

CONTRACT AMENDMENT

AMENDMENT SUMMARY	
Contract Details	
Contract OFS Number-Version <i>(County internal use only)</i>	300821-4
Contract Effective Date	July 07, 2020
Amendment Details	
Amendment OFS Number-Version <i>(County internal use only)</i>	300821
Amendment Effective Date	June 01, 2023
Additional Time Period	June 01, 2023 – May 31, 2024
Additional Amount	\$300,000
Fixed Price or Not-to-Exceed?	Not-to-Exceed
Parties	
Boulder County	
Department	Housing and Human Services
Division/Program	Partnerships, Contracts and Services Division
Mailing Address	P.O. Box 471 Boulder, CO 80306
Contract Contact	Rory Thomes, Community Investments and ARPA Project Manager rthomes@bouldercounty.gov HHScontracts@bouldercounty.gov
Invoice Contact	HHSimpactfinance@bouldercounty.gov rthomes@bouldercounty.gov
Contractor	
Contractor Name	Specialized Alternatives for Families and Youth of Colorado, Inc. (SAFY)
Contractor Mailing Address	10100 Elida Rd, Delphos, OH 45833
Contact Name and Title	Jenna Coleman, Executive Director
Contact Email	colemanj@safy.org
Secondary Contact	safygrants@safy.org
Brief Description of Work	
Contractor shall provide therapeutic services to clients referred by Boulder County Department of Housing and Human Services (BCDHHS).	
Additional Contract Documents	
a. Project Details, including project-specific terms and a Scope of Work, attached as Exhibit A (the "Scope of Work")	
b. Fee Schedule, attached as Exhibit B (the "Fee Schedule")	
COUNTY INTERNAL USE ONLY	
Purchasing Details	
Bid Number	SOQ# 7120-20
Award Date	May 12, 2020
If no Bid No., bid process used	Bid number provided above
COVID-19	NO
Project #	N/A
Purchasing Notes	

<i>(optional)</i>	
Amendment Notes <i>Additional information not included above</i>	
PO	No PO (Trails)
Chart of Accounts String	Core Services paid in Trails

This AMENDMENT (“Amendment”) to the above-referenced Contract (“Contract”) is entered into by and between the Board of County Commissioners on behalf of the County of Boulder, State of Colorado, a body corporate and politic, for the benefit of the Department of Housing and Human Services (“County” or “BCDHHS”) and Specialized Alternatives for Families and Youth of Colorado, Inc (“Contractor” or “SAFY”).

1. INCORPORATION OF AMENDMENT SUMMARY

The **Amendment Summary** is incorporated into this Amendment. The **Additional Contract Documents**, if any are listed, are incorporated into this Contract by reference.

2. EFFECTIVE DATE AND ENFORCEABILITY

This Amendment shall not be effective or enforceable until it is approved and signed by both Parties. Upon mutual execution hereof, the Parties agree that this Amendment shall be effective commencing on the **Amendment Effective Date** set forth above.

3. LIMITS OF EFFECT

This Amendment is incorporated by reference into the Contract. The Contract, and all prior amendments thereto, if any, shall remain in full force and effect except as specifically modified herein.

4. MODIFICATIONS

The Contract and all prior amendments thereto, if any, are modified as follows:

a. Term. The term of the Contract shall be extended through the **Additional Time Period** set forth above.

b. Contract Documents. The Contract Documents are updated to include the **Additional Contract Documents** set forth above. The rates and terms contained in the **Additional Contract Documents** shall become effective on the **Amendment Effective Date**.

c. Amount. The price of the Contract is amended to include additional funds not-to-exceed the **Additional Amount** for Work performed during the **Additional Time Period**.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties have executed and entered into this Amendment as of the latter day and year indicated below.

SIGNED for and on behalf of Boulder County	SIGNED for and on behalf of Contractor
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:
↓↓ <i>For Board-signed documents only</i> ↓↓	
Attest Signature:	<i>Initial</i>
Attestor Name:	
Attestor Title:	

EXHIBIT A SCOPE OF WORK

1. PROJECT DESCRIPTION

The purpose of the contracted services is to **provide therapeutic services**.

Boulder County Department of Housing and Human Services (BCDHHS) and its Partnerships, Contracts and Services Division (PCS), and the Integrated Managed Partnership for Adolescent and Child Community Treatment (IMPACT) Partnership are dedicated to supporting and sustaining healthy communities that strengthen individuals and families while promoting human dignity and hope for the future. We believe in co-creating solutions for complex family and community challenges by fully, effectively, and efficiently integrating health, housing, and human services to strengthen the broad range of Social Determinants of Health, in turn generating a more self-sufficient, sustainable, and resilient community. BCDHHS, PCS, and IMPACT are dedicated to providing therapeutic services and modalities that are Evidence-Based Practices or modalities that research supports as promising practices and have demonstrated outcomes.

