

Exhibit: Housing Support Services Requirements

Definition: Housing support services are services that assist the client in securing long-term, appropriate, safe, and clean living housing where alcohol and other drug use is not likely to be accepted or encouraged.

Scope of services: Housing support services providers shall assist the client in searching for, attaining, and keeping long-term, clean, safe, and appropriate housing. Housing support services to the client may include a wide range of services that assist the client in improving their housing circumstances, including but not limited to, skill building, assisting clients with the physical move, managing logistics, and inspecting prospective housing locations for suitability.

Housing support services providers may also provide housing subsidies to clients on a need basis, provided that: (1) all other housing options and resources available to the client from other sources have been investigated, and (2) those funds have either been exhausted or an identified gap in funding exists. For example, if a client qualifies for housing subsidies through another government program that pays for monthly rent, but not for the security deposit, the client may qualify for ATR funds.

Minimum requirements: Housing support services provider staff shall be required to possess and utilize a wide range of higher level interpersonal and observation skills. Housing support services providers must be able to effectively work with individuals of diverse backgrounds, cultures, religious beliefs, and lifestyles. Housing support services providers must have the capacity to build rapport and work with substance abuse clients, and individuals who may have criminal history in their backgrounds, co-occurring health and mental health issues, a history of violence, and who may at times be less than willing to fully cooperate within structured services and systems. Housing support services providers must have the ability to work with individuals who do not speak English as a first language. Providers shall provide translator services to client as necessary, in order to provide the services detailed in this exhibit.

Housing support services providers shall conduct, at a minimum, a criminal history record check for any person who is employed or volunteers in an administrative or program position which necessitates close proximity to clients. For administrative and program staff working in a position which necessitates close proximity to children or adolescents, the criminal history check shall also include fingerprinting and screening through the Child Abuse and Neglect Registry. A copy of the criminal history record check shall be placed in the employee's or volunteer's personnel file and shall be available for review.

Housing support services providers are required to collaborate and cooperate with the Department of Human Services Child Welfare Services as the primary case management agency for the client, the client's treatment program, the

Recovery Support Services (“RSS”) Unit, and other ATR recovery support services providers for the purposes of enhancing client wellness and promoting recovery.

Voucher Management System (“VMS”) Code: The VMS code for Housing support services is 7020, sub category (-01), (-02), and payment of vouchers is managed through Hawaii WITS electronic voucher management system:

-01 Mentoring to manage housing issues, expires one hundred twenty (120) days after issuance,

-02 Housing Subsidies, expires thirty (30) days after issuance.

Client vouchers are initiated through the RSS Unit, and will be capped once the maximum fees have been expended. Vouchers that are unexpended by the voucher expiration date are automatically released back to the ATR general fund, and are considered available for re-assignment to other ATR clients.

Fee schedule: The minimum unit of billing for Housing Support Services (-01) Mentoring is one (1) week at a compensation rate of \$50.00 per week for a maximum total amount of \$800.00 or sixteen (16) weeks per client.

The minimum unit of billing for Housing support services (-02) Housing Subsidies is one (1) payment. The specific minimum dollar amount and the total number of payments may vary from client to client, based on available housing options and the client’s circumstances. The total maximum amount for housing subsidies is \$1,000.00 per client.

ATR funds are intended to support, not supplant, existing funding options for the client and may be billed only after all other options for funding this service have been exhausted.

Insurance: Individuals or agencies authorized to provide Housing support services shall maintain commercial general liability insurance. The provider shall obtain from a company authorized by law to issue such insurance in the State of Hawaii commercial general liability insurance (“liability insurance”) in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) coverage for bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) coverage in the aggregate.

The liability insurance shall be primary and shall cover the insured for all work to be performed under the MOU, including changes, and all work performed incidental thereto or directly or indirectly connected therewith.

A certificate of the liability insurance shall be given to the Alcohol and Drug Abuse Division (ADAD) by the Provider. The certificate shall provide that the State of Hawaii and its officers and employees are Additional Insureds. The certificate shall provide that the coverage being certified shall not be cancelled or materially changed without giving ADAD at least thirty (30) days prior written notice by registered mail.

Amendments and Corrections: All corrections or updates required for ATR Grant implementation and compliance with Substance Abuse and Mental Health Services Administration (“SAMHSA”) Center for Substance Abuse Treatment (“CSAT”) requirements of the Office of Grants Management and Office of National Drug Control Policy, stipulated by the Government Project Officer, or stipulated by Administrators of ADAD and the ATR Project shall be posted on the ATR website. RSS Unit providers are advised to check the website no less than once monthly for updates in order to comply with and incorporate required changes as referenced on the ATR website as soon as reasonably possible. Updates of a more urgent nature, or that constitute a substantial change, shall be communicated in writing to all service providers affected by the change. Failure to comply with Amendments or corrections as required for ATR Grant implementation may result in suspension or termination of the provider’s authorization to provide services through ATR. Any changes will be considered applicable and implemented as of the date they are posted on the ATR website and providers are notified. Those providers who are unwilling to continue to provide ATR services under the amended or corrected conditions may suspend or terminate the agreement. The provider shall continue to provide services on existing open and issued vouchers. Once the voucher funds are expended, or the voucher expires, the provider shall no longer be considered authorized as an ATR recovery support service provider and the agreement terminated.

ATR recovery support service providers shall receive written notice in the event that their authorization to provide ATR funded recovery support services has been suspended or terminated.

Any updates to this document shall be amended to this document, and shall include the date of the amendment. The original document shall be archived, along with any subsequent amendments and available for physical viewing at the ADAD ATR offices at 601 Kamokila Blvd., Room 360, Kapolei, HI 96707, and shall be retained by ADAD for one (1) year (12 months) after all ATR II Grant funds have been expended. Any future versions of ATR Grant funding shall be defined by new grant requirements, and terms of this agreement shall not necessarily be applicable to any future funding in the area of recovery support services.

Suspension & Termination: All Recovery Support Service Unit providers are considered “at will” parties to this Memorandum of Understanding (“MOU”) and may be suspended or terminated from receiving further client referrals should

issues of waste, fraud, or abuse emerge. Client referrals may resume once concerns about waste, fraud, or abuse are positively resolved. Authorization to be a recovery support service Unit provider may be suspended or terminated should concerns about waste, fraud, or abuse not be satisfactorily resolved. Either party to this agreement may choose to suspend or terminate this agreement with the other party with thirty (30) days of written notice, without cause.