

Exhibit A

Scope of Work

I. Background

In 2011, the California Legislature chaptered the Public Safety Realignment Act (AB 109) and with that, transferred responsibility for supervising a certain population of individuals convicted of felony crimes whose committed offenses are deemed to be non-serious, non-violent, and non-sex offenses (Non SVS Individuals) from the California Department of Corrections and Rehabilitation (CDCR) to local county jurisdictions.

Adult Day Reporting Centers (DRCs), an integral piece of county services provided under the realignment plan, supervise and provide intensive evidence-based services to individuals who are both in-custody and out-of-custody with the goal of maximizing the likelihood of effective community reintegration.

With this Agreement, the Yolo County offices of Probation and the Sheriff (Yolo County collectively) coordinate the referral of individuals to Contractor who, as hereinafter described, will provide in-custody and out-of-custody services at the Yolo County DRC locations.

II. Contractor Responsibilities

1. Manage Services by Phases. Contractor's service delivery model will be composed of four distinct phases: (1) Referral, (2) Intake, Assessment and Case Planning, (3) Case Management and Service Delivery, and (4) Discharge Planning.
 - a. Referral.
 - i. With few rare exceptions, Contractor will contact referred individuals within two weeks upon receipt of a referral from Yolo County to schedule an intake appointment.
 - b. Intake, Assessment and Case Planning.
 - i. At the intake appointment or shortly thereafter, Contractor will evaluate the participant's immediate needs and immediate barriers to participation in the DRC and review outcomes of the County-administered criminogenic needs assessment.
 - ii. Contractor will inform the participant about the rules and requirements of the DRC program.

- iii. Contractor will develop an individualized case plan within the participant's first thirty days that incorporates information obtained about the participant from the initial referral, assessments made by County and Contractor, any court and supervision mandates, conditions of supervision, and discussions with the participant.
 - iv. Monthly Case Plan Reviews. Contractor will review the participant's case plan monthly, update the case plan when appropriate, and record the same in the database.
 - c. Case Management and Service Delivery
 - i. Case managers will meet with DRC participants at a minimum for thirty (30) minute one-on-one meetings every other week or more often depending on the need of the client.
 - d. Discharge Planning
 - i. Out-of-custody participants will be prepared for discharge from the program at least thirty (30) days prior to projected program discharge dates. The Contractor will work with the participant prior to discharge to complete any remaining case plan goals, plan for sustainability of in-program achievements, and develop goals for continued productivity and supervision compliance.
 - ii. Contractor will track participant outcomes and report on the reason for discharge, including whether the participant is (1) Successful, (2) an Approved Positive Transition (APT), or (3) Incomplete.
 - iii. For in-custody participants, Contractor will provide participants being released to Yolo County, a needs assessment and corresponding reentry plan that addresses the participant's needs and barriers and links them to resources, including DRC resources, in Yolo County.
- 2. Provide Programs. Contractor will provide, and/or collaborate with local community-based organizations to provide, curriculum and programming components of the DRC including the following subject areas: Anger Management, Batterer's Intervention/Interpersonal Violence (10-, 26- and 52-week classes), Cognitive Behavioral Therapy, Community Service Opportunities, Criminal Thinking, Driving Under the Influence (DUI) Program, Educational Services, Employment/Vocational Training Services, Life Skills, Parenting, Substance Use Disorder Services, Trauma

and Addiction. If additional programs, services, classes or curriculum (Additional Programs) are requested by County, County and Contractor will mutually negotiate an amendment to this Agreement that reflects an agreed upon scope, curriculum and cost for the Additional Programs. Contractor will notify County if a program, service, class or curriculum is no longer serving the needs of DRC clients.

- a. Contractor will provide DRC services at locations in Woodland, the Yolo County Jail and West Sacramento. The in-custody DRC shall be housed at 140 Tony Diaz Drive. The out-of-custody Woodland DRC shall be housed at 140A Tony Diaz Drive. Yolo County will provide facility space, janitorial, and utilities at both the Woodland and Yolo County Jail locations.
- b. Contractor will maintain a DRC facility at 3680 Industrial Boulevard, Suite 100 in West Sacramento. The West Sacramento location is fully funded by the Contractor through an agreement with California Department of Corrections and Rehabilitation (CDCR) and the County will not incur any costs associated with maintaining the physical location of the West Sacramento DRC. Contractor will provide a copy of the current lease agreement for the West Sacramento facility to the County at the project start and with each renewal thereafter.
- c. Contractor will provide DRC programs and services at least five (5) days per week, eight (8) hours per day, Monday through Friday, except on approved holidays that fall on a weekday, with actual hours of operation accommodating the work schedules and needs of the participants. Based on program and client need and budgetary resources, Contractor may expand program hours to include evening and weekend programs.
- d. Contractor will maintain a detailed site and program schedule to be provided to the County at commencement of this agreement and prior to any agreement renewal. Any changes made to the site or program schedule will be transmitted to the County prior to implementation of the change.
- e. Contractor's staffing pattern will include the positions set forth in the budget attached to this Agreement unless Contractor and County mutually agree to written revisions.
- f. Contractor will maintain caseloads of up to fifty (50) participants per Transition Specialist. Contractor's baseline staffing pattern allows for a program population of up to one hundred seventy-five (175) participants at any given time.