2. TARGET POPULATION

The target population are children, youth, parents and families who are referred by BCDHHS/PCS/IMPACT who are involved with the court, child welfare, and including DYS referrals.

3. PERFORMANCE RESPONSIBILITIES

A. Scope of Services

Contractor, in accordance with the terms and conditions in this Contract, shall provide, in a timely and satisfactory manner, the following services:

1. Therapeutic Sexual Abuse Treatment
 - a. Services may include but not be limited to offense-specific treatment for individuals who have offended, informed supervision training for caregivers or natural supports.
 - b. Contractor/Victim Therapists shall be familiar with treating sexual abuse victims and have knowledge of Sex Offender Management Board (SOMB) standards regarding clarification and reunifications.
 - c. Offense-specific therapists shall be SOMB approved, in good standing, and identifiable on the SOMB provider list.
 - d. Contractor/Victim Therapists shall be familiar working with victims of adult offenders and sexually abusive youth, interfamilial and third-party abuse.
2. Behavioral Services/Coaching
 - a. Contractor shall provide coaching services to at-risk youth and families with an emphasis on individual and family transition, planning, and facilitation of services.
 - b. Services may include but not be limited to advocating for and engaging in activities that support clients with working with communication skills, coping skills, community engagement and other life skills as appropriate.
 - c. Services may include but not be limited to implementing a variety of assessment methods/procedures including vocational assessments, independent living skills evaluation, classroom and job observation,

academic functioning assessment, and clinical functioning assessments used for clients who present with known or possible intellectual or developmental disabilities (I/DD) or trauma symptoms, to address behavior modification strategies and increase in functioning, as well as implementing coaching plans for clients and caregivers.

- d. Behavior services and coaching can also be used as difficulty of care support in out-of-home placement settings. This would include additional staffing for the identified client and/or one-on-one coaching support.
 - e. Contractor shall have the ability to provide weekly individual contact with clients, act as a liaison with other providers, and accompany clients to appointments, hearings, and other necessary meetings.
 - f. Contractor shall have the ability to utilize a variety of approaches and provide coaching on independent living and interpersonal skills necessary for successful transition to adulthood.
3. Intensive In-Home Family Therapeutic Services
 - a. Services may address children, youth, and families impacted by significant trauma, attachment, and families who have periods of crises that result in increased safety risks or risk of out-of-home placement.
 4. In-Home Preservation Services and Removal Prevention Services
 - a. Services shall include short-term intensive in-home services that are focused on immediate stabilization where children are at imminent risk of removal, crisis intervention, conflict resolution, case management to access community resources, modeling/coaching appropriate behavior and parenting strategies, and developing daily structure and life skills.
 5. Individual Therapy with Specialization in Trauma
 - a. Services may include but not be limited to Neuro-sequential Model of Therapeutics, Adolescent Dialectical Behavioral Therapy (DBT), Trauma Focused Cognitive Behavioral Therapy (TF-CBT), Sensory Integration, Trauma Focused Child/Parent Interactional Therapy, and Accountability and Commitment Training (ACT).
 6. Attachment and Adoption Preservation Services
 - a. Contractor shall have experience in both attachment focused treatment and adoption preservation services targeting foster and adoption populations.
 7. Brief Strategic Family Therapy (BSFT)
 - a. SAFY of CO shall provide BSFT® services to eligible clients in REFERRING AGENCY.
 - b. SAFY of CO shall provide an average of 12-16 weekly sessions, depending on the severity of the problems.
 1. Sessions shall last between 60 to 90 minutes.
 - c. SAFY of CO shall organize a therapist-family work team which will:
 1. i. Developing a therapeutic alliance with each family member, and with the family, as a whole.
 2. Diagnose the nature of family strengths and problematic relationships.
 3. Develop a treatment strategy aimed at capitalizing on strengths and correcting problematic family relations to increase family competence.
 4. Implement change strategies and reinforce family behaviors that sustain new levels of family competence.
 - a. a. Change strategies include but are not limited to the

use of reframes to change the meaning of interactions; shifts alliances and interpersonal boundaries; building conflict resolution skills; and providing parents with guidance and coaching.

