract Documents.**

- a.** This Contract consists of this document and includes the following listed exhibits which are incorporated into this Contract:

- (1) Exhibit A, Part 1: Statement of Work
- (2) Exhibit A, Part 2: Payment and Financial Reporting
- (3) Exhibit A, Part 3: Special Provisions
- (4) Exhibit B: Standard Terms and Conditions
- (5) Exhibit C: Insurance Requirements
- (6) Exhibit D: Federal Terms and Conditions

There are no other contract documents unless specifically referenced and incorporated into this Contract.

- b.** This Contract and the documents listed in Section 2., "Contract Documents", Subsection a. above, shall be in the following descending order of precedence: this Contract less all exhibits, Exhibits D, B, A, and C.

**3. Consideration.**

- a.** The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is **\$5,914,944.00**. ODHS will not pay Contractor any amount in excess of the not-to-exceed compensation of this Contract for completing the Work, and will not pay for Work performed before the date this Contract becomes effective or after the termination or expiration of this Contract. If the maximum compensation is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.
- b.** Payments to Contractor shall be subject to ORS 293.462, and shall be made in accordance with the payment schedule and requirements in Exhibit A, Part 2., "Payment and Financial Reporting."

c. ODHS will only pay for completed Work under this Contract. For purposes of this Contract, “Work” means the tasks or services and deliverables accepted by ODHS as described in Exhibit A, Part 1, “Statement of Work.”

4. **Contractor or Subrecipient Determination.** In accordance with the State Controller’s Oregon Accounting Manual, policy 30.40.00.104, ODHS’ determination is that:

Contractor is a subrecipient     Contractor is a contractor     Not applicable

Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through this Contract: 93.778

## EXHIBIT A

### Part 1

#### Statement of Work

**Contract Type:** Residential Care Facility Specific Needs Contract

**Contract Capacity:** Not to exceed Contractor's licensed Residential Care Facility approved capacity of 14 Residents ("Individuals") at any one time during the term of this Contract.

**Governing Administrative Rules: Contractor must adhere to the following governing rules, as applicable, while performing work under this Contract:** Residential Care and Assisted Living Facilities Oregon Administrative Rules Chapter 411, Division 054; Medicaid Long-Term Care Service Administrative Rules Chapter 411 Division 015; Specific Needs Services Oregon Administrative Rules Chapter 411, Division 027; Behavior Support Services Administrative Rules Chapter 411, Division 046 and all other applicable state and federal laws.

**Service Address:** Our House of Portland, 2727 SE Alder Street, Portland, OR 97214

#### 1. Definitions

- a. **"Activities of Daily Living (ADL)** means those personal and functional activities required by an Individual for continued well-being, health, and safety. Activities consist of eating, dressing, grooming, bathing, personal hygiene, mobility (ambulation and transfer), elimination (toileting, bowel, and bladder management), cognition, and behavior.
- b. **"Activity Plan"** means the plan that is developed for each Individual based on their activity assessment. The plan should include strategies for how these activities can become part of the Individual's daily routines.
- c. **"Area Agency on Aging (AAA)"** means the ODHS designated agency charged with the responsibility to provide a comprehensive and coordinated system of services to older adults or Individuals with disabilities in a planning and service area. For purposes of this Contract, the term Area Agency on Aging is inclusive of both Type A and Type B Area Agencies on Aging as defined in ORS 410.040 and described in ORS 410.210 to 410.300.
- d. **"Behavior Support Plan"** means the written document that describes individualized proactive support strategies designed to make the Individual's challenging behaviors irrelevant, inefficient, or ineffective while reinforcing alternative behavior that achieves and satisfies the same need as the challenging behavior. The Behavior Support Plan shall identify interventions for Contractor's staff to help deescalate, reduce, or tolerate the challenging behavior when it occurs. The strategies focus on environmental, social, and physical factors that affect the behavior, while including supports for communication, personal choice, and specific preferences.
- e. **"Behavior Support Services (BSS)"** per OAR 411-046-0100 through 0220 means a set of Medicaid funded Services that include:

