

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

809



FROM: Department of Public Social Services

SUBMITTAL DATE:
April 4, 2016

SUBJECT: Approve the Agreement with Operation SafeHouse for Temporary Emergency Shelter Services for Youth Ages 12-17, for DPSS, via the Competitive Bidding Process. All Districts; [\$560,000 Aggregate total]; [\$112,000 Annually] Federal: 37.91%; State 0.33%; County: 0.15%; Realignment 60.90%; Other: 0.71%.

RECOMMENDED MOTION: Move that the Board of Supervisors:

1. Approve and execute the professional service agreement #CS-03260 with Operation SafeHouse for the five year period of July 1, 2016 through June 30, 2021; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding to: (a) sign amendments that do not change the substantive terms of the agreement and (b) sign amendments to the compensation provisions that do not exceed 10% annually, as approved by County Counsel.

BACKGROUND:
(Continued on page 2)

Susan von Zabern
Susan von Zabern
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 112,000	\$ 112,000	\$ 560,000	\$ 0.00	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 168	\$ 168	\$ 840	\$ 0.00	

SOURCE OF FUNDS: Federal Funding: 37.91% State Funding: 0.33%;
County Funding: 0.15%; Realignment Funding: 60.90%; Other Funding: 0.71%
Budget Adjustment: No
For Fiscal Year: FY 16/17-20/21

C.E.O. RECOMMENDATION:

APPROVE

BY: *Jennifer L. Sargent*
Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington and Benoit
Nays: None
Absent: Tavaglione and Ashley
Date: June 7, 2016
xc: DPSS, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: 6/7/11, 3.58

District: All

Agenda Number:

3-29

PURCHASING & FLEET SERVICES: Lisa Brandl, Director
Departmental Concurrence
FORM APPROVED COUNTY COUNSEL
DATE
BY: GREGORY P. PRIAMOS

A-30 Positions Added
4/5 Vote Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FORM 11: Approve the Agreement with Operation SafeHouse for Temporary Emergency Shelter Services for Youth Ages 12-17, for DPSS, via the Competitive Bidding Process. All Districts; [\$560,000 Aggregate total]; [\$112,000 Annually] Federal: 37.91%; State 0.33%; County: 0.15%; Realignment 60.90%; Other: 0.71%.

DATE: April 4, 2016

PAGE: Page 2 of 2

BACKGROUND:

Summary

The Department of Public Social Services (DPSS), Children's Services Division (CSD), is committed to ensuring the safety, permanency and well-being of children throughout the county. To achieve this, DPSS seeks to provide temporary emergency shelter services to youth in crisis, allowing adequate time for social workers to secure long-term/permanent placement options. The County lacks the resources and manpower to provide these services without the assistance of a community partner.

Impact on Residents and Businesses

In addition to a full-range of shelter services, Operation SafeHouse provides individual, group, and family counseling, and a variety of educational and recreational activities. These services will stabilize youth in crisis while permanent placement options are being sought and will model appropriate behaviors that will strengthen lives and improve relationships.

SUPPLEMENTAL:

Additional Fiscal Information

Funding for this Agreement was budgeted through the normal County budgeting process. No budget adjustment is necessary. Funds for this Agreement have been allocated for FY 16/17. The following annual costs were submitted by the proposer:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total MRA
Shelter and Support Services	\$112,000	\$112,000	\$112,000	\$112,000	\$112,000	\$560,000

Contract History and Price Reasonableness

County Purchasing released Request for Quote # DPARC-477 on January 29, 2016. The RFQ was emailed to 400 vendors and was also advertised on the County Purchasing website. There were thirty-seven (37) vendors who accessed the RFQ, and of those, twenty five (25) vendors downloaded the RFQ.

The RFQ closed on March 1, 2016 and resulted in the submission of one (1) quotation package. Operation SafeHouse was the only vendor to respond to this bid. They are the incumbent and have a demonstrated ability to provide the services needed. The prices will remain the same for the next five (5) years at \$25.57 per bed (occupied and unoccupied), per night, with a guarantee of six (6) beds per night for both zones 1 & 3.

The annual amount of this agreement is \$112,000, with an aggregate total amount of \$560,000 for a total of twelve (12) beds available throughout the county, 365 days a year. DPSS is confident that the pricing is reasonable and a fair market value for the services provided.

Attachment

Professional Service Agreement (CS-03260) between DPSS and Operation SafeHouse.

SvZ:jd

**County of Riverside Department of Public Social Services
Contracts Administration Unit
10281 Kidd Street
Riverside, CA 92503**

AGREEMENT: CS-03260
CONTRACTOR: Operation SafeHouse
EFFECTIVE: July 1, 2016 - June 30, 2021
ANNUAL MAXIMUM REIMBURSABLE AMOUNT: \$112,000
MAXIMUM REIMBURSABLE AMOUNT: \$560,000

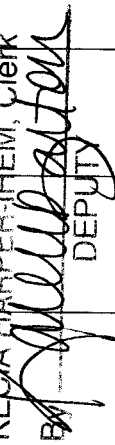
WHEREAS, the County of Riverside, Department of Public Social Services, (hereinafter referred to as the "County and or "DPSS") desires to provide Temporary Emergency Shelter for Youth Ages 12-17;


WHEREAS, Operation SafeHouse (hereinafter referred to as the "Contractor") is qualified to provide Temporary Emergency Shelter for Youth Ages 12-17;

WHEREAS, DPSS desires Operation SafeHouse to perform these services in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specify the responsibilities of DPSS and the Contractor;

NOW THEREFORE, DPSS and the Contractor do hereby covenant and agree that the Contractor shall provide said services in return for monetary compensation, all in accordance with the TERMS and CONDITIONS contained herein and exhibits attached hereto and incorporated herein (hereinafter referred to as an "Agreement").

Authorized Signature for County: 	Authorized Signature for Operation SafeHouse 
Printed Name of Person Signing: John J. Benoit	Printed Name of Person Signing: Kathy McAdara
Title: Chair, Board of Supervisors	Title: Executive Director
Address: 4080 Lemon Street Riverside, CA 92501	Address: 9685 Hayes Street Riverside, CA 92503
Date Signed: JUN 07 2016	Date Signed: 4/28/16

ATTEST:
 KECIA HARPER-JEM, Clerk

 DEPUTY

FORM APPROVED COUNTY COUNSEL
 BY:  ERIC STOPHER
 DATE: 4/28/16

JUN 07 2016 329

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List of Exhibits

Exhibit A- DPSS 2076A, DPSS 2076B & Instructions

- Exhibit B- CSD Youth Information Form
- Exhibit C – Daily Log-In Sheet
- Exhibit D – Observation Checklist
- Exhibit E – Assurance of Compliance
- Exhibit F – Special Incident Report
- Exhibit G – HIPAA Business Associate Agreement

TERMS AND CONDITIONS

I. DEFINITIONS

- A. "Bed night" refers to the availability (whether occupied or not) of one bed per youth per night using the standard 24-hour period of 12:00 a.m. – 11:59 p.m. as the method of measure. In instances where a youth does not remain at the shelter overnight, anytime spent at the shelter during the 24-hour period of that (12:00 a.m. – 11:59 p.m.) shall be considered a bed night and shall be billed at the approved bed night rate.
- B. "Contractor" refers to Operation SafeHouse and its employees, agents and representatives providing services under this Agreement.
- C. "CSD" refers to the County of Riverside Department of Public Social Services (DPSS) Children's Services Division.
- D. "DPSS and/or County" refers to the County of Riverside and its Department of Public Social Services, which has administrative responsibility for this Agreement.
- E. "HIPAA" refers to the Health Insurance Portability Accountability Act.
- F. "Occupied" bed is defined as any stay greater than or equal to one hour.
- G. "Subcontract" refers to any contract, purchase order, or other purchase agreement, including modifications and change orders to the foregoing, entered into by the Contractor with a subcontractor to furnish supplies, materials, equipment, and services for the performance of any of the terms and conditions contained in this Agreement.
- H. "Subcontractor" means any supplier, vendor, or firm that furnishes supplies, materials, equipment, or services to or for the Contractor or another subcontractor.
- I. "Temporary Shelter for Youth" refers to services provided by an organization that provides temporary shelter for youth ages 12-17 in need of emergency and/or temporary housing while options for permanent housing are being explored. Temporary shelter stays typically last no longer than fourteen (14) days, except in extraordinary cases as approved by DPSS.
- J. "UOS" refers to Unit of Service. Under this contract, UOS refers to the availability (whether occupied or not) of one bed per youth per night using the standard 24-hour period of 12:00 a.m. 11:59 p.m. as the method of measure. In instances where a youth does not remain at the shelter overnight, anytime spent at the shelter during the 24-hour period of that day (12:00 am. – 11:59 p.m.) shall be considered a bed night and shall be billed at the approved bed night rate. Shelter stays include board and care, food, clothing, counseling, educational activities and recreation. Although the duration of each stay will vary, shelter stays are typically zero (0) to fourteen (14) days.

II. OBJECTIVES

The objective of this contract is to enable the highest quality of care for youth ages 12-17 needing temporary emergency shelter services.