- g. For out-of-custody, Contractor will maintain a combined total across the Woodland and West Sacramento locations of up to a maximum of one hundred twenty-five (125) slots. At the out-of-custody DRC, Contractor will serve adults under Yolo County Probation and Yolo County Sheriff supervision as well as other justice-involved individuals referred to the DRC by Yolo County. At the discretion of Contractor, parolees from the California Department of Corrections and Rehabilitation (CDCR) may participate in services at the Woodland DRC out-of-custody program.
- h. Daily Check In. Contractor shall accommodate daily check-ins for participants. Actual check-ins will depend on the participant's case plan and progress as determined by the Contractor.
- i. Contractor will collaborate with Yolo County Office of Education to provide educational services to participants.
- j. Contractor will collaborate with Yolo County Health and Human Services Agency and local providers as applicable for mental health and substance use continuum of care services.
- k. Transportation. Contractor shall assist participants with transportation to and from the DRC by public transportation (i.e., bus passes). Under no circumstances will Contractor provide monetary funds to participants for transportation purposes. Contractor staff shall not use their personal vehicle to transport participants.
- l. Licensing and Certification. Contractor shall maintain all applicable licenses and certifications to provide DRC services and programs, and ensure that any subcontracted partners, volunteers, individuals, and organizations providing services to DRC participants provide evidence of, and maintain, licenses and certifications where applicable, prior to execution of any agreement with Contractor, and prior to providing DRC services.
- m. Spanish Speaking Services.
 - i. Contractor shall ensure that daily sign in methods, enrollment packets, and releases of information are accessible to participants whose primary language is Spanish.
 - ii. Contractor shall provide services in Spanish for participants whose primary language is Spanish, such as classes, case management, and linkages to community resources.

Services provided will be determined by an assessment provided by Contractor to determine the participant's needs.

- iii. Contractor shall ensure that subcontracted DUI and Batterer's Intervention Program services are provided in Spanish by the subcontractor for participants whose primary language is Spanish.
 - n. Program Coverage.
 - i. Contractor shall be responsible for providing secondary/back-up coverage for all programs including groups and classes, case management services, and coverage at the management level.
 - ii. Contractor shall notify the affected County partner of cancelled, rescheduled and/or make-up group programming immediately upon identifying the change to Contractor's regularly scheduled programming.
 - iii. Contractor shall notify affected participants of any cancelled, rescheduled, and/or make up group programming immediately upon identifying the change to the Contractor's regularly scheduled programming.
 - iv. If Contractor must cancel a class or program service, the DRC participant's attendance record shall reflect the cancellation and the participant shall not receive a negative or "no show" outcome for the cancelled class or program service.
 - v. If Contractor cancels a class or program service, Contractor shall schedule make-up opportunities for participants.
 - o. Accessibility and ADA Accommodation.
 - i. Contractor shall ensure that all programs and services are compliant with the Americans with Disabilities Act and that all programming is accessible to participants with disabilities.
 - ii. Contractor shall provide reasonable accommodations for participants with disabilities in accordance with Title II of the ADA, 42 U.S.C., Section 12131.
3. Utilize Evidence-Based Practices. Contractor will design program components, select curriculum, and implement methodologies using evidence-based concepts found to produce a high rate of change and decrease the likelihood of renewed criminal activity.

