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# County of Santa Cruz

## HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 EMELINE AVENUE SANTA CRUZ, CA 95061-0962  
(831)454-4066 FAX: (831) 454-4770 TDD: (831) 4544123

### AGENCY ADMINISTRATIVE DIVISION

December 18, 2001

**AGENDA: January 8, 2002**

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### **SUBJECT: Amendment to Agreement with Sobriety Works**

Dear Members of the Board:

The Health Services Agency (HSA) requests your Board's approval of and authorization for the HSA Administrator to sign an amendment to the agreement with Sobriety Works to add \$97,171 for additional day treatment and outpatient services for Proposition 36 clients. Your Board is also requested to adopt the attached resolution accepting and appropriating \$55,110 of Proposition 36 funds into the HSA Alcohol and Drug Program budget.

Proposition 36 provides funding for treatment services for non-violent drug offenders. Your Board approved the County's Proposition 36 implementation plan on May 22, 2001. As part of the implementation of that plan, an agreement was developed with Sobriety Works to pay for outpatient treatment services. As the HSA Alcohol and Drug Program has gained experience with Proposition 36 clients and their treatment needs, it was expected that minor program changes and reallocation of contract treatment funds would be needed to match the needs of the clients. Demand for outpatient services at Sobriety Works has exceeded original projections. In addition, there are insufficient residential treatment beds to meet the needs of all clients.

### **Contract Amendment**

In response to the need for more outpatient services at Sobriety Works, a \$42,061 increase to the agreement is proposed to provide outpatient and drug testing services to 26 additional clients. With respect to the need for additional residential treatment resources, the HSA Alcohol and Drug Program has collaborated with Sobriety Works to develop a new day treatment program for 43 clients at a cost of \$55,110 for 2001-02. Clients in the day treatment program will concurrently reside in sober living housing. This combination of day treatment and sober living housing will provide essentially the same degree of support and supervision as a formally structured residential treatment program. Also sober living housing is dispersed throughout the community with small numbers of residents, whereas residential programs tend to have larger numbers of clients and permanent siting.

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## **Funding**

The total cost of the amendment is \$97,171. To provide the additional \$42,061 for outpatient and drug testing services, encumbrances to contracts with other agencies providing treatment services at a reduced level of demand will be decreased. This does not require action by your Board. To provide the \$55,110 for new day treatment services, the attached resolution accepts and appropriates \$55,110 of Proposition 36 trust fund revenue. The amendment will not result in any increase in net County cost.

Since Proposition 36 was implemented on July 1, 2001, trends are just beginning to emerge with respect to clients' treatment needs, service utilization and costs. As instructed by your Board, HSA is preparing a report for your February 5, 2002 meeting regarding the status of Proposition 36 implementation and any additional contract amendments that may be needed.

It is, therefore, RECOMMENDED that your Board:

1. Adopt the attached resolution accepting and appropriating \$55,110 of unanticipated Proposition 36 revenue into the Health Services Agency Alcohol and Drug Program budget to provide for day treatment services; and
2. Approve the attached amendment to the 2001-02 agreement with Sobriety Works, Contract No. 2535, increasing the maximum amount by \$97,171 to provide additional Proposition 36 treatment services and authorize the Health Services Agency Administrator to sign.

Sincerely,



Rama Khalsa, Ph.D.  
Health Services Administrator

RECOMMENDED:



Susan A. Mauriello

County Administrative Officer

cc: County Administrative Officer  
Auditor Controller  
County Counsel  
HSA Administration  
Mental Health and Substance Abuse Administration  
Alcohol and Drug Program

0317

0318

# COUNTY OF SANTA CRUZ REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors  
county Administrative Office  
Auditor Controller

FROM: HEALTH SERVICES AGENCY

(Department)

BY:

*[Signature]*

(Signature) 12/18/01 (Date)

Signature certifies that appropriations/revenues are available

AGREEMENTTYPE (Check One)

Expenditure Agreement

Revenue Agreement ☐

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the County of Santa Cruz Health Services Agency (Department/Agency)

and Sobriety Works, 1051 41st Ave.. Santa Cruz, CA. 95062 (Name/Address)

2. The agreement will provide Proposition 36 outpatient and day treatment alcohol & drug counseling, and drug & alcohol testing.