III. DPSS RESPONSIBILITIES

- A. Assign staff to be liaison between DPSS and the Contractor.
- B. DPSS may monitor the performance of the Contractor in meeting the terms, conditions and services in this Agreement. DPSS, at its sole discretion, may monitor the performance of the Contractor through any combination of the following methods: periodic on-site visits, annual inspections, evaluations and Contractor self-monitoring.
- C. Refer youth between the ages of 12 and 17 to the Contractor for temporary emergency shelter services.
- D. Ensure that referred youth meet one of the following criteria:

1. Youth who have been taken into protective custody by DPSS as a result of suspected abuse or neglect;
 2. Youth that are declared "dependents" of the juvenile court under Welfare and Institutions Code (WIC) Section 300 who have been removed from the custody of their parents because of abuse and/or neglect;
 3. Youth that may be in danger of becoming dependent of the Juvenile Court
 4. Youth who have open referrals that are currently under investigation by DPSS for abuse and/or neglect
 5. Youth who are "dual status" children under Welfare and Institutions Code (WIC) Section 300/602 of the Juvenile Court and DPSS Children's Services Division is the lead agency.
 6. Youth who are chronic runaways; and
 7. Youth who may be prescribed psychotropic medication, but currently not taking the medication due to being AWOL.
- E. Provide the Contractor with detailed information necessary for intake (i.e. information about the youth and the person placing youth at the facility).
- F. Place youth at the temporary emergency shelter while permanent placement options are being sought.
- G. All shelter stays beyond the fourteen (14) day period require written approval from DPSS Social Worker through the completion of the bottom of the Revised CSD Youth Information Form, attached hereto as Exhibit B, and incorporated herein by this reference. Any subsequent revision of the CSD Youth Information Form made, requested, and/or approved by DPSS will supersede as Exhibit B to the agreement.
- H. Communicate with the Contractor as needed to discuss any special circumstances that require authorization or immediate resolution. Discrepancies should be resolved prior to the billing period in an effort to reduce the number of disallowances. Assigned CSD staff shall review case details in each of the following circumstances.
1. All shelter placements that are scheduled by the Social Worker to stay beyond a fourteen (14) day period. All shelter stays beyond the fourteen (14) day period require written authorization from the DPSS social worker through the completion of the bottom of Exhibit B.
 2. All shelter placements that were transported by out-of-county social workers or law enforcement, but have been identified as Riverside County dependents.
 3. Walk-ins or voluntary drop-offs that are believed to have open CSD cases. Payment will not be issued for youth that were not referred to Contractor by DPSS. All walk-ins or voluntary drop-offs believed to have affiliation with DPSS must be cleared by DPSS CSD staff prior to shelter stay.
- I. The DPSS Social Worker shall provide the Contractor with a completed Placement Agreement, J132-A, or Parental Consent Form as required.
- J. Review all CSD Information Forms (Exhibit B) and Daily Log-In Sheets (Exhibit C) submitted by the Contractor to the Management Reporting Unit (MRU) in support of each request for payment.
- K. Reconcile all submitted forms with data contained within the CWS/CMS system and certify that appropriate approvals were obtained on Exhibit B for stays beyond fourteen (14) days. The results shall be recorded on the corresponding CSD Youth Intake Forms and Daily Log-In Sheets by CSD and returned to MRU for payment processing.

- L. Coordinate the medical and dental needs of the youth, including all routine visits. Ensure that physical, dental, vision, medical, psychological, psychiatric, and therapy services are made available and provided to each child while they are placed with the agency. The DPSS Social Worker shall offer instructions to the Contractor regarding the needs of the youth.

IV. CONTRACTOR RESPONSIBILITIES SCOPE OF SERVICES

A. ADMINISTRATION

The Contractor shall:

1. Assign staff to be liaison between the Contractor and DPSS.
2. Provide services to all Clients referred from all areas of Riverside County.
3. Operate a minimum of two (2) licensed temporary shelter facilities, one (1) in Eastern Riverside County (Desert) and one (1) in Western Riverside County, that operate 24 hours a day, seven days a week, including holidays, without interruptions. At present, shelter facilities are located in Riverside and Thousand Palms.
4. Notify DPSS sixty (60) days in advance of any changes or relocations of offices and/or shelter facilities.
5. Maintain licensed shelter facility that is in compliance with California Department of Social Services (CDSS) Community Care Licensing (CCL) Division regulations. Facility shall meet all policies and regulatory requirement, and maintain all licenses, accreditation or any criteria established by the state and/or the County to ensure quality services as they may now exist, or may be modified or adopted in the future.
6. Provide all services and client documents in English and Spanish. In the event a client's primary language is other than English or Spanish, the Contractor must make available a translator to assist the client.
7. Employ staff that are trained and have a current certification in First Aid and CPR. Certified staff will be on each shift whenever children are present.
8. Conduct Department of Justice (DOJ) background checks on all employees, volunteers, and subcontractors at the Shelter.
9. Establish a written policy and procedure for reporting suspected incidents of child abuse and neglect, and ensure that staff members who provide services know how to report such incidents by having staff sign a training acknowledgement form. Report actual or suspected Child Abuse and/or neglect to the Children's Services Division Child Abuse Hotline at 1-800-442-4918 within 24 hours of the incident.
10. Contact CSD Social Worker of all special incidents. Special incidents include, but are not limited to:
 - a. Suicide or attempt and/or other psychiatric emergency;
 - b. Unauthorized absence without leave (AWOL) from Contractor's facility;
 - c. Death or serious injury;
 - d. Criminal behavior (including arrests with or without conviction);
 - e. Positive results of substance abuse from urine screenings;
 - f. Court action, such as court order returning client back to State hospital or State prison; and
 - g. Any other incident which may result insignificant public or media attention to the program.
11. Complete State-required CCLS forms for a Special Incident, along with the Special Incident Report, DPSS Form 4113, (Exhibit F) and forward to CSD Social Worker and the Child Abuse Reporting Hotline, as a Mandated Reporter, within twenty-four (24) hours of occurrence whenever a child is restrained, or if there is an appearance

of child maltreatment. The contractor must provide DPSS with a full written reporting concerning the allegations, counseling, diagnosis, prognosis, if applicable, contact with parents/caregivers and their willingness to cooperate.

B. SERVICE DELIVERY

The Contractor shall:

1. Accept any DPSS referred youth ages 12-17 who meet one of the following criteria:
 - a. Youth who have been taken into protective custody by DPSS as a result of suspected abuse or neglect;
 - b. Youth that are declared "dependents" of the juvenile court under Welfare and Institutions Code (WIC) Section 300 who have been removed from the custody of their parents because of abuse and/or neglect;
 - c. Youth that may be in danger of becoming dependent of the Juvenile Court;
 - d. Youth who have open referrals that are currently under investigation by DPSS for abuse and/or neglect;
 - e. Youth who are "dual status" children under Welfare and Institutions Code (WIC) Section 300/602 of the Juvenile Court and DPSS Children's Services Division is the lead agency'
 - f. Youth who are chronic runaways; and
 - g. Youth who may be prescribed psychotropic medication, but currently not taking the medication due to being AWOL.
2. Accept placement for any youth mentioned in #1 above, unless the provider's capacity is full. Any denial of placement shall be fully documented and submitted to Social Worker within 24 hours.
3. Coordinate with the DPSS Placing Social Worker for placement needs of youth. In most cases, the youth shall remain at the temporary emergency shelter for a maximum of fourteen (14) days while permanent placement options are being sought.
4. Coordinate with the DPSS Placing Social Worker and Supervisor for authorizations for shelter stays longer than fourteen (14) days.
5. Comply with all health and safety requirements, including passing facility inspection by County's Department of Environmental Health and local fire department.
6. Provide temporary shelter beds for DPSS referred youth, ages 12-17 years of age who have been taken into protective custody as a result of suspected or substantiated abuse and neglect, as well as youth adjudicated dependents of the Juvenile Court.
7. Provide a full range of shelter services including, but not limited to, shelter, food, and educational and counseling services to each youth while placed at the shelter.
8. Provide 24-hour oversight of all referrals by trained personnel, to strengthen safety, support, and supervision of youth in residence.
9. Provide a safe and clean living environment with lighting, toilet and bathing facilities, hot and cold water, and a change of laundered bedding at least once a week for each new occupant.
10. Provide three (3) balanced and complete meals each day (plus snacks and beverages.) Meals must be consistent with United States Department of Agriculture (USDA) dietary guidelines, including accommodations for special diets; at least two (2) meals should be hot meals.
11. Provide toiletries (comb, toothbrush, deodorant, shampoo, hygiene products) as needed, and laundry services.
12. Provide separate housing/accommodations for male and female occupants.
13. Monitor co-ed interactions at all time. Guarantee that co-ed residents will be supervised at all times while in commonly shared areas (i.e. game rooms, living spaces, etc).

14. Provide outdoor space that is well maintained and readily available for regular use by shelter residents.
15. Provide transportation to and from school and other youth or extracurricular activities.
16. Monitor and assess the health and well-being of youth at all times. Consult with a medical professional when unusual changes in the youth's health and/or well-being occur and/or in cases where medical opinion is required in order to make a comprehensive assessment. Document all health care observations and advice obtained from medical professional.
17. Obtain medical care in both emergency and non-emergency situations in which unexpected and immediate care is required. The Contractor shall determine the best course of action based on the injury or medical condition and act accordingly by dialing 911 or by transporting youth directly to a doctor's office or hospital.
18. Administer medication as prescribed below:
 - a. Ensure that court authorization (Ex-Parte Order) is received for the administration of any psychotropic medication.
 - b. Follow explicitly and support doctor's orders for psychiatric and other medications.
 - c. Store all medication (prescribed and over the counter) in a locked cabinet, drawer, etc.
 - d. Log all medications and include in client/resident records.
 - e. Verify medications that are currently taken by client/resident and go over instructions for disbursement with placing social worker at the time of intake.

C. INTAKE/ASSESSMENT/CASE MANAGEMENT

The Contractor shall:

1. Conduct Intake and complete intakes forms for each child that DPSS places at the shelter. At minimum, the intake forms must be legible and include:
 - a. Youth's full name (Last, First, Middle)
 - b. Age
 - c. Date of birth
 - d. Sex (M/F)
 - e. City of residence
 - f. Zip code
 - g. Date and time of entry and exit for each juvenile placed at the shelter by DPSS
 - h. Proof of referral from DPSS
 - i. Copy of signed Placement Agreement
 - j. Contact information on the person that transported the youth to the shelter
 - k. Contact information on the person that removed the youth from the shelter
 - l. Discharge plans
 - m. Authorization for stays beyond seven (7) days
 - n. Mother's name and any known aliases
 - o. Social worker's name and telephone number
 - p. Social Worker's Supervisor's name and number
2. Complete and maintain the Observation Checklist (Exhibit D) for each child that DPSS places at the shelter.
 - a. An observation checklist must be completed for each day the youth spends at the shelter, and a copy shall be provided to the CSD Social Worker or designee via fax or in-person at the time of the youth's discharge from the shelter.
3. Track all shelter placements from the time of entry to the time of exit. At minimum, documentation must be legible and include the following:

- a. Youth's name (Last, First, Middle)
 - b. Age
 - c. Date of birth
 - d. Sex (M/F)
 - e. City of residence
 - f. Zip code
 - g. Referral source (DPSS, Law Enforcement or Court)
 - h. Printed name and signature of person placing and removing the youth
 - i. Date and time of entry of juvenile placed in its care by DPSS, Law Enforcement or Court
 - j. Date, time and reason for release of each juvenile placed in its care by DPSS, Law Enforcement or Court
 - k. Full number of days of shelter stay, and the number of units being billed for youth
 - l. Name of individual medication released to at exit.
4. Have the capacity to respond to clients in crisis either directly or through collaboration with other health and/or human service providers.
 5. Counsel youth to help reduce stress and relationship issues.
 6. Offer youth referrals to community resources as needed with DPSS Social Worker instructions.
 7. Maintain organized client case files that document information gathered at intake, counseling sessions logs, daily assessment of youth, social worker mandates, key contacts, phone call logs, educational plans, authorized medication under Ex-Parte Order, administering of over-the-counter medications.
 8. Maintain all records regarding shelter residents at the site where the resident is located. These records shall be made available to authorized DPSS staff upon request.
 9. Secure all client files under a double-lock system. Files must be maintained in a locked filing cabinet that is stationed in a secure/locked area with restricted access.

