

## EXHIBIT A - SCOPE OF SERVICES

### SOBER LIVING ENVIRONMENT/RECOVERY RESIDENCE

JULY 1, 2023 – JUNE 30, 2024

<b>Services Provided</b>	<p>A Sober Living Environment (SLE)/Recovery Residence [Service Code 59] is a safe, clean, sober, residential environment that promotes individual recovery through positive peer group interactions among house members and staff. Sober living housing is affordable, alcohol and drug free and allows the house members or residents to continue to develop their individual recovery plans and to become self-supporting. In doing so, the SLE must co-exist in a respectful, lawful, non-threatening manner within residential communities in Marin County. The Marin County Division of Behavioral Health and Recovery Services provides oversight and quality assurance through monthly reporting, semi-annual site visits and audits with contractual SLE services.</p> <p>Each resident will be authorized by the County for admission and length of stay. Residents will begin to seek employment upon admission and stabilization. Residents are expected to pay a portion of their rent which will increase in steps as a resident is able to gain financial stability. Program/house manager to meet with resident and complete necessary paperwork.</p> <p><b>Standards of Operation</b></p> <p>The SLE shall provide 24-hour safe housing, free from alcohol and other drugs which, at a minimum, shall include the following components:</p> <ol style="list-style-type: none"><li>1. Residents shall be required to attend regular house meetings with house managers, and/or operators. These meetings may be in a group setting with other residents of the SLE; SLE's shall not require residents to attend programs or counseling sessions, however certain rules may be set as requirements for residency. House rules may include curfew, smoking, chores, payment of rent, and attendance at house meetings, and A.A. /N.A. meetings, and must include prohibition of any use of alcohol and or drugs.</li><li>2. Residents shall be provided with opportunities to engage in regular activities necessary (or optional) that define a residence such as cooking, laundry, housecleaning, yard work, etc.;</li><li>3. Each SLE shall have a "common area" with adequate space for the proper number of residents to assemble for social and/or other group activities;</li><li>4. Each SLE shall have adequate personal space for each resident to be provided dignity, respect and appropriate privacy at all times, and the SLE will comply with applicable guidelines for the amount of square feet per resident and the number of residents per room; Attention should be given to the health and safety of all residents and therefore the home should meet minimum fire and health standards;</li><li>5. SLE operators and house managers shall take appropriate measures to ensure that the personal property of each resident is secure;</li></ol>
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6. The SLE shall establish and maintain a culture and environment that is welcoming and understanding to those they serve;
7. All residents shall have access to the: kitchen, refrigerator, stove, dining room, laundry facilities, restrooms, and showers to ensure basic needs are met;
8. The following minimum health safety requirements shall be followed:
  - a. There shall be adequate space for food storage;
  - b. All food shall be stored in covered containers, or properly wrapped;
  - c. Perishable items shall be refrigerated and adequate refrigeration in good repair shall be available;
  - d. All dishes and cooking implements shall be washed upon use;
  - e. There shall be adequate hot water for dish washing;
  - f. Bathroom space shall be adequate for number of residents;
  - g. Bathrooms shall be kept clean on a daily basis;
  - h. Bathrooms shall provide personal privacy;
  - i. There is a policy for drug testing;
9. The SLE shall post a written description of the procedural processes regarding chores, assignment of roommates, and primary house rules in a space that is accessible to all residents;
10. The SLE shall be a non-smoking residence. If the operator's policy is to allow smoking on the property, a smoking area must be designated clearly in an outdoor space where smoke will not affect neighbors and is in compliance with any and all local smoking rules/ordinances. (A Good Neighbor Policy should also be established between the SLE operator and direct neighbors of the SLE) Any and all litter generated in a designated smoking area must be cleaned up daily;
11. Each SLE shall afford residents opportunities to engage in daily recreational, cultural, physical, and spiritual activities, either as an individual or with a group;
12. All SLE residents MUST be engaged in employment, treatment, education, volunteer work, active job search (for a defined period), recovery support services or other approved daily activities conducive to the recovery process;
13. SLE proprietors are responsible for ensuring neighborhood parking is in compliance with town/city ordinances and is NOT intrusive to neighbors;
14. SLE proprietors shall establish and maintain a "Good Neighbor Policy."
15. The following minimum fire safety requirements shall be followed:
  - a. There shall be no smoking in residences (including porches, patios, and balconies);
  - b. Smoking is allowed outside only (20 feet from any door or operable window) and smoking materials shall be disposed of safely;
  - c. There shall be no accumulation of clothing, newspapers, or cartons in the living/sleeping areas;
  - d. Stoves and cooking areas shall be kept clean of grease accumulation;
  - e. Furniture and drapes are treated with fire retardant materials;

- f. Smoke detectors fire extinguishers, and CO2 detectors shall be installed (according to Marin County Fire Code);
- g. Exit doors shall be clearly marked and readily available;
- h. Fire drills from sleeping areas should be encouraged; and
- i. Buildings with 2nd floor shall have emergency fire ladders clearly marked.