- (1) Person-centered evaluation;
  - (2) A Behavior Support Plan;
  - (3) Coaching for designated direct care staff on Behavior Support Plan implementation;
  - (4) Monitoring to evaluate the Behavior Support Plan's impact;
  - (5) Revision of the Behavior Support Plan;
  - (6) Updated coaching and activities; and
  - (7) May include consultation with the direct care staff on mitigating behaviors that place an Individual's health and safety at risk and to prevent institutionalization.
- f.** “**Individual**” means the ODHS Consumer or Resident who meets the Target Group definition and receives Services under this Contract. For purposes of this Contract, Client, Resident, and Individual are interchangeable terms.
- g.** “**Instrumental Activities of Daily Living (IADL)**” means tasks consisting of housekeeping, laundry, shopping, transportation, medication management and meal preparation.
- h.** “**Nursing Service Plan**” means the plan that is developed by the Registered Nurse based on an Individual’s initial nursing assessment, reassessment, or updates made to a nursing assessment as a result of monitoring visits. The Nursing Service Plan must describe all licensed nursing services the Individual shall receive and be pursuant to the Individual’s Service Plan.
- i.** “**ODHS**” means Oregon Department of Human Services.
- j.** “**ODHS Contract Administrator**” means the ODHS staff person accountable for monitoring and ensuring compliance with the terms and conditions of the Contract and ensuring that all requirements are met.
- k.** “**ODHS Designee**” means the ODHS or AAA Case Manager or Diversion/ Transition Coordinator primarily responsible for coordinating the Individual’s services.
- l.** “**On-Call**” means available to participate in discussion or for inquiries, even when not present at the service location.
- m.** “**On-Site**” means at the specific service location.
- n.** “**RN**” means Registered Nurse.
- o.** “**Rehabilitation Plan**” means a plan developed and reviewed annually by a licensed therapist to assist an Individual with increasing, maintaining or developing occupational, speech, respiratory, cognitive, or physical skills.
- p.** “**Service Plan**” means the written, individualized plan for services developed by the Service Planning Team, reflecting the Individual’s capabilities, choices and, if applicable, measurable goals and managed risk issues. The Service Plan defines

the division of responsibility in the implementation of the services, as well as when and how often care and Services shall be provided.

- q.** “**Service Planning Team (SPT)**” means a team who includes the Individual and/or the Individual’s identified support network, Contractor’s lead administrative staff supporting medical, behavioral, and activity oversight called out in this Contract, Contractor’s Administrator or designee, and ODHS Designee. The team is responsible for overseeing the Individual’s Service Plan and all other associated plans or services in this Contract.
- r.** “**Specific Needs Services**” refers to the specific needs’ settings Contracts identified in OAR 411-027-0075(1)(4). A specific needs setting Contract pays a rate in excess of the rate schedule to providers who care for a group of individuals whose service needs exceed the service needs encompassed in the base payment and add-on’s.
- s.** “**Target Group**” means any group of Individuals who meet all of the following documented criteria prior to admission and have received approval for admission:

  - (1) Eligible for Medicaid Long-Term Care Services pursuant to Oregon Administrative Rules Chapter 411, Division 015;
  - (2) Has a medical diagnosis of HIV/AIDS, or is at risk for contracting HIV/AIDS;
  - (3) Currently residing in a nursing facility, at risk for nursing facility placement or houseless; and
  - (4) Requires one of the following:

    - (a) Rehabilitation Plan developed by a licensed therapist including but not limited to a Physical Therapist, Occupational Therapist, Speech/Language Therapist or Recreation Therapist;
    - (b) Clinical Treatment Plan developed by a licensed medical professional for chronic disease management, including but not limited to a Primary or Specialty Physician, Psychologist, Psychiatrist, Licensed Clinical Social Worker or Certified Alcohol and Drug Counselor;
    - (c) Nursing assessment more than one day per week or has ongoing tasks of nursing that cannot be delegated; or
    - (d) Behavior Support Plan.
- t.** “**Transition Planning**” means documented assessment and planning activities resulting in sound admission and transition plans, coordinated and developed by Contractor prior to Individual’s placement with Contractor.