D. PUBLIC RELATIONS

The Contractor shall:

1. Develop and maintain public relations materials that clearly demonstrate the number of years that the shelter has been serving the community, the evolution of the program based on changing community needs and dynamics, the mission statement and current stakeholders. Public relations shall be accessible to youth, parents, organizations, and the general community so that this contracted service is well-known and utilized.
2. Develop and maintain community collaborations and partnerships with community based organizations or other human services organizations that the agency will use to provide services for the emergency temporary shelter program.

E. REPORTING

The Contractor shall:

1. Submit weekly reports to DPSS containing a list of current youth clients, the number of DPSS referrals per shelter location, referring social worker's name, services rendered, goals met, and problems encountered.
2. Submit the report in electronic format to:
 - a. contractreporting@riversidedpss.org
3. Report any denial of placement and provide justification within 24 hours of denial by submitting to DPSS Social Worker.

F. FISCAL

1. MAXIMUM REIMBURSABLE AMOUNT

Total payment under this Agreement shall not exceed in aggregate \$560,000.00. Annually, payments shall not exceed:

FISCAL YEAR PERIOD	ANNUAL PAYMENT
July 1, 2016 through June 30, 2017	\$112,000.00
July 1, 2017 through June 30, 2018	\$112,000.00
July 1, 2018 through June 30, 2019	\$112,000.00
July 1, 2019 through June 30, 2020	\$112,000.00
July 1, 2020 through June 30, 2021	\$112,000.00
Total	\$560,000.00

2. UNIT OF SERVICE COST RATE

Under this agreement, a unit of service is defined as a bed night rate of \$25.57 per bed for a minimum of twelve (12) beds, whether occupied or unoccupied, for the term of this agreement.

3. METHOD, TIME AND SCHEDULE CONDITIONS OF PAYMENT

- a. The Contractor will be paid the actual amount of each monthly invoice for payment that is accompanied by completed CSD Youth Information Forms (Exhibit B) and Daily Log-In Sheets (Exhibit C). The Contractor must clearly designate on both the DPSS Payment Request Form (Exhibit A) and the Daily Log-In Sheet (Exhibit C) whether each bed night billed for was occupied or unoccupied. If the required supporting documentation is not provided, DPSS may delay payment until the information is received by DPSS.
- b. All completed claims must be submitted on a monthly basis no later than 30 days after the end of each month in which the services were provided. All complete claims submitted in a timely manner shall be processed within forty-five (45) calendar days.
- c. The Contractor shall submit DPSS Forms 2076A, 2076B (if applicable) (Exhibit A), following the instructions set forth. Exhibit A is attached hereto and incorporated herein by this reference for request of all payments.
- d. Each claiming period shall consist of a calendar month claiming period. Contractor Invoice estimates for May and June are due no later than the 5th of June. Actual Contractor invoices for May and June are due no later than the 30th of July.

4. FINANCIAL RESOURCES

The Contractor warrants that during the term of this Agreement, the Contractor shall retain sufficient financial resources necessary to perform all aspects of its obligations, as described under this Agreement. Further, the Contractor warrants that there has been no adverse material change in the Contractor, Parent, or Subsidiary business entities, resulting in negative impact to the financial condition and circumstances of the Contractor since the date of the most recent financial statements.

5. RECORDS, INSPECTIONS AND AUDITS

- a. The Contractor shall maintain auditable books, records, documents, and other evidence pertaining to costs and expenses in this Agreement. The Contractor shall

maintain these records for three (3) years after final payment has been made or until all pending County, State, and Federal audits, if any, are completed, whichever is later.

- b. Any authorized representative of the County of Riverside, the State of California, and the Federal government shall have access to any books, documents, papers, electronic data, and other records, which these representatives may determine to be pertinent to this Agreement, for the purpose of performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all reasonable times to inspect or otherwise evaluate the work performed, or being performed, under this Agreement and the premises in which it is being performed.
- c. This access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after final payment is made, or until all pending County, State, and Federal audits are completed, whichever is later.
- d. Should the Contractor disagree with any audit conducted by DPSS, the Contractor shall have the right to employ a licensed, Certified Public Accountant (CPA) to prepare and file with DPSS a certified financial and compliance audit that is in compliance with generally-accepted government accounting standards of related services provided during the term of this Agreement. The Contractor shall not be reimbursed by DPSS for such an audit.
- e. In the event the Contractor does not make available its books and financial records at the location where they are normally maintained, the Contractor agrees to pay all necessary and reasonable expenses, including legal fees, incurred by DPSS in conducting such an audit.
- f. Contractors that expend \$750,000 or more in a year in Federal funding shall obtain an audit performed by an independent auditor in accordance with generally accepted governmental auditing standards covering financial and compliance audits as per the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996, as per OMB Circular A-133. However, records must be available for review and audit by appropriate officials of Federal, State and County agencies.

6. SUPPLANTATION

The Contractor shall not supplant any federal, state, or County funds intended for the purpose of this Agreement with any funds made available under any other Agreement. The Contractor shall not claim reimbursement from DPSS for, or apply any sums received from DPSS, with respect to the portion of its obligations, which have been paid by another source of revenue. The Contractor agrees that it will not use funds received pursuant to this Agreement, either directly or indirectly, as a contribution or compensation for purposes of obtaining state funds under any state program or County funds under any County programs without prior approval of DPSS.

7. DISALLOWANCE

In the event the Contractor receives payment for services under this Agreement which is later disallowed for nonconformance with the terms and conditions herein by DPSS, the Contractor shall promptly refund the disallowed amount to DPSS on request, or at its

option, DPSS may offset the amount disallowed from any payment due to the Contractor under any agreement with DPSS.

G. ADMINISTRATIVE

1. CONFLICT OF INTEREST

The Contractor, Contractor's employees, and agents shall have no interest, and shall not acquire any interest, direct or indirect, which shall conflict in any manner or degree with the performance of services required under this Agreement.

2. CONFIDENTIALITY

The Contractor shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

Each party shall ensure that case record information is kept confidential when it identifies an individual by name, address, or other information. Confidential information requires special precautions to protect it from loss, unauthorized use, access, disclosure, modification, and destruction.

The parties to this Agreement shall keep all information that is exchanged between them in the strictest confidence, in accordance with Section 10850 of the Welfare and Institutions Code. All records and information concerning any and all persons referred to the Contractor shall be considered and kept confidential by the Contractor, its staff, agents, employees and volunteers. The Contractor shall require all of its employees, agents, subcontractors and volunteer staff who may provide services under this Agreement with the Contractor before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to the Contractor by Riverside County.

The confidentiality of juvenile records is established under section 827 and 828 of the Welfare and Institutions Code, California Rules of Court, Rule 5.552 and case law. The Juvenile Court has exclusive jurisdiction over juvenile records and information and has the responsibility to protect the interests of minors and their families in the confidentiality of any records and information concerning minors involved in the justice system and to provide a reasonable method for release of these records and information in appropriate circumstances.

Contractor shall ensure that no person will publish, disclose, use, permit, or cause to be published, disclosed, or used, any confidential information pertaining to any applicant or recipient of services under this Agreement. The Contractor agrees to inform all persons directly or indirectly involved in administration of services provided under this Agreement of the above provisions and that any person deliberately violating these provisions is guilty of a misdemeanor.

3. HOLD HARMLESS/INDEMNIFICATION

CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to

property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

CONTRACTOR'S obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR'S obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

4. INSURANCE

a. Without limiting or diminishing the Contractor's obligation to indemnify or hold the County harmless, Contractor shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage's during the term of this Agreement. As respects to the insurance section only, the County herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

(1) Worker's Compensation:

If the Contractor has employees as defined by the State of California, the Contractor shall maintain statutory Worker's Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

(2) Commercial General Liability:

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County as additional Insured. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

(3) Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Contractor shall maintain liability insurance for all

owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the County as additional Insured.

Professional Liability:

If, at any time during the duration of this Agreement and any renewal or extension thereof, the Contractor, its employees, agents or subcontractors provide professional counseling for issues of medical diagnosis, medical treatment, mental health, dispute resolution or any other services for which it is the usual and customary practice to maintain Professional Liability Insurance, the Contractor shall procure and maintain Professional Liability Insurance (Errors & Omissions), providing coverage for performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If Contractor's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made insurance policy Contractor shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate through Certificates of Insurance that Contractor has maintained continuous coverage with the same or original insurer. Coverage provided under items 1), 2) or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

b. General Insurance Provisions – All lines:

- (1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- (2) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retention unacceptable to the County, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the County, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- (3) Contractor shall cause Contractor's insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of

the insurance carrier(s) that thirty (30) days written notice shall be given to the County of Riverside prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not commence operations until the County has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.

- (4) It is understood and agreed to by the parties hereto that the Contractor's insurance shall be construed as primary insurance, and the County's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- (5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years the County reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein, if, in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the Contractor has become inadequate.
- (6) Contractor shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.
- (7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the County.
- (8) Contractor agrees to notify County of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

5. LICENSES AND PERMITS

In accordance with the provisions of the Business and Professions Code concerning the licensing of Contractors, all Contractors shall be licensed, if required, in accordance with the laws of this State and any Contractor not so licensed is subject to the penalties imposed by such laws.

The Contractor warrants that it has all necessary permits, approvals, certificates, waivers, and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, State of California, the County of Riverside and all other appropriate governmental agencies, and shall maintain these throughout the term of this Agreement.

6. INDEPENDENT CONTRACTOR

It is understood and agreed that the Contractor is an independent Contractor and that no relationship of employer-employee exists between the parties hereto. Contractor and/or Contractor's employees shall not be entitled to any benefits payable to employees of the County including, but not limited to, County Worker's Compensation benefits. County shall not be required to make any deductions for employees of Contractor from the compensation payable to Contractor under the provision of this Agreement.

As an independent Contractor, Contractor hereby holds County harmless from any and all claims that may be made against County based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement. As part of the foregoing indemnity, the Contractor agrees to protect and defend at its own expense, including attorney's fees, the County, its officers, agents and employees in any legal action based upon any such alleged existence of an employer-employee relationship by reason of this Agreement.

7. ASSIGNMENT

The Contractor shall not assign any interest in this Agreement, and shall not transfer any interest in the same, whether by assignment or novation, without the prior written consent of DPSS. Any attempt to assign or delegate any interest without written consent of DPSS shall be deemed void and of no force or effect.

