

**Snohomish County Human Services**  
3000 Rockefeller Avenue, M/S 305 | Everett, WA 98201  
(425) 388-7200



<b>CONTRACT SPECIFICS</b>	<b>Contract Number:</b> BH-19-15-14-290 <b>Maximum Contract Amount:</b> \$270,000			
	<b>Title of Project / Service:</b> Student Support Advocate Program			
	<b>Start Date:</b> 01/01/2019 <b>End Date:</b> 12/31/2019		<b>Status Determination:</b> Subrecipient	
<b>CONTRACTING ORGANIZATION</b>	<b>Agency Name:</b> Edmonds School District			
	<b>Address:</b> 20420 68th Avenue W.			
	<b>City, State &amp; Zip:</b> Lynnwood, WA 98036		<b>IRS Tax No. / EIN:</b> 91-6001871	
	<b>Contact Person:</b> Greg Schwab		<b>Unique Entity Identifier:</b> 020-256-996	
	<b>Telephone:</b> 425-431-7105		<b>Email Address:</b> schwabg@edmonds.wednet.edu	
<b>FUNDING SPECIFICS</b>	<b>Funding Authority:</b> RCW 82.14.460, Ord 18-085			
	<b>CFDA No. &amp; Title:</b> N/A			
	<b>Funding Specifics:</b> 1/10th of 1% LST, AOD Fund Balance			
	<b>Federal Agency:</b> N/A		<b>Federal Award ID No:</b> N/A <b>Federal Award Date:</b> N/A	
<b>COUNTY</b>	<b>Program Division</b>	<b>Contact Person</b>	<b>Contact Email</b>	<b>Contact Phone</b>
	Behavioral Health	Amanda Franke	Amanda.Franke@snoco.org	425-388-7422

**Additional terms of this Contract are set out in and governed by the following, which are incorporated herein by reference:**

Basic Terms and Conditions HSD-2018- 193-290, maintained on file at the Human Services Department:

Business Associate Agreement BAA-2018- 193-290, maintained on file at the Human Services Department:

Specific Terms and Conditions      Attached as Exhibit A

Statement of Work/Project Description      Attached as Exhibit B

Approved Contract Budget      Attached as Exhibit C

In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) appropriate provisions of state and federal law, (b) Specific Terms and Conditions, (c) Basic Terms and Conditions, (d) Business Associate Agreement, (e) other attachments incorporated by reference, and (f) other documents incorporated by reference.

**THE CONTRACTING ORGANIZATION IDENTIFIED ABOVE (HEREINAFTER REFERRED TO AS AGENCY), AND SNOHOMISH COUNTY (HEREINAFTER REFERRED TO AS COUNTY), HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS OF THIS CONTRACT. SIGNATURES FOR BOTH PARTIES ARE REQUIRED BELOW. BY SIGNING, THE AGENCY IS CERTIFYING THAT IT IS NOT DEBARRED, SUSPENDED, OR OTHERWISE EXCLUDED FROM PARTICIPATING IN FEDERALLY FUNDED PROGRAMS.**

**FOR THE CONTRACTING ORGANIZATION:**

**FOR SNOHOMISH COUNTY:**

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

(Title) \_\_\_\_\_

Mary Jane Brell Vujovic, Director      (Date) \_\_\_\_\_  
Department of Human Services