## **2. Contractor’s Services**

- a.** Contractor shall perform all Services in accordance with Residential Care and Assisted Living Facilities Oregon Administrative Rules Chapter 411, Division 054 and all applicable state and federal laws.

- b. ODHS Contract Administrator will act as ODHS liaison for all Contract oversight and technical assistance activities.
- c. Contractor shall ensure that all Individuals served under this Contract meet the Target Group requirements.
- d. Contractor shall notify the ODHS Designee of an unexpected and immediate absence of the Individual from the program. Examples of an unexpected and immediate absence include but not limited to:
  - (1) Involuntary Exit
  - (2) Hospitalization
  - (3) Arrest

### **3. Eligibility**

- a. ODHS will have no financial responsibility until Individual's eligibility has been approved, the placement and payment have been authorized by ODHS, and the Transition Planning Meeting has occurred. The Service payment shall become effective on the date of placement pursuant to a fully executed Contract.

### **4. Referral and Admission Process**

- a. ODHS has sole and final approval authority over all Contract admissions.
- b. All Medicaid admissions under this Contract must be approved by ODHS prior to admission.
- c. Contractor shall screen all Individuals being considered for placement under this Contract and review screening results and all related service planning information with relevant Service Planning Team members, including the ODHS Designee, prior to establishing a targeted admission date.
- d. Contractor and the ODHS Designee shall mutually determine the targeted admission date and mutually confirm the actual admission date after receiving confirmation of ODHS final approval.
- e. Contractor shall engage in assessment and planning activities prior to Individual's placement with Contractor, resulting in sound admission and transition development and coordination. Contractor shall ensure there is documentation supporting the completion of these activities in the Individual's service record to include all subsequent Service Plans.
- f. Contractor shall coordinate and participate in a minimum of one Transition Planning meeting prior to the targeted admission date with Individual and/or the Individual's identified support network, both the referring and receiving ODHS Designee and a representative of the provider(s) currently providing Services to the Individual (as applicable.) Transition Planning participants shall:
  - (1) Identify ODHS Designee and Contractor Transition Planning roles and responsibilities;
  - (2) Identify guardian, representative payee, and designated representative assignments;

- (3) Identify primary care physician and other health care provider(s);
- (4) Identify Individual's transition needs to include but not limited to: DME, medications, transportation, supplies, ancillary services, etc;
- (5) Review medical needs with a plan to ensure coordination of medical benefits and services; and
- (6) Review existing services or plans and identification of staffing needs.

## **5. Discharge Process**

- a.** Contractor shall comply with all Involuntary Move-Out criteria set forth in OAR 411-054-0080;
- b.** Contractor shall consult with the ODHS Contract Administrator and ODHS Designee prior to the issuance of an Involuntary Move-Out notice. In the absence of the Contract Administrator, it is appropriate for the Contractor to consult solely with the ODHS Designee;
- c.** Contractor shall provide the ODHS Contract Administrator and ODHS Designee with a copy of the approved Involuntary Move-Out notice; and
- d.** Contractor shall engage in transition planning with the Individual and their current support network outside of the program to facilitate a safe and sound transition.

## **6. Service Planning Team**

- a.** Contractor shall designate an administrative employee whose position description includes scheduling, facilitating, coordinating, overseeing, and documenting monthly SPT meetings. Health care providers shall be invited to participate in the SPT meetings as needed.
- b.** The Service Planning Team shall:
  - (1) Review each Individual's Service Plan and attached component plans on a quarterly basis, or more frequently if the Individual's physical or behavioral health deteriorates, with subsequent updates to the Service Plan and all attached component plans as needed.
  - (2) Document participation and attendance in the Service Plan meetings. Virtual participation is acceptable but must be documented. Team members who are unable to attend the meeting must receive copies of the updated Service Plans.
  - (3) Oversee communication and implementation of any changes to the Service Plan and all attached component plans to Contractor's direct care staff in a timely manner.
  - (4) Designate a SPT member to review the Service Plan with the Individual in a manner which encourages the Individual's fullest participation possible in the planning process, assures the Individual's preferences, goals and ability to self-direct are maximized and that the Individual is given



opportunity to choose IADL, ADL and activities on a daily basis. The Individual's response to this review must be documented.