8. PERSONNEL

a. Upon request by DPSS, the Contractor agrees to make available to DPSS a current list of personnel that are providing services under this Agreement who have contact with children or adult clients. The list shall include:

- (1) All staff who work full or part-time positions by title, including volunteer positions; and
- (2) A brief description of the functions of each position and hours each position worked; and
- (3) The professional degree, if applicable and experience required for each position.

DPSS has the sole discretion to approve or not approve any person on the Contractor's list that has been convicted of any crimes involving sex, drugs or violence, or who is known to have a substantiated report of child abuse, as defined in Penal Code Section 11165.12, who occupy positions with supervisory or disciplinary power over minors, or who occupies supervisory or teaching positions over adult clients. DPSS shall notify the Contractor in writing of any person not approved, but to protect client confidentiality, may not be able to disclose the reason(s) for non-approval. Upon notification, the Contractor shall immediately remove that person from providing services under this Agreement.

b. Background Checks

Conduct criminal background records checks on all employees, subcontractors, and volunteers providing services under this Agreement. Prior to these individuals providing services to clients, the Contractor shall have received a criminal records clearance from the State of California Department of Justice (DOJ). A signed certification of such clearance shall be retained in each individual's personnel file.

- c. Required Licenses or Certifications
- d. Required Level of Education
- e. Alcohol and Drug Use Prohibited

As a material condition of this Agreement, the Contractor agrees that the Contractor and its employees, while performing services for DPSS:

Shall not be in any way impaired because of being under the influence of alcohol or drugs.

- (1) Shall not possess an open container of alcohol or consumer alcohol or possess or be under the influence of an illegal drug.
- (2) Shall not sell, offer, or provide alcohol or an illegal drug to another person. This provision shall not be applicable to the Contractor or its employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

DPSS may terminate for default or breach of this Agreement, if the Contractor or its employees are determined by DPSS not to be in compliance with the conditions in this section.

9. SUBCONTRACT FOR SERVICES

a. The Contractor shall not enter into any subcontract with any subContractor who:

- (1) is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
- (2) has within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) is presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
- (4) has within a 3-year period preceding this Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

- b. The Contractor shall be as fully responsible for the acts or omissions of its subcontractors, and of persons either directly or indirectly employed by them as for the acts or omissions of persons directly employed by the Contractor.
- c. The Contractor shall insert appropriate clauses in all subcontracts to bind subcontractors to the terms and conditions of this Agreement insofar as they are applicable to the work of subcontractors.

- d. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives.

10. DEBARMENT AND SUSPENSION

As a sub-grantee of federal funds under this Agreement, the Contractor certifies that it, and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by a federal department or agency.
- b. Have not within a 3-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for the commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State anti-trust status or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicated or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph above; and
- d. Have not within a 3-year period preceding this Agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

11. COMPLIANCE WITH RULES, REGULATIONS AND DIRECTIVES

The Contractor shall comply with all rules, regulations, requirements, and directives of the California Department of Social Services, other applicable state agencies, and funding sources which impose duties and regulations upon DPSS, which are equally applicable and made binding upon the Contractor as though made with the Contractor directly.

12. EMPLOYMENT PRACTICES

- a. The Contractor shall not discriminate in its recruiting, hiring, promoting, demoting, or terminating practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex in the performance of this Agreement, and to the extent they shall apply, with the provisions of the Fair Employment and Housing Act (FEHA), and the Federal Civil Rights Act of 1964 (P. L. 88-352).
- b. In the provision of benefits, the Contractor shall certify and comply with Public Agreement Code 10295.3, to not discriminate between employees with spouses and employees with domestic partners, or discriminate between the domestic partners and spouses of those employees.
- c. For the purpose of this section Domestic Partner means one of two persons who have filed a declaration of domestic partnership with the Secretary of State pursuant to Division 2.5 (commencing with Section 297) of the Family Code.

13. EQUAL EMPLOYMENT OPPORTUNITY

By signing this Agreement or accepting funds under this Agreement, the Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled " Equal Employment Opportunity", as amended by Department of Labor regulations (41 CFR Chapter 60).

14. FAIR LABOR STANDARDS ACT

- a. The hourly rate may be adjusted to reflect increases or decreases by the Contractor in wages and fringe benefits to the extent that these increases or decreases are made to comply with:

An increased or decreased wage determination applied to this Agreement by operation of law;

- (1) An amendment to the Fair Labor Standards Act of 1938 that is enacted subsequent to award of this Agreement, affects the minimum wage, and becomes applicable to this Agreement under law;
- (2) Any such adjustment will be limited to increases or decreases in wages and fringe benefits, and to the accompanying increases or decreases in social security and unemployment taxes and worker's compensation insurance; it shall not otherwise include any amount for general and administrative costs, overhead, or profit;

- b. The Contractor shall notify the DPSS Contracts Administration unit of any:

- (2) Increase claimed under this clause within thirty (30) days after the effective date of the wage change, unless the period is extended by the DPSS Contracts Administration unit in writing; and/or
- (3) Decrease under this clause, but nothing in the clause shall preclude DPSS from asserting a claim within the period permitted by law. The notice shall contain a statement of the amount claimed and any relevant supporting data that the DPSS Contracts Administration Unit may reasonably require. Upon agreement of the parties, the Agreement hourly rate shall be modified in writing. The Contractor shall continue performance pending agreement on determination of any such adjustment and its effective date.

15. CLIENT CIVIL RIGHTS COMPLIANCE

- a. Assurance of Compliance

The Contractor shall complete the Vendor Assurance of Compliance with Riverside County Department of Public Social Services Non-Discrimination in State and Federally Assisted Programs, attached hereto as Exhibit E and incorporated herein by this reference. The Contractor will sign and date Exhibit E and return it to DPSS along with the executed Agreement. The Contractor shall ensure that the administration of public assistance and social service programs are non-discriminatory. To the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance.

- b. Client Complaints

The Contractor shall further establish and maintain written referral procedures under which any person, applying for or receiving services hereunder, may seek resolution

from Riverside County DPSS Civil Rights Coordinator of a complaint with respect to any alleged discrimination in the provision of services by Contractor's personnel. The Contractor must distribute to social service clients that apply for and receive services, "Your Rights Under California Welfare Programs" brochure (Publication 13). For a copy of this brochure, visit the following website at:

<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/pub13.pdf>

Civil Rights Complaints should be referred to:

Civil Rights Coordinator
Riverside County Department of Public Social Services
10281 Kidd Street
Riverside, CA 92503
(951) 358-6841

c. **Services, Benefits and Facilities**

Contractor shall not discriminate in the provision of services, the allocation of benefits, or in the accommodation in facilities on the basis of color, race, religion, national origin, sex, age, sexual preference, physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d and all other pertinent rules and regulations promulgated pursuant thereto, and as otherwise provided by State law and regulations, as all may now exist or be hereafter amended or changed.

For the purpose of this Section, discrimination means denying a participant or potential participant any service, benefit, or accommodation that would be provided to another and includes, but is not limited to, the following:

- (1) Denying a participant any service or benefit or availability of a facility.
- (2) Providing any service or benefit to a participant which is different, or is provided in a different manner, or at a different time or place from that provided to other participants on the basis of race, color, creed or national origin.
- (3) Restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit. Treating a participant differently from others in satisfying any admission requirement or condition, or eligibility requirement or condition, which individuals must meet in order to be provided any service or benefit.

d. **Cultural Competency**

Contractor shall cause to be available bilingual professional staff or qualified interpreter to ensure adequate communication between clients and staff. Any individual with limited English language capability or other communicative barriers shall have equal access to services.

For the purpose of this Section, a qualified interpreter is defined as someone who is fluent in English and in the necessary second language, can accurately speak, read and readily interpret the necessary second language and/or accurately sign and read sign language. A qualified interpreter must be able to translate in linguistically appropriate terminology necessary to convey information such as symptoms or instructions to the client in both languages.

16. PROCEDURE TO RESOLVE CLIENT GRIEVANCE

Contractor shall establish a client grievance policy and procedure that describes the system by which clients of service shall have the opportunity to express and have considered their views, grievance, and complaints regarding the Contractor's delivery of services. This system shall not negate the rights of a client for a State hearing.

17. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)

Under the Health Insurance Portability and Accountability Act (IHPAA), 42 U.S.C. 1320d et seq. and its 162, and 164 ("Privacy Rule and Security Rule"), the Contractor must comply with the Security Rule as a Business Associate, if under this Agreement, it receives, maintains or transmits any health information in electronic form in connection with a transaction covered by part 162 of Title 45 of the Code of Federal Regulations.

The County and Contractor acknowledge that HIPAA mandates them to comply as business associates in order to safeguard protected health information that may be accessed during the performance of this Agreement. The parties agree to the terms and conditions set forth from the County of Riverside Board of Supervisors Policy No. B-23 and the HIPAA Business Associated Agreement with County of Riverside DPSS as attached hereto as Exhibit G.

All social service privacy complaints should be referred to:

Department of Public Social Services
HR/Administrative Compliance Services Unit
10281 Kidd Street
Riverside, CA 92503
(951) 358-3030

18. 501(c)(3) NON-PROFIT STATUS

In accordance with W&I code section 18983.5, the contractor shall be incorporated as a non-profit corporation and shall submit a copy of stated documentation confirming 501(c)(3) non-profit status to the DPSS Contracts Administration Unit annually. Documentation will include a Letter of Good Standing and confirmation of tax exempt status from the California Franchise Tax Board and Internal Revenue Service.

19. CHILD ABUSE REPORTING

If Contractor is a mandated reporter under Penal Code Sections 11165 -11174.3, the Contractor shall establish a procedure acceptable to the County and in accordance with applicable laws to ensure that all employees, volunteers, consultants, subcontractors or agents performing services under this Agreement report child abuse or neglect to a child protective agency as defined in the Penal Code.

20. CONTRACT TRANSITION PERIOD

The Contractor recognizes that the services under this contract are vital to DPSS and must be continued without interruption, and that, upon contract expiration, a successor, either DPSS or another contractor, may continue the services outlined herein. The Contractor agrees to exercise its best efforts and cooperation to effect an orderly and efficient transition of clients to a successor.

The Contractor shall, upon written notification from DPSS, negotiate in good faith a transition plan with a successor to determine the nature and extent of the transitioning of

services. The transition plan for each service type and shall be subject to DPSS' approval and shall specify:

List of clients that include:
Current contact information;
Assigned social worker.

Discharge summary that includes:
Services received;
Number of hours of services completed;
On-going service recommendations;
Date for transferring responsibilities.

The Contractor shall continue delivering services to all DPSS referred clients until notified otherwise.