## **EXHIBIT A**

### **SPECIFIC TERMS AND CONDITIONS**

#### **STUDENT SUPPORT ADVOCATE PROGRAM**

##### **I. DEFINITION OF TERMS**

- A. Access to Care Standards (ACS): The Division of Behavioral Health and Recovery (DBHR) minimum eligibility requirements for Medicaid adults & Medicaid older adults guidelines reflect the most restrictive eligibility criteria that can be applied, pursuant to RCW 70.96A and 70.96B. North Sound Behavioral Health Organization (BHO) may expand coverage based on availability of local resources.
- B. Adjudicated youth: Refers to a youth who has been determined by a juvenile court judge to have committed a delinquent offense.
- C. Advanced directive: A written document that contains directions and preferences for treatment and care during times an individual is having difficulty communicating or making decisions.
- D. Aging Population: Age 65 and older.
- E. ASAM: Acronym for American Society of Addiction Medicine.
- F. Behavioral health: The prevention, treatment of, and recovery from substance use disorders, mental health disorders, and/or problem and pathological gambling disorders.
- G. Case Management: Assistance to a recipient and family (or significant other) to obtain, maintain, or develop appropriate resources.
- H. Chemical Dependency Professional (CDP): Personnel employed by the Agency who meet the criteria defined in WAC.
- I. Chemical Dependency Professional Trainee (CDPT): Personnel employed by the Agency who meet the criteria defined in WAC.
- J. Child: Refers to an individual under the age of ten (10).
- K. Community Outreach and Intervention: Services to link individuals to treatment and other appropriate support services.

- L. Complaint: A verbal or written statement by a participant that expresses dissatisfaction with some aspect of services covered under this Agreement, the Primary Care Provider, or Agency.
- M. Contingency Management: An evidence-based practice allowing individuals to earn tangible rewards to reinforce positive behaviors such as service attendance, abstaining from drugs and alcohol, and involvement in pro-social activities.
- N. Corrective Action/Compliance Review: When findings from monitoring efforts or audits show that there are apparent violations of this Contract, the Agency shall implement corrective action within specified timeframes determined by the County.
- O. Corrective Action Plan (CAP): A written plan specifying what Contractor is required to do to be in compliance. This includes required improvements and a time line for such action(s) to be accomplished.
- P. Counselors: Personnel employed by the Agency who meet the criteria as defined in WAC.
- Q. Cultural Competence means a set of congruent behaviors, attitudes and policies that come together in a system or agency and enable that system or agency to work effectively in cross-cultural situations. A culturally competent system of care acknowledges and incorporates at all levels the importance of language and culture, assessment of cross-cultural relations, knowledge and acceptance of dynamics of cultural differences, expansion of cultural knowledge and adaptation of services to meet culturally unique needs.
- R. Direct Student Services (DSS): Include, face-to-face sessions with an individual student and/or the student's family to address the student's needs.
- S. Department of Social and Health Services (DSHS), or the department, or the Department, means DSHS of the State of Washington and its Secretary, officers, employees and authorized agents.
- T. DSM 5: Acronym for the Diagnostic and Statistical Manual of Mental Disorders fifth edition.
- U. Evidenced Based Treatment: A program, policy or practice recognized by research that, when applied in treatment, has improved outcomes for clients, participants or communities.
- V. Fair Hearing: A grievance hearing before the Washington State Office of Administrative Hearings.

- W. Family: Those the individual defines as family or those appointed/assigned (e.g., parents, foster parents, guardians, siblings, caregivers, and significant others).
- X. Flex funds: Funds provided through a program that are used to procure goods and/or services directly related to the needs of the participant as outlined in Exhibit B.
- Y. GAIN-SS: Acronym for Global Appraisal of Individual Needs Short Screening.
- Z. Grievance: An expression of dissatisfaction about any matter. The term is also used to refer to the overall process that includes grievances handled at the BHO level and access to the state fair hearing process. Possible subjects for grievances include, but are not limited to, the quality of care or services provided, and aspects of interpersonal relationships such as rudeness, or failure to respect the enrollee's rights.
- AA. Hardship Insured: Individuals' with insurance who cannot afford to pay insurance deductibles or co-pays.
- BB. HCA means the Health Care Authority.
- CC. HIPAA: Acronym for "Health Insurance Portability and Accountability Act." Additional information is outlined in the Business Associate Agreement as referenced on the face sheet of this Contract.
- DD. Housing Services means the services or activities designed to assist individuals or families in locating, obtaining or retaining suitable housing. Component services or activities may include tenant counseling, helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests and assisting individuals and families to understand leases, secure utilities and make moving arrangements.
- EE. Independent Peer Review means to assess the quality, appropriateness and efficiency of treatment services provided in the state to individuals under the program involved.
- FF. Indirect Student Services (ISS): Include all contact with an individual student's support system.
- GG. Individual treatment: Planned therapeutic or counseling activity provided to a sole eligible individual by one (1) or more counselors.