- (5) Review changes in behavioral status and critical incidents, and modify Behavior Support Plans as necessary, to promote resident safety and stability.
- (6) Engage ODHS Contract Administrator and ODHS Designee within 72 hours of a change of condition which results in an immediate revision to the Service Plan or a Less-Than-30-Day notice.

## **7. Staffing Levels**

- a.** Staffing levels must comply with the licensing rules of the facility, Oregon Administrative Rules Chapter 411, Division 054 and be sufficient to meet the scheduled and unscheduled needs of Individuals. If Contractor is unable to meet staffing requirements as a result of extenuating circumstances, the Contractor will notify the ODHS Contract Administrator. Contractor shall ensure:
  - (1) Hiring of qualified staff and assure coverage to meet the needs of each Individual;
  - (2) All staff hired or who work with Individuals are experienced, qualified, well-trained persons who have an approved criminal history check;
  - (3) Current position descriptions are maintained and are available to ODHS Contract Administrator upon request; and
  - (4) Emergency backup and On-Call information for the Contractor's licensed nurses and facility Administrator are posted and available to direct care staff on all shifts to provide crisis management.

## **8. Direct Care**

- a.** Contractor's direct care staff must assist Individuals with activities in Contractor's facility and must be trained in accordance with Section 18 of this Exhibit A, Part 1, Statement of Work. For purposes of this Contract, direct care staffing is outlined below:
  - (1) Contractor shall provide a minimum of 1 direct care staff for each shift. Staffing shall be increased when it is warranted by Individual acuity.
  - (2) In addition to the above staffing, Contractor shall provide a minimum of 1 Medication Aide or Medication Technician on day and evening shifts.
  - (3) Contractor shall maintain an on-call pool of direct care staff to cover staff absences, position vacancies and assist with coverage during mandatory meetings and trainings.

## **9. Deputy Director**

- a.** In addition to the requirements of Oregon Administrative Rules Chapter 411, Division 054 for 1 FTE Administrator, known as the Director of Our House Programs, Contractor shall provide the program 1 FTE Deputy Director position. Staff in this position shall hold a valid Residential Care Facility Administrator's

license and shall support the Contractor's Director of Our House. Deputy Director must have experience with operational aspects of running a residential program for Individuals in the Target Group.

**10. Nursing Services Manager**

- a.** Contractor shall provide the residential program 1 FTE Nursing Services Manager position for oversight of direct care staff and provision of back-up nursing services. Responsibilities shall include:
- (1) Screening of referrals and other activities related to admission;
  - (2) Facilitate, assist and provide support with client services and activities as needed, including but not limited to Individual admissions/discharges, orientations to Individual services, group facilitation and safety checks;
  - (3) Assist in development of admission and transition plans to ensure Individuals have needed medical supports and supplies;
  - (4) Developing and providing Individual-specific training and monthly review of Individual Service Plans with Contractor's direct care staff;
  - (5) Communicate with SPT and other team meetings regarding interactions with Individuals, observations, and changes in status of Individuals; and
  - (6) Respond to Individuals needs and issues while On-site.

**11. Social Services Manager**

- a.** Contractor shall provide 1 FTE for provision of Social Services Manager. This position will provide counseling, behavior support services, family support services, referrals to community groups, in-house peer support groups, grief counseling and end of life planning. In addition, responsibilities shall include implementation of BSS, per OAR 411-046, which are initially provided by a qualified Behavior Consultant. Based on direction from the SPT, the Social Services Manager shall:
- (1) Assist with legal and financial issues, including but not limited to, court issues, representative payee services, assistance with paying bills, money management and, if needed, providing application for guardianship;
  - (2) Provide advocacy to assist Individuals in need of legal identification, immigration problems, hearings and starting or retaining benefits;
  - (3) Access needed community services such as transportation, religious, vocational or education opportunities, volunteer groups, support or substance abuse recovery groups;
  - (4) Assist with family interactions, support and outreach;
  - (5) Assist in developing transition plans to support discharge goals and planning;
  - (6) BSS coordination with responsibilities to include:

- (a) Development of a Behavior Support Plan based on the evaluation and completed within 15 days of admission. The Behavior Support Plan must:
  - i. Address at a minimum the behaviors noted as referenced in the definition for Target Group;
  - ii. Identify, as needed, a crisis stabilization and emergency plan to prevent or minimize injuries, property damage, placement failure and emergency hospitalizations;
  - iii. Identify Individual-specific intervention and strategies that caregivers can implement, and are incorporated into the activity plans; and
  - iv. Be reviewed at least monthly and modified as needed, based on feedback from direct caregivers, SPT and the Individual's responses;
- (b) Partner with the SPT on behavioral education, and interventions, which shall then be communicated through individualized Behavior Support Plans to direct care staff;
- (c) Assures appropriate documentation in resident record for behavioral observations/interactions related to successful progress in behavior management. Documents in resident chart significant issues for smooth transition between shifts;
- (d) Development of and implementation of Individualized Behavioral Support training and monthly review of Individual Behavioral Support Plans with Contractor's direct care staff.
- (e) Be On-Call and available, as specified in the Behavior Support Plan, for Individuals at risk of or needing crisis interventions; and
- (f) Oversee implementation of Managed Risk Agreements as defined in OAR 411-054-0036 (6).

## **12. Life Enrichment Assistant**

- a.** Contractor shall provide .5 FTE Life Enrichment Assistant position for activity development, implementation, training, oversight, and support. Responsibilities include ensuring direct care staff are trained on individualized Activity Plans, and that Individuals can participate in activities 7 days per week, even if Life Enrichment Assistant is not On-Site or available. Life Enrichment Assistant shall:
  - (1) Conduct a written assessment for each Individual that addresses, at a minimum, the following:
    - (a) Past and current interests;
    - (b) Current abilities, skills and interests;
    - (c) Emotional and social needs and patterns;

- (d) Adaptations necessary for the Individual to participate; and
  - (e) Identification of activities needed to supplement the Individual's Behavior Support Plan, when applicable.
- b.** Development of an Activity Plan for each Individual within 15 business days of admission, based on the Activity assessment. The resulting Activity Plan must meet the preferences of each Individual and be available on day and evening shifts, seven days per week. Activities shall include scheduled or planned as well as spontaneous activities, and which are collaborative and support the Behavior Support Plan. Activities may include, but are not limited to:
  - (1) One-to-one activities that encourage positive relationships between Individuals and Contractor's staff (e.g. life story, reminiscing, music);
  - (2) Spiritual, creative, and intellectual activities;
  - (3) Sensory stimulation activities;
  - (4) Physical activities that enhance or maintain an Individual's ability to ambulate or move; and
  - (5) Outdoor activities
- c.** Review Activity Plan each month by Contractor's Activity Assistant and modified, as needed, based on feedback from direct care staff, SPT and the Individual's responses; and
- d.** Provide training needed to Contractor's direct care staff to implement current Activity Plans.

### **13. Certified Recovery Mentor**

- a.** Contractor shall provide 0.3 FTE Certified Recovery Mentor position. Staff in this position must have experience with addictions counseling and shall provide Services to Individuals identified with substance use disorders and addictions. Responsibilities include development, coordination and implementation of counseling, education and treatment of substance use disorders for Individuals and their identified support network, as well as ensuring direct care staff are educated on any substance use planning program. Addiction treatment shall be collaborative and support the Behavior Support Plan. Contractor's Certified Recovery Mentor shall ensure:
  - (1) Participate in the monthly SPT and Behavior meetings;
  - (2) Partnership with local law enforcement regarding reporting and disposal of illegal substances;
  - (3) Identification and documentation of addiction triggers and coordination of any necessary treatment;
  - (4) Implementation of individual and group addiction treatment for Individuals who would benefit and have consented to such treatment, either On-Site or in coordination with community agencies; and
  - (5) Provision of staff education on substances and addiction.