3. Period of the agreement is from July 1, 2001 to June 30, 2002

4. Anticipated Cost is \$ 129,040.00 ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☐ Not to Exceed

Remarks: Amendment to agreement adds \$97,171.00

5. Detail: ☐ On Continuing Agreements List for FY - . Page CC- Contract No: OR ☐ 1st Time Agreement

☐ Section II No Board letter required, will be listed under 8

☒ Section III Board letter required

☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 364042 (Index) 3638 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.  
are not will be

Contract No: C012535-01

By: *[Signature]*  
Auditor-Controller Deputy

Date: 12/29/01

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize

HEALTH SERVICES AGENCY ADMINISTRATOR (Dept/Agency Head) to execute on behalf of the HEALTH SERVICES AGENCY

Date: 12.27.01

By: *[Signature]* (Department/Agency)  
County Administrative Office

Distribution:

Board of Supervisors - White  
Auditor Controller - Canary  
Auditor-Controller - Pink  
Department - Gold

State of California  
County of Santa Cruz

I, \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative office by an order duly entered in the minutes of said Board on \_\_\_\_\_ 20\_\_

ADM - 29 (8/01)  
Title Section 300 Proc Min

By: Deputy clerk

AUDITOR-CONTROLLER USE ONLY

CO \_\_\_\_\_ \$ \_\_\_\_\_  
Document No. JE Amount Lines H/TL Keyed By Date 034

TC100 \_\_\_\_\_ \$ \_\_\_\_\_  
Auditor Description Amount Index Sub object User Code

0319  
0318

**BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

RESOLUTION NO. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted.

**RESOLUTION ACCEPTING UNANTICIPATED REVENUE**

WHEREAS, the County of Santa Cruz is a recipient of funds from \_\_\_\_\_ the State Dept. of  
Alcohol and Drug Programs for the Proposition 36 \_\_\_\_\_ program(s); and

WHEREAS, the County is a recipient of funds in the amount of \$ 55,110  
which are either in excess of those anticipated or are not specifically set in the current  
fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds  
may be made available for specific appropriation by a four-fifths vote of the  
Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County  
Auditor-Controller accept funds in the amount \$ 55,110 into  
Department HSA Alcohol and Drug Program

T/C	Index Number	Revenue Subobject Number	Account Name	Amount
001	364032	0691	State - Prop 36 <b>Sub</b> Abuse Trmnt.	\$ 55,110

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Subobject Number	PRJ/UCD	Account Name	Amount
021	364042	3638		Medical <b>Svs</b> - Other	55,110

Total \$55,110

**DEPARTMENT HEAD** I hereby certify that the fiscal provisions have been researched  
and that the Revenue(s) (has been) (will be) received within the current fiscal year

By  Date \_\_\_\_\_  
Department Head

COUNTY ADMINISTRATIVE OFFICER

☒ Recommended to Board☐ Not Recommended to Board

PASSED AND ADOPTED by the Board Of Supervisors Of the County Of Santa Cruz.  
State of California, this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
by the following vote (requires three-fifths vote for approval):

AYES : SUPERVISORS

NOES : SUPERVISORS

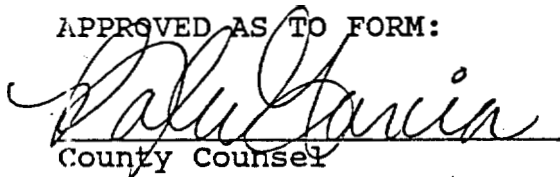
ABSENT: SUPERVISORS

CHAIR OF THE BOARD

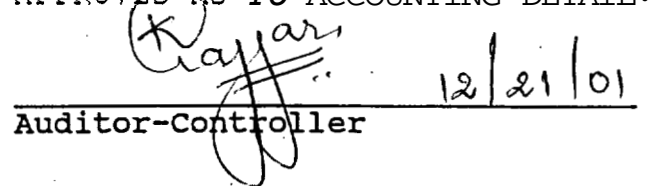
ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