4. Consider Remote Program Services. Contractor may develop and implement remote program services, including a hybrid model of both in-person and remote services, for participants who cannot physically attend the DRC for scheduled services. Virtual services may be conducted by video conferencing, telephone, and email. Programs or services offered virtually will also be offered at the physical DRC site.
 - a. Contractor shall designate, in the participant database, those participants who are receiving virtual services.
 - b. If not explicitly stated on the referral form, Contractor shall obtain the approval of the participant's supervising officer to provide virtual services. The County shall have final say in determining whether a participant may receive their DRC program in a virtual setting.
 - c. Contractor shall ensure that a system is in place to obtain all enrollment paperwork, releases of information and other program-related documents for participants who receive virtual programming.
5. Provide Group and One-on-One Classes for In-Custody Participants of all Genders. Contractor will serve up to one hundred (100) participants housed at the Yolo County Jail at any given time, depending on available space and the number of referrals received, and provide group programs for up to a maximum of fifteen (15) participants per group. Contractor will also facilitate up to fourteen (14) one-hour in-custody classes per week and based on availability and qualifications of staff, two (2) of these classes may be one-hour Spanish speaking cognitive behavioral classes. Contractor will coordinate with the Yolo County Sheriff's Office to determine days, times, and duration of in-custody programs and will adhere to all policies, procedures, and security clearance requirements of the Yolo County Jail
6. Attend CCP, Steering Committee and Partner Check-In Meetings. Contractor Executive staff will attend *Yolo Community Corrections Partnership* (CCP) meetings upon County request and Contractor will coordinate and facilitate the quarterly *DRC Steering Committee*, and monthly *Partner Check In* meetings to oversee the contract, make executive decisions, review performance measures, and discuss program needs.
7. Provide Networking and Internet Connectivity Infrastructure.
 - a. Contractor will provide networking and internet connectivity infrastructure at the Woodland out-of-custody location. County will

provide phone lines for Contractor staff at the Woodland out-of-custody location and reimburse Contractor for costs of networking plan and maintenance.

- b. Contractor, at Contractor's expense, will provide phones and networking at the West Sacramento location.

8. Collect Data and Perform Quality Assurance Reviews. Contractor will collect all participant demographic and program data to support data collection and evaluation efforts, and to provide data and information as requested by Yolo County, in compliance with relevant confidentiality laws.

- a. Contractor will provide up to six standard database user accounts for Yolo County Probation and Sheriff at no cost to the County. Additional standard database user accounts requested by the County shall be billed at an annual rate per account per fiscal year as detailed in Exhibit B, *Budget Worksheet, Expansion Budget*. Contractor shall provide, at no cost to the County, database user accounts, training, and support for all of Contractor's DRC staff.
- b. Contractor will track individual participant service delivery data and outcomes related to program referrals and case management services from the initial referral and enrollment dates through program exit, including but not limited to dosage, duration and intensity of program services, attendance, completion and engagement rates, entry and exit assessment scores, completion of phase levels, achievements, and participant satisfaction survey data.
- c. Contractor will make best efforts to record in the database all participant attendance by close of business one business day, or shortly thereafter, following the date of attendance.
- d. Contractor will maintain a quality assurance process to audit participant and program data and generate outcome measures. The quality assurance process shall include, at a minimum, routine participant file audits and program observations, and the use of curriculum fidelity tools.
- e. Contractor will turn over to County all data collected upon termination of this Agreement.

9. Provide Various Reports to County.

- a. Contractor will complete Daily Statistical Reports for each participant to include the participant's name and time of arrival.

- b. Contractor will submit a Monthly Progress Report on each active DRC participant by the 10th of each month. The Monthly Progress Report will include the results of the most recent assessment, services the participant received, staff assessment of treatment progress (case review), progress toward meeting case plan goals, and the Contractor's recommendation for continuing, modifying, or discontinuing program.
- c. When a participant is discharged from the DRC, Contractor will submit a Discharge Report to the participant's supervising officer. The Discharge Report will include the participant's name and date of birth, program history, phase at discharge, exit date and reason for discharge.
- d. Contractor will prepare an Annual Report and present outcomes to the Board of Supervisors and Community Corrections Partnership annually and as requested by the County.
- e. Contractor will use the County's Results Based Accountability (RBA) Performance Measures Reporting Tool Template to generate and transmit bi-annual reports detailing agreed upon performance measures.
- f. Contractor will work with County to develop performance measures specific to the RBA outcome categories by project start (July 1, 2023) and annually thereafter by July 1 of each contract year. Contractor and County may add performance measures or amend existing performance measures as needed and upon mutual agreement.

10. Criminogenic Assessment and Screening Tools.

- a. County will provide Contractor with "at-entry" Ohio Risk Assessment System – Community Supervision Tool (ORAS-CST) scores and responsivity issues for out-of-custody participants on supervision.
- b. Contractor shall request from the County, and County will provide, for all out-of-custody participants on supervision, and who are discharging from the program as Successful or as an Approved Positive Transition (APT), the most recent ORAS-CST scores.
- c. Contractor shall record all County-provided ORAS-CST scores in Contractor's database and assess changes in entry and exit risk levels among Successful and APT out-of-custody participants on supervision.