The Contractor shall provide DPSS with copies of client files and data to assist DPSS with the orderly transition and transfer of clients to DPSS or subsequent Contractor(s).

The Contractor shall provide, in a timely manner, all file and database information deemed necessary by DPSS for use in subsequent contracting activities without additional cost to DPSS or the new Contractor(s), upon termination or expiration of this Agreement for any reason.

The Contractor shall cooperate with DPSS during the transition close-out period to ensure orderly and seamless delivery of services to clients.

V. GENERAL

A. PERIOD OF PERFORMANCE

This Agreement shall be effective July 1, 2016 to June 30, 2021, unless terminated earlier. CONTRACTOR shall commence performance upon the effective date of this Agreement and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

B. NOTICES

All notices, claims, correspondence, and/or statements authorized or required by this Agreement shall be addressed as follows:

DPSS: Department of Public Social Services
Contracts Administration Unit
P.O. Box 7789
Riverside, CA 92513

Invoices and other financial documents:
Department of Public Social Services
Fiscal/Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

CONTRACTOR:

Riverside Site Location
 Attn: Kathy McAdara
 Operation SafeHouse
 9685 Hayes Street
 Riverside, CA 92503
 CDSS License # 336-402216

Thousand Palms Site Location
 Attn: Kathy McAdara
 Operation SafeHouse
 72710 E. Lynn Street
 Thousand Palms, CA 92276
 CDSS License # 336-423427

All notices shall be deemed effective when they are made in writing, addressed as indicated above, and deposited in the United States mail. Any notices, correspondence, reports and/or statements authorized or required by this Agreement, addressed in any other fashion will not be acceptable.

C. AVAILABILITY OF FUNDING

DPSS' obligation for payment of any Agreement is contingent upon the availability of funds from which payment can be made.

D. DISPUTES

1. The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement which is not resolved by the parties shall be decided by the County's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

2. Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations

E. SANCTIONS

Failure by the Contractor to comply with any of the provisions covenants, requirements, or conditions of this Agreement including, but not limited to, reporting and evaluation requirements, shall be a material breach of this Agreement. In such event, DPSS may immediately terminate this Agreement and may take other remedies available by law, or otherwise specified in this Agreement. DPSS may also:

1. Afford the Contractor a time period within which to cure the breach, the period of which shall be established at the sole discretion of DPSS; and/or
2. Discontinue reimbursement to the Contractor for, and during the period in which the Contractor is in breach, the reimbursement of which the Contractor shall not be entitled to recover later; and/or
3. Withhold funds pending a cure of the breach; and/or
4. Offset against any monies billed by the Contractor but yet unpaid by DPSS. DPSS shall give the Contractor notice of any action pursuant to this paragraph, the notice of which shall be effective when given.

F. GOVERNING LAW

This Agreement shall be construed and interpreted according to the laws of the State of California. Any legal action related to the interpretation or performance of this Agreement shall be filed only in the appropriate courts located in the County of Riverside, State of California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.

G. CONSUMER PRICE INDEX

No price increases will be permitted during the first year of the Agreement. All price decreases (for example, if Contractor offers lower prices to another governmental entity) will automatically be extended to the DPSS. The DPSS requires written proof satisfactory to DPSS of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to secure such adjustment. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Contract. The net dollar amount of profit will remain firm during the period of the Contract. Annual increases shall not exceed the Consumer Price Index (CPI) for (all consumers, all items for the Los Angeles, Riverside and Orange County, CA areas) Temporary Emergency Shelter for Youth Ages 12-17 and be subject to satisfactory performance review by the County and approved (if needed) for budget funding by the Board of Supervisors.

H. MODIFICATION OF TERMS

No addition to or alteration of the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees shall be valid unless made in writing and formally approved and executed by both parties. Requests to modify fiscal provisions shall be submitted no later than April 1.

I. NON-APPROPRIATION OF FUNDS

The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. In the State of California, Government agencies are not allowed to pay excess interest and late charges, per Government Codes, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

J. TERMINATION

This Agreement may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event DPSS elects to abandon, indefinitely postpone, or terminate the Agreement, DPSS shall make payments for all services performed up to the date that written notice was given in a prorated amount.

K. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

COUNTY OF RIVERSIDE
DEPARTMENT OF PUBLIC SOCIAL SERVICES

CONTRACTOR PAYMENT REQUEST

EXHIBIT A

To: Riverside County
Department of Public Social Services
Attn: Management Reporting Unit
4060 County Circle Drive
Riverside, CA 92503

From: Operation SafeHouse
Remit to Name

Address

Contractor Name

Contract Number

Total amount requested _____ for the period of _____ 20 _____

Select Payment Type(s) Below:

- Advance Payment \$ _____
(if allowed by Contract/MOU)
- Actual Payment \$ _____
(Same amount as 2076B if needed)
- Unit of Service Payment \$ _____ # of Units) X _____ (\$) _____
- _____ # of Units) X (\$) _____ # of Units) X _____ (\$) _____
- _____ # of Units) X (\$) _____ # of Units) X _____ (\$) _____

Any questions regarding this request should be directed to: _____
Name Phone Number

I hereby certify under penalty of perjury that to the best of my knowledge the above is true and correct

Authorized Signature Title Date

FOR DPSS USE ONLY (DO NOT WRITE BELOW THIS LINE)

Business Unit (5) _____
Account (6) _____
Fund (5) _____
Dept ID (10) _____
Program (5) _____
Class (10) _____
Project/Grant (15) _____
Vendor Code (10) _____

Purchase Order # (10) _____ Invoice # _____
Amount Authorized _____
If amount authorized is different from amount request, please explain:

Program (if applicable) _____ Date _____
Management Reporting Unit _____ Date _____
Contracts Administration Unit _____ Date _____
General Accounting Section _____ Date _____

Exhibit A

DEPARTMENT OF PUBLIC SOCIAL SERVICES FORMS

Mailing Instructions: When completed, these forms will summarize all of your claims for payment. Your Claims Packet will include DPSS 2076A, 2076B (if required), invoices, payroll verification, and copies of canceled checks attached, receipts, bank statements, sign-in sheets, daily logs, mileage logs, and other back-up documentation needed to comply with Contract/MOU.

Mail Claims Packet to address shown on upper left corner of DPSS 2076A.

[see method, time, and schedule/condition of payments].

(Please type or print information on all DPSS Forms.)

DPSS 2076A

CONTRACTOR PAYMENT REQUEST

"Remit to Name"

The legal name of your agency.

"Address"

The remit to address used when this contract was established for your agency. All address changes must be submitted for processing prior to use.

"Contractor Name"

Business name, if different than legal name (if not leave blank).

"Contract Number"

Can be found on the first page of your contract.

"Amount Requested"

Fill in the total amount and billing period you are requesting payment for.

"Payment Type"

Check the box and enter the dollar amount for the type(s) of payment(s) you are requesting payment for.

"Any questions regarding..."

Fill in the name and phone number of the person to be contacted should any questions arise regarding your request for payment.

"Authorized Signature, Title, and Date (Contractor's)"

Self-explanatory (required). Original Signature needed for payment.

EVERYTHING BELOW THE THICK SOLID LINE IS FOR DPSS USE ONLY AND SHOULD BE LEFT BLANK.

EXHIBIT B

Operation Safehouse Revised CSD Youth Information Form

INTAKE

Date: _____ Time: _____ am pm

Name: _____
Last Name First Name Middle Name

DOB: _____ Age: _____ Gender: M F Parent/Guardian's Name: _____

Child Lives With: Father Mother Grandparents Other

Name: _____ Address: _____

City/Zip: _____ Phone: _____

TRANSPORTED BY

Riverside Co Open Referral/Case? Yes No Unknown

Received: Placement Agreement J132-A Parental Consent

Name: _____ Phone: _____ CSD: Yes No

Address: _____ Fax: _____ County?: _____

City/Zip: _____ Relationship to Child: _____

Police Badge #: _____ Who asked police to transport youth to Safehouse? _____

Did Police call Child Abuse hotline? Yes No

Print Name and Phone Number of DPSS Social Worker in cases where youth was transported by someone else:

Signature of person who transported youth to Operation SafeHouse: _____

DISCHARGE

Date: _____ Time: _____ am / pm Number of Days: _____ Observation Checklist provided to CSSW

Discharge Plans: Reunified Treatment Facility CSD 5150 Juvenile Hall

Home Free AWOL (#P _____) Other: _____

Destination Address/Facility: _____

Person Youth is departing with: _____

Print Name

Signature

Phone

Relationship to Youth

All shelter stays beyond the fourteen (14) day period require written approval from DPSS Social Worker below:

Signature of DPSS CSSW: _____ Date: _____
Extension Requested For _____ Additional Days

DAILY LOG IN SHEET

EXHIBIT C

Completed and Legible Daily Log-in Sheets must accompany all Requests for Payments (DPSS Form 2076A). In addition, corresponding CSD Youth Information Forms must be attached to this sheet for each youth listed below. For occupied beds, complete all requested information. For unoccupied beds, write "unoccupied" in the space provided and complete the number of units billed to DPSS column. Send all originals to the DPSS Management Reporting Unit (MRU). Upon request, send copies to Children's Services Division and/or the Contracts Administration Unit.

Directions: Fill in names for occupied days and annotate unoccupied days with an X. one sheet must be submitted for each site location. The monthly recap may be adapted to 30 or 28 days depending on the month submitted.

Month								
Location:								
Day	Total Occupied	Total Unoccupied	Bed					
\$			1	2	3	4	5	6
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

OBSERVATION CHECKLIST

Contractor: Complete observation checklist for each youth upon exit and submit a copy to the DPSS Social Worker or designee via fax or in-person at the time of youth's discharge from the shelter.

Youth's Name: _____

Staff Name: _____

Facility Name: _____

Phone: _____

Youth's Behavior	Always/Yes	Sometimes	Never/No
Follows/observes facility rules	_____	_____	_____
Practices good hygiene	_____	_____	_____
Accepts authority and direction from staff	_____	_____	_____
Gets along with peers/adults	_____	_____	_____
Manipulates adults/peers	_____	_____	_____
Verbally threatens peers/adults	_____	_____	_____
Swears or uses obscene provocative language	_____	_____	_____
Gets into fights	_____	_____	_____
Cruel or mean to others	_____	_____	_____
Acts impulsively without thinking	_____	_____	_____
Has temper tantrums, is volatile	_____	_____	_____
Intentionally damages/destroys property	_____	_____	_____
Engages in gang activities	_____	_____	_____
Commits violence or harm to self	_____	_____	_____
Acts depressed &/or has persistent mood swings	_____	_____	_____
Talks about suicide/attempts suicide	_____	_____	_____
Uses drugs, alcohol, or other illegal substance	_____	_____	_____
Demands attention	_____	_____	_____
Displays deficits in self-help skills	_____	_____	_____
Displays symptoms of eating disorder	_____	_____	_____
Requires a special diet	_____	_____	_____
Pregnant	_____	_____	_____

Staff's Summary Notes:

Social Worker's Signature/Confirmation of Receipt:

EXHIBIT E

ASSURANCE OF COMPLIANCE WITH
THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

Operation Safe House

NAME OF ORGANIZATION

(HEREINAFTER CALLED THE "CONTRACTOR")

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted with the required Civil Rights Plan Update.