  
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

  
Auditor-Controller 12/21/01

Distribution:

Auditor-Controller  
county Council  
County Administrative Officer  
Originating Department

**COUNTY OF SANTA CRUZ  
HEALTH SERVICES AGENCY  
ALCOHOL AND DRUG PROGRAM**

**AMENDMENT TO AGREEMENT**

Contract #: CO12535-01      Index: 364042      Subobject: 3638

Between: County of Santa Cruz - Health Services Agency  
and  
Sobriety Works, 1051 41<sup>st</sup> Avenue, Santa Cruz, CA 95062

The parties named above agree to amend contract CO12535-01 as set forth in the attached Exhibit "A" by increasing the amount of compensation from \$31,869 to \$129,040; and by amending Exhibit A, Provision A3; Exhibit D, Provisions D1, D2, D3 and D4; Exhibit E 1; and by adding Exhibit E3 as attached; said amendments are incorporated into and made a part of contract CO12535-01 by this reference. Additions are in **bold and underlined**, and a line has been drawn through old language to be deleted. All other provisions of the agreement shall remain in full force and effect.

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

CONTRACTOR:

COUNTY OF SANTA CRUZ:

BY: 

BY: \_\_\_\_\_

DATE: 2/17/01

DATE: \_\_\_\_\_

Approved as to form:

Attest:

  
Assistant County Counsel

\_\_\_\_\_  
Clerk, Board of Supervisors

Distribution:

County Administrative Officer  
Auditor-Controller  
County Counsel  
HSA Administration  
Alcohol and Drug Program Administrator  
Mental Health and Substance Abuse Services  
Sobriety Works

*Approved as to Insurance*

By 

*Risk Manager*

Date 12-13-2001

EXHIBIT A  
INDIVIDUAL CONTRACTOR INFORMATION

A.1. ADMINISTRATION: COUNTY'S Alcohol and Drug Program Administrator, hereinafter called COUNTY'S Administrator, under the direction of the Health Services Agency Administrator shall represent COUNTY in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of COUNTY. CONTRACTOR'S Executive Director shall administer this Agreement on behalf of CONTRACTOR.

A.2. TERM: The term of this Agreement shall commence on July 1, 2001 and continue through and including June 30, 2002 during which time CONTRACTOR shall perform the services provided herein.

A.3 COMPENSATION: Total contract amount shall not exceed ~~Thirty-one Thousand Eight Hundred Sixty-nine and No/100 (\$31,869.00)~~ **One Hundred Twenty-nine Thousand, Forty and No/100 (\$129,040.00)** for services performed during the term of this Agreement. In no event shall COUNTY obligation of State Drug and Alcohol Allocation base and required COUNTY funds exceed this amount.

FOR FEE-FOR-SERVICE CONTRACTS: COUNTY agrees to pay CONTRACTOR a total sum not to exceed ~~Thirty-one Thousand Eight Hundred Sixty-nine and No/100 (\$31,869.00)~~ **One Hundred Twenty-nine Thousand, Forty and No/100 (\$129,040.00)** for services performed during the term of this Agreement in accord with the negotiated rates set forth in Exhibit D. CalWORKs funds may only be used for activities related to CalWORKs clients. Proposition 10 funds may only be used for activities related to Proposition 10 clients. Proposition 36 funds may only be used for activities related to Proposition 36 clients. In no event shall COUNTY obligation of State Drug and Alcohol Allocation base, Proposition 36 and Proposition 10 allocations and required COUNTY funds exceed this amount.

In no event shall COUNTY be required to pay for the cost of services that are covered by funding received by CONTRACTOR from other governmental contracts or grants.

A.4. NOTICE: Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by mail to the COUNTY'S Administrator at: County of Santa Cruz, HEALTH SERVICES AGENCY, Alcohol and Drug Programs, 1400 Emeline Avenue, Santa Cruz CA 95060, or to CONTRACTOR at: Sobriety Works, 1051 41<sup>st</sup> Avenue, Santa Cruz, CA 95062.