**House Rules**

SLE rules must be clearly defined. Any optional rules the SLE proprietor chooses to implement must be for the needs of the residents, shall not be overly burdensome, and must be consistent across multiple residents. The following should be considered minimum mandatory standards for every SLE:

- 1. There shall be no consuming alcohol and/or other drugs by anyone on the property of the SLE;
- 2. Alcohol and items containing alcohol shall not be brought onto the property for any reason;
- 3. Alcohol and other drug use may be grounds for dismissal from the SLE; Upon being notified of possible alcohol and/or other drug use by a resident, the House Manager shall first refer the resident for detoxification services for up to three days. Further, a resident has the right to file a grievance if dismissed from the residence without being referred to detoxification services. Note: The SLE operator or House Manager assumes NO fiscal responsibility for payment for detoxification for a resident of the SLE;
- 4. Regular attendance of house meetings shall be mandatory for all residents and it shall be the responsibility of SLE management to ensure proper participation;
- 5. Operators or House Managers in charge of an individual SLE facility must be accessible to residents daily. The operator and/or House Manager shall be clearly and easily identified and shall remain available at all times;
- 6. Each SLE shall have in its house rulebook a policy addressing visitation including hours, terms of contact, areas for visitation, visitor access, child visitation and monitoring, etc. The House Rulebook shall also contain standards of operation and rules, regulations, expectations and governance procedures of the House,

**Required Policies**

- 1. Admission and Discharge
- 2. Confidentiality
- 3. Sexual Harassment & Verbal Abuse
- 4. Weapons, Alcohol, Illegal Drugs and Illegal Activity
- 5. Prescribed Medication Policy
- 6. Drug and Alcohol Testing Protocol
- 7. Management and Staff Responsibilities
- 8. Documentation/Record Keeping/Financial Agreements

	<p>9. Incident Report Policy</p> <p>10. Accessibility of Service Requirements</p> <p>11. Cultural Competency</p> <p>12. Nondiscrimination</p>
<b>Performance Standards</b>	<p>Compliance with Marin County Health and Human Services Guidelines for Sober Living Environments. (<a href="http://www.MarinBHRS.org">www.MarinBHRS.org</a>)</p> <p>Utilize Marin’s Electronic Health Record for client profile information. Billing will be performed through Marin’s Electronic Health Record.</p> <p>All residents must have a personal file that contains at a minimum the following items:</p> <ul style="list-style-type: none"> <li>• Basic personal information such as name, DOB, emergency contact, etc.</li> <li>• Recognition of client rights, house expectations, grievance and complaint procedures.</li> <li>• Initial financial assessment done at entry and every month thereafter. Note: County is to be notified when residents’ financial status changes affects resident share of cost.</li> <li>• Appropriate releases of information, as they apply.</li> <li>• Current employment status, updated as needed, and proof of salary (i.e. a copy of check stub).</li> <li>• Urinalysis results</li> <li>• Any incident reports regarding resident</li> </ul>
<b>Outcomes</b>	<p>Residents who are receiving County financial assistance toward rent are expected to pursue employment and will be responsible for full rent payment beyond 1 year (365 days) residency.</p> <p>At 90 days, at least 75% of clients will be:</p> <ul style="list-style-type: none"> <li>• Gainfully employed (if employable) and contributing to their rent</li> <li>• Obtaining &amp; continuing to maintain sobriety</li> <li>• Actively engaged in the recovery support activities</li> <li>• Exhibiting no new criminal activity</li> <li>• Engaged with all health services, as appropriate</li> </ul>
<b>Authorization Process</b>	<p>County of Marin BHRS pre-authorizes all residents not eligible for Probation funded Recovery Residence beds being referred to Marin County contracted Recovery Residences, including transfers between Recovery Residences.</p> <p>Contractor shall comply with the County of Marin Recovery Residence Admission Criteria and Authorization Request Process.</p>
<b>Program Licensure, Certification and Standards</b>	<p>Contractor shall comply with any and all federal, state and local laws as residential member of Marin County.</p> <p>Contractor shall agree to comply with Marin County Health and Human Services Guidelines for Sober Living Environments and applicable BHRS Clinical and Administrative Practice Guidelines, which are located at <a href="http://www.MarinBHRS.org">www.MarinBHRS.org</a></p>
<b>Contract Changes</b>	<p>If significant changes are expected, you must submit a request in writing to the contract manager. Changes include significant program or policy revisions, or proposing to re-distribute more than 20% between budget</p>