4/28/16
Date

Kathy Mulder
Director's Signature

9685 Hayes St, Riverside, CA 92503
Address of CONTRACTOR



Riverside County Department of Public Social Services – Children’s Services
Special Incident Report-Group Home – DPSS 4113

PART A

Agency Information:

Name:	Phone #:
Address:	Contact Person:
City/Zip:	Facility License Number:

Children Involved:

Name of Child	County			

Type of Incident:

<input type="checkbox"/> Alleged Child Abuse	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Physical Violence	<input type="checkbox"/> Suicide Attempt/Ideation
<input type="checkbox"/> Sexually Related	<input type="checkbox"/> Injury/Illness	<input type="checkbox"/> Medication Issue	<input type="checkbox"/> Inappropriate Behavior
<input type="checkbox"/> Informational	<input type="checkbox"/> Restraint (Complete Part B)	<input type="checkbox"/> Runaway (Complete Part C)	
<input type="checkbox"/> Other (Describe):			
Location of Incident:			

Staff Present:	
Date of Incident:	Time of Incident:
Describe Incident:	
Assessment/Conclusion:	

Report Completed By:

Print Name:	Title:
Signature:	Date:

Supervisor's/Administrator's Review:

Comments:

Report Approved By:

Print Name:	Title:
Signature:	Date:

Notification:

Notification Provided To	Person Contacted	By Phone Date	In Writing Date

Resource Specialist/OHCE U			
Parent/Guardian			
County Social Worker			
Community Care Licensing			
Child Abuse Report			
Law Enforcement			
In-House Therapist			
On-Call Duty Officer			
Other: (Identify)			

Special Incident Report Addendum:

Date:

PART B - Restraint
Details of the Restraint:

Date:	Time Begun:	Time Completed:	Duration:
Location of Incident: _____			
Type of Restraint:	<input type="checkbox"/> Escort	<input type="checkbox"/> Basket hold	<input type="checkbox"/> Prone <input type="checkbox"/> Wall

Other (Specify):

Staff Who Provided Restraint:

Name of Staff	Title	Training Completed?	

Staff Who Witnessed Restraint:

Name of Staff	Title	Training Completed?	

History and Analysis:

Other Restraints to this Child (during the past 24 hours):

1. Was this child restrained at any other time during the 24 hours preceding this restraint? Yes No

Date	Duration	Location	Type of Restraint

		t i o n		

2. Are there commonalities between the current incident and other incidents involving this child in the past six months?

Yes
 No

Commonalities noted between this incident and past incidents:

If "yes" to either of the above questions, provide a complete description, below.

Provide a Complete Description of this Restraint Incident:

Describe behaviors exhibited by the child which required the use of a manual restraint and explain why a more restrictive intervention was necessary:

List all non-physical interventions which were utilized prior to the restraint:

Type	Durati on	Result

List all manual restraints used during this incident:

Type	Durati on	Result

<Select>		
<Select>		
<Select>		

List all approvals received for the use of manual restraints:

Time Intervals	Approved By:	Approved By:
15 minutes	Facility Admin./Designee:	
30 minutes	Facility Admin./Designee:	Facility Social Worker:
45 minutes	Facility Admin./Designee:	Facility Social Worker:
60 minutes	Facility Admin./Designee:	SSA Contact Person:

List approvals obtained every 30 minutes after 60 minute approval?

Describe child's verbal response and physical appearance during this incident:

Describe actions taken to reintegrate this child back into the general population:

Injuries:

Describe any injuries as a result of this restraint:

Name			Describe Injuries	Medi cal TX Give n
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

If medical treatment for injuries was not obtained, explain why:

If medical treatment other than first aid was needed, explain where and why--include hospital and doctor's name:

Was law enforcement involved in this incident?

Yes

No

If yes, describe their involvement:

Debriefing:

Describe the plan for the child in response to this incident:

Describe the debriefing:

Manual Restraint Log

		Reason:	Administrative Review-Response:
Staff Involved:			Non-Physical Interventions Used:
			Least Restrictive Restraint Used:
Type & Duration:			Child Restrained for Minimum of Time:
			Plan for Child in Response to Incident:
Description of corrective action, if needed:			

		Reason:	Administrative Review-Response:

Staff Involved:		Non-Physical Interventions Used:	
		Least Restrictive Restraint Used:	
Type & Duration:		Child Restrained for Minimum of Time:	
		Plan for Child in Response to Incident:	
Description of corrective action, if needed:			

		Reason:	Administrative Review-Response:
Staff Involved:		Non-Physical Interventions Used:	
		Least Restrictive Restraint Used:	
Type & Duration:		Child Restrained for Minimum of Time:	
		Plan for Child in Response to Incident:	
Description of corrective action, if needed:			

		Reason:	Administrative Review-Response:
Staff Involved:		Non-Physical Interventions Used:	
		Least Restrictive Restraint Used:	
Type & Duration:		Child Restrained for Minimum of Time:	
		Plan for Child in Response to Incident:	
Description of corrective action, if needed:			

PART C - Special Incident Report-Runaway

What was the child doing prior to running away?:

How and when was the absence first noted?:

What actions did facility personnel take to discourage the child from leaving? Describe any interventions done:

What Actions were taken to locate the child?:

Describe any other circumstances surrounding the child's absence:

Was law enforcement involved in this incident? If yes, describe their involvement below:

Police Report Number, if available:

EXHIBIT G

HIPAA Business Associate Agreement
Addendum to Contract

Between the County of Riverside and _____

This HIPAA Business Associate Agreement (the "Addendum") supplements, and is made part of the Underlying Agreement between the County of Riverside ("County") and Contractor and shall be effective as of the date the Underlying Agreement approved by both Parties (the "Effective Date").

RECITALS

WHEREAS, County and Contractor entered into the Underlying Agreement pursuant to which the Contractor provides services to County, and in conjunction with the provision of such services certain protected health information ("PHI") and/or certain electronic protected health information ("ePHI") may be created by or made available to Contractor for the purposes of carrying out its obligations under the Underlying Agreement; and,

WHEREAS, the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Public Law 104-191 enacted August 21, 1996, and the Health Information Technology for Economic and Clinical Health Act ("HITECH") of the American Recovery and Reinvestment Act of 2009, Public Law 111-5 enacted February 17, 2009, and the laws and regulations promulgated subsequent thereto, as may be amended from time to time, are applicable to the protection of any use or disclosure of PHI and/or ePHI pursuant to the Underlying Agreement; and,

WHEREAS, County is a covered entity, as defined in the Privacy Rule; and,

WHEREAS, to the extent County discloses PHI and/or ePHI to Contractor or Contractor creates, receives, maintains, transmits, or has access to PHI and/or ePHI of County, Contractor is a business associate, as defined in the Privacy Rule; and,

WHEREAS, pursuant to 42 USC §17931 and §17934, certain provisions of the Security Rule and Privacy Rule apply to a business associate of a covered entity in the same manner that they apply to the covered entity, the additional security and privacy requirements of HITECH are applicable to business associates and must be incorporated into the business associate agreement, and a business associate is liable for civil and criminal penalties for failure to comply with these security and/or privacy provisions; and,

WHEREAS, the parties mutually agree that any use or disclosure of PHI and/or ePHI must be in compliance with the Privacy Rule, Security Rule, HIPAA, HITECH and any other applicable law; and,

WHEREAS, the parties intend to enter into this Addendum to address the requirements and obligations set forth in the Privacy Rule, Security Rule, HITECH and HIPAA as they apply to Contractor as a business associate of County, including the establishment of permitted and required uses and disclosures of PHI and/or ePHI created or received by Contractor during the course of performing functions, services and activities on behalf of County, and appropriate limitations and conditions on such uses and disclosures;

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

1. **Definitions.** Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in HITECH, HIPAA, Security Rule and/or Privacy Rule, as may be amended from time to time.
 - A. "Breach" when used in connection with PHI means the acquisition, access, use or disclosure of PHI in a manner not permitted under subpart E of the Privacy Rule which compromises the security or privacy of the PHI, and shall have the meaning given such term in 45 CFR §164.402.
 - (1) Except as provided below in Paragraph (2) of this definition, acquisition, access, use, or disclosure of PHI in a manner not permitted by subpart E of the Privacy Rule is presumed to be a breach unless Contractor demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following four factors:
 - (a) The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;

- (b) The unauthorized person who used the PHI or to whom the disclosure was made;
- (c) Whether the PHI was actually acquired or viewed; and
- (d) The extent to which the risk to the PHI has been mitigated.

(2) Breach excludes:

- (a) Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of a covered entity or business associate, if such acquisition, access or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under subpart E of the Privacy Rule.
 - (b) Any inadvertent disclosure by a person who is authorized to access PHI at a covered entity or business associate to another person authorized to access PHI at the same covered entity, business associate, or organized health care arrangement in which County participates, and the information received as a result of such disclosure is not further used or disclosed in a manner not permitted by subpart E of the Privacy Rule.
 - (c) A disclosure of PHI where a covered entity or business associate has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- B. "Business associate" has the meaning given such term in 45 CFR §164.501, including but not limited to a subcontractor that creates, receives, maintains, transmits or accesses PHI on behalf of the business associate.
 - C. "Data aggregation" has the meaning given such term in 45 CFR §164.501.
 - D. "Designated record set" as defined in 45 CFR §164.501 means a group of records maintained by or for a covered entity that may include: the medical records and billing records about individuals maintained by or for a covered health care provider; the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or, used, in whole or in part, by or for the covered entity to make decisions about individuals.
 - E. "Electronic protected health information" ("ePHI") as defined in 45 CFR §160.103 means protected health information transmitted by or maintained in electronic media.
 - F. "Electronic health record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given such term in 42 USC §17921(5).
 - G. "Health care operations" has the meaning given such term in 45 CFR §164.501.
 - H. "Individual" as defined in 45 CFR §160.103 means the person who is the subject of protected health information.
 - I. "Person" as defined in 45 CFR §160.103 means a natural person, trust or estate, partnership, corporation, professional association or corporation, or other entity, public or private.
 - J. "Privacy Rule" means the HIPAA regulations codified at 45 CFR Parts 160 and 164, Subparts A and E.
 - K. "Protected health information" ("PHI") has the meaning given such term in 45 CFR §160.103, which includes ePHI.
 - L. "Required by law" has the meaning given such term in 45 CFR §164.103.
 - M. "Secretary" means the Secretary of the U.S. Department of Health and Human Services ("HHS").
 - N. "Security incident" as defined in 45 CFR §164.304 means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
 - O. "Security Rule" means the HIPAA Regulations codified at 45 CFR Parts 160 and 164, Subparts A and C.