EXHIBIT D  
FISCAL PROVISIONS

- D.1. **MAXIMUM ALLOCATION:** CONTRACTOR agrees that COUNTY'S Maximum Allocation under the terms of this Agreement for each mode of service are listed below. The COUNTY reserves the right to change the source of funds based on COUNTY and State requirements.

BY FUNDING SOURCE

TOTAL	Modality	Other Funds	Proposition 36
<del>\$ 28,552</del>	Proposition 36 Outpatient Counseling	\$ 0	<del>\$ 28,552</del>
<b>\$ 67,296</b>	<b>Proposition 36 Intensive Day Treatment</b>	<b>\$ 0</b>	<b>\$ 67,296</b>
<del>\$ 55,110</del>	Proposition 36 Alcohol & Drug Testing	<del>\$ 3,317</del>	<del>\$ 55,110</del>
<del>\$ 3,317</del>		<del>\$ 6,634</del>	\$0
<del>\$ 6,634</del>		<del>\$ 3,317</del>	<del>\$ 28,552</del>
<del>\$ 31,869</del>	TOTAL	<del>\$ 6,634</del>	<del>\$ 122,406</del>

- D.2. **FEE FOR SERVICE CONTRACTS UNIT OF SERVICE RATES:** COUNTY agrees to compensate CONTRACTOR at the unit of service rates set forth below. Settlement will be done at the end of the contract with the Cost Report. CONTRACTORS may request a change in the below rates, by a written request to the COUNTY Administrator. COUNTY Administrator may approve rate changes of 10% or less. Rate changes above 10% will require a contract amendment.

UNIT	RATE	SERVICE
Staff Hour - d	42.00	Proposition 36 Outpatient Counseling
<b>Intensive Day Treatment</b>	<b>64.00</b>	<b>Proposition 36 Intensive Day Treatment</b>
Drug Test	17.50	Proposition 36 Alcohol & Drug Testing

- D.3. **DEFINITIONS:** Definition of above units of service shall be as follows:

**STAFF HOUR:** Those hours that a direct service staff person is on the job and available to provide services. A direct service staff person is defined as a staff person who spends time providing services directly to program clients. Administrative, clerical and other support services may not be billed as staff hours. Staff time used for vacations, holidays, sick leave and other leave may not be billed to COUNTY. Volunteer and unpaid intern time may not be billed to COUNTY. Time to be billed in 15 minute increments of direct staff time. Staff Hours are claimed for the following modes of service:

- a. **Outpatient Services:** Staff Hours may include individual counseling and group therapy of a minimum of 3 and not more than 15 unrelated individuals, intake, assessment, case management and aftercare.
- b. **CalWORKs:** Staff Hours may be claimed for assessment, treatment, case management, referral and aftercare services that are authorized and approved by the HRA CalWORKs Employment and Training staff. A copy of the CADDs form for each new client enrolled during the report month will be submitted with each monthly claim. Alcohol or drug (AOD) services are to be employment focused, and in accordance with CalWORKs Welfare-to-Work plans and/or participation agreements. As authorized and approved by HRA, CalWORKs funds may also be claimed for participation in CalWORKs multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKs recipients to enter into alcohol and drug treatment services; for start-up activities approved by the COUNTY Alcohol and Drug Program Administrator; and for participation as requested in multi-disciplinary team meetings. CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKs recipient and refer



CalWORKs recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKs activity agreement and/or CalWORKs Welfare-to-Work plan. If access to service for clients referred under CalWORKs cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKs program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

- C. Proposition 10: Staff Hours may be claimed for assessment, treatment, case management, court appearances, referral and aftercare services that are authorized and approved by the HSA Mental Health Client Specialist as part of the Child Welfare Services Treatment Team. In addition, CONTRACTOR will provide Client Progress Reports in accordance with COUNTY protocols established in compliance with federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2.
- d. Proposition 36: Staff Hours may be claimed for assessment, treatment, case management, court appearances, referral and aftercare services that are authorized and approved by the HSA Mental Health Client Specialist as part of the Substance Abuse and Crime Prevention Act (SACPA) Treatment Team. In addition, CONTRACTOR will provide Client Progress Reports in accordance with COUNTY protocols established in compliance with federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2.
- e. Prevention Services: Those hours that a direct service staff person is on the job and available to provide prevention services. Time is billed in 15 minute increments of direct work time.