	<p>categories, proposing to increase or decrease FTE or proposing to increase the contract maximum.</p> <p>Contractor shall also report any other key changes per the timelines and processes outlined in Exhibit I and applicable Policies and Procedures (<a href="http://www.MarinBHRS.org">www.MarinBHRS.org</a>) and Practice Guidelines (<a href="http://www.MarinBHRS.org">www.MarinBHRS.org</a>), including, but not limited to: 1) Staff Updates; 2) Facility alterations/renovations; 3) Unusual occurrences or incidents; 4) Not accepting residents (facility at capacity).</p>												
<b>Digital Accessibility</b>	<p>Vendor shall ensure that all digital content and deliverables comply with World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), 2.1, level AA or most recent version. Vendor is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Vendor, and in any software, documents, videos, and/or trainings given and published by Vendor and delivered under this contract. Applicable laws include but are not limited to Americans with Disabilities Act, 21st Century Communications and Video Accessibility Act (CVAA) and California Government Code Sections 7405 and 11135.</p>												
<b>DMC-ODS Participation and Use of SABG Funding</b>	<p>Contractor shall adhere to <u>Beneficiary Protections and Beneficiary Informing Materials</u> requirements outlined in Exhibit I,</p> <p><u>Recovery Residence Criteria</u></p> <ul style="list-style-type: none"> <li>• Recovery Residences are not permitted to directly provide substance use services</li> <li>• Recovery Residences do not require licensure by DHCS</li> <li>• Payment of room and board is for food and lodging expenses only</li> <li>• RR residents' stay is limited to short term (up to 24 months). Refer to Exhibit B for the term and duration that SABG may be utilized.</li> </ul> <p><u>Admission Criteria</u></p> <p>In addition to the above-noted criteria, to access SABG-funded Recovery Residence beds, residents must:</p> <ul style="list-style-type: none"> <li>• Meet medical necessity for ASAM Level of Care: 1 Outpatient Services, 2.1 Intensive Outpatient Services or Recovery Services.</li> <li>• Be actively engaged in medically necessary Substance Use Treatment Services or Recovery Services through Marin County BHRS during their entire length of stay. Services shall be provided off-site.</li> <li>• Meet, at a minimum, the following risk ratings of the ASAM Criteria:</li> </ul> <table border="1" data-bbox="423 1562 1414 1871"> <tr> <td>Dimension 1: Substance Use, Acute Intoxication, Withdrawal Potential</td> <td>0 – 1</td> </tr> <tr> <td>Dimension 2: Biomedical Condition and Complications</td> <td>0 – 2</td> </tr> <tr> <td>Dimension 3: Emotional, Behavioral, or Cognitive Condition and Complications</td> <td>0 – 2</td> </tr> <tr> <td>Dimension 4: Readiness to Change</td> <td>0 – 1</td> </tr> <tr> <td>Dimension 5: Relapse, Continued Use, or Continued Problem Potential</td> <td>0 – 2</td> </tr> <tr> <td>Dimension 6 Recovery/Living Environment</td> <td>2 – 4</td> </tr> </table>	Dimension 1: Substance Use, Acute Intoxication, Withdrawal Potential	0 – 1	Dimension 2: Biomedical Condition and Complications	0 – 2	Dimension 3: Emotional, Behavioral, or Cognitive Condition and Complications	0 – 2	Dimension 4: Readiness to Change	0 – 1	Dimension 5: Relapse, Continued Use, or Continued Problem Potential	0 – 2	Dimension 6 Recovery/Living Environment	2 – 4
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**EXHIBIT A - SCOPE OF SERVICES: PROGRAM REPORTING**

DOCUMENT TITLE	DUE DATE	WHERE SUBMITTED	SUBMISSION FORMAT
<b>Ongoing/ As Needed</b>			
Not Accepting New Beneficiaries	By 9am each day that the program is not accepting new beneficiaries	BHRS Access and Contract Manager	E-mail
EHR: Client-specific data and billing	Other client-specific data should occur within 7 days of event	Marin Electronic Health Record  Technical Assistance: <a href="mailto:BHRSEHRSupport@MarinCounty.org">BHRSEHRSupport@MarinCounty.org</a> CalMHSA Help Desk Contract Manager	Electronic Submission
Adult Drug Court Weekly Progress Reports	By 12 noon every Thursday	ADC Coordinator (Jaclynn Davis) <a href="mailto:jadavis@marincounty.org">jadavis@marincounty.org</a> and ADC Recovery Coach	Encrypted E-mail
Staff Update Form/ Provider Update	Prior to or within 24 hours of the staff change [e.g. new or separating staff, role change]	Existing Users: <a href="mailto:BHRSEHRSupport@marincounty.org">BHRSEHRSupport@marincounty.org</a>  New Users: TBD	E-mail
<b>Monthly Submission</b>			
Monthly Provider Check and attestation	By the 10 <sup>th</sup> of the month	BHRS Office – Administrative Services Associate	E-mail
All Billing Invoices and Supporting Documentation	By the 10 <sup>th</sup> of the month	EHR and BHRS Office (as applicable)	Electronic Submission
<b>Annual Submission</b>			
Provider Self Audit	Projected January 2024	BHRS Office – Contract Manager	Electronic Submission
Annual Report	Projected June 30, 2024	BHRS Office – Quality Management. Copy to Contract Manager	E-mail or Hard Copy
Provider Cost Reports	To Be Determined	Marin HHS - Fiscal	TBD