- P. "Subcontractor" as defined in 45 CFR §160.103 means a person to whom a business associate delegates a function, activity, or service, other than in the capacity of a member of the workforce of such business associate.
- Q. "Unsecured protected health information" and "unsecured PHI" as defined in 45 CFR §164.402 means PHI not rendered unusable, unreadable, or indecipherable to unauthorized persons through use of a technology or methodology specified by the Secretary in the guidance issued under 42 USC §17932(h)(2).

2. **Scope of Use and Disclosure by Contractor of County's PHI and/or ePHI.**

- A. Except as otherwise provided in this Addendum, Contractor may use, disclose, or access PHI and/or ePHI as necessary to perform any and all obligations of Contractor under the Underlying Agreement or to perform functions, activities or services for, or on behalf of, County as specified in this Addendum, if such use or disclosure does not violate HIPAA, HITECH, the Privacy Rule and/or Security Rule.
- B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Addendum or required by law, in accordance with 45 CFR §164.504(e)(2), Contractor may:
- 1) Use PHI and/or ePHI if necessary for Contractor's proper management and administration and to carry out its legal responsibilities; and,
 - 2) Disclose PHI and/or ePHI for the purpose of Contractor's proper management and administration or to carry out its legal responsibilities, only if:
 - a) The disclosure is required by law; or,
 - b) Contractor obtains reasonable assurances, in writing, from the person to whom Contractor will disclose such PHI and/or ePHI that the person will:
 - i. Hold such PHI and/or ePHI in confidence and use or further disclose it only for the purpose for which Contractor disclosed it to the person, or as required by law; and,
 - ii. Notify County of any instances of which it becomes aware in which the confidentiality of the information has been breached; and,
 - 3) Use PHI to provide data aggregation services relating to the health care operations of County pursuant to the Underlying Agreement or as requested by County; and,
 - 4) De-identify all PHI and/or ePHI of County received by Contractor under this Addendum provided that the de-identification conforms to the requirements of the Privacy Rule and/or Security Rule and does not preclude timely payment and/or claims processing and receipt.
- C. Notwithstanding the foregoing, in any instance where applicable state and/or federal laws and/or regulations are more stringent in their requirements than the provisions of HIPAA, including, but not limited to, prohibiting disclosure of mental health and/or substance abuse records, the applicable state and/or federal laws and/or regulations shall control the disclosure of records.

3. **Prohibited Uses and Disclosures.**

- A. Contractor may neither use, disclose, nor access PHI and/or ePHI in a manner not authorized by the Underlying Agreement or this Addendum without patient authorization or de-identification of the PHI and/or ePHI and as authorized in writing from County.
- B. Contractor may neither use, disclose, nor access PHI and/or ePHI it receives from County or from another business associate of County, except as permitted or required by this Addendum, or as required by law.
- C. Contractor agrees not to make any disclosure of PHI and/or ePHI that County would be prohibited from making.
- D. Contractor shall not use or disclose PHI for any purpose prohibited by the Privacy Rule, Security Rule, HIPAA and/or HITECH, including, but not limited to 42 USC §17935 and §17936. Contractor agrees:

- 1) Not to use or disclose PHI for fundraising , unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.514(f) or 45 CFR §164.508;
- 2) Not to use or disclose PHI for marketing, as defined in 45 CFR §164.501, unless pursuant to the Underlying Agreement and only if permitted by and in compliance with the requirements of 45 CFR §164.508(a)(3);
- 3) Not to disclose PHI, except as otherwise required by law, to a health plan for purposes of carrying out payment or health care operations, if the individual has requested this restriction pursuant to 42 USC §17935(a) and 45 CFR §164.522, and has paid out of pocket in full for the health care item or service to which the PHI solely relates; and,
- 4) Not to receive, directly or indirectly, remuneration in exchange for PHI, or engage in any act that would constitute a sale of PHI, as defined in 45 CFR §164.502(a)(5)(ii), unless permitted by the Underlying Agreement and in compliance with the requirements of a valid authorization under 45 CFR §164.508(a)(4). This prohibition shall not apply to payment by County to Contractor for services provided pursuant to the Underlying Agreement.

4. **Obligations of County.**

- A. County agrees to make its best efforts to notify Contractor promptly in writing of any restrictions on the use or disclosure of PHI and/or ePHI agreed to by County that may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- B. County agrees to make its best efforts to promptly notify Contractor in writing of any changes in, or revocation of, permission by any individual to use or disclose PHI and/or ePHI, if such changes or revocation may affect Contractor's ability to perform its obligations under the Underlying Agreement, or this Addendum.
- C. County agrees to make its best efforts to promptly notify Contractor in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect Contractor's use or disclosure of PHI and/or ePHI.
- D. County agrees not to request Contractor to use or disclose PHI and/or ePHI in any manner that would not be permissible under HITECH, HIPAA, the Privacy Rule, and/or Security Rule.
- E. County agrees to obtain any authorizations necessary for the use or disclosure of PHI and/or ePHI, so that Contractor can perform its obligations under this Addendum and/or Underlying Agreement.

5. **Obligations of Contractor.** In connection with the use or disclosure of PHI and/or ePHI, Contractor agrees to:

- A. Use or disclose PHI only if such use or disclosure complies with each applicable requirement of 45 CFR §164.504(e). Contractor shall also comply with the additional privacy requirements that are applicable to covered entities in HITECH, as may be amended from time to time.
- B. Not use or further disclose PHI and/or ePHI other than as permitted or required by this Addendum or as required by law. Contractor shall promptly notify County if Contractor is required by law to disclose PHI and/or ePHI.
- C. Use appropriate safeguards and comply, where applicable, with the Security Rule with respect to ePHI, to prevent use or disclosure of PHI and/or ePHI other than as provided for by this Addendum.
- D. Mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI and/or ePHI by Contractor in violation of this Addendum.
- E. Report to County any use or disclosure of PHI and/or ePHI not provided for by this Addendum or otherwise in violation of HITECH, HIPAA, the Privacy Rule, and/or Security Rule of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410.
- F. In accordance with 45 CFR §164.502(e)(1)(ii), require that any subcontractors that create, receive, maintain, transmit or access PHI on behalf of the Contractor agree through contract to the same restrictions and conditions that apply to Contractor with respect to such PHI and/or ePHI, including the restrictions and conditions pursuant to this Addendum.
- G. Make available to County or the Secretary, in the time and manner designated by County or Secretary, Contractor's internal practices, books and records relating to the use, disclosure and privacy protection of PHI received from County,

or created or received by Contractor on behalf of County, for purposes of determining, investigating or auditing Contractor's and/or County's compliance with the Privacy Rule.

- H. Request, use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose of the request, use or disclosure in accordance with 42 USC §17935(b) and 45 CFR §164.502(b)(1).
 - I. Comply with requirements of satisfactory assurances under 45 CFR §164.512 relating to notice or qualified protective order in response to a third party's subpoena, discovery request, or other lawful process for the disclosure of PHI, which Contractor shall promptly notify County upon Contractor's receipt of such request from a third party.
 - J. Not require an individual to provide patient authorization for use or disclosure of PHI as a condition for treatment, payment, enrollment in any health plan (including the health plan administered by County), or eligibility of benefits, unless otherwise excepted under 45 CFR §164.508(b)(4) and authorized in writing by County.
 - K. Use appropriate administrative, technical and physical safeguards to prevent inappropriate use, disclosure, or access of PHI and/or ePHI.
 - L. Obtain and maintain knowledge of applicable laws and regulations related to HIPAA and HITECH, as may be amended from time to time.
 - M. Comply with the requirements of the Privacy Rule that apply to the County to the extent Contractor is to carry out County's obligations under the Privacy Rule.
 - N. Take reasonable steps to cure or end any pattern of activity or practice of its subcontractor of which Contractor becomes aware that constitute a material breach or violation of the subcontractor's obligations under the business associate contract with Contractor, and if such steps are unsuccessful, Contractor agrees to terminate its contract with the subcontractor if feasible.
6. **Access to PHI, Amendment and Disclosure Accounting.** Contractor agrees to:
- A. **Access to PHI, including ePHI.** Provide access to PHI, including ePHI if maintained electronically, in a designated record set to County or an individual as directed by County, within five (5) days of request from County, to satisfy the requirements of 45 CFR §164.524.
 - B. **Amendment of PHI.** Make PHI available for amendment and incorporate amendments to PHI in a designated record set County directs or agrees to at the request of an individual, within fifteen (15) days of receiving a written request from County, in accordance with 45 CFR §164.526.
 - C. **Accounting of disclosures of PHI and electronic health record.** Assist County to fulfill its obligations to provide accounting of disclosures of PHI under 45 CFR §164.528 and, where applicable, electronic health records under 42 USC §17935(c) if Contractor uses or maintains electronic health records. Contractor shall:
 - 1) Document such disclosures of PHI and/or electronic health records, and information related to such disclosures, as would be required for County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record in accordance with 45 CFR §164.528.
 - 2) Within fifteen (15) days of receiving a written request from County, provide to County or any individual as directed by County information collected in accordance with this section to permit County to respond to a request by an individual for an accounting of disclosures of PHI and/or electronic health record.
 - 3) Make available for County information required by this Section 6.C for six (6) years preceding the individual's request for accounting of disclosures of PHI, and for three (3) years preceding the individual's request for accounting of disclosures of electronic health record.