**14. Resident Care Coordinator**

- a. Contractor shall provide .5 FTE Resident Care Coordinator position, who is a Licensed Practical Nurse, will provide the following services:
  - (1) Manage staffing scheduling, conducting initial staff on-site training, and scheduling on-call coverage for all Contractor's staff, including coordination of all on-call nursing staff schedules;
  - (2) Provide or ensure availability of 24/7 supervision, as well as, direction and access to emergency backup is available for direct care staff;
  - (3) Coordinates with Nursing Services Manager to schedule and facilitate quarterly Service Plan Team meetings;
  - (4) Ensure appropriate documentation in Individual's record for documentation in Individual's chart significant issues for smooth transition between shifts;
  - (5) Conduct record reviews and quality assurance checks of staff documentation in coordination with Nursing Services Manager;
  - (6) Ensure implementation of the program's quality assurance and staff training programs; and
  - (7) Submission of annual health and safety trending reports and staff training reports for the program to the ODHS Designee and ODHS Contract Administrator.

**15. Nursing Services**

- a. Contractor shall, in addition to nursing requirements of OAR 411-054:
  - (1) Provide 2 FTE Registered Nurses and 1.5 FTE Licensed Practical Nursing staff with current unencumbered Oregon licensure. Contractor shall ensure an adequate number of nursing hours are provided relevant to the census and acuity. Nursing staff shall be available 7 days per week on all shifts.
  - (2) Ensure the following tasks are performed by Contractor's licensed nurses, within the scope of their license:
    - (a) Assist with the screening of prospective Individual to determine if their needs can be met under this Contract;
    - (b) Provide focused assessments per OAR 851-045 to assist with development of initial Service Plan, admissions, discharges, MARS, TARS, and implementation of Individual Nursing Service Plans;
    - (c) Ensure that each Individual receives a Nursing Service Plan that is pursuant to the Service Plan;
    - (d) Review each Nursing Service Plan monthly or more frequently if the Individual experiences a significant change of condition and update quarterly;

- (e) Provide or ensure that each direct care staff has the training needed to support Individual's Nursing Service Plans;
- (f) Ensure delegation, teaching, and documentation of nursing care as regulated by OAR 851-047;
- (g) Provide a review of Contractor's pharmacy and medication system and ensure OAR 851-047 compliance regarding the teaching of medication administration; and
- (h) Coordinate with Home Health, Hospice, or a licensed health care provider for tasks that fall outside the scope of the facility and/or Contractor's nursing staff license(s).

**16. Food and Nutrition Manager**

- a. Contractor shall provide .5 FTE dietary aide staff, available to engage and educate residents around food choices and accommodate any special dietary needs of the residents, including serving meals in rooms as requested.

**17. General Health Service**

- a. Contractor shall, through its Director of Nursing Services or licensed nursing staff ensure:
  - (1) Policy and protocols exist and are followed to ensure that an Individual's change of condition, and any required interventions are communicated to direct care staff on each shift;
  - (2) Individuals are assisted in accessing the health care services needed or to which Individuals are entitled from outside providers;
  - (3) All medical and Rehabilitation Plans are in alignment with the Individual's Service Plan. Contractor's staff must be trained to implement Rehabilitation Plans developed by licensed specialists, such as Occupational Therapist, Physical Therapist, Speech Therapist, etc.;
  - (4) Transportation for local non-emergent transports are arranged or provided for by Contractor's facility as needed to meet health care needs, activity needs or to support interventions identified in the Service Plan and that information needed for the Individual's Service Plan is exchanged.

**18. Training**

- a. Contractor shall ensure:
  - (1) All staff assigned to work with Individuals receive training on the Contractor's general policies and procedures, residential program operating policies and procedures, and all Service Plans and protocols specific to the Individual prior to placement of the Individual in the Contractor's residential program and on-going as policies, procedures, protocols, and plans are updated.
  - (2) All staff assigned to work with Individuals receive on-going behavioral and mental health training and education.