HH. Individual: Previously known as client, consumer, patient, or participant.

II. Labor Harmony Requirement: A “No Service Disruption Guarantee” outlined in Exhibit E.

JJ. Low Income: Participants whose monthly income does not exceed 220% of the national poverty index.

KK. MCO: Acronym for Managed Care Organization.

LL. Mental Disorder: A disorder as defined in RCW 71.34.020(13) for children and RCW 71.05.020(26) for adults.

MM. Mental Health Professional (MHP): Personnel employed by the Agency who meet the criteria as defined in WAC.

NN. NSBHO: Acronym for “North Sound Behavioral Health Organization.”

OO.No Service Disruption Guarantee: An agreement to maintain services and prevent a disruption of service caused by labor unrest. See “Labor Harmony Requirement” above. Additional information is outlined in Exhibit E., Attachment A.

PP. Nurse Family Partnership (NFP): An evidence based, community health program for vulnerable mothers pregnant with their first child.

QQ.Outcome: An outcome defines changes that have taken place as a result of the program’s work. Examples include: Short Term (a change in learning: awareness, knowledge, skills, motivations); Intermediate (a change in action: behavior, practice, decision-making, policies); Long Term (consequences: social, economic, environmental, etc).

RR. Outpatient Counseling: The provision of substance abuse treatment, mental health treatment and other support services according to a prescribed plan in a non-residential setting.

SS. Output: An output details what the program does and is usually a count of something. Examples include: Activities (the actual tasks done such as screenings, assessments, workshops, etc); Participation (who the program serves; customers and stakeholders).

TT. Outreach/Education Services (OES): Training and information sharing to Agency staff and external providers about the Student Support Advocate program not directly related to a particular case management student.

- UU. Personal Information means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- VV. Quality Assurance: A focus on compliance to minimum requirements (e.g. rules, regulations, and contract terms) as well as reasonably expected levels of performance, quality, and practice.
- WW. Recovery means the processes through which people are able to live, work, learn, and participate fully in their communities.
- XX. Referral: A process of directing a patient to available specialty care or services.
- YY. RCW: Acronym for "Revised Code of Washington."
- ZZ. Resiliency means the personal and community qualities that enable individuals to rebound from adversity, trauma, tragedy, threats, or other stresses, and to live productive lives.
- AAA. Shall: Compliance is mandatory.
- BBB. SHP: Acronym for Supportive Housing Program.
- CCC. Serious Mental Illness (SMI) means, according to Federal Register Vol. 58, No. 96, May 20, 1993, persons age 18 and over who currently, or at any time during the past year, have a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within the current DSM, that has resulted in functional impairment which substantially limits one or more major life activities.
- DDD. Strengthening Families Program 10-14: Refers to the evidence-based prevention program developed at Iowa State University for families and young adolescents.
- EEE. Student Support Advocate (SSA): Personnel hired by the school district to perform contracted services.
- FFF. Substance Use Disorder (SUD): Acronym for "Substance Use Disorder." This definition replaces the definition for Chemical Dependency.
- GGG. TILT Team: Refers the Trauma-Informed Leadership Team, the selected group of staff dedicated to the advancement of Trauma-Informed Practices in the school.

HHH. Trauma-Informed Practices (TIP): based on the definition of a Trauma-Informed Approach from the Substance Abuse and Mental Health Services Administration (SAMHSA) – “A program, organization, or system that realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; responds by fully integrating knowledge about trauma into policies, procedures, and practices; and seeks to actively resist re-traumatization.”