**INTENSIVE DAY TREATMENT DAY: A day in which a minimum of three (3) hours of treatment is provided. Treatment will be provided a minimum of three (3) hours per day, three (3) days per week of scheduled, formalized services. The services include assessment, intake, recovery planning, individual and group counseling, family sessions, substance abuse and recovery education, case management and referrals.**

- a. **Proposition 36 Intensive Day Treatment Day: Days may be claimed for services that are authorized and approved by the HSA Mental Health Client Specialist as part of the Substance Abuse and Crime Prevention Act (SACPA) Treatment Team. In addition, CONTRACTOR will provide Client Progress Reports in accordance with COUNTY protocols established in compliance with federal regulations governing confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2.**

**BED DAY**: A day in which one (1) treatment bed is utilized to provide 24 hour inpatient care. In the case of CalWORKs, Proposition 10 and Proposition 36 clients, a "treatment bed" includes provisions for beds for and care of both the client and their accompanying children. The bed must be licensed and funded. The facility, staffing and other conditions necessary to provide the treatment services to a client occupying that bed must be available. Billable day shall include the day of admission, but not the day of discharge.

- a. **CalWORKs BED DAY**: CalWORKs bed days may be claimed for alcohol and drug residential services that are employment focused, and in accordance with CalWORKs Welfare to Work plans and/or participations agreements. CalWORKs bed days may be claimed for assessment, treatment, case management, referral and aftercare services that are authorized and approved by the HRA CalWORKs Employment and Training staff. As authorized and approved by HRA, CalWORKs funds may also be claimed for participation in CalWORKs multi-disciplinary team meetings; for outreach and education activities related to informing and encouraging CalWORKs recipients to enter into alcohol and drug treatment services; for start-up activities approved by the COUNTY Alcohol and Drug Program Administrator; and for participation as requested in multi-disciplinary team meetings.

CONTRACTOR shall establish procedures for screening all clients at intake regarding their status as a CalWORKs recipient and refer CalWORKs recipients who were not initially referred by the Human Resources Agency (HRA) back to HRA for inclusion of alcohol and drug treatment into their CalWORKs activity agreement and/or CalWORKs Welfare-to-Work plan. If access to service for clients referred under CalWORKs cannot be provided within seven days of the receipt of the HRA referral, CONTRACTOR shall inform HRA and the Health Services Agency (HSA) Alcohol and Drug Program, and work in cooperation with HRA and HSA to address access issues. CONTRACTOR will coordinate with HRA and HSA to develop participant tracking and monitoring systems, as needed, by the CalWORKs program. CONTRACTOR will also work with HRA and HSA to develop protocols for protecting client confidentiality and exchanging necessary and appropriate information as required for reporting purposes.

- b. Proposition 10 Bed Day: Bed Days may be claimed for services that are authorized and approved by the HSA Mental Health Client Specialist as part of the Child Welfare Services Treatment Team. In addition, CONTRACTOR will provide Client Progress Reports in accordance with COUNTY protocols established in compliance with federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2.
- c. Proposition 36: Bed Days may be claimed for services that are authorized and approved by the HSA Mental Health Client Specialist as part of the Substance Abuse and Crime Prevention Act (SACPA) Treatment Team. In addition, CONTRACTOR will provide Client Progress Reports in accordance with COUNTY protocols established in compliance with federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2.

**DRUG AND ALCOHOL TESTING:** All Proposition 36 clients will be randomly tested using standard urinalysis and breathalyzer tests as ordered by the Court. A drug and alcohol test is defined as an all-inclusive unit of service that includes collecting, handling, initial and confirmatory assaying, and reporting on a drug and alcohol specimen. Tests shall be conducted randomly and administered according to American Probation and Parole Guidelines for drug testing and COUNTY protocols. Any client fees collected in the course of providing proposition 36 services shall first be used to reduce the costs of these tests as outlined in Exhibit C of this Agreement. Proposition 36 treatment funds *may not* be used for drug testing.