- d. SAFY of CO shall implement BSFT® services as a community-based service offered primarily in the family home, with the option for in-office sessions. i. Clients will have access to on-call services, as needed.
 - e. SAFY CO shall ensure therapists are fully trained to competency in BSFT® in order to provide services.
- B.** Releases of Confidentiality will be obtained so that Contractor staff and referring staff may share information regarding specific case information.
- C.** Contractor shall provide appropriate exchange of client information to referring agency to ensure positive outcomes for the clients served.
- D.** As a Core services provider, Contractor agrees to:
- 1. Be notified via emailed referral from BCDHHS/PCS/IMPACT when a client has been referred for services. Specific needs should be specified in the referral and discussed during treatment team staffings on an ongoing basis.
 - 2. Assign the referral for an intake to assess for services within seven days of the receipt of the referral to schedule an intake with the family. If the intake is not scheduled within seven days, Contractor shall notify the Utilization Management (UM) Team regarding attempts to contact and attempts to schedule.
 - 3. Notify the UM Team when the intake will occur. If the intake is not scheduled within seven days, Contractor shall notify the UM Team regarding attempts of contact and attempts to schedule.
 - 4. Contact the UM Team with proposal for services to include intensity and frequency.
 - 5. Services will be reviewed every 30 to 90 days by the UM Team. The UM Team in collaboration with the BCDHHS/PCS/IMPACT caseworker will establish an anticipated approved length of treatment. Contractor shall participate in monthly staffings or as needed in treatment teams' meetings.
 - 6. Consult with the UM Team prior to discussing any additional service suggestions with the client or treatment team. Contractor shall submit requests for additional services and service agreements to the UM Team. The UM Team will send an authorization or denial for services.
 - 7. Submit clinical progress notes at the end of each month to the UM Team and BCDHHS/PCS/IMPACT caseworker. These notes will include identified measurable goals, progress on each goal, concerns/barriers to achieving progress on stated goals, dates of sessions, length of sessions, participation at sessions, and finally estimated length of needed services based on identified measurable goals.
 - 8. Be able to provide consultation to primary caseworker and team, in addition to monthly staffings.
 - 9. Provide an initial treatment plan within 30 days of first meeting with client(s).
 - 10. Provide trauma informed therapeutic services, and/or provide specialized trauma interventions.

11. Demonstrate alignment in philosophy with BCDHHS/PCS/IMPACT around goals of reunification with family whenever it is a safe and sustainable option. Contractor shall have advanced knowledge of child abuse and neglect dynamics, share a philosophy rooted in family stabilization and reunification whenever possible.
12. Support the MDT concept and be willing to work as a member of a larger treatment team. Contractor shall have advanced knowledge of child abuse and neglect dynamics, share a philosophy rooted in family stabilization and reunification whenever possible, and demonstrate specific trauma-informed care experience.
13. Victim therapists must be qualified at the master's levels to perform therapeutic services with children and youth.
14. Not assign any provision of this Contract to a subcontractor.

4. MEETINGS AND COMMUNICATION

- A.** BCDHHS/PCS/IMPACT and Contractor may meet annually or more as needed to evaluate Contract usage and program effectiveness that may include:
1. recommendations for modifications in the scope of service for this Contract,
 2. technical assistance necessary to enable the performance of this Contract by Contractor, or
 3. the specification of necessary additional activities to enable Contractor's performance of the services provided under this Contract.

5. REPORTING REQUIREMENTS

- A.** As applicable and upon request, Contractor shall be able to provide documentation of the following:
1. Documentation of policies and procedures for service delivery and for review of programs
 2. Documentation of staff training and clinical supervision (procedures, results, frequency)
 3. Qualifications and experience of the vendor (credentialing and years of service provided)
 4. Documentation of clinical supervision procedure and results
 5. Demonstrated timely service delivery (average length of time between referral and first appointment)
 6. Utilization of Evidence-Based Practices
 7. Demonstrated ability to report quantitative and qualitative program data
 8. Ability to bill Medicaid
 9. Knowledge of the Family First Prevention Services Act (FFPSA) intent and requirements, particularly related to placements and evidence-based services.
 10. Current CBI background checks, DORA licensure and TRAILS background check as referenced in original contract section 47.
- B.** Contractor shall comply with data collection requirements as developed collaboratively with BCDHHS/PCS/IMPACT staff and will contact BCDHHS/PCS/IMPACT at hsimpactreporting@bouldercounty.gov in a timely

manner for resolution of any technical difficulties or support/training needs. Data requirements may be revisited during the year.

**EXHIBIT B
FEE SCHEDULE**

1. BUDGET AND RATES

- A. The total dollar amount for this Contract is up to, but no more than, \$300,000.