III. Veteran: A veteran is defined as an individual that has served as a member of the armed forces, active duty or reserves, for at least one day. This will also include service in the National Guard, as well as Merchant Marines in support of US resources in wartime. Veteran status may be verified through self-identification, discharge certificate, or Department of Defense Form DD-214.

JJJ. WAC: Acronym for “Washington Administrative Code”.

KKK. WSUE: Refers to Washington State University Extension, a division of Snohomish County Parks & Recreation Department (PRD).

LLL. Youth: Means a person or patient from age ten (10) through age seventeen (17).

## **II. PERFORMANCE STANDARDS AND LICENSING**

- A. The Agency shall meet the requirements of WAC, applicable local and state rules, and state and federal statutes. In addition, the Agency shall meet the applicable specific program requirements for licensure and certification to perform contracted services. A copy of the certification shall be submitted to the County upon request.
- B. The Agency shall maintain relevant and appropriate licensure by the State of Washington to provide behavioral health and/or community support services. The Agency shall notify the County in writing within five (5) business days of any change in licensure status.

## **III. COMPLIANCE WITH SPECIFIC LAWS AND REGULATIONS**

- A. All services provided under this Contract shall meet all standards set forth in current, revised and replaced WAC's and RCW's.
- B. The Agency shall meet all applicable standards for program operations set forth in WAC and RCW. The Agency shall ensure that WAC and RCW requirements



are followed and are adjusted as the WAC's and RCW's are amended, revised, eliminated or added.

- C. The Agency shall operate and adhere to fidelity of the model of services utilized by the Agency and as negotiated with the County.
- D. The Agency must have policies and procedures in place to protect and safeguard individually identifiable health information obtained in the course of providing services under this Contract. The Agency shall not disclose an individual's information, directly or indirectly, except to the extent allowed under applicable state or federal laws and regulations. The Agency shall comply with all terms and conditions of Federal Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2 and applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA).
- E. Staff and volunteers who have access to children or vulnerable adults are required to have a background check per RCW and WAC. A background check is required at the time of employment or commencement of volunteer duties. An Agency shall conduct additional background checks if circumstances arise that cause the Agency concern. The Agency shall ensure that all persons convicted of crimes preventing contact with vulnerable populations are prohibited from having access to those populations.
- F. The Agency shall enter data as negotiated with the County. The Agency shall make use of data and specific to the Agency systems or electronic records for the purpose of evaluating and reporting individual and program service outcomes.
- G. The Agency shall comply with all terms and conditions of the Business Associate Agreement.

#### **IV. REIMBURSEMENT PROCEDURES**

Services rendered under this Contract shall be reimbursed based on the attached Budget (Exhibit C). Services shall be provided per the attached Statement of Work (Exhibit B).

#### **V. REIMBURSEMENT LIMITATION**

- A. The Agency shall utilize the contracted dollar amount to provide services throughout the duration of this Contract.



- B. The Agency shall be responsible for ensuring budget is maintained and that invoices to the County do not exceed the budgeted amount as stated in Exhibit C, Approved Contract Budget.
- C. Utilization of County funding available to this program will be reviewed monthly and the Contract allocation may be reduced and re-allocated at the discretion of the County, where needed if expenditures are not sufficient to fully utilize available funding.
- D. The Agency certifies that work to be performed under this Contract will not duplicate any work to be charged against any other contract, subcontract or source.

## **VI. REPORTING REQUIREMENTS**

The Agency shall submit all required reports documenting performance in a timely manner. All reports shall be completed on approved forms and in accordance with procedures as issued by the County. In the event the Agency fails to maintain its reporting obligations, the County reserves the right to withhold reimbursements to the Agency or order payment stopped to the Agency in an amount proportions to the data estimated to be outstanding until such time that the data is current.

## **VII. OTHER REVENUES**

Revenues generated by the Agency from other funding sources (e.g. donations, fund-raising) under this program, including fees collected from low-income participants, shall be separately identified and recorded as project income. These funds shall be used exclusively to provide increased levels of service.