- D.4. **ADVANCE BASE:** Advances for NNA, CalWORKs, Proposition 10, Proposition 36 and Drug Medical services shall be made on a base of ~~\$31,869~~ **\$129,040**. Advance Base does not include 15% of Federal Medical funds if applicable as outlined in the Fiscal Provisions at Exhibit C.8. Settlement of final NNA and Drug Medical contract payments will be based on the final Cost Report.
- D.5. **INCREASE IN MAXIMUM ALLOCATION FOR MODE OF SERVICE:** Funds may not be shifted between modalities, e.g., Outpatient and Residential, without written approval by COUNTY Administrator. Shifts can be requested to the extent that there are funds available as a result of reduced billings for another mode of service or other modes of services hereunder. Such shifting of funds shall be on a dollar for dollar basis and as the Maximum Allocation for provision of a particular mode of service is augmented, there shall be a corresponding reduction in the Maximum Allocation for another mode of service or modes of services. COUNTY reserves the right to redirect CalWORKs, Proposition 10 and Proposition 36 funding to other services or organizations if funds are not utilized as intended or if other service priorities are established.

EXHIBIT E-1  
DESCRIPTION OF SERVICES

Contractor: Sobriety Works  
 Component: Proposition 36 Outpatient  
 Modality: Individual and Group Counseling  
 Primary Target Groups Treated: Proposition 36 Drug Offenders

Provider #: 44-~~2222~~ **0013**

Budget and Unit of Service (UOS) Data

	99-00 Past Year Actual	00-01 Current Year Estimated	01-02 New Budget Year Estimated
Gross Program Cost	\$ 0	\$ 0	<del>\$ 11,869</del> \$ 67,296
County Funding	\$ 0	\$ 0	<del>\$ 11,869</del> \$ 67,296
Number of clients funded by County	0	0	<del>10</del> 120

PRIMARY PROBLEMS TREATED

The Sobriety Works Proposition 36 Outpatient Program provides co-ed, 12 Step, social model, bilingual (Spanish/English) addiction treatment and education, case management and referrals. Treatment includes individual and group therapy sessions used to facilitate the recovery process. Groups include process work, recovery support, drug and alcohol education, relapse prevention, special assignments, special populations and aftercare activities. Court appearances will be provided by treatment staff as required.

PROGRAM GOALS AND OBJECTIVES

GOAL I. Sobriety Works will provide a total of ~~680~~ **1,602** Outpatient Counseling staff hours to 10 men and women referred by the SACPA Treatment Team. Sobriety Works will collect fees designated by the Court and provide monthly accounting to HSA and Probation. Random alcohol and drug testing will be provided as ordered by the court. Ancillary services will be provided through referral or directly

OBJECTIVE A. INDIVIDUAL COUNSELING. Of the ~~680~~ **1,602** staff hours for Outpatient Services, Sobriety Works will provide ~~68~~ **160** staff hours for Individual Counseling to ~~40~~ **36** unduplicated clients.

A. 1. Of the ~~68~~ **160** hours, at least ~~44~~ **104** staff hours will be for face-to-face Individual Counseling client services. Face-to-face client service staff hours will not equal available staff hours because of staff time for charting, no-shows, court appearances and session planning.

OBJECTIVE B. GROUP COUNSELING. Of the ~~680~~ **1,602** staff hours for Outpatient Services, Sobriety Works will provide ~~612~~ **1,442** staff hours for Group Counseling to ~~40~~ **36** unduplicated clients.

B. 1. Of the ~~612~~ **1,442** hours, at least ~~306~~ **721** staff hours will be for face-to-face Group Counseling client services. Face-to-face client service staff hours will not equal available staff hours because of staff time for charting, no-shows, court appearances and session planning.

GOAL V. (APPLIES TO ALL E EXHIBITS) To promote staff development and competency by providing training to staff.