- (3) Direct care staff receive a minimum of 12 hours annual training on clinical and care giving practices that are relevant to the Individuals served and are above the training standards and hours required by Oregon Administrative Rules Chapter 411, Division 054 for Contractor's licensure. Training must be focused on topics and/or issues that pertain to the Target Group. In-service training events shall have an identified trainer, clear objectives and learning goals for participants and not be simply discussion based. At least 50% of the training shall be completed in a classroom setting or interactive web-based curriculum such as live webinars.
- (4) Social Services Director and Peer Recovery Mentor must meet the continuing education requirements outlined in OAR 411-046-0210.
- (5) Contractor shall ensure all required training activities are documented and verifiable to include dates, topics, attendees, and presenters.

## **19. Contract Review**

- a. Contractor shall participate in a Contract review initiated by ODHS 90 days post-Contract execution and again annually thereafter.
- b. Contractor shall provide ODHS with all requested service documentation and financial statements needed to evaluate Contractor's performance during the term of this Contract.
- c. Based on internal audits, Contractor will provide management of the residential program's quality assurance and staff training programs. Contractor will develop quality assurance and training reports and make available to the Contract Administrator upon request.

## EXHIBIT A

### Part 2 Payment and Financial Reporting

#### 1. Payment Provisions.

- a. Payments will be made to Contractor for Services rendered to eligible ODHS Individuals as follows:
- (1) As consideration for the Services provided by the Contractor for the time period of **June 1, 2023 through June 30, 2024**, unless otherwise amended, ODHS will pay to the Contractor:  
**\$16,766.00** prorated per month for up to 14 Individuals per month.
  - (2) As consideration for the services provided by Contractor for the time period of **July 1, 2024 through May 31, 2025**, unless otherwise amended, ODHS will pay to the Contractor:  
**\$17,604.00** prorated per month for up to 14 Individuals per month.
- b. **To provide a buffer for potential future rate increases, the maximum payable to Contractor under this Contract, shown in section 3.a. "Consideration", is calculated using the highest monthly rate shown in Section 1.a.(2) above. Regardless, any changes to the monthly rates listed in Section 1. "Payment Provisions" above must be done through a Contract Amendment.**
- c. Subject to the conditions of this paragraph 1.c., ODHS guarantees a minimum payment to the Contractor of one day at the rate described in ODHS' Policy Transmittal for the acceptance of referrals made by ODHS or its designee. Contractor agrees to provide services to at least one Individual eligible to receive services referred by ODHS to Contractor during the term of this Contract. Contractor shall be entitled to payment of the guaranteed minimum amount as follows:
- (1) IF ODHS fails to make any referrals to Contractor during the term of this Contract; or
  - (2) If, through the provision of services to any Individual referred to Contractor under this Contract, Contractor is not due an amount equal to at least the guaranteed minimum payment amount, then
- Contractor may, within 30 days of the expiration or termination date of this Contract, submit an invoice to ODHS for payment which totals the guaranteed minimum amount, taking in to account any moneys previously paid by ODHS or due to the Contractor for services provided by Contractor to an individual. However, if the Contractor fails to submit an invoice to ODHS within the required time, or Contractor has not fulfilled Contractor's obligation to provide services to at least one Individual referred to Contractor under this Contract, ODHS shall have no further obligation to Contractor for payment of the guaranteed minimum amount.



- d. Contractor will neither accept nor solicit additional consideration from any source for services purchased under this Contract for eligible ODHS or Area Agency on Aging (AAA) Individuals.
  - e. Maintenance costs include rent, utilities and food (room and board). Payment for maintenance costs and any other authorized special needs are the responsibility of each Individual and are not a part of the purchases under this Contract. Individuals, whose monthly income exceeds the maintenance total, as published by ODHS, plus standard persona incidental allowance, must apply any balance to the cost of the authorized service payment. The service rate for ODHS Individuals may not be more than rates charged private paying Individuals with the same service needs.
  - f. Regardless of facility location, no payment to buyer or lessee of the facility will be made until the buyer or lessee has received a license and a contract from ODHS. ODHS will continue payment for Contractor's services no more than 30 day following termination of a licensure.
2. **Travel and Other Expenses.** ODHS shall not reimburse Contractor for any travel or additional expenses under this Contract.