## **VIII. SUBCONTRACTING**

- A. The Agency is prohibited from subcontracting any funding and/or services contained within this Contract unless otherwise negotiated with the County.
- B. All rules, regulations and requirements contained in the Basic Terms and Conditions must be met for all subcontracts executed pursuant to this Contract. All subcontracting arrangements require prior written approval from the County.

## **IX. RECORDS RETENTION**

The Agency shall retain all fiscal and clinical books, records, documents and other materials relevant to this Contract in accordance with WAC.

## **X. LOCATION AND HOURS OF SERVICE**

- A. Services provided under this Contract shall be available in Snohomish County for Snohomish County residents.
- B. To ensure participants have consistent access to treatment services, the Agency shall minimally maintain business hours from 9:00 AM through 5 PM Monday through Friday, excluding recognized holidays or as negotiated with the County. Any reduction in service hours shall be submitted in writing to the County for approval, fifteen (15) calendar days prior to implementation.
- C. The Agency shall notify the County within ten (10) days of change in personnel which may affect the faithful execution of this Contract.

## **XI. ELIGIBILITY**

- A. County funds shall be the dollar of last resort for billing. The Agency shall determine at time of intake if the individual has medical insurance, including state-sponsored programs providing low-cost health care coverage through private health plans, which covers substance use disorder treatment services. If the individual has medical insurance that covers substance use disorder treatment services, the medical insurance shall be used as the first source of billing to pay for treatment services. The Agency shall ensure that only one source of funding is used at any given time.
- B. Termination of a Contract shall not be grounds for a fair hearing for the service applicant or a grievance for the recipient if similar services are immediately available in the County.
- C. The Agency shall have policies and procedures in place for participant grievances in the case of denial or termination of service or failure to act upon a request for services with reasonable promptness.

## **XII. MONITORING AND EVALUATION**

The Agency shall cooperate with the County in monitoring activities a minimum of once per year or more as deemed appropriate by the County.

## **XIII. INTERAGENCY COORDINATION**

- A. The Agency shall identify the primary agencies with whom they have regular relationships and whose activities substantially affect the delivery of services under this Contract. The Agency shall negotiate and execute working agreements with these agencies to ensure coordinated services and

appropriate referral procedures.

B. Working agreements shall minimally address the following:

1. Program description;
2. Referral procedures and time lines;
3. Release of information procedures;
4. Follow up procedures;
5. Procedures for exchanging information concerning program changes and unavailability of services; and
6. Procedures for problem solving between two (2) agencies.

#### **XIV. EMERGENCY PROCEDURES**

The Agency shall have a plan for serving individuals during periods when normal services may be disrupted. Disruption to normal services may include earthquakes, floods, snowstorms, and other natural disasters. Particular attention should be made for those individuals who are most at risk. When services are delivered at the Agency's workplace the plan shall include: contact information for high-risk individuals, a list of emergency services, and stores of emergency provisions.

#### **XV. CONTINUING EDUCATION**

The Agency shall ensure their staff is effectively trained to implement the services they agree to provide under the terms of this Contract. The Agency is encouraged to inquire about the availability of additional training funds and opportunities to support their continuing education efforts.

#### **XVI. MEETING PARTICIPATION**

The Agency shall ensure they have representation at any County-sponsored trainings or meetings. The County shall notify the Agency a minimum of two (2) weeks prior to the event.

#### **XVII. DEFINITIONS AND TERMS**

The Agency shall utilize the definitions and terms in this Exhibit A as applicable throughout this Contract or as negotiated with the County.

## **EXHIBIT B**

### **STATEMENT OF WORK**

#### **STUDENT SUPPORT ADVOCATE PROGRAM**

##### **I. SERVICE DEFINITION**

The Agency shall implement the Student Support Advocate (SSA) Program for students identified as high risk for behavioral health issues. This model involves placing a case manager in a school to help identify at-risk students' needs and connect students and families with relevant services in and outside of the K-12 system. This proactive intervention model keeps students engaged in school by assessing needs, connecting them to existing community resources, and advocating for their needs with community and State agencies. The Student Support Advocate Program model employs a holistic approach that also addresses the needs of the family in order to support students in reaching their potential.