- d. Contractor shall utilize a needs identification instrument only for out-of-custody participants not on supervision and for in-custody participants being released to Yolo County.

11. Referral Services

- a. Contractor shall coordinate with local providers as applicable.
- b. Contractor shall maintain a directory of local resources that offer forms of assistance to participants.
- c. Contractor shall track the frequency and type of community referrals.

12. Provide Immediate Notification of Problems. Contractor will notify the Probation Department and/or local law enforcement as soon as practicable of any problems impacting public safety or the participant's continued DRC participation. Problems may include but are not limited to: failure to report and follow daily schedules, failure to participate in required activities, new arrests, disruptive behavior, conflicts with staff or other participants, substance use and intoxication, and other behaviors that may pose a public risk

13. Sanctions and Incentives

- a. Contractor may utilize County-approved incentives to affirm positive participant behavior and achievements.
- b. Contractor shall coordinate with the Yolo County Sheriff to record, report, and validate milestone credits earned by in-custody participants.
- c. Contractor shall recognize successful participants at an annual awards ceremony.
- d. Contractor shall support sanctions placed on participants by supervising agencies. If the sanction is program-related, such as enrollment in additional services, Contractor shall coordinate with the supervising agency to implement the sanction at the DRC-level and coordinate with the participant to comply with the sanction.

14. Engage in Professional Development

- a. Contractor will ensure staff participate in training and professional development programs that clearly define the knowledge and skills necessary to effectively case manage and provide reentry services to DRC participants.

- b. Contractor will document all staff training and provide an annual report that summarizes planned and completed staff training and professional development activities.
- c. Contractor may temporarily close DRC program, not to exceed a total of forty (40) hours annually, for staff training or professional development activities. Contractor will notify County and impacted clients thirty (30) days in advance of the closure date.

15. Hiring and Security Clearance.

- a. Contractor shall adhere to pre-employment requirements of live scan clearance and TB testing for all Contractor staff. Contractor shall immediately notify the County of any vacancies. Contractor staff shall meet or exceed the minimum qualifications as described in their job description.
- b. Contractor staff, including sub-contracted service providers and volunteers, providing services to inmates at the Yolo County Jail shall submit a yearly application for clearance and adhere to the jail clearance process.

16. Budget and Cost Control.

- a. Contractor shall ensure cost control and operation within the agreed upon budget amount.
- b. Both the County and Contractor must mutually decide to exercise supplementary County-funded resources contained within Exhibit B, *Budget Worksheet, Expansion Budget*.

III. County Responsibilities

1. Referral, Assessment and Removal.

- a. Refer in-custody and out-of-custody participants to the Contractor. Referrals shall be made on a referral form and submitted electronically to the Contractor.
- b. Assess participants, who are on supervision and who are referred to the out-of-custody DRC, for their risk to reoffend using the Ohio Risk Assessment System – Community Supervision Tool (ORAS-CST). County will provide supervised participants' ORAS-CST scores to the Contractor at the time of referral.
- c. For participants on supervision and who are discharging from the out-of-custody program as Successful or as an Approved Positive Transition (APT), provide to the Contractor, upon request, the most recent ORAS-CST scores.

- d. Probation and Sheriff staff shall explicitly state on the participant's referral form that they are requesting remote virtual programming for a participant.
- e. Probation and Sheriff staff shall explicitly state on the participant's referral form that the participant needs Spanish speaking services.
- f. County reserves the right to remove a participant from the DRC program.

2. Collaboration.

- a. Facilitate collaboration among the Contractor, Yolo County Probation Department and Yolo County Sheriff's Office regarding participant referrals, activities, case plan progress, re-engagement, and program discharge.
- b. Assist Contractor with re-engagement of participants who are out of compliance with their case plan and DRC reporting requirements.
- c. Periodically display a presence at the DRC sites, observe program, and provide feedback to Contractor.
- d. Ensure representatives from Yolo County Probation Department and Yolo County Sheriff's Office attend the DRC Steering Committee and Monthly Partner Check-In meetings.

3. Training and Technical Assistance.

- a. Provide updates to the Contractor relevant to effective management of participants pursuant County, Yolo County Probation Department, Yolo County Sheriff's Office, and Yolo County Jail rules and regulations, policies, and procedures.
- b. Provide technical assistance, as needed, to the Contractor regarding networking and other infrastructure, and program operation.
- c. Through site visits, evaluate the program and physical facility, to ensure program quality and contract compliance.