- B. Service descriptions and rates on invoices must align with the service descriptions and rates contained in the Contract. The agreed upon rates and descriptions are outlined below:

Service Detail	Duration	Rate
MTS - High Intensive In-Home Family Therapeutic Services, In-Home Family Preservation Services / Removal Prevention Services, Adoption Preservation Services Average – face-to-face service 20-40 hours	1 Month	\$3,200
MTS - Low Intensive In-Home Family Therapeutic Services, In-Home Family Preservation Services / Removal Prevention Services, Adoption Preservation Services Average – face-to-face service 10-20 hours	1 Month	\$1,600
Behavioral Services / Coaching	1 Hour	\$20 / Session
Therapeutic Visitation	1 Hour	\$90 / Session
Individual Child Therapy	1 Hour	\$90 / Session
Brief Strategic Family Therapy (BSFT)	1 month	\$1,618 / month
Travel: for any travel to / from areas outside (but not including) a 30-mile radius from the SAFY home office for Boulder County	1 Hour	\$50 / session
Multi-Disciplinary Team (MDT) Staffing	1 Hour	\$75 / session

Court Prep (Up to 4 hours)	1 Hour	\$100 / session
Court Testimony (Up to 4 hours)	1 Hour	\$100 / session

1. Mileage will not be reimbursed under this Contract.

C. No-Shows

1. Contractor must notify BCDHHS/PCS/IMPACT Family and Children Services (Child Welfare) Caseworker of all client no-shows within 24 hours of the no-show.
2. BCDHHS/PCS/IMPACT will reimburse for up to three (3) no-shows per referral at the full service rate.
3. After the third client no-show, BCDHHS/PCS/IMPACT and Provider will reassess the need for client services.

- D.** If specific services are included in a package rate, Contractor agrees to make these services available as “a la carte” options during the course of treatment, at a mutually agreeable rate.

2. INVOICE AND PAYMENT REQUIREMENTS

A. Invoicing

1. All invoices, general ledgers, and applicable reports shall be submitted to BCDHHS/PCS/IMPACT at hhsimpactfinance@bouldercounty.gov, hhsimpactreporting@bouldercounty.gov and rthomes@bouldercounty.gov by the 10th day of the month following the month in which the cost was incurred.
2. Invoices submitted past 90 days of the date of service will not be paid.

B. Invoice Requirements

These requirements provide guidance to BCDHHS/PCS/IMPACT contractors in the preparation of invoices. Following these guidelines will expedite payment of invoices, provide consistent requirements across contractors, and better ensure payments are allowable per each Contract.

Invoices must be submitted in a timely manner and in accordance with the terms of the Contract. The following procedures shall apply when submitting invoices.

1. Invoice Details

The invoice shall:

- a. Include a phone number and/or email for any invoice questions.
- b. Include a unique invoice number and/or billing number for each invoice submitted.

- c. Include the total amount due for the billing period supported by complete and eligible costs as required in section ii. below.
- d. Include payee, description, date, hours, and amount, and as applicable, participant name, service provided, date of service and amount for service per date.
- e. Be addressed to Boulder County DHHS 3400 Broadway, Boulder, CO 80304.
- f. Include Contractor's address (must match address on W-9).

2. Supporting Documentation for Invoices

The Contractor shall keep on site for BCDHHS/PCS/IMPACT review, for the Contract year plus five years, the following supporting documentation with their invoice:

- a. The documentation shall include all receipts and/or other original support. If operating/travel, travel expense reports must be included.
- b. For personnel expense reimbursement requests, an excerpt of the payroll register from the paying system is appropriate for documentation. The payroll register shall include staff name(s) or initials, period paid, salary and itemized employer-paid taxes and benefits.
- c. Please note that should Contractor not have adequate supporting documentation as described above; BCDHHS/PCS/IMPACT has the right to recover any unsupported payments.

C. Payments

- 1. BCDHHS/PCS/IMPACT will reimburse Contractor within 30 days of receipt and approval of a fully-supported and payable invoice.
- 2. BCDHHS/PCS/IMPACT will follow-up with Contractor within 15 days of receipt should there be any questioned or unsupported costs.
- 3. Payments shall be made to Contractor's account through Trails (State of Colorado Child Welfare System) or by means of a check contingent on the payment source. Payments made through Trails are processed once a month and paid either the third or fourth week of each month for the previous calendar month and will be made contingent upon receipt of all required documentation.
- 4. BCDHHS/PCS/IMPACT shall compensate Contractor for the services provided under this Contract, in accordance with the following requirements:
 - a. Contractor must submit progress reports (as applicable) or monthly summaries with invoice; payment will not be made until all reports/evaluations are received and all data requirements are met.
 - b. Costs for services in this Contract may not be greater than that charged to other persons in the same community.
 - c. Clients shall not be charged any fees related to the services provided under this Contract unless approved in writing by BCDHHS/PCS/IMPACT.
 - d. Expenditures will not be reimbursed when the expenditures may be reimbursed by some other source (12 CCR 2509-5).