The role of the Student Support Advocates is to provide case management services, including a collaborative process of screening, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet a student and family's comprehensive needs. This shall be accomplished through communication and connection to available resources to reduce risk factors and increase protective factors for each student.

##### **II. PERFORMANCE STANDARDS**

The Agency shall provide, at a minimum, the following services:

- A. Three (3) Student Support Advocates shall implement the SSA program with fidelity at Edmonds Woodway High School, Mountlake Terrace High School, and Meadowdale High School, providing case management services to students within the Edmonds School District. For the purposes of this Contract, students who engage in full case management services shall take priority over limited-contact students. The SSAs shall coordinate with students, as well as their parents, teachers, counselors, community service providers, and other supportive adults to identify and meet student needs.
  - 1. The Agency shall employ only qualified candidates as Student Support Advocates, i.e., candidates with a minimum of a B.A. or B.S. in social work, psychology or equivalent work experience in social services or another related field. The Agency shall provide SSA qualifications to the County upon request. No changes shall be made without prior written approval from the County.

2. Services provided not included in the Approved Contract Budget, Exhibit C, will not be reimbursed. Services shall be invoiced based on data entered into the SharePoint database provided by the County.
  3. The Agency shall notify the County in writing of changes to its staffing assignments within ten (10) calendar days of any change.
- B. Services shall be divided into the following categories for invoicing and data entry purposes:
1. Direct Student Services (DSS)/Direct Student Services (DSS) Offsite: Direct Student Services shall include, but not be limited to, face-to-face sessions, phone calls, and email correspondence with an individual student and/or the student's family to address the student's needs. Services may occur either on-site (at the Agency), at the student's home, or in the community. Direct Student Services may also include time spent on data entry associated with a particular Direct Student Service.
  2. Indirect Student Services (ISS): Indirect Student Services shall include all contact (face-to-face, telephone, letter writing, email correspondence) with an individual student's support system, including, but not limited to: teachers; school administration; school nurses; mental health professionals; chemical dependency professionals; medical professionals; probation officers; housing navigators; other SSAs (both in and out of the Agency); Prevention Intervention specialists; McKinney-Vento specialists; 2-1-1, etc.
    - a. Indirect Student Services shall also include time spent with limited students (those students not active on an SSA's caseload) when the time spent with the students is bulked together in SharePoint.
    - b. Data Reporting (DR): Data reporting services shall include, but not be limited to, the time spent updating information – with a focus on outcome data - in the SharePoint database. This may also include time spent on data entry not associated with a specific Direct or Indirect Student Service.
  3. Outreach/Education Services (OES): Outreach/Education Services shall include, but are not limited to: internal Agency meetings and trainings, including onboarding new Student Support Advocate staff; community meetings; training and information sharing to Agency staff and external providers about the Student Support Advocate program; external trainings; and other needed outreach not directly related to a particular case management student.

Group Services (GS): Group Services shall include, but are not limited to, large scale group activities with more than one student present (such as Operation School Bell), larger scale conversations with professionals around groups of students, and group facilitation as appropriate, when breaking out the time per individual student would be too cumbersome or inaccurate.