7. **Security of ePHI.** In the event County discloses ePHI to Contractor or Contractor needs to create, receive, maintain, transmit or have access to County ePHI, in accordance with 42 USC §17931 and 45 CFR §164.314(a)(2)(i), and §164.306, Contractor shall:
- A. Comply with the applicable requirements of the Security Rule, and implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI that Contractor creates, receives, maintains, or transmits on behalf of County in accordance with 45 CFR §164.308, §164.310, and §164.312;
 - B. Comply with each of the requirements of 45 CFR §164.316 relating to the implementation of policies, procedures and documentation requirements with respect to ePHI;
 - C. Protect against any reasonably anticipated threats or hazards to the security or integrity of ePHI;
 - D. Protect against any reasonably anticipated uses or disclosures of ePHI that are not permitted or required under the Privacy Rule;
 - E. Ensure compliance with the Security Rule by Contractor's workforce;
 - F. In accordance with 45 CFR §164.308(b)(2), require that any subcontractors that create, receive, maintain, transmit, or access ePHI on behalf of Contractor agree through contract to the same restrictions and requirements contained in this Addendum and comply with the applicable requirements of the Security Rule;
 - G. Report to County any security incident of which Contractor becomes aware, including breaches of unsecured PHI as required by 45 CFR §164.410; and,
 - H. Comply with any additional security requirements that are applicable to covered entities in Title 42 (Public Health and Welfare) of the United States Code, as may be amended from time to time, including but not limited to HITECH.
8. **Breach of Unsecured PHI.** In the case of breach of unsecured PHI, Contractor shall comply with the applicable provisions of 42 USC §17932 and 45 CFR Part 164, Subpart D, including but not limited to 45 CFR §164.410.
- A. **Discovery and notification.** Following the discovery of a breach of unsecured PHI, Contractor shall notify County in writing of such breach without unreasonable delay and in no case later than 60 calendar days after discovery of a breach, except as provided in 45 CFR §164.412.
 - 1) **Breaches treated as discovered.** A breach is treated as discovered by Contractor as of the first day on which such breach is known to Contractor or, by exercising reasonable diligence, would have been known to Contractor, which includes any person, other than the person committing the breach, who is an employee, officer, or other agent of Contractor (determined in accordance with the federal common law of agency).
 - 2) **Content of notification.** The written notification to County relating to breach of unsecured PHI shall include, to the extent possible, the following information if known (or can be reasonably obtained) by Contractor:
 - a) The identification of each individual whose unsecured PHI has been, or is reasonably believed by Contractor to have been accessed, acquired, used or disclosed during the breach;
 - b) A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
 - c) A description of the types of unsecured PHI involved in the breach, such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved;
 - d) Any steps individuals should take to protect themselves from potential harm resulting from the breach;
 - e) A brief description of what Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and,

f) Contact procedures for individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, web site, or postal address.

B. **Cooperation.** With respect to any breach of unsecured PHI reported by Contractor, Contractor shall cooperate with County and shall provide County with any information requested by County to enable County to fulfill in a timely manner its own reporting and notification obligations, including but not limited to providing notice to individuals, prominent media outlets and the Secretary in accordance with 42 USC §17932 and 45 CFR §164.404, §164.406 and §164.408.

C. **Breach log.** To the extent breach of unsecured PHI involves less than 500 individuals, Contractor shall maintain a log or other documentation of such breaches and provide such log or other documentation on an annual basis to County not later than fifteen (15) days after the end of each calendar year for submission to the Secretary.

D. **Delay of notification authorized by law enforcement.** If Contractor delays notification of breach of unsecured PHI pursuant to a law enforcement official's statement that required notification, notice or posting would impede a criminal investigation or cause damage to national security, Contractor shall maintain documentation sufficient to demonstrate its compliance with the requirements of 45 CFR §164.412.

E. **Payment of costs.** With respect to any breach of unsecured PHI caused solely by the Contractor's failure to comply with one or more of its obligations under this Addendum and/or the provisions of HITECH, HIPAA, the Privacy Rule or the Security Rule, Contractor agrees to pay any and all costs associated with providing all legally required notifications to individuals, media outlets, and the Secretary. This provision shall not be construed to limit or diminish Contractor's obligations to indemnify, defend and hold harmless County under Section 9 of this Addendum.

F. **Documentation.** Pursuant to 45 CFR §164.414(b), in the event Contractor's use or disclosure of PHI and/or ePHI violates the Privacy Rule, Contractor shall maintain documentation sufficient to demonstrate that all notifications were made by Contractor as required by 45 CFR Part 164, Subpart D, or that such use or disclosure did not constitute a breach, including Contractor's completed risk assessment and investigation documentation.

G. **Additional State Reporting Requirements.** The parties agree that this Section 8.G applies only if and/or when County, in its capacity as a licensed clinic, health facility, home health agency, or hospice, is required to report unlawful or unauthorized access, use, or disclosure of medical information under the more stringent requirements of California Health & Safety Code §1280.15. For purposes of this Section 8.G, "unauthorized" has the meaning given such term in California Health & Safety Code §1280.15(j)(2).

1) Contractor agrees to assist County to fulfill its reporting obligations to affected patients and to the California Department of Public Health ("CDPH") in a timely manner under the California Health & Safety Code §1280.15.

2) Contractor agrees to report to County any unlawful or unauthorized access, use, or disclosure of patient's medical information without unreasonable delay and no later than two (2) business days after Contractor detects such incident. Contractor further agrees such report shall be made in writing, and shall include substantially the same types of information listed above in Section 8.A.2 (Content of Notification) as applicable to the unlawful or unauthorized access, use, or disclosure as defined above in this section, understanding and acknowledging that the term "breach" as used in Section 8.A.2 does not apply to California Health & Safety Code §1280.15.

9.

Hold Harmless/Indemnification.

A. Contractor agrees to indemnify and hold harmless County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives from any liability whatsoever, based or asserted upon any services of Contractor, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Addendum, including but not limited to property damage, bodily injury, death, or any other element of any kind or nature whatsoever arising from the performance of Contractor, its officers, agents, employees, subcontractors, agents or representatives from this Addendum. Contractor shall defend, at its sole expense, all costs and fees, including but not limited to attorney fees, cost of investigation, defense and settlements or awards, of County, all Agencies, Districts, Special Districts and Departments of County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents or representatives in any claim or action based upon such alleged acts or omissions.

- B. With respect to any action or claim subject to indemnification herein by Contractor, Contractor shall, at their sole cost, have the right to use counsel of their choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Contractor's indemnification to County as set forth herein. Contractor's obligation to defend, indemnify and hold harmless County shall be subject to County having given Contractor written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at Contractor's expense, for the defense or settlement thereof. Contractor's obligation hereunder shall be satisfied when Contractor has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.
- C. The specified insurance limits required in the Underlying Agreement of this Addendum shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless County herein from third party claims arising from issues of this Addendum.
- D. In the event there is conflict between this clause and California Civil Code §2782, this clause shall be interpreted to comply with Civil Code §2782. Such interpretation shall not relieve the Contractor from indemnifying County to the fullest extent allowed by law.
- E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Addendum, this indemnification shall only apply to the subject issues included within this Addendum.
10. **Term.** This Addendum shall commence upon the Effective Date and shall terminate when all PHI and/or ePHI provided by County to Contractor, or created or received by Contractor on behalf of County, is destroyed or returned to County, or, if it is infeasible to return or destroy PHI and/ePHI, protections are extended to such information, in accordance with section 11.B of this Addendum.
11. **Termination.**
- A. **Termination for Breach of Contract.** A breach of any provision of this Addendum by either party shall constitute a material breach of the Underlying Agreement and will provide grounds for terminating this Addendum and the Underlying Agreement with or without an opportunity to cure the breach, notwithstanding any provision in the Underlying Agreement to the contrary. Either party, upon written notice to the other party describing the breach, may take any of the following actions:
- 1) Terminate the Underlying Agreement and this Addendum, effective immediately, if the other party breaches a material provision of this Addendum.
 - 2) Provide the other party with an opportunity to cure the alleged material breach and in the event the other party fails to cure the breach to the satisfaction of the non-breaching party in a timely manner, the non-breaching party has the right to immediately terminate the Underlying Agreement and this Addendum.
 - 3) If termination of the Underlying Agreement is not feasible, the breaching party, upon the request of the non-breaching party, shall implement, at its own expense, a plan to cure the breach and report regularly on its compliance with such plan to the non-breaching party.
- B. **Effect of Termination.**
- 1) Upon termination of this Addendum, for any reason, Contractor shall return or, if agreed to in writing by County, destroy all PHI and/or ePHI received from County, or created or received by the Contractor on behalf of County, and, in the event of destruction, Contractor shall certify such destruction, in writing, to County. This provision shall apply to all PHI and/or ePHI which are in the possession of subcontractors or agents of Contractor. Contractor shall retain no copies of PHI and/or ePHI, except as provided below in paragraph (2) of this section.
 - 2) In the event that Contractor determines that returning or destroying the PHI and/or ePHI is not feasible, Contractor shall provide written notification to County of the conditions that make such return or destruction not feasible. Upon determination by Contractor that return or destruction of PHI and/or ePHI is not feasible, Contractor shall extend the protections of this Addendum to such PHI and/or ePHI and limit further uses and disclosures of such PHI and/or ePHI to those purposes which make the return or destruction not feasible, for so long as Contractor maintains such PHI and/or ePHI.

12. **General Provisions.**

- A. **Retention Period.** Whenever Contractor is required to document or maintain documentation pursuant to the terms of this Addendum, Contractor shall retain such documentation for 6 years from the date of its creation or as otherwise prescribed by law, whichever is later.
- B. **Amendment.** The parties agree to take such action as is necessary to amend this Addendum from time to time as is necessary for County to comply with HITECH, the Privacy Rule, Security Rule, and HIPAA generally.
- C. **Survival.** The obligations of Contractor under Sections 3, 5, 6, 7, 8, 9, 11.B and 12.A of this Addendum shall survive the termination or expiration of this Addendum.
- D. **Regulatory and Statutory References.** A reference in this Addendum to a section in HITECH, HIPAA, the Privacy Rule and/or Security Rule means the section(s) as in effect or as amended.
- E. **Conflicts.** The provisions of this Addendum shall prevail over any provisions in the Underlying Agreement that conflict or appear inconsistent with any provision in this Addendum.
- F. **Interpretation of Addendum.**
- 1) This Addendum shall be construed to be part of the Underlying Agreement as one document. The purpose is to supplement the Underlying Agreement to include the requirements of the Privacy Rule, Security Rule, HIPAA and HITECH.
 - 2) Any ambiguity between this Addendum and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, Security Rule, HIPAA and HITECH generally.
- G. **Notices to County.** All notifications required to be given by Contractor to County pursuant to the terms of this Addendum shall be made in writing and delivered to the County both by fax and to both of the addresses listed below by either registered or certified mail return receipt requested or guaranteed overnight mail with tracing capability, or at such other address as County may hereafter designate. All notices to County provided by Contractor pursuant to this Section shall be deemed given or made when received by County.

County HIPAA Privacy Officer:

HIPAA Privacy Manager

County HIPAA Privacy Officer Address:

26520 Cactus Avenue,
Moreno Valley, CA 92555

County HIPAA Privacy Officer Phone Number:

(951) 486-6471