- OBJECTIVE A. To develop a Staff Training Plan and submit the Plan with the First Quarter Report. The Staff Training Plan must include the title and topic of the training, the trainer's name, the date of the training and the cost. In addition to alcohol and drug treatment and prevention training topics, the Training Plan must include the following:
- a. Safety and Infectious Disease policy issues
  - b. HIV/AIDS prevention, treatment, confidentiality, and referrals;
  - c. Admission priority and waiting lists requirements, TB testing and services, and interim services for injection drug users;
  - d. ADA requirements and agency plan
  - e. Programmatic issues related to the diverse aspects of the population (e.g., culture, acculturation and assimilation, cultural competency and Latino accessibility, dual diagnosis, and other population characteristics).
- OBJECTIVE B. Document training attended by staff in individual employee training logs and in employees' personnel files.
- OBJECTIVE C. Report actual trainings attended by staff in each Quarterly Report, including the following:
- a. The date, title and topic of the training
  - b. The length of the training
  - c. The name and title of each staff attending the training.

GOAL VI. (APPLIES TO ALL E EXHIBITS) To ensure accessibility to individuals with disabilities into COUNTY funded programs and to meet the Americans With Disabilities Act (ADA) requirements, and COUNTY and ADP reporting and action requirements.

- OBJECTIVE A. To conduct an annual review of the agency's ADA Accessibility Policy, and report on any revisions to the policy in the First Quarter Report. Name the agency staff person who is responsible for ADA compliance.
- OBJECTIVE B. Any complaints related to ADA compliance must be reported verbally to DADPA within **24** hours and in writing within three days.

GOAL VII. (APPLIES TO ALL E EXHIBITS) To evaluate program effectiveness.

- OBJECTIVE A. To evaluate in the annual report the effectiveness of services provided including any outcome study results controlled by the agency

GOAL VIII. (APPLIES TO ALL OUTPATIENT **AND** RESIDENTIAL E EXHIBITS) To promote accessibility for dual diagnosis clients into the agency's residential and outpatient treatment modalities.

- OBJECTIVE A. Review and revise prior year Action Plan and submit with the First Quarter Report.
- OBJECTIVE B. Designate a lead staff person to assist the COUNTY in planning staff training activities and implementing these activities, as per the current year plan. Report the name of the staff person in the First Quarter Report.

EXHIBIT E-3  
DESCRIPTION OF SERVICES

Contractor: Sobriety Works

Component: Proposition 36 Intensive Day Treatment

Provider # 44-0013

Modality: Day Treatment Counseling

Primary Target Groups Treated: Proposition 36 Drug Offenders

Budget and Unit of Service (UOS) Data

	<u>99-00</u> <u>Past</u> <u>Year</u> Actual	<u>00-01</u> <u>Current</u> <u>Year</u> Estimated	<u>01-02</u> <u>New Budget</u> <u>Year</u> Estimated
Gross Program Cost	\$ 0	\$ 0	\$ 55,110
County Funding	\$ 0	\$ 0	\$ 55,110
Number of clients funded by County	0	0	60

PRIMARY PROBLEMS TREATED

The Sobriety Works Proposition 36 Intensive Day Treatment Program provides co-ed, 12 Step, social model, bilingual (Spanish/English) alcoholism and drug addiction treatment 5 days a week. Services include assessment, intake, recovery planning, individual and group counseling, family sessions, substance abuse and recovery education, case management and referrals. At least three individual sessions will be scheduled during the treatment episode. Group sessions include process work, recovery support, drug and alcohol education, relapse prevention, special assignments, and topics include but are not limited to anger management, financial planning, vocational resources, HIV/AIDS, fear, grief and loss, JOHARI Window, and resentments. Court appearances will be provided by treatment staff as required.

PROGRAM GOALS AND OBJECTIVES

GOAL I. Sobriety Works will provide a total of 861 Intensive Day Treatment Days to 43 men and women referred by the SACPA Treatment Team. Sobriety Works will collect fees designated by the Court and provide monthly accounting to HSA and Probation. Random alcohol and drug testing will be provided as ordered by the court. Ancillary services will be provided through referral or directly.