- C. The Agency shall prioritize the recruitment of at-risk students who are, or have family members who are, struggling with behavioral health issues and/or meeting basic needs. All services shall be delivered in a culturally sensitive and trauma-informed manner.
  - 1. Program participants shall be identified based on prevalence of risk factors, such as: student instability; school success issues; poor peer relations; family conflict or other behavioral health concerns within the family; abuse; food insecurity; housing issues or homelessness; aggressive or violent behavior; or other evident economic disadvantage.
  - 2. Students shall access the SSA Program by student self-referral, as well as referrals from teachers, administrators, school counselors, parents, and other professionals.
- D. SSAs shall assist students and their families with navigating complex social service systems such as the Department of Social and Health Services (DSHS), housing, mental health or substance use disorder treatment, and juvenile courts. SSAs shall ensure coordination with and referral to the school's McKinney-Vento specialist for students who are, or at risk of, homelessness. Advocates shall also provide general support for students and their families who may not have access to other community supports.
- E. SSAs shall coordinate with other school personnel, including, but not limited to, Prevention-Intervention specialists and McKinney-Vento specialists, and assist with urgent needs and gaps as they arise to address identified needs.
- F. SSAs shall assist students and families without medical care coverage to enroll in Washington Apple Health ([www.wahealthplanfinder.org](http://www.wahealthplanfinder.org)).
- G. Each SSA shall have a dedicated office space at their assigned school equipped with a computer and internet service. Where practical, the SSA's office shall be located apart from the school discipline area and in a high traffic location for ease of access.
- H. General hours of operation shall be during the school day, but flexibility of scheduling is a priority of this Contract. Early morning, evening, or even weekend appointments, including home visits, shall be scheduled based on the needs of each student and their family.

1. When general office hours are not observed, i.e. during school holidays or other scheduled vacation periods that exceed three (3) days in duration, the Agency shall maintain and monitor a central voicemail account, or SSA Helpline, to ensure continuity of service.
2. SSAs shall be available to provide services during each school vacation period, as negotiated with the County. The Agency shall submit a plan for the provision of summer services for approval by the County no later than **May 30, 2019**.
3. At a minimum, the plan for summer coverage shall include:
  - a. At least one SSA assigned to cover student needs and concerns at any given time;
  - b. Monitoring of central voicemail account or SSA Helpline; and
  - c. At least one (1) contact or attempted contact each month with each active student during school summer break (July and August). This service may include face-to-face meeting with student and/or family or a phone call with the student and/or family.
- I. SSAs shall participate in periodic Learning Community meetings and/or training events facilitated by the County. It is anticipated that these professional development meetings will occur quarterly, more or less, at the discretion of the County. The County will notify the Agency at least two (2) weeks prior to the scheduled date of the meeting.
- J. SSAs will remain abreast of community resources, including minimal participation in community meetings and events. As direct student and family support is a priority of this Contract, community meetings (outside of the Agency) shall be limited to 10% of the SSA's work time. Any deviation from this requirement in time must be preauthorized by County.
- K. SSAs may provide program support and consultation to other Student Support Advocate program sites. Support and consultation provided to these sites shall be logged in the monthly SSA logs under Consultation. The School/District to which consultation is being provided shall be documented in the SharePoint.
- L. Flex funds are provided to procure goods and/or services directly related to the needs of individual students and/or families. Examples of such purchases may include, but are not limited to food, housing, bus pass, etc. Flex funds shall not be paid directly to the student/family or used for the purchase of alcohol, tobacco, vaping, or marijuana products. The Agency shall obtain written permission from the County prior to the usage of flex funds for purchases over



\$50. Itemized receipts must be submitted with monthly invoice for reimbursement.

**V. DOCUMENTATION**

- A. The Agency shall record all Direct, Indirect, and Outreach/Education services provided under this Contract into the Sharepoint data collection tool (hereafter referred to as "Sharepoint") or other format determined and provided by the County. Failure to utilize the County-provided format or submit completed data on-time may result in delay of invoice processing.
- B. The Agency shall prioritize data collection and entry as a requirement of this Contract. SSAs shall ensure that an appropriate amount of time for data entry is set aside in their schedules on a regular basis (at a minimum biweekly) to ensure accurate and up-to-date information.
- C. SSAs shall utilize the County-developed data collection tools, including Sharepoint, and adhere to approved definitions for output and outcome measures. Approved definitions shall be provided by the County.
- D. The Agency shall report student-level data for research purposes including: student unique identifier, student age and/or grade level, and gender. This data shall be made available to the County in a format provided by the County.
- E. It is the responsibility of the Agency to de-identify the data, following County-provided instructions, prior to uploading it to the County website.
- F. SSAs shall record data for each student (excluding limited students), regardless of the reason for referral.
- G. SSAs shall fully complete all required fields within Sharepoint or other format provided by the County. Incomplete data will be returned to the SSAs for completion and data corrections shall be made within one (1) month. The County may hold invoice processing if data corrections are not made within one (1) month.
- H. SSAs shall utilize the County-provided Sharepoint instructions – SSA Data Entry Job Aid 2018-2019, and including school prefix list - to ensure consistency in data collection.
- I. SSAs shall utilize the data entered into SharePoint as the supporting documentation for the monthly invoice. SSAs shall utilize the County-provided template for reporting hours of service and this spreadsheet shall be attached to the invoice as supporting documentation.

- J. The Agency shall complete monthly uploads of up-to-date information to the County Sharepoint site by the 8<sup>th</sup> of each month. Uploads may be required more frequently as determined by the County.
- K. Data contained within the SharePoint database will be reviewed on a schedule to be determined by the County, and may be shared at Learning Community meetings.
- L. The County shall be granted access to the Agency's building and district-level Healthy Youth Survey (HYS) data through the Office of Superintendent of Public Instruction's online Education Data System and maintained through the duration of this Contract. HYS data shall be used by the County as a component of cross-site program evaluation.
- M. The Agency shall submit a brief program update, including changes in students and families' attitudes, knowledge, behavior, and skills on or before **June 30, 2019**. The narrative component of this report may be brief, but must provide an update on program services, supports, and impacts for January – June 2019.

**EXHIBIT C**  
**CONTRACT BUDGET - UNIT RATE**  
**STUDENT SUPPORT ADVOCATE PROGRAM**

**AGENCY NAME:** Edmonds School District

**CONTRACT PERIOD:** 1/1/2019 to 12/31/2019

**FUNDS AWARDED UNDER CONTRACT:**

REVENUE SOURCE	FUNDING PERIOD	AMOUNT	AMENDMENT	TOTAL AMOUNT
1/10th of 1% Local Sales Tax	1/1/19-12/31/19	\$ 198,000	\$ -	\$ 198,000
AOD Fund Balance	1/1/19-12/31/19	\$ 72,000		72,000
				-
				-
				-
				-
TOTAL FUNDS AWARDED:		\$ 270,000	\$ -	\$ 270,000

**MATCHING RESOURCES:**

TOTAL MATCHING RESOURCES:		\$	-

**MATCH REQUIREMENTS FOR CONTRACT:** % N/A AMOUNT: N/A

**OTHER PROGRAM RESOURCES (Identify):**

SOURCE	FUNDING PERIOD	AMOUNT
TOTAL OTHER RESOURCES:		\$ -

## EXPENDITURES

UNIT (NAME)	TOTAL # OF UNITS	RATE PER UNIT	TOTAL UNIT COSTS	FUND SOURCE	DEFINITION/NARRATIVE (if applicable)
Direct Hours	N/A	\$ 60.00	N/A	1/10th, AOD Fund	Refer to Exhibit B for definitions
Direct Hours Off-Site	N/A	\$ 75.00	N/A		
Indirect Hours	N/A	\$ 40.00	N/A		
Outreach/Engagement Hours	N/A	\$ 30.00	N/A		
Consultation	N/A	\$ 80.00	N/A		
Training	N/A	N/A	\$ 1,500.00	1/10th, AOD Fund	To be used for SSA Professional Development
Flex Funds	N/A	N/A	\$ 8,100.00		Refer to Exhibit B for flex funds definition
			\$ 198,000.00	1/10th	Effective 1/1/19-12/31/19
			\$ 72,000.00	AOD Fund Balance	Effective 1/1/19-12/31/19
		Total	\$ 